



# **broward community college**



Ft. Lauderdale,  
Florida  
1980-1981



## Broward Community College

*The College reserves the right to change any provision or requirement, including fees, pursuant to law, State Board of Education rules, and College policy. The College further reserves the right to require the student to withdraw at any time pursuant to appropriate policies and procedures. It also reserves the right to impose probation on any student whose conduct is unsatisfactory in relation to established College policy. Any admission on the basis of false statements or documents may be grounds for dismissal and loss of all credit for work which may have been completed at the College.*

General Catalog 1980 - 1981  
BROWARD COMMUNITY COLLEGE

*CENTRAL CAMPUS*

*3501 Southwest Davie Road  
Fort Lauderdale, Florida 33314  
475-6500*

*FORT LAUDERDALE CENTER*

*College Administrative Offices  
225 East Las Olas Boulevard  
Fort Lauderdale, Florida 33301  
761-7400*

*NORTH CAMPUS*

*1000 Coconut Creek Boulevard  
Coconut Creek, Florida 33066  
972-9100*

*JUDSON A. SAMUELS*

*SOUTH CAMPUS  
7100 Hollywood Boulevard  
Hollywood, Florida 33024  
962-4110*


*ACCREDITED BY*

*Florida Department of Education  
Southern Association of Colleges and Schools*

*MEMBER OF*

*Florida Association of Community Colleges  
College Entrance Examination Board  
American Council on Education  
Florida Association of Collegiate Registrars and Admissions Officers  
Florida Association of Colleges and Universities  
Southern Association of Community and Junior Colleges  
American Association of Community and Junior Colleges  
American Association of School Administrators  
American Technical Education Association, Inc.  
American Association for Higher Education  
Florida Junior College Conference  
Institute of International Education  
Southern Association of Collegiate Registrars and Admissions Officers  
American Association of Collegiate Registrars and Admissions Officers*

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# 1980

AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

OCTOBER							NOVEMBER							DECEMBER											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
				1	2	3	4						1							1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13					
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20					
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27					
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31								
							30																		

# 1981

JANUARY							FEBRUARY							MARCH							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
25	26	27	28	29	30	31								29	30	31					

APRIL							MAY							JUNE											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
				1	2	3	4					1	2							1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13					
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20					
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27					
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30									
							31																		

JULY							AUGUST							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
													1	
				1	2	3	4	2	3	4	5	6	7	8
5	6	7	8	9	10	11	9	10	11	12	13	14	15	
12	13	14	15	16	17	18	16	17	18	19	20	21	22	
19	20	21	22	23	24	25	23	24	25	26	27	28	29	
26	27	28	29	30	31		30	31						

## COLLEGE CALENDAR 1980—1981

	TERM I Aug. 25-Dec. 19 Aug. 1, '80	TERM IA Aug. 25-Oct. 20 Aug. 1, '80	TERM IB Oct. 22-Dec. 19 Sept. 26, '80
<b>LATE APPLICATION FOR ADMISSION</b>			
Last day for new and returning students who have not been enrolled within the last two (2) years to file application for admission. The application must be in the Registrar's Office this date. Late application after this date will be assigned appointments when possible after all regular applicants have been processed. Students returning after more than 1 year must update their residency affidavit at the time they register.			
* <b>ON LINE REGISTRATION AND ADVISEMENT BY APPOINTMENT ONLY</b>			
1. Currently enrolled students	Mar. 31- Aug. 19	Mar. 31- Aug. 19	Mar. 31- Aug. 19 and Oct. 13-17
2. New Students as indicated on Notice of Admission	Apr. 28- Aug. 19	Apr. 28- Aug. 19	Apr. 28- Aug. 29 and Oct. 13-17
3. 60 years of age, all employees and spouses waiver students may begin registration	Aug. 8-29	Aug. 8-26	Oct. 7-23
** <b>REGULAR REGISTRATION (8:30 AM to 8:00 PM) FACULTY REPORT DATE</b>	Aug. 20, 21, 22 Aug. 21	Aug. 20, 21, 22	Oct. 20, 21
Last Day for 100% Refund for courses dropped or complete withdrawal	Aug. 22	Aug. 22	Oct. 21
<b>CLASSES BEGIN 8:00 AM</b>	Aug. 25	Aug. 25	Oct. 22
*** <b>LATE REGISTRATION—DROP &amp; ADD</b>	Aug. 25-29	Aug. 25, 26	Oct. 22, 23
Schedule Change and adjustments: Advisor must sign the form to be processed. No fee is charged when a course is dropped. There is an 80% refund for courses dropped or for a complete withdrawal from College. Last Day for 80% refund for courses dropped and complete withdrawal			
HOLIDAY (Labor Day) No Classes Day or Evening	Aug. 29	Aug. 26	Oct. 23
FALL HOLIDAY	Sept. 1 Sept. 19	Sept. 1 Sept. 19	
Last Day for graduation evaluations and to pay Graduation Fees	Oct. 3		
MIDTERM	Oct. 20		
STAFF DEVELOPMENT DAY—No Day or Evening Classes	Oct. 21		Oct. 21
LAST DAY TO CHANGE FROM CREDIT TO AUDIT	Nov. 3	Sept. 18	Nov. 24
HOLIDAY (Veterans Day) No Day or Evening Classes on	Nov. 10		Nov. 10
Last Day for Student to Withdraw from any class	Dec. 1	Oct. 10	Dec. 12
HOLIDAY (Thanksgiving Day) No Evening Classes on	Nov. 26		Nov. 26
No Evening or Day Classes on	Nov. 27, 28		Nov. 27, 28
FINAL EXAMINATIONS	Dec. 15-19	Last class meeting	Last class meeting
TERM ENDS	Dec. 19	Oct. 20	Dec. 19
GRADES DUE TO CAMPUS REGISTRAR BY 10:00 AM	Dec. 20	Oct. 21	Dec. 20

\* There is a 100% refund for withdrawals for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

\*\* Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursdays between 12:00-5:45 PM.

\*\*\* Late Registration after this date may be considered only in unusual or extenuating circumstances. Contact the Campus Registrar for information.



# COLLEGE CALENDAR 1980-1981

	TERM II Jan. 7-May 1 Dec. 12, '80	TERM IIA Jan. 7-Mar. 3 Dec. 12, '80	TERM IIB Mar. 5-May 1 Feb. 13, '81
<b>LATE APPLICATION FOR ADMISSION</b>			
Last day for new and returning students who have not been enrolled within the last two (2) years to file application for admission. The application must be in the Registrar's Office this date. Late application after this date will be assigned appointments when possible after all regular applicants have been processed. Students returning after more than 1 year must update their residency affidavit at the time they register.			
<b>* ON LINE REGISTRATION AND ADVISEMENT BY APPOINTMENT ONLY</b>			
1. Currently enrolled students	Oct. 13-Dec. 29	Oct. 13-Dec. 29	Oct. 13-Dec. 29 and Mar. 2
2. New Students as indicated on Notice of Admission	Nov. 3-Dec. 29	Nov. 3-Dec. 29	Nov. 3-Jan. 13 Mar. 2
3. 60 years of age, all employees and spouses waiver students may begin registration	Dec. 24-Jan. 13 Dec. 30 and Jan. 5, 6 Jan. 6	Dec. 24-Jan. 8 Dec. 30 and Jan. 5, 6	Feb. 17-Mar. 6 Mar. 2, 3
<b>** REGULAR REGISTRATION (8:30 AM to 8:00 PM)</b>			
<b>FACULTY REPORT DATE</b>			
Last Day for 100% Refund for courses dropped or complete withdrawal			
CLASSES BEGIN 8:00 AM	Jan. 6 Jan. 7	Jan. 6 Jan. 7	Mar. 4 Mar. 5
<b>**LATE REGISTRATION—DROP &amp; ADD</b>	Jan. 7-13	Jan. 7-8	Mar. 5-6
Schedule Change and adjustments: Advisor must sign the form to be processed. No fee is charged when a course is dropped. There is an 80% refund for courses dropped or for a complete withdrawal from College. Last day for 80% Refund for courses dropped and complete withdrawal			
HOLIDAY (Washington's Birthday) No Day or Evening classes	Jan. 13 Feb. 16	Jan. 8 Feb. 16	Mar. 6
LAST DAY FOR GRADUATION EVALUATIONS AND TO PAY GRADUATION FEES	Feb. 27 Mar. 4	Feb. 2	Apr. 2
MIDTERM			
STAFF DEVELOPMENT DAY No Day or Evening Classes	Mar. 4	Mar. 4	
LAST DAY TO CHANGE FROM CREDIT TO AUDIT	Mar. 13	Feb. 6	Apr. 8
HOLIDAY (Spring Break) No Classes in Evening No Day or Evening Classes	Apr. 16 Apr. 17		Apr. 16 Apr. 17
Last Day for Student to Withdraw from any class	Apr. 10	Feb. 25	Apr. 24
FINAL EXAMINATIONS	Apr. 27-30 and May 1 May 1	Last class meeting Mar. 3	Last class meeting May 1
TERM ENDS			
Grades due to Campus Registrar by 10:00 AM	May 2	Mar. 4	May 2
Commencement Exercises	May 4		May 4

\* There is a 100% refund for withdrawals for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

\*\* Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursdays between 12:00-5:45 PM.

\*\*\* Late Registration after this date may be considered only in unusual or extenuating circumstances. Contact the Campus Registrar for information.

## COLLEGE CALENDAR 1980—1981

	TERM III May 4—July 31	TERM IIIA May 4—June 16	TERM IIIB June 18—July 31
<b>LATE APPLICATION FOR ADMISSION</b> Last day for new and returning students who have not been enrolled within the last two (2) years to file application for admission. The application must be in the Registrar's Office this date. Late application after this date will be assigned appointments when possible after all regular applicants have been processed. Students returning after more than 1 year must update their residency affidavit at the time they register.	Apr. 7, '81	Apr. 11, '81	June 2, '81
<b>* ON LINE REGISTRATION AND ADVISEMENT BY APPOINTMENT ONLY</b>			
1. Currently enrolled students	Mar. 30— Apr. 30	Mar. 30— Apr. 30	Mar. 30— Apr. 30 and June 12-15
* 2. New Students as indicated on Notice of Admission	Apr. 13-30	Apr. 13-30	May 19- June 15
3. 60 years of age, all employees and spouses waiver students may begin registration	Apr. 20— May 7	Apr. 20— May 7	June 3-19
<b>** REGULAR REGISTRATION (8:30 AM to 8:00 PM)</b> Last Day for 100% Refund for courses dropped or complete withdrawal	May 1-4	May 1-4	June 16-17
<b>FACULTY REPORT DATE</b>	May 4 May 4	May 4 May 4	June 17 June 17
<b>CLASSES BEGIN 8:00 AM</b> (See special note below for Friday evening meeting dates)	May 4	May 4	June 18
<b>*** LATE REGISTRATION—DROP &amp; ADD</b> Schedule Change and Adjustments: Advisor must sign the form to be processed. No fee is charged when a course is dropped. There is an 80% refund for courses dropped or for a complete withdrawal from College. Last Day for 80% Refund for courses dropped and complete withdrawal from College	May 4-6	May 4-6	June 18-19
Last day to change from Credit to Audit	May 7	May 7	June 19
<b>HOLIDAY (Memorial Day)</b> No Classes Day or Evening	July 3 May 25	June 1 May 25	July 17
<b>MIDTERM</b> Last Day for student to Withdraw from any class	June 16	May 22	July 8
<b>HOLIDAY (Independence Day)</b> No Classes Day or Evening	July 11	June 5	July 21
<b>FINAL EXAMINATIONS</b>	July 6 July 27-31	July 6 Last class Meeting June 16	July 6 Last class Meeting July 31
<b>TERM ENDS</b>	July 31	June 16	July 31
<b>GRADES DUE IN THE CAMPUS REGISTRAR'S OFFICE BY 10:00 AM</b>	Aug. 1	June 18	Aug. 1
* There is a 100% refund for withdrawals for students who preregister and withdraw through the last day preceding the commencement of classes in a term.			
** Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursdays between 12:00-5:45 PM.			
*** Late Registration after this date may be considered only in unusual or extenuating circumstances. Contact the Campus Registrar.			

### SPECIAL NOTE:

**TERM IIIA:** Monday and Wednesday evening classes will meet on this schedule: May 8, May 22, June 5, 1981.  
Tuesday and Thursday evening classes will meet on this schedule: May 15, May 29, June 12, 1981.  
Friday evening class dates

**TERM IIIB:** Monday and Wednesday evening classes will meet on this schedule: June 19, July 3, and July 17, 1981.  
Tuesday and Thursday evening classes will meet on this schedule: June 26, July 10, and July 24, 1981.  
Friday evening class dates



## COLLEGE CALENDAR 1981—1982 — TERM I

### ON LINE REGISTRATION

Advisement by Appointment Only

1. Currently enrolled students . . . . . Begins Apr. 27, 1981
2. New Students as indicated on Notice  
of Admission . . . . . Begins May 26, 1981

## WHERE TO GO FOR HELP

Academic Standing, Probation, Suspension, Reinstatement . . . . .	<i>Registrar</i>
Add, Drop, or Change Courses . . . . .	<i>Counseling—Advisement Office and Registrar</i>
Admissions, Registration, and Academic Records . . . . .	<i>Registrar</i>
Advisor or Counselor, and Assignment of . . . . .	<i>Counseling—Advisement Office</i>
Alumni . . . . .	<i>Development Office</i>
Books and Classroom Supplies . . . . .	<i>Bookstore</i>
Pay College Bills, Adjustments in College Bill . . . . .	<i>Bursar's Office</i>
Career Information . . . . .	<i>Career Center</i>
Check Out Books . . . . .	<i>Library</i>
Class Enrollment Overload Form . . . . .	<i>Division Chairperson and Campus Dean of Academic Affairs</i>
Course Overload Form . . . . .	<i>Counselor, Registrar, and Campus Dean of Academic Affairs</i>
Evaluation of Permanent Records for Graduation . . . . .	<i>Registrar</i>
Gifts and Donations . . . . .	<i>Development Office</i>
Help With Personal Problems . . . . .	<i>Counseling—Advisement Office</i>
Illness . . . . .	<i>College Nurse</i>
Loans, Scholarships . . . . .	<i>Financial Aid</i>
Lost and Found . . . . .	<i>Counseling—Advisement Office</i>
Parking Permit . . . . .	<i>Student Services Building</i>
Part Time Jobs . . . . .	<i>Career Center</i>
Permission to Organize a Club . . . . .	<i>Vice-President for Student Development Director of Student Activities</i>
Public Relations, including News Releases, Brochures, Guest Speakers, and Promotional Events and Publicity . . . . .	<i>Director of Public Relations</i>
Reading Help, Building 07, Central Campus Building 9, North Campus	
Report Matters Needing Attention on Campus and in Buildings . . . . .	<i>Vice-President for Business Affairs</i>
Student Activities, General . . . . .	<i>Student Activities Office</i>
Student Work on Campus . . . . .	<i>Financial Aid</i>
Test Results and Interpretation . . . . .	<i>Counselor</i>
Transfer (In or Out) . . . . .	<i>Registrar and Director of Admissions</i>
Waiver of Requirements Form . . . . .	<i>Division Chairperson and Campus Dean of Academic Affairs</i>
Withdrawal from College . . . . .	<i>Registrar</i>
IN CASE OF ACCIDENT REPORT TO: . . . . .	<i>Instructor, College Nurse, or Security Officer</i>
For Reservations and Special Events in Hospitality Center . . . . .	<i>Campus Provost</i>
Women's Concerns . . . . .	<i>Special Assistant for Women's Affairs or Campus Women's Center</i>

# General Information

## The College

Broward Community College is one of twenty-eight colleges in the Florida system of Community Colleges. The programs and services are designed to help meet the needs for education and training in Broward County.

All responsibility, authority, and control of the operation of the College is the responsibility of the College District Board of Trustees. Members of the Board of Trustees are appointed by the Governor and confirmed by the Florida State Senate. The District Board of Trustees is responsible to the State Board of Education, State Commissioner of Education and the State Community College Coordinating Board (SCCCB). Affairs of the College are regulated under rules developed by the Coordinating Board. Activities of Broward Community College, and the other twenty-eight community colleges are coordinated by the Division of Community Colleges which acts as staff for the Coordinating Board.

## History

Authorized by the Florida State Legislature in 1959, Broward Community College began to take form with the appointment of the local Advisory Committee under State Board of Education Regulations in October of that year. The first President was Dr. Joe B. Rushing, who assumed his duties on April 7, 1960. In the fall of 1960, the College opened its first session with 701 students in facilities formerly occupied by a Naval Air Station at the Fort Lauderdale-Hollywood International Airport. From the beginning, permanent facilities were planned. Upon completion of the initial permanent buildings, activities were moved from the Naval Air Station to the present Central Campus site on Southwest Davie Road in August, 1963.

From the first session the College experienced sound growth in facilities, number of students, and quality of its programs. In the fall of 1965, Dr. Rushing resigned as President and was succeeded by Dr. Myron Blee. Upon Dr. Blee's resignation in 1968, Dr. A. Hugh Adams was chosen as the third President and assumed his duties on April 15, 1968.

Effective July 1, 1968, by Legislative action of the 1968 Florida Legislature Special Session, the College was separated from the School Board of Broward County and its Advisory Board became a governing District Board of Trustees. Since the summer of 1968, the College's enrollment has increased over 100 per cent. Projections indicate significant growth will continue over the next ten years.

Early in Dr. Adams' tenure of office, a comprehensive ten-year development program was inaugurated and it was completed and accepted as a general blueprint for the College by the Board of Trustees on January 20, 1970. This plan envisions three campuses (North, Central, and South), centers in high population density areas, and off-campus course offerings. Target

dates for planning, construction, and openings have been tentatively established. Since multi-campus operations began, the current Davie Road 152-acre site is known as Broward Community College, Central Campus. Each campus will be designated appropriately in the same fashion. It is anticipated that the College will reach a total enrollment in excess of 20,000 by the end of the decade if its development plans materialize as projected.

Beginning with a limited university parallel program, the College has expanded its programs so that it is now a comprehensive community college offering work in varied technical areas as well as in university parallel curricula. Plans call for continual re-evaluation and adjustment so as to serve the educational needs of all facets of the Broward community, the State, and the Nation consonant with the College's purposes and its resources.

College administrative offices were moved to downtown Fort Lauderdale in early 1973. Located in the same building at 225 East Las Olas Boulevard is the Fort Lauderdale Center.

## Philosophy

Because Broward Community College is committed to the ideal of the worth and dignity of the individual, its underlying philosophy is to provide opportunities for youth and adults to develop themselves for a purposeful, gratifying, and useful life in a democratic society. The College accepts the national goal of providing at least two years of education beyond the high school level. Paramount in such education are programs of study designed to fit the needs of students with varying educational and vocational goals and those which provide co-curricular activities and community services consistent with the concept of the community junior college. Operating in the larger context of local, state, regional, and national higher education patterns, the College seeks to respond to the needs of the individual at his/her level of ability and development.

## Purposes

Broward Community College has as its main purposes the following:

1. To provide programs which parallel the first two years of degree programs in four-year colleges and universities.
2. To provide educational opportunities for students who do not plan to complete a four-year degree program, but who can profit from the pursuit of a one-year and/or two-year program of technical, health, semi-professional and occupational education beyond the high school level.
3. To provide programs for students which will enrich their cultural lives and improve their personal efficiency.
4. To serve as an educational and cultural center for Broward County and South Florida.



5. To provide special services, courses, and programs for groups with particular needs such as the culturally deprived, the senior citizens, those who need to learn new skills, and those who have specialized needs that can be met by short term credit and non-credit courses, seminars, lectures and classes, including regular offerings.

## Accreditation

Broward Community College is accredited by the Southern Association of Colleges and Schools. It is also accredited by the Florida Department of Education. Allied health programs are accredited by the American Medical Association in collaboration with the appropriate agencies.

## Equal Opportunity Policy

Broward Community College as an institution of higher learning is dedicated to the inculcation of the highest ideals of citizenship in a free society. The College seeks to set a proper example by complying with all relevant laws enacted at every level of government. Consistent with the American ideals of equality of citizens and the dignity and worth of each person, the College hereby states that equal employment opportunity and advancement as well as participation in programs and activities are guaranteed consonant with appropriate laws without regard to race, religion, color, national origin, sex, age, handicap, veteran status, or any other such factor. All members of the faculty, staff, and student body are expected to assist in making this policy a practical reality. The President of the College is empowered to implement this policy through appropriate personnel and by use of effective guidelines.

Broward Community College encourages the enrollment of qualified handicapped/disabled students. The

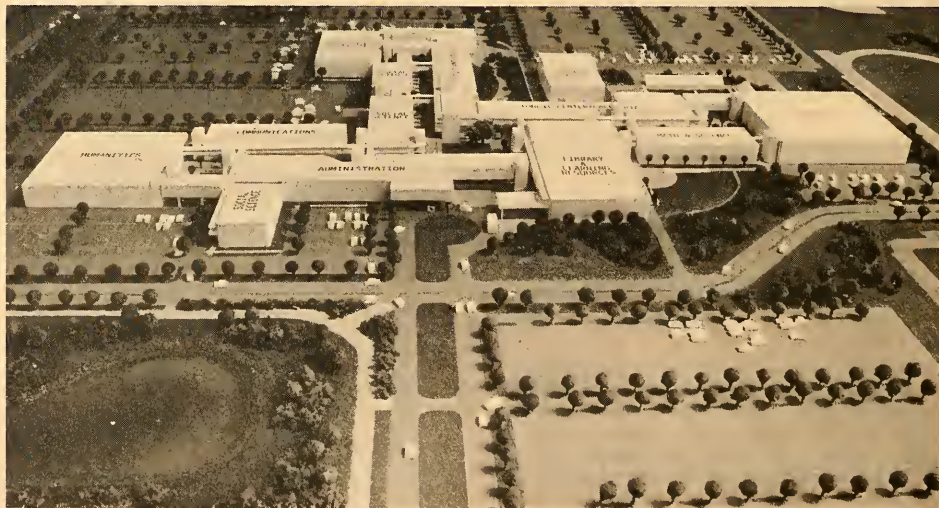
College reviews periodically physical facilities to insure that access to education is maximized for all its students including the handicapped. Handicapped students are assured participation in all College activities and/or services as described in Section 504 of the Rehabilitation Act of 1973.

## Sites and Buildings

The Central Campus on Southwest Davie Road contains about 152 acres and is situated in the Nova educational complex. Other institutions in the complex are the Nova schools and Nova University. Currently, the Central Campus has seventeen buildings and complete athletic and parking facilities. The site has been sodded and landscaped so as to enhance its esthetic qualities. An observatory and additions to the science and engineering technology buildings were constructed in 1973. A Fort Lauderdale Center is in full operation.

Located west of the Florida Turnpike at Exit 20 and south of Hammondville Road, the North Campus of approximately 113 acres in Coconut Creek had constructed on it the first permanent facilities beginning in the summer of 1970. This site is being landscaped as facilities are constructed. Two buildings were constructed during 1971 and occupied in January, 1972. A library/classroom building and a physical education building were constructed in 1973. Two buildings were completed in 1975 and one was completed in 1976-77.

The South Campus site has been designated at the North Perry Airport in Pembroke Pines on Hollywood Boulevard. Programs began during the 1977-78 year in the Pines Center at 7100 Hollywood/Pines Boulevard. A Hollywood Center now operates in a building made available through leasing arrangement with the Hollywood Memorial Hospital Board. This building is located at 3601 Johnson Street, adjacent to the hospital.



# Services for Students Entering Broward Community College

## Admissions

Admission to the College is based on a number of considerations, no one of which is the determining factor in deciding an applicant's eligibility for admission. Certain records and forms are required before a person can be unconditionally admitted to the College.

Here are the steps in applying for admission to Broward Community College:

1. Contact any Campus Registrar's Office for the official application forms.
2. Complete all forms according to instructions given, and return them to the Campus Registrar's Office or mail to address on the application form.
3. Upon a review of all required information submitted by the student, the College Registrar's office then will communicate the decision of the College concerning his/her admission.
4. The College will accept qualified applicants on a space and staff available basis. Broward County residents will be given priority. The College reserves the right to deny admission to any applicant when appropriate ideals of scholarship and deportment are jeopardized.

## General Admissions Requirements

1. Properly completed Application for Admission form.
2. Graduation from an approved high school or equivalency diploma (GED). To earn a GED, one must earn an average score of 45 with no score less than 40. Students interested in taking the GED should contact one of the Broward County Adult/Vocational Centers. These Adult/Vocational Centers are part of the School Board of Broward County, not Broward Community College.
3. Affidavit of Residency, if legal Florida resident. 6A-14.52 Florida resident for purposes of assessing student fees.

(1) For the purpose of assessing registration fees, students shall be classified as Florida and non-Florida. A Florida student is a person who has domicile in and who shall have resided in the State of Florida for at least twelve (12) consecutive months immediately preceding the first day of classes of the academic term in which the student enrolls.

In determining residency, the community college may require evidence such as voter registration, drivers license, automobile registration, location of bank account, rent receipts or any other relevant materials as evidence that the applicant has maintained continuous residency.

(2) In all applications for admission by students as citizens of Florida, and in all applications for reclassification for admission by students as citizens of Florida, the applicant, or if a minor, his/her parents or legal guardian shall make and file with such application a written statement under oath that such applicant is a bona fide citizen, resident, and domiciliary of the State of Florida entitled as such to classification as a Florida student under the terms and conditions prescribed for citizens, residents, and domiciliaries of the State of Florida. Claims to "Florida Student" classification must be supported by evidence. As stated in Rule 6A-14.52 (1) if requested by the registering authority.

An Out-of-State Student is interpreted to mean one who has lived in Florida less than one year prior to the time of enrollment in the College. If he/she is under eighteen years of age, his/her parent(s) or legal guardian(s) shall have lived in Florida less than one year prior to the time of enrollment.

Residence status is determined at the time of the student's enrollment in the College and may not be changed unless, in the case of a minor, his/her parents(s) or legal guardian(s) move to and become bona fide residents of Broward County and the State of Florida. To change residency status from out of state to in state the student's application for reclassification must be accompanied by a certified copy of a declaration of intention to establish legal domicile in the state.

Changes in classification are made effective at the student's next registration not retroactively. Legal papers proving guardianship, if appropriate, must accompany the application. Documentation for reclassification must be received prior to the last date to register for the term.

4. Application Fee \$10.00 (for credit and audit students enrolling in credit courses). Non-refundable.
5. A student whose attendance at the College is interrupted by more than two years may apply for readmission and if readmitted, will be subject to the rules and regulations that are in effect at the time he/she applies for readmission. Students out for more than one year must update their residency affidavit at the time of registration.

Registration dates are listed in the College Calendar. Students who enroll in a course after instruction has begun are at a distinct disadvantage. They are responsible for assignments and instruction which they have missed. Consult the College Calendar for the last date to register.

6. Official transcripts of all educational records are required from all students who plan to earn a degree or certificate at Broward Community College.



- a. High school graduates (no previous college) must submit an official transcript from their high school indicating their graduation date.
  - b. Transfer students who have attended another college or university must submit all transcripts from all institutions of higher education attended.
7. Students not planning to earn a degree or certificate at Broward Community College are not required to submit official transcripts of their educational record. These students must meet the general admissions requirements as noted above and if they have previously attended a college or university, they must be eligible to return. The students indicating they are non-degree seeking on the application are affirming that they meet these requirements when they sign the official Broward Community College Application for Admission. Non-degree students may change their status by a written request submitted to their campus Registrar's office. When this occurs, all transcripts required as noted above in No. 6 must be in the Registrar's Office prior to the degree seeking student's next registration.
  8. Evidence of good character.
  9. Complete information on the application for admission is required. Incomplete information will cause rejection of the application. False information will subject one to immediate dismissal without refund of fees paid.

The College reserves the right to request a physical, psychological, or a psychiatric examination from an applicant or student at any time that such course of action would seem to be in the best interests of the student and/or the College. Expenses incident to such an examination are the responsibility of the applicant or student.

### **Special Admissions Situations Students Still in High School**

Superior high school students who meet the following requirements may attend Broward Community College prior to their high school graduation:

**DUAL ENROLLMENT**—Superior high school students who have completed the 11th grade and lack only a very few courses to graduate may be admitted if they have earned an overall high school grade point average of at least 2.8 and have the written approval of the high school principal and the guidance director. These students attend their high school and Broward Community College during the same term or terms.

**EARLY ADMISSION**—Superior high school students who have completed the 11th grade, have earned an overall high school grade point average of at least 3.0, and obtained the written recommendation of both their high school principal and the guidance director may be admitted to the early admission program. This admission is contingent upon the successful completion of at least twenty-four (24) semester hours of credit with an overall grade point average of at least 2.0,

and the high school's conferring a diploma recognizing graduation from high school.

### **Students with No High School Diploma or General Equivalency Diploma (Special Student)**

Special students not eligible under any of the above conditions who are 18 years of age or older may be provisionally admitted on probation. This probation condition remains until one has completed 12 semester hours credit (usually 4 courses) and has earned at least a C average. Students meeting this requirement are changed to regular student status while those not making the C average on their first 12 semester hours are suspended for at least one term.

### **Students Fulfilling Requirements For Another College (Transient Student)**

A student attending a college or university, who wishes to earn credits to transfer to that institution, may be admitted to the College as a transient student. The student must present an official statement from the institution he/she has been attending in which it is certified that he/she is in good standing, and that the credits he/she earns at this College will be accepted as part of his/her program there. Such a student is not required to file a transcript of his/her previous college credits.

### **Transfer Students**

1. Transfer students planning to earn a degree or certificate at Broward Community College must submit official transcripts from all colleges or universities attended. These official transcripts must be submitted during the first term of attendance. Registration for an additional term will only be allowed when all required transcripts have been submitted to the College. Upon request through the Campus Counseling Office, these records will be evaluated.
2. Courses submitted that are not parallel with courses listed in the Catalog of the College will be evaluated, and credit toward graduation will be granted as approved by the Registrar.
3. Credit will be allowed in any transferred course with a grade of "D" or higher.
4. Failure to report previous college level work attempted constitutes a falsification of application and subjects one to loss of all credit earned. Suspension may result.
5. Transfer students will not be admitted to the College if they are not eligible for readmission where they have been attending college. Any student transferring from other institutions or providing advanced standing for educational experience in the armed forces must meet the requirements for graduation as specified in this Catalog in order to receive an associate degree or certificate.

6. Credits earned in another college during suspension from Broward Community College will not be honored.

## Veteran Students

Broward Community College is approved for veterans training in Associate degree programs only. Veterans are subject to the College's scholastic standard as outlined in the Catalog and a Veterans Administration standard of progress requiring the College report a veteran as making unsatisfactory progress when his/her cumulative credits of failing grades exceed twelve. All Broward Community College veterans should contact the Office of Veterans Affairs concerning Veterans Administration paperwork, problem solving, and benefit counseling.

## Allied Health Students

Admission requirements:

1. Fulfill general requirements for admission to the College.
2. Official High School transcripts:
  - a. Partial transcript before graduation
  - b. Complete transcript after graduation
3. Official transcripts from each college or program previously attended.
4. 2.0 cumulative grade point average on all college courses attempted exclusive of developmental courses.
5. Satisfactory test scores or satisfactory completion of appropriate courses.
6. Other testing and/or counseling as required.
7. Acceptable letters of reference and recommendation.
8. Satisfactory medical and dental forms.
9. Satisfactory personal interview where required.

Admission Procedures:

1. Submit letter of application directly to appropriate Allied Health department. Student will receive appropriate forms and materials for admission.
2. Approval is based upon fulfillment of all admissions requirements. Student is responsible for completion and submission of all required forms and materials.
3. If a student is accepted into an Allied Health program but is unable to register because the class quota has been reached, the student must contact the Department Head for approval to register for the next in-coming class.

## Uniforms:

Uniforms that meet the approval of the appropriate Allied Health faculty must be furnished by the student. Information regarding their purchase is furnished to each applicant following admission to a program.

## Liability Insurance:

All Allied Health Technology students are required to carry Professional Liability Insurance each term that they are in a clinical setting. This fee is due at the beginning of each term and payable at the time of registration.

## Accident Insurance:

It is recommended that all students in Allied Health programs carry accident insurance.

## International Students

Broward Community College is committed to co-operating toward advancing the educational endeavors of international students, particularly our 'neighbors in the Caribbean, Central and South American countries. Broward Community College encourages the application for admission of students from other nations who show promise of profiting from their educational opportunities and experiences in the United States. Basically, the student must have the equivalent of a high school diploma and have the potential to be academically successful along with written verification that they are proficient enough in oral and written English to do satisfactory work in the English language.

All international students should realize that Broward Community College is a two-year community college, providing the first two years only of the undergraduate bachelor's degree and a variety of technical-terminal programs.

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission.

1. Submit a completed Application for Admission and the special International Student form.
2. The student must submit a complete academic record from the first year of secondary school to the time of application. All documents should be submitted in the language of the country, accompanied by English translation preferably certified by the United States Consulate. International students on a visa are required by the United States Immigration regulations to be enrolled full-time (12 semester hours).
3. Applicants must submit evidence that they are proficient enough in oral and written English to do satisfactory work in English. The test of English as a Foreign Language (TOEFL) (minimum score of 500) administered by the Educational Testing Service, Princeton, New Jersey, Michigan Test (score of 80) or appropriate scores certified by an English Language Institute is required prior to admission.
4. Health insurance and a statement of financial support are required for admission. All international students must have sufficient funds to cover tuition, fees, books, living expenses, transportation and incidental expenses while attending college. Students must have these funds available



when they register for classes each term. Approximate cost is \$7,000–\$8,000 per year.

5. Transfer students from other institutions of higher education in the United States must follow these procedures:
  - a. Meet the requirements above in Nos. 1, 2, and 3.
  - b. Submit a completed application for admissions and the special international student forms.
  - c. Submit the Immigration Form I-538 signed by the appropriate official in the institution they originally enrolled for or are attending.
  - d. Submit a letter of good standing if currently enrolled.
  - e. Submit official final transcript verifying they have been enrolled as a full-time student and have earned at least a 2.0 grade point average.
  - f. Students provisionally accepted who don't meet the above requirements will be administratively withdrawn from Broward Community College and their money refunded.
6. International students must make satisfactory progress toward their degree objective each term. The following standards of performance will be required of all international students.
  - a. Students must be enrolled full-time during any given term (12 semester hours).
  - b. Students must successfully complete a minimum of 24 semester hours in one academic year.
  - c. Students may not be enrolled for more than three consecutive years.
  - d. Students must enroll continuously in appropriate English language courses as prescribed by the Division of Communications until all courses required for the degree are completed.
  - e. Students must maintain a 2.0 grade point average.
  - f. If the student does not conform to any of the above regulations, Broward Community College will deny admission for the following term.
7. Broward Community College does not provide, supervise, nor recommend student housing. International students should arrive in the Fort Lauderdale area several weeks prior to enrollment to arrange housing accommodations and transportation. Public transit is very limited.

Broward Community College has limited financial aid available for foreign students. Therefore, the applicant must demonstrate the ability to finance his/her education in the U.S. by completing the "Statement of Finances."

## Degrees and Programs of Study

An Associate of Arts—A.A. degree, Associate of Sci-

ence—A.S. degree, an Associate of General Studies—A.G.S. degree, and Certificates are offered. For detailed information on Degrees, Certificates, and Programs of Study, see Programs of Study, Section VI of the catalog.

A community services program description is also contained in Section VI.

## Registration

After a student completes the scheduling of classes through either counseling or self-advisement, the next step is registration. The requested schedule of courses is entered through an on-line computer. The completed registration slip is then given to the student with a total of fees and a date that payment is due. Fees may be paid immediately, or by date shown on the registration slip.

A schedule may be changed as often as necessary at no charge to the student, if done before the term starts. Check dates of registration in the College calendar.

## Academic Advisement

Academic Advisement is available to all students during registration for each term at Broward Community College. Academic Advisors and Counselors help students plan their program of study, select individual courses and assess their progress as they continue their studies.

New students must see an Academic Advisor or Counselor before they register. Transfer and returning students are encouraged to seek advisement in order to review their former records. Test scores and academic records are reviewed and a future program of studies is planned. The student may self-advise for ensuing semesters but is encouraged to return for advisement if he or she encounters academic problems, plans a change in educational goals or just to consult periodically with an academic advisor or counselor on the accuracy of his/her self-advisement. The student must return for graduation evaluation prior to his/her last term at Broward Community College.

## Assessment and Placement

Broward Community College provides an assessment program for all new students and for transfer and returning students when previous records indicate need for further placement information.

The Assessment and Placement program provides the student an opportunity to meet with an Academic Advisor or Counselor before choosing his/her academic program and classes. Using transcripts, previous test scores, S.A.T., A.C.T. reports, English and Mathematics departmentally designed self-assessment forms and tests in English Composition, Reading and Mathematics if adequate records are not available, the student is helped to make career choices and course selections that will help him/her proceed towards future life goals.

Students with previous foreign language experience will be able to take placement tests in the Counseling



Office to determine the level of study they will begin in college. Placement testing for students who have English as their second language is provided by the English as a Second Language (ESL) Department on Central campus.

## Counseling

Broward Community College considers each student as a uniquely talented human being with individual abilities, potentialities, interests, needs and life styles. College years are vital stepping stones to the future and the major decisions a student must make are foundations on which life will be built.

The Counseling Center provides opportunities for the students to grow as a "whole" person, to explore his or her aptitudes and interests as they effect emotional and academic life and to accept responsibilities as a mature, healthy individual. A student may call on the Counseling Service for career-educational information and positive, realistic help in life and career goal planning.

Counselors are always ready to help resolve "road blocks" that may interfere with the student's effectiveness as a student and as a person. Specialized testing is available to students in need of objective information concerning abilities, achievements, interests and personal attributes.

The Counseling staff is sensitive to the needs of a diverse population and invites mid-life men and women, minorities, over 60's and all others to discuss their particular needs.

## Peer Counseling

Broward Community College provides an opportunity for students to gain experience in the helping professions through a Peer Counseling program sponsored by the Counseling Department on Central, North and South campuses. Students receive transferable elective credit for their training and must commit themselves for an additional semester to work as a Peer Counselor or Advisor. The areas in which they may choose to work are:

- Facilitating Career Planning Workshops
- Personal Peer Counseling
- Personal Career Advising
- Peer Academic Advising
- Tutoring
- Working with handicapped students on a personal basis

## Career Planning

The choice of career field is one of the most important decisions college students will make.

In order to make a wise decision, students need to be aware of their own abilities and limitations as well as career alternatives which are available to them.

The Career Planning course is an important first step for the student who is seeking this information.

STD 1151 Career Planning Workshop, a two semester

hour course, is designed to help students decide upon directions for their future. Students will be assisted in learning who they are, where they are, what they want in life and why, what career fields may be compatible with their value system, and what they must learn to enter and progress in these fields.

STD 1152 Employability Skills, a one semester hour course, is designed to help students acquire the skills and techniques to successfully look for, obtain and be successful in their chosen employment.

Through the Counseling Offices and Career Centers career counseling is available throughout the student's enrollment at Broward Community College.

## Career Planning and Placement Services

Career planning and placement services are available to all students and alumni of Broward Community College as well as residents of Broward County. Centers are located on the Central Campus of the College on the second floor of the Student Services Building, the second floor of the Student Services Building on North, and the West wing of the South Campus. The Career Centers provide students with information about full and part-time job openings, assistance in choosing and planning a career, career information, information about other colleges and universities. A career information library, specialized testing and a cooperative education program are included in the Career Centers. These services are available to both day and evening students.

## Women's Center

The Women's Centers, located on all three campuses, serve to help women explore career and educational options through self-assessment, assertive training, career exploration, decision making, resume writing, job seeking and job keeping skills. The underlying goal is to foster independence and the ability to make carefully thought out decisions. Services include short courses, special programs, workshops, individual assessment and referral. The centers are open to all students and community residents for referral, support and programming. The Office of Women's Affairs in cooperation with Counseling and Community Services furnish a cooperative, supportive network for women who are "On Their Way" at Broward Community College.

## Open College

The Open College Division is an academic unit of Broward Community College, offering opportunities for academic work to persons who find it difficult to attend regularly scheduled classes on campus. Courses are presented by television, radio, newspaper and independent study in the student's own home or in the learning laboratory center on each campus. Most Open College courses require only two visits to campus for mid-term and final examinations. Open College courses are academically equivalent to courses taken

on campus. A student must take Open College courses by themselves or in combination with regular on-campus classes. Open College courses are applicable to all Associate in Arts, Associate in Science, Associate in General Studies and Certificate Degrees, as well as Teacher Certification. These courses also will transfer to four year colleges and universities.

## Financial Aid

Broward Community College welcomes applications from all students who, without financial assistance, would be unable to attend college, but limits of avail-

able fund resources may preclude some students from consideration when applications are not received in time for proper evaluation.

For the Spring Semester (Term II) all applications should be submitted by April 1.

For the Fall Semester (Term I) all applications should be submitted by October 1.

Financial Aid applications are available through the College's Financial Aid Office at the Central, North and South campuses, the College administrative office, or from any Broward County high school guidance office.







12. Trustee's Awards ( 10) 10

*Waiver of Student Matriculation and Tuition Fees*

The number of fee waivers by category is as follows:

	1980-81
Adult Centers	4
Athletic Grants	174
Departmental Honors (Sophomores)	19
Fine Arts	32
Forensics	10
Henry T. Minard Scholarship (CJL)	1
High School Principals' Honors	100
Institute of International Education	4
Publications	4
Scholars Program	100
Secretarial Science	3
Student Government	12
Trustees' Awards	<u>10</u>
TOTAL	473

*Principal's Honors*

Each high school principal in Broward County may choose two students each year to receive a four semester scholarship of \$16.00 per credit hour not to exceed 16 credit hours per semester. This fee is subject to change. The student must maintain a 3.0 average each semester in order to continue on this scholarship.

*Waiver of Student Fees Under Certain Circumstances*

The President of Broward Community, or his designated representative, is authorized to waive student fees or to approve refunds of student fees under extreme, extenuating, and meritorious circumstances.

*Waiver of Out-Of-State Tuition*

The President or his designate is authorized to waive the out-of-state tuition fee for the following categories of students:

1. At their request, governmental agencies and private industries who utilize the services of the College for up-grading their personnel by paying the employee matriculation fees and tuition for those employees who do not meet the residency requirement.
2. Clients of State governmental agencies when the agencies request such and when these clients are sent to this College as part of their rehabilitation program.

**Loans**

*Nursing Loan Program*

Available on a need basis to U.S. nationals or permanent residents who are full time in nursing. Applicants must be working for an Associate Degree in Nursing and be in good academic standing. The program provides a long term, low interest loan with repayment beginning nine months following termination of studies.

*Guaranteed Student Loan Program*

The Guaranteed Student Loan enables a student to make a loan through a bank, credit union, or other lending agency (which participates in the program) and the federal government will provide the guarantee of the loan. Interest of 7% will be paid by the government (if student qualifies) while the student is enrolled. Loan payment will began nine months after a student terminates school. Maximum loan is \$2,500 per year at BCC.

*Short Term Loan*

Full-time students, with a 2.0 overall average may obtain emergency or short term loans up to \$100 per term. Applications may be made at the Financial Aid office at the Central, North and South campuses any day the College is in session. Repayment must be made before the end of the term in which the loan was made.

**Student Employment Program**

*CWSP-College Work-Study Program*

The Student Financial Aid Office administers the College Work-Study Program which is sponsored by the Federal Government for students with financial need. Students must be enrolled on a full-time basis and be listed in good academic standing. Students may work on the BCC campuses, or at special off-campus sites. Students are paid on an hourly rate and may work up to 15 hours per week.

*Institutional Work-Study Program*

This program allows students from all income levels to work in various departments on the BCC campuses. Students must be full-time with a 2.0 grade point average and may work up to 15 hours per week. Priority is given to students not eligible for Federal Work-Study program.

**Payment of Fees**

See Section on Student Fees

**Refunds**

See Section on Student Fees

**Calculation of College Costs**

In granting financial assistance, Broward Community College uses the following budgets for the school year:

1. Dependent Student (9 months)	Tuition	390
	Books	200
	Rm & Board	1200
	Transportation	700
	Misc.	<u>510</u>
	TOTAL	3000
2. Single Independent (12 months)	Tuition	580
	Books	200
	Rm & Board	2400
	Transportation	900
	Misc.	<u>920</u>
	TOTAL	5000

3. Married  
(12 months)

Tuition	580
Books	200
Rm & Board	3600
Transportation	1200
Misc.	<u>920</u>
TOTAL	6500

### Orientation

The Orientation Program is designed to assist the student in making an adjustment to college. The program provides the student with information about campus facilities, activities, and services and introduces the Administration and Staff. Broward Community College rules and regulations are discussed and the responsibilities of the students are explained. The Orientation Program is offered prior to the beginning of Term I and participation of all new students is encouraged.

Orientation materials are available in the Academic Advisement Office for students who begin classes in Term II and III. The Student Handbook and Intramural Handbook are available in the Student Activities Office.

### Bookstores

The Broward Community College Bookstores are owned and operated by the Broward Community College and function as a service to the faculty, students, administration and staff by providing the necessary tools of education.

The Bookstores offer a complete line of textbooks, both new and used, and a large selection of paperbacks. College supplies include art and engineering supplies, college jewelry, soft-goods, stationery items and other merchandise. Extra services include special orders for books not normally carried as basic stock, film processing and buy-back of used books.

Prices are established according to appropriate policies typically found in other colleges and universities.

The Central Campus Bookstore is located in Building 10 next to the Hospitality Center and is normally open Monday through Friday from 7:45 AM to 3:30 PM and Monday through Thursday evenings from 5:00 PM to 8:00 PM. Extended hours are granted at the beginning of each term. Evening hours are cancelled during the summer.

The North Campus Bookstore is located in Building 8 (Hospitality Center) and is normally open Monday through Friday from 8:00 AM to 3:30 PM and Monday through Thursday evenings from 5:00 PM to 8:00 PM. Extended hours are granted at the beginning of each term. Evening hours are cancelled during the summer.

The South Campus Bookstore is located in the West wing of the Pines Plaza and is normally open Monday through Friday from 8:00 AM to 3:30 PM and Monday through Thursday evenings from 5:00 PM to 8:00 PM. Extended hours are granted at the beginning of each term. Evening hours are cancelled during the summer.



# Academic Regulations

## Standards of Conduct

Broward Community College students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Each student, through the act of registration at Broward Community College, obligates himself or herself to obey all rules and regulations which the institution formulates including those contained in the college catalog and the student handbook. Copies of the college catalog may be obtained in all Registrar Offices, and copies of the student handbook, which contains specific disciplinary rules and regulations as well as procedures followed in the case of infractions, may be obtained in all campus Student Activities Offices. It is the responsibility of each student to obtain said publications and to be thoroughly familiar with their contents.

## Dropping, Adding or Changing Schedule

Students who pre-register and need to change their schedule prior to the term beginning may do so at no cost during the normal registration periods posted at each campus Registrar's Office.

Information regarding the procedure to initiate a schedule change after the term begins can be obtained from the campus Registrar's Office. The student is expected to continue in class attendance and participation until he/she has complied with procedures outlined by the Registrar's Office. Schedule changes are possible early in the first week in the term when absolutely necessary.

## Withdrawals and Refund Policies

1. Under the following conditions a student may receive 100% refund of matriculation, tuition, and laboratory fees, or as otherwise indicated.
  - a. Through the last day preceding the commencement of classes in a term established in the College Calendar, a student who registers in advance through on-line registration procedures.
  - b. At the time he/she is administratively withdrawn, a student who registered and it is later determined he/she was not eligible to register for academic reasons.
  - c. A student who registers for a particular course which is cancelled (refund of fees paid for that course).
  - d. A student entering the Armed Forces on a regular and extended tour of active duty. (Student must present an official copy of his/her Armed Forces orders to the Registrar to receive refund.)
  - e. A student who dies or who withdraws for health or medical reasons, as certified by a licensed medical doctor, on or before the date of the first scheduled class of a college term.

(Parents, legal guardians, executors of estates or trustee of trust fund may receive refund.)

2. Under the following conditions a student may receive an 80% refund of matriculation, tuition, and laboratory fees:
  - a. A student who is officially withdrawn from the College on or before the last date listed in the College calendar for withdrawing with such refund.
  - b. A student who has attended classes in a given College term and who dies or withdraws for health or medical reasons, as certified by a licensed medical doctor, before the middle of that term. (Parents, legal guardian, executor of estate, or trustee of trust fund may request and receive refund.)

To be withdrawn officially from the College, a student must have completed the proper forms as prescribed by the Registrar on or before the designated date. For further information on withdrawals see section on class attendance.

## Term System (Semester System)

The term system is used. The academic year is divided into three terms. Terms I and II are approximately seventeen weeks in length and Term III approximately twelve weeks. Terms I and II are divided into A and B segments of approximately eight weeks each. Thus there are at least six periods of enrollment throughout the year. Term III is divided into two parts, Term III-A and Term III-B.

## Unit of Credit (Semester Hour)

The Unit of credit is the semester hour, each representing 48 hours of instruction. Generally, two hours of laboratory work count as one hour of class work. The schedule in Terms I-A, I-B, II-A, II-B, III-A, and III-B is adjusted to include the same time equivalent as is used in the longer terms.

## Academic Load

To be considered as a full-time student, one must carry a minimum load of 12 hours. Usually the offices of Social Security, Railroad Retirement and the Veterans Administration consider 12 hours as a full load for determining subsistence. Fifteen or sixteen hours is the normal student load and 18 is the maximum which may be carried. However, students who make a qualifying point average of 3.2 or above may carry an extra course, but in no event shall the maximum load exceed 21 semester hours. The maximum load for Term III-A or III-B is nine semester hours; the normal load is six semester hours.

## Classification of Students (Am I a Sophomore yet?)

A student who has earned 25 or more semester hours credit is classified as a sophomore.



## Ways to Complete Your Degree Faster Acceleration Mechanisms for Program Completion

Several options are available to students to accelerate the completion of their programs: Advanced Placement; College Level Examination Program; Dual Enrollment; Early Admission (*See Admissions*); Term Combinations; and Credit for Experiential Learning.

### Advanced Placement

The College cooperates fully with accredited high schools and colleges in the Advanced Placement Program of the College Entrance Examination Board. Credit is given for such courses for grades of 3 or better.

### College Level Examination Program

Students who score at the fiftieth percentile or above on certain general or subject examinations administered by the Education Testing Service in its College Level Examination Program may be granted up to 30 semester hours of credit. Details of the Policy are available from the Counseling Office.

### Term Combination

Through the appropriate use of minimesters (Terms I-A, I-B, II-A, and II-B) and the Weekend College in combination with regular terms students can shorten the time for completion of degree requirements significantly.

### Credit For Experiential Learning

Contact the office of Cooperative Education and Experiential Learning for details.

### Cancellation of Previous Unsatisfactory Record

Students seeking an A.S. degree or Certificate who have a previous unsatisfactory academic record which is two or more years old may have the record cancelled under an established policy for students in these special programs. One interested in having his/her policy applied in his/her case should contact a Counselor and the Dean of Academic Affairs for further information and details.

### Correspondence and Extension Courses

A maximum of 12 semester hours in correspondence and extension course credits may be accepted from regionally accredited or recognized colleges and universities. No more than six of the final 15 semester hours before graduation may be earned through correspondence. No student will be granted a degree from Broward Community College who has earned less than 24 semester hours in residence. A regular stu-

dent must secure permission from the Dean of Academic Affairs before registering for a correspondence and extension course. The combined load of residence and correspondence study should not exceed eighteen semester hours per regular term.

### Class Attendance Policy

It is the responsibility of each instructor to formulate an attendance policy and to insure that this policy is communicated in writing, in a timely and clear manner to all students attending classes.

The instructor may withdraw violators of his/her class attendance policy by simply reporting a 'W' on a corrected class roll and submitting the corrected class roll to the campus Registrar's Office, or by processing an administrative withdrawal form.

The student is responsible for adhering to the instructor's policy, and for officially withdrawing from class.

### Withdrawals

The College permits students to withdraw from a course without receiving a grade (only "W") two weeks preceding the week of final examinations. (See College Calendar for the deadline). Students who withdraw from College within two weeks of the end of a term (for Terms I and II and to within one week of Term III-A or Term III-B) must apply to the instructor for permission to take final examinations and do all work required for full credit. This permission normally will be granted at the discretion of the instructor.

### Examinations and Tests

Each instructor is free to direct his/her class and to give such tests as are necessary. Usually there is a mid-term examination and more frequent period or subject examinations. All instructors are expected to give final examinations according to the schedule issued by the Registrar's Office.

### Grades and Records Policy

- A. Final grades for each term are recorded and preserved. Reports are submitted to students at the close of term.
- B. Grade points are earned and recorded as follows:

Grades	Grade Points per Semester Hour	Hour
A	Excellent .....	4
B	Good .....	3
C	Average .....	2
D	Passing .....	1
F	Failure .....	0
I	Incomplete .....	0
W	Official Withdrawal .....	0
WT	Withdrawal—Transferred to another section .....	0
XF	Failure—Excessive	



	absences	0
X \	Audit	0
NC	Non-Credit Course	0
*NG	No Grade Assigned (for 090 series, Special Services, Specialized B.A. courses and Allied Health Care courses)	0
NR	Grade not received	0

\*Only grades of A, B, C, or NG are assigned in 090 series courses, Special Services courses, and specialized Business Administration Courses.

Grade point averages for graduation and honors are calculated only on academic work, exclusive of all 080 and 090 series courses, and Special Service courses.

- C. An "I" grade may be assigned when a student fails to complete course requirements because of such emergencies as death or serious illness. To have such grade removed, the student must appeal in writing to the respective instructor for permission to make up the work. If permission is granted, then the student must follow through; and the instructor must submit an official grade change.
- D. No student may change a course from credit to audit after the time specified in the College Calendar.
- E. Grade point averages are computed on all work attempted at all colleges.

### Scholastic Standards

A grade average of at least "C" (2.0) is required on all academic work attempted to complete certificate and degree programs.

A student will be placed on academic probation at the end of any term when the student's cumulative grade average becomes less than a "C" grade average.

A student, after being placed on academic probation, will be placed on academic suspension at the end of any term that he/she becomes 20 or more grade points below a "C" grade average. No student will be suspended academically at the end of any term in which a term grade point average of 2.0 is attained.

Students who return after one term of academic suspension must maintain a 2.0 each term they are 20 or more points below a "2.0" or they will be placed on academic suspension for another term.

Transfer students will be subject to the same academic regulations as regular students at the College.

### Audit

A student must complete a card requesting to audit a course at the time he/she registers.

A student who is approved for auditing a course must agree to attend the class regularly and meet all class assignments requested by the instructor. A course may be changed from credit to audit. A student may take a course previously audited for credit at a later date but he/she may not petition for credit on the basis of the previous audit.

### Repeating Courses

Responsibility for loss of credit because of duplication of courses rests with the student. Repetition of a course removes the previous grade from a student's record only for the purpose of calculating grade point average. The original grade remains and only the grade earned in the last attempt is used for calculating the GPA.

The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the A.S. and A.A. degree is awarded.

### Academic Honors

The College recognizes scholastic achievement at the end of each regular term.

The President's List includes the names of students carrying twelve (12) or more semester hours who have a grade point of 4.0.

The Dean's List includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 3.5 to 3.99.

The Honor Roll includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 3.25 to 3.49.

### Graduation and Degree Requirements

Students planning to earn a degree or certificate at Broward Community College must contact a campus academic advisor and make an appointment for a preliminary evaluation for graduation at least one term prior to their anticipated graduation. Students are encouraged to see an academic advisor each term prior to their registration, but degree seeking students must do this prior to their registration for the term they plan to graduate. A copy of this preliminary evaluation for graduation must be submitted to the Campus Registrar's Office. This preliminary evaluation will be processed by the College Registrar's Office, and you will be mailed an "eligibility to graduate form" to allow you to pay your graduation fee. Diplomas are ordered in accordance with the date established in the college catalog. Late payment will result in the late ordering of your diploma.

There is *no ceremony* for Term I and Term III graduates. Your diploma will be mailed to you *after* final graduation check is made by the Registrar's Office if you have successfully completed your graduation requirements for your degree as stated in the college catalog. Students not meeting their degree requirements will be contacted by the Registrar's Office.

There is a *FORMAL* graduation ceremony for Term II May graduates. Only diploma covers will be issued for this ceremony. Diplomas will be mailed to those who have successfully completed their degree requirements after the final graduation check is made by the Registrar's Office. Those not meeting their degree requirements will be contacted by the Registrar's Office.

- \* A. Earn at least 60 semester hours of approved credit excluding four hours of HPR activity courses which are required for A.A. Degree and the number of hours as listed in the College Catalog for the A.S. Degree.
  - B. Achieve an average grade of "C" (2.0) or above on all work attempted, exclusive of the Special Services and 0997 courses.
  - C. Earn at least 24 semester hours of credit in residence, including the last twelve.
  - D. Pay graduation fee and participate in the formal graduation. (The graduation fee is not refundable.)
  - E. Honors are computed on a minimum of 40 academic hours earned at Broward Community College. All hours attempted at all institutions attended are used in calculating the GPA for honors.
  - F. *Hours and grade points* earned in 0997 series courses will not count toward an A.A. Degree, and will not count toward the A.S. Degrees unless indicated in the various curricula in this catalog.
  - G. A student may graduate either under the catalog under which he/she first enrolled if attendance has been consecutive, or the one in effect at the time of his/her graduation. If attendance has been broken, the student must meet the requirements of the catalog under which he/she reenrolled provided attendance has been consecutive, or the one in effect at the time of graduation.
- \* Students who are 29 years of age or older, or who have had previous military experience, or who are

exempted upon medical certification are not required to take HPR activity courses. Medical certification must specify the term or terms for the exemption.

## Honors at Graduation

Completion of a minimum of 40 semester hours in Broward Community College is required to be eligible for honors. The calculation of the grade point average for honors includes Broward Community College record and all previous work attempted.

Students who achieve at a high level are accorded honors at graduation as follows:

- With honor—
  - a grade point average of 3.250–3.499.
- With high honor—
  - a grade point average of 3.500–3.749.
- With highest honor—
  - a grade point average of 3.750–4.000.

## Transcripts

Each student at Broward Community College is entitled to transcripts fee. Transcripts are mailed as promptly as possible; however, students should make written requests to the Registrar's Office at least two weeks before the credentials are needed. No transcript or official statement will be issued for students who are financially indebted to the college, or have not fully satisfied admission requirements. A request for a transcript of credit should give the last date of attendance at the college. Married women should give their maiden names as well as their married names.





## Other Support Services and Activities Available

### Libraries

Trained professional librarians with many years of college and university library experience are available and eager to assist students at all times the libraries are open. A somewhat formal atmosphere of academic research is maintained in the reading rooms which house the principal book collections on shelves open to students. Hours that each of the libraries is open are posted; libraries are generally closed on legal and academic holidays. *The Library Handbook*, available for purchase in the bookstore, contains additional information on the use, policies, and regulations of each campus library.

The Library staff encourages students and faculty to make suggestions for the improvement of service to the College community and also appreciates recommendations for titles of books to be added to the collection. In most instances books added will reflect primarily the courses of instruction given at each campus. Broward Community College students may use and borrow from any or all of the three campus libraries.

All campus libraries conduct a library orientation program, usually toward the beginning of each term in conjunction with some English classes; however, any student wishing to attend this orientation session may do so by speaking with a librarian. Times of the sessions are posted in each library.

The Central Campus Library, on the second floor of Building 60, is conveniently located in the center of the campus. It has a book collection of 112,000 volumes and about 5,000 new volumes are being added each year.

The North Campus Library is located on the ground floor of Building 09, in close proximity to classrooms, offices, and the student center. This library has 44,000 volumes and about 4,000 are being added each year.

The South Campus Library is located in the north end of the west wing of the Pines Center temporary campus. There are about 25,000 volumes in this collection and the annual additions number about 4,000.

Broward Community College Library is a member of the Southeastern Library Network (SOLINET) and most of the centralized technical processing of library materials done at the College makes use of the features of this automated system.

### Consortium Library Privileges

Currently registered students, faculty, and staff may use the library on any of the nine campuses of Broward Community College, Florida International University, and Miami-Dade Community College, including having access to periodicals and other materials not on open shelves. Some materials are placed on reserve to restrict their use. Each library has the periodical lists of the other consortium campuses.

*Students* may borrow materials from any of the consortium campuses through inter-library loan arranged at his or her home campus library. *Procedure for access to inter-library loan:* *Students* present a valid fee receipt or student ID for the current registration period; *faculty* present current staff identification.

### Learning Resources

Broward Community College offers a continually broadening program of Learning Resources support services to staff and students. These services are divided into four distinct categories:

#### 1. Audiovisual Services

This area of service concerns the acquisition, cataloging, scheduling, distribution, and maintenance of audiovisual materials and equipment used in supplementing classroom instruction.

#### 2. Media Production

Learning Resources is adequately equipped to design and produce a wide variety of instructional materials including black and white photographs, color slides, overhead transparencies, audio and video tapes.

#### 3. Closed Circuit Television

A closed circuit television network interconnecting all classrooms on each of the College's campuses is capable of conveying several simultaneous live or pre-recorded color TV programs for supplementing classroom instruction. A color production studio makes it possible for college personnel to produce many of their own supplemental videotape materials.

#### 4. Learning Laboratories

Direct service to students is provided through a Learning Laboratory on each of the BCC campuses. Each of these is equipped with the necessary audiovisual materials and equipment for providing remedial, supplemental, and enrichment instructional experiences to students.

### International/Intercultural Education

Broward Community College recognizes the importance of providing for students an international and intercultural dimension. As citizens of the United States and as inhabitants of planet Earth, today's students will be confronted throughout their lives with issues that transcend national boundaries. So interconnected is the political and economic world that some understanding of current issues and the events that shape them, as well as an appreciation for other cultures and customs throughout the world, is now



basic to good citizenship. This has become an essential aspect of today's curriculum.

It is further recognized that community colleges have a major responsibility in providing an international/intercultural dimension because of the increasing numbers of students for whom the community college will provide their only college-level educational experience. Moreover, the nature of the community college, and its emphasis on serving a local constituency, requires that the global agenda be addressed.

It is the policy of Broward Community College to encourage and support the development of the many aspects of international/intercultural education. These would include: (1) a structured process for the involvement of the community and the College; (2) study-abroad programs; (3) the internationalizing of the curricula; (4) proper and effective programming of international students on campus; (5) programs of an international/intercultural nature for the community; (6) student, faculty, and staff exchange programs; (7) consultant and support services with foreign institutions; and (8) staff and program development activities.

### **Student Government**

Student Government organizations are established on North, Central and South campuses through the President of the College. Students are encouraged to participate in these governmental organizations to make them a truly representative voice of the students.

### **Student Governing Board**

This body provides cohesiveness between the campus Student Government Associations. It serves as the liaison between the students, the Administration and the Community. One of their projects is the annual Community Art Festival.

### **Health Services**

Medical and hospital facilities are not provided. In case of accident or illness students should report to the Health Center, which is located on the first floor of the Student Services Building, Central Campus; on North Campus in Building 8, the first floor; and on South Campus in the Pines Center Annex Room 177.

### **Food Services**

The College's Hospitality Center, Central Campus, consists of a large, modern cafeteria for individual and group meals. Cafeteria services, snack bar services and private dining rooms for club and social affairs are available. Student lounge, recreational areas, the Student Activities Office and a Counseling Office are also located in the Hospitality Center. On the North Campus, the student lounge and food facility are located in the Student Services Building. On the South Campus, food facilities are located in east wing student lounges.

### **Transportation**

The campuses are readily accessible by automobile and city buses operate during the daytime and early evening hours. Students are encouraged to form car-pools with friends and neighbors in order to alleviate campus parking problems and to conserve energy.

### **Handicapped Affairs Program**

The Handicapped Affairs Program assists the disabled student in making an effective transition into the college environment. Staffing is available at each campus location to provide students with the wide range of supportive services suited to their individual needs. Students seeking assistance should contact the specialist on North Campus at ext. 2221; Central Campus at ext. 293; and South Campus at ext. 73.

## Department of Inter-Institutional Relations

The functions of the Office of Inter-Institutional Relations are: (1) To maintain constant contact between BCC and the county high schools and offer informational services to encourage and assist students entering the Community College. (2) To serve as liaison between BCC and college and university personnel; provide BCC students with an opportunity to meet and discuss topics of particular concern with college and university representatives.

Through the continual exchange and updating of information provided by the Office of Inter-Institutional Relations, all students, both in high school and in the Community College, have the opportunity to become knowledgeable regarding the career and educational options available to them.

### (1) High School Informational Services

Information about the College is provided to public, parochial and private high school students in the county by various means. This may be in the form of assembly programs, slide presentations, or information tables on their campuses. In addition, high school students are invited to visit the College campuses for tours, workshops, or special programs. The purpose of this articulation process is to acquaint high school students with College life and activities, as well as the many services available to them, such as, financial aid, job placement, counseling and advisement, and career exploration.

### (2) College/University Informational Services

The Department of Inter-Institutional Relations schedules visits of admissions counselors from colleges and universities throughout the United States. These visitations to BCC campuses are publicized in advance so that students may consult with the college or university representative of their choice.

### Student Activities

Student activities embrace projects, functions, sports and clubs which involve student participation apart from formal classroom instruction and administrative services. They form an essential segment of educational development through the cultural, in-

tellectual, recreational and social life of the college community. The Hospitality Center Programs offer the students entertainment of a broad, contemporary nature both on and off campus.

### Sports—Athletics

The Intercollegiate Athletics Program at Broward Community College offers opportunities for men and women seeking higher levels of competition beyond the high school years.

The College is a member of the Florida Community College Activities Association and National Junior College Athletic Association. Broward Community College began the Intercollegiate Athletic Program in 1962 at Central Campus, at North Campus in 1972 and South Campus 1977. Intercollegiate athletics offered are Baseball, basketball M/W, golf M/W, tennis M/W, wrestling, swimming/diving M/W, volleyball, softball and soccer. No student shall on the basis of race, age, sex or any such factor be excluded from participation in or be denied the benefits of or be treated differently from another person or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletic activity by Broward Community College.

### Intramural Sports Program

The purpose of the Intramural Sports Program at the College is to provide an opportunity for students to participate in the individual and team sports of their choice. It is the desire of the Intramural Department to select activities which will provide enjoyment and physical recreation during the student's college career, contribute to the student's physical well being, improve recreational skills for leisure time use and aid in the development of sound emotional and social qualities.

Participation is entirely voluntary, and all students are invited to participate. Among the activities included in the program are basketball, half court basketball, flag football, table tennis, tennis, softball, volleyball, roller skating, swimming, golf, miniature golf, bowling, racquetball, ice skating, skeet shooting, billiards, cross country, soccer, sailing, canoeing, and recreational games. An Intramural sports program is offered at night and on weekends on and off all three campuses.



# Student Organizations and Programs

The development of student organizations, clubs, and programs within the college is encouraged as a function of the activities program operating under the supervision and coordination of the Vice President for Student Development and the Director of Student Activities. The goals of student organizations encourage cultural and intellectual development which bring into practice the skills and values set forth in the instructional program. These groups function in prescribed formats which encourage student direction. Included are the following:

1. Honorary Societies
2. Departmentally affiliated activities
3. Inter-collegiate athletics
4. Intramurals
5. Extramurals
6. Student Government Association
7. Inter-Club Council (All Clubs)
8. Greek Council (Fraternities and Sororities)
9. Special Interest Clubs

The above groups center their purposes around an interest, profession, or service. They are designed to permit students to perform in areas of useful pursuits which capture their individual attention or interest. Through organizations the students will develop mature, responsible, social, and democratic ideals and attitudes.

Any group of students consisting of six or more, may start a club pertaining to their particular interest by obtaining a "Petition for Registration" at the Student Activities office.

## Interest Clubs

Black Awareness Club  
P'an Ku Club (Literary)  
Physical Education Majors  
Racquetball Club  
Anthropology Club  
Black Student Union  
Sailing Club  
Karate & Judo  
Media Club  
Chess Club  
Ping Pong Club  
Foreign Student Club

## Service Clubs

F-Troop—Student Activities Activists  
Circle K (co-ed)—College branch of the Kiwanis Club

## Religious Clubs

Newman Club  
Bahai Club  
Agape

Jewish Student Union  
The Way  
The Christian Students

## Scholastic Honorary Groups

Delta Psi Omega—Honor group for Drama  
Phi Rho Pi—National Honor Society for Forensics  
Phi Theta Kappa—a National Scholastic Honor Society with approximately 500 chapters in two year institutions throughout the country. Phi Theta Kappa's purpose is to promote scholarship, develop character and cultivate fellowship among students in the junior colleges. Invitation for admission depends on a student's achieving a sufficiently high academic grade point average.

## Professional and Academic Groups

Student Nurses' Association of Florida  
Student Medical Assistants' Association  
International Foreign Language Organization  
Sigma Mu Gamma (Sales & Marketing, DECCA)  
Phi Beta Lambda (Business Administration)  
Florida Engineering Society  
Debate  
B.U.S.H. (Horticulture Society)

## Fraternities and Sororities

Greek Council—The Greek Council is a student organization designed to recommend controls for and to supervise all groups defined as social Fraternities and Sororities. Included in the council are the representatives of two subcommittees, the Inter-Fraternity Council and the Panhellenic Council.

Students are urged to start new clubs according to their interests. The Student Activities office personnel assist in the formation of new clubs.

## Alumni Association

The College's interest in its students does not end upon graduation, but rather, a new relationship is established. A very active Alumni Association has been formed to provide opportunities for the College to continue playing a meaningful role in the lives of its students both now and in the future. The main objective of this Association is to be a service as well as socially-oriented organization. The Alumni Association's newest service program, P.A.L.S., Participating Alumni Liaison Service, has been established so that alumni volunteers from various occupational fields may lend assistance to incoming and present students on a one-to-one basis. Students are welcome to contact the Alumni Office at the Fort Lauderdale Center about the Association, its activities, and services.

## Fine Arts & Cultural Affairs

College Singers, North Broward Community Chorus, Broward Community College Choral Society, Concert Choir, Chamber Singers, Opera Workshop, Chamber Ensemble, Jazz Ensemble, Neophonic Jazz Ensemble, Adult Jazz Band, Symphonic Band, Broward Symphony Orchestra, Broward Community College Youth Symphony, Broward Community College Symphonette are presented for various college and community events.

**THEATRE**—Plays and/or musicals are staged each term by the Theatre Department faculty, students and community members who wish to participate. A summer theatre workshop provides additional performance opportunities. The BCC Children's Theatre will perform either an original children's play or a children's classic each spring in the Central Campus Lecture Theatre. This production then tours to Broward County schools.

**ART LYCEUM**—The Art Department exhibits works by faculty members, students, and visiting artists. In addition, it sponsors an Art Film Series.

**ADDITIONAL PROGRAMS**—Aside from the above listed musical, drama and art shows, many speakers are presented each year and the members of the college family speak frequently to civic, church and cultural groups. Various student groups, through the Student Activities program, sponsor events of interest during the college year. The Beuhler Planetarium presents two weekly shows to the public and many special shows to public schools and civic groups.

### Cultural Affairs Office and The Ralph R. Bailey Concert Hall

Consistent with the College's stated purpose of service as a cultural center for Broward County and South Florida, the Office of Cultural Affairs sponsors various cultural performance series throughout the year. In addition to an Artist Series and Theatre Series each of which features four to five performing groups of high caliber, Cultural Affairs also sponsors an annual lecture-performance series entitled "AN EVENING WITH . . .", a Dance Series, and various other special programs and performances.

This year will mark the grand opening of our new Ralph R. Bailey Concert hall, a 1200 seat theatre which will house many events sponsored by the College and community cultural groups. This new theatre, coupled with a new music building, represents a significant cultural contribution to the entire community.

### Student Publications

Central Campus: The *Phoenix* newspaper; *Teaser*, the college humor magazine; *Pan Ku*, the literary magazine.

North Campus: The *Polaris* newspaper.

South Campus: The *New Horizons* newspaper.

Students with communication experience and/or interest, are urged to join the staffs or to submit materials for these publications. All publications are available free to all students.

### Southeast Florida Educational Consortium

Broward Community College, Miami-Dade Community College, and Florida International University are charter members of the Southeast Florida Educational Consortium established in 1977. The organization links the member institutions in planning, maintaining, and evaluating cooperative efforts in academic programs, student services, and administrative support services. The overall objectives of the Consortium are to:

1. Increase and improve educational opportunities
2. Ensure smooth transition from the Community College to the University
3. Provide easy access to institutional services for students and faculty
4. Effectively utilize human and fiscal resources

The office of the Consortium is located at 11011 S.W. 104th Street, Miami, Florida 33176.

Descriptions of specific cooperative arrangements between the Consortium campuses—and student/faculty procedures—are given in the appropriate sections of this Catalog.





## Student Fees

### Student Fees and Charges

Fees (Matriculation, tuition, registration and other special course fees) are due and payable in full at the Bursar's office, on or before the due date assigned at the time of registration. Fee payments received after the assigned due date cannot be processed. Student is required to re-register, as schedule is voided when not paid in full by the assigned due date.

Postage Paid—Pre-Addressed payment envelopes are available, when registering, for payment of fees by mail. Care should be taken by mailing payment in sufficient time to be received by the assigned due date. Fee schedule will be returned when address is supplied.

### Non-Credit Courses Fees and Charges

The College, through the Community Service Office and other academic departments, offers non-credit courses, seminars, and workshops designed to meet the needs of citizens of all ages who reside in Broward County. Special brochures and bulletins are developed and distributed covering the specifics of each course. These documents become supplements to the official Catalog and contain the fees and special charges associated with that course. These fees are due and payable according to the terms indicated within these documents.

#### Terms I, I-A, & I-B, or II, II-A, & II-B, or III, III-A, & III-B

#### Separate Minimesters I-A, I-B II-A, II-B, III-A, or III-B

	Matriculation*	Tuition	Per Semester Hour
Florida Students	\$16 per semester hour	\$0	\$16 per
Non-Florida Students	\$16 per semester hour	\$17 per semester hour	\$33

(Fees subject to change)

\* Matriculation fees include those funds required to support a comprehensive student activities program.

### ATF Courses

Fees for ATF courses are not received by the College Business Office but are payable directly to the flight contractor. They are subject to change and vary between different flight training contractors. The Transportation Technology Department can advise at any given time what the fee is for any course with a particular contractor for the current term.

Course #		*Special fee
ATF 1100	Primary Flight	\$25.00
ATF 2201	Intermediate Flight	50.00
ATF 2202	Advanced Flight	50.00

ATF 2306	All-Weather Flight Training	75.00
ATT 2600	Flight Simulator Training	75.00

\* Flight Simulator lab fee.

		Full-time/ Part-time Student Special Fee
ACC 2023	Accounting and Finance	\$10
APB 1150L	Modern Principles of Biology Lab	7
APB 1229	Allied Health II Lab	7
ARC 1121C	Architectural Drafting I	5
ARC 2122C	Architectural Drafting II	5
ARC 2140C	Design and Construction	5
ARC 2020C	Architectural Communications I	5
ARC 2021C	Architectural Communications II	5
ARC 2154C	Architectural Drafting III	5
ARE 2252C	Recreational Arts & Crafts	5
ART 1330C	Life Drawing	20
ART 1202C	Design II	5
ART 2100C	Crafts, Woods, Metals, and Plastics	5
ART 2110C	Ceramics I	20
ART 2150C	Jewelry Design	20
ART 2401C	Printmaking I	20
ART 2402C	Printmaking II	20
ART 2600C	Photography I	10
ART 2610	Photography II	10
ART 2630C	Cinematography I	25
ART 2631C	Cinematography II	35
ART 2650C	Video Art	15
ART 2701C	Sculpture	5
ART 2932C	Ceramics II	25
ART 2932C	Special Topic Ceramics	25
BCN 2742	Contractor's License Preparation	7
BOT 1010L	General Botany Lab	7
BSC 1010C	Audio-Tutorial Biology	7
CAP 2030	Field Project	7
CDA 2040	Computers I	5
CDA 2041	Computers II	5
CHM 1041L	General Chemistry Lab (expanded)	10







component must pay a liability insurance fee. This fee is due at the time of registration each term.)

Application	10
* Checks returned and not honored	5
Duplicate Fee Card (Except when completely withdrawing from <i>all</i> College classes)	1
Graduation	6
Special Requests for Diplomas	10
FAA Examination Administration (per sitting)	20
* Fines, lost books, and reprocessing books	As required
Lost HPR locks	0.85
Lost HPR towels	Per current year's contract

Special Fees for Occupationally Ineligible Students	5 minimum
Parking decal (over first two)	0.50

\* Traffic violation and penalties:

1. No valid parking decal—1st violation is \$3.00; 2nd is \$5.00; and 3rd \$7.00.
2. All parking violations (same as above).
3. All moving violations—Stop signs, speed, driving recklessly, and driving on walkways, etc. \$5.00.

Any person receiving a traffic or parking citation must report with violation notice within 3 days to the Security Office. Failure to report within 3 days will result in a \$3.00 assessment being added to the fine and failure to report after 10 days will result with another \$5.00 being added to the fine.

Special fees are charged in certain courses to cover the cost of use of special supplies, materials, equipment, or facilities; such fees are listed in the Registration Handbook each term.

\* Students must pay fine prior to any subsequent registration or prior to release of his/her records.

## Credit for Experiential Learning

Portfolio Orientation (Includes Advisement, Workshop, Catalog)	\$5
Portfolio Evaluation	\$7 per sem. hour
Licenses, Certificates (Not requiring faculty evaluation)	\$3 per sem. hour
College Level Examination Program	
General Exam (\$30.00)	\$1 per sem. hour
Subject Exam (\$15.00)	\$1 per sem. hour
Departmental Final Exams (Key Scored)	\$5 per sem. hour
Proficiency Tests and/or Evaluations	\$5 per sem. hour
Site Visitations	\$7 per sem. hour

Assessment requiring any combination of above	up to \$7
Clinical Evaluations	\$7
Advanced Placement (for each separate report from ETS when credit is granted)	\$5

## Withdrawals & Refund Policies

1. Under the following conditions a student may receive 100% refund of matriculation, tuition, and laboratory fees, or as otherwise indicated:
  - a. Through the last day preceding the commencement of classes in a term established in the College Calendar, a student who registers in advance through on-line registration procedures.
  - b. At the time he/she is administratively withdrawn, a student who registered and it is later determined he/she was not eligible to register for academic reasons.
  - c. A student who registers for a particular course which is cancelled (refund of fees paid for that course).
  - d. A student entering the Armed Forces on a regular and extended tour of active duty. (Student must present an official copy of his/her Armed Forces orders to the Registrar to receive refund.)
  - e. A student who dies or who completely withdraws for health or medical reasons, as certified by a licensed medical doctor, on or before the date of the first scheduled class of a college term. (Parents, legal guardians, executors of estates or trustee of trust fund may receive refund.)
2. Under the following conditions a student may receive an 80% refund of matriculation, tuition, and laboratory fees:
  - a. A student who is officially withdrawn from the College on or before the last date listed in the College calendar for withdrawing with such refund.
  - b. A student who has attended classes in a given College term and who dies or withdraws for health or medical reasons, as certified by a licensed medical doctor, before the middle of that term. (Parents, legal guardians, executor of estate, or trustee of trust fund may request and receive refund.)

To be withdrawn officially from the College, a student must have completed the proper forms as prescribed by the Registrar on or before the designated date. For further information on withdrawals see section on *Class Attendance*.

# Associate in Arts Program

## What is it?

The Associate in Arts Degree provides the courses of study equivalent to those offered to the freshman and sophomore students in the lower division of Florida's state universities. If you receive the Associate in Arts Degree from B.C.C., your degree will meet the lower division requirements of a university and will admit you to the junior level status. The degree requirements consist of the general education requirements which parallel the universities requirements and electives in preparation for a major area of study.

The student is encouraged to contact the specific institution to which he or she wishes to transfer regarding that institution's unique requirements. Specific information concerning transfer to the following Florida state universities is available in the Counseling and Advisement Office.

- F.A.M.U. — Florida A and M University
- F.A.U. — Florida Atlantic University
- F.I.U. — Florida International University
- F.S.U. — Florida State University
- U.C.F. — University of Central Florida  
(Formerly F.T.U.)
- U.F. — University of Florida
- U.N.F. — University of North Florida
- U.S.F. — University of South Florida
- U.W.F. — University of West Florida

*Program Sheets* recommending courses for specific majors and programs are available in the Counseling and Advisement Offices on Central, North and South campuses, in the following areas. Students are encouraged to contact the Counseling and Advisement Office for individual assistance in program planning.

- Agricultural Sciences
- Architecture
- Art
- Astronomy
- Biology
- Building Construction
- Business Administration
- Business Education
- Chemistry
- Chiropractic
- Corrections
- Data Processing—Computer Systems/Science
- Drama
- Elementary Education
- Engineering
- English
- Fashion Merchandising
- Food and Nutrition
- Foreign Languages
- Forestry
- Geology
- Health Education
- History
- Home Economics
- Interior Design
- Journalism

- Latin American Studies
- Law
- Law Enforcement
- Marketing Management
- Mathematics
- Medical and Dental
- Medical Technology
- Music
- Music Education
- Nursing
- Occupational Therapy
- Optometry
- Pharmacy
- Physical Education
- Physical Therapy
- Physics
- Political Science
- Psychology
- Radio-Television
- Recreation
- Religion
- Secondary Education
- Social Welfare
- Sociology
- Speech
- Speech Pathology-Audiology
- Tourism Industries Administration
- Veterinary Medicine

## Requirements for the Associate in Arts Degree

(University Parallel)

## Philosophy of General Education

General education is that combination of college level courses and other activities considered essential for the effective participation of the student as a citizen in his/her community. General education serves as a foundation for the academic and technical programs at the community college and for further education at the senior institution. The total experience, therefore, should include appropriate academic subjects and supplementary activities whereby the student achieves the best of citizenship with a better understanding of oneself and a higher regard for others.

## Requirements for Associate in Arts Degree

To graduate, the student must complete 60 semester hours of academic credit as well as four semester hours of physical education activity courses with a grade-point average of at least 2.0. Of the 36 hours required for general education requirements (Areas 1-6), six credits of those 36 hours must be approved International/Intercultural courses. Excluded are special technical courses and courses beginning with the number "0," Special Services courses, courses

carrying institutional credit only. In selecting among BCC general education offerings and elective courses, the student would be wise to consider catalog suggestions of the upper-level institution to which he/she intends to transfer.

Area 1. English Composition . . . . . 6 semester hours  
(Required of all students)  
ENC 1103 COMPOSITION or  
ESL 1422 and  
ENC 1136 COMPOSITION or  
ENC 1423 COMPOSITION

Area 2. Humanities . . . . . 6 semester hours  
(Do not choose more than *ONE* course from any category A, B, C, D, E, F, or G)

- A. ENG 2712 GR IDEA POETRY, ENG 2230 LIT SHORT STRY, LIT 2440 LIT SC FICTION, LIT 2161 CON ISSUES ART, ENG 2123 FILM AS LIT, LIT 2410 MAL/FEM IMG LT LIT 2331 CONT BLACK LIT, ENG 2176 MYSTERY FICT, LIT 2210 WORLD LIT, LIT 2220 WORLD LIT, LIT 2013 BRITISH LIT, ENL 2023 BRITISH LIT, AML 2024 AMERICAN LIT, AML 2025 AMERICAN LIT, ENG 2921 SEMINAR IN LIT
- B. FRW 2100 ST FRENCH LIT, FRW 2101 ST FRENCH LIT, GEW 2010 ST GER LIT, GEW 2011 GER LIT & CULT, SPW 2010 ST SPA LIT, SPW 2011 ST SPANISH LIT
- C. ARH 2000 ART APPREC
- D. THE 2002 THEATRE W CULT
- E. MUH 2111 MUS HIS LIT, MUH 2112 MUS HIST LIT, MUL 2011 MUS WEST CULT
- F. PHI 2010 INTRO TO PHIL, PHI 2600 ETHICS
- G. REL 2010 INTRO RELIGION, REL 2300 WORLD RELIGION

Area 3. Social and Behavioral Sciences . . . . . 6 semester hours  
(Select *two* courses from any *one* category: A, B, C, D, or E)

- A. EUH 1000 WESTERN CIV, EUH 1001 WESTERN CIV
- B. AMH 2010 US HISTORY, AMH 2020 US HISTORY
- C. LAH 1004 TWO AMERICAS, LAH 1005 TWO AMERICAS
- D. POS 1041 NATIONAL GOVT, POS 1112 ST/LOC GOVT, or INR 2002 INTERNL REL
- E. ANT 2000 INTRO TO ANTHRO. SOC 2000 GENERAL SOC, SOC 2422 SOCIAL ORGNZTN, SOC 2020 SOCIAL PRBLMS

(any two)

Area 4. Science and Mathematics . . . . . 9 semester hours

- A. Science—any six hours from the following areas: physical science, astronomy, biology, chemistry, geology, or physics, except courses beginning with the number "0" and courses especially designed for technical education curricula. (Many upper division require a laboratory science.)
- B. Mathematics—any three semester hours except courses beginning with the number "0", MAT 1013, and other courses especially designed for technical education.

Area 5. Additional Requirements . . . . . 9 semester hours

According to requirements in your respective field, choose any courses from A through H.

- A. Modern Foreign Languages  
Most colleges of arts and sciences in upper division institutions require completion of the intermediate level of a foreign language as part of their lower division program.  
Often upper divisions of senior institutions require at least the intermediate level of the language (2000 level courses). Any combination sequence in a specific language is recommended at the 1000 or 2000 course level.
- B. CLP 1000 PSY OF ADJ, PSY 2012 GENERAL PSY, PSY 2043 ADV GEN PSYCH, DEP 2102 CHILD PSYCH, DEP 2302 ADOLESCENT PSY, INP 2101 APPLIED PSYCH, SOP 2002 SOCIAL PSYCH, DEP 2102, DEP 2302, DEP 2402, DEP 2481
- C. MAF 2501 FAMILY
- D. ECO 2013 PRIN ECO I, ECO 2023 PRIN ECO II
- E. SPC 1024 INTRO SPE COMM, SPC 1600 PUB SPEAKING
- F. GEO 1000 INTRO TO GEO, GEA 2040 WESTERN WORLD, GEA 2030 NON WEST REG
- G. MUT 1121 THEORY I, MUT 1122 THEORY II
- H. Areas 2, 3, 4 (any course from Areas 2, 3, or 4 above)

Area 6. Physical Education (Activities) . . . . . 4 semester hours

(No more than 4 activity courses may be counted toward a degree.) Students who are 29 years of age or older, or who have had previous military experience, or who are exempt upon medical certification are not re-



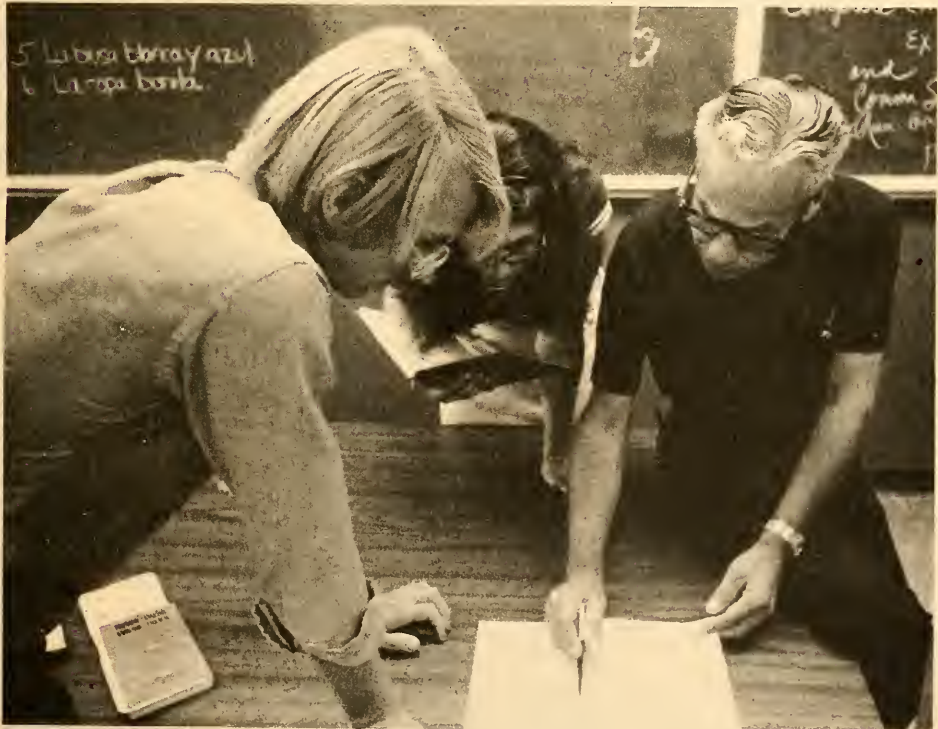
quired to take HPR activity courses. Medical certification must specify the term or terms for the exemption.

Area 7. Electives ..... 24 semester hours  
Any combination of courses from the general education offerings (Business Administration, Cooperative Education, Communications, Humanities, Health, Physical Education and Recreation, Mathematics and Science, and Social and Behavioral Science) except courses that carry only Institutional Credit (these courses begin with the number "0"), Physical Education activity courses, and courses designed especially for technical education curricula. When choosing electives, the student should give careful attention to his/her major field of study and to the requirements of the institution to which he or she plans to transfer.

Area 8. International/Intercultural  
Education ..... 6 semester hours  
Of the 36 hours required for general education requirements (Areas 1-6), six credits of those 36 hours must be approved International/Intercultural courses. Any combination of courses from the general

education offerings that contain a major international or intercultural content and emphasis. Appropriate courses taken under Areas 2, 3, 5, and 7 may be used to satisfy this requirement. Only courses certified as international/intercultural may be used to satisfy this requirement. Following are the approved courses:

- ARH 2004, ART 2890-95, MAR 2955, BAN 2500, MAR 2240, FRE 1000, FRE 1100-1101, FRE 1170, FRE 2200-2201, FRE 2240, FRE 2400-2401, FRW 2100-2101, GER 1000, GER 1100-1101, GER 1170, GER 2200-2201, GER 2240, GEW 2010-2011, RUS 1100-1101, RUS 2200-2201, SPN 1000, SPN 1100-1101, SPN 1130, SPN 1170, SPN 2200-2201, SPN 2400-2401, SPW 2010-2011, GEA 2030, GEA 2040, EUH 1000-1001, EUH 2311-2312, EUH 2572, HIS 2955, LAH 1004-1005, LAH 2021-2022, REL 2601, WOH 1300, WOH 2240, INR 2002, INR 2956, INR 2957, CPO 2140, REL 2300, REL 2600, MUH 2111, ANT 2211, ANT 2310, ANT 2911, ANT 2912, ANT 2913, SOC 2245, SOC 2246, SOC 2247



## Associate in Science Degree

### What Is It?

You may be interested in earning an Associate in Science Degree at BCC. The college offers several programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a four-year degree. BCC offers many Associate in Science Degree programs. They range from our secretarial science programs to our health related programs such as dental hygiene and registered nursing.

When you make the decision to follow an Associate in Science Degree program, you are not necessarily preparing yourself for transfer to a state university. You should understand that your decision will result in your earning a degree which should lead to a productive career for you. If later you decide to attend a university, you may be required to do additional work at the freshman or sophomore level in order to earn enough credit hours to transfer.

In the Associate in Science Degree program which you choose, you will take courses in two basic areas. One area will be your specialized courses. For instance, if you are going to be a student in Architectural and Building Construction Technology, you will be taking specialized courses in architecture and construction.

The second major area of courses which you will take at BCC will be general education. General education courses are designed to help you develop as a well-rounded individual capable of thinking and acting as a mature, educated and enlightened citizen. It is our belief that these courses in general education, such as English Composition will enhance your overall employment potential since it will broaden your knowledge.

Associate in Science Degree programs are described in the Academic Sections. You can learn additional information about the courses by visiting with counselors or advisors in the Counseling Offices or by contacting the department heads who work with the programs. Some of our Associate in Science Degree programs are restricted to one campus.

**FINAL RESPONSIBILITY FOR MEETING THE REQUIREMENTS FOR GRADUATION FOR AN ASSOCIATE IN SCIENCE DEGREE RESTS WITH YOU, THE STUDENT, WHERE YOU MUST COMPLETE ALL OF THE COURSES AS SPECIFIED IN THE PROGRAM FOR THE DEGREE.**

Most A.S. or certificate programs are not transferable to another college or university without the completion of additional academic courses. If the student wishes to transfer, he or she should discuss this with a counselor or advisor to make certain the program is transferable.

Program sheets are available for all Associate in Science and Certificate programs in the Counseling and Advisement Office on Central, North and South campuses and are described in the Academic Division Sections within this Catalog.

### Associate in Science Degree Programs:\*

Accounting	BUS
Air Conditioning & Refrigeration	ENG
Airline Careers	BUS
Air Traffic Controller	ENG
Architectural Technology	ENG
Aviation Administration	ENG
Banking Career	BUS
Business Administration—General	BUS
Career Pilot	ENG
Commercial Art	HUM
Contracting and Civil Engineering Technology	ENG
Corrections	CJI
Court and Conference Reporting	BUS
Crime Scene Technology	CJI
Criminal Justice	CJI
Data Processing (Business Option)	ENG
Data Processing (Engineering- Scientific Option)	ENG
Dental Assisting	AHT
Dietetic Technician	PST
Electronic Technology	ENG
Electronics (Avionics, Digital or Communication Option)	ENG
Emergency Medical Technology	AHT
Fashion Merchandising	BUS
Fire Science Technology	PST
General Management	BUS
Home Furnishings Marketing	BUS
Hospital Accounting	BUS
Hotel—Restaurant—Institution Administration	PST
Insurance Careers	BUS
Interior Design	HUM
Landscape Technology	MTH
Marketing Management	BUS
Medical Assisting	AHT
Medical Laboratory	AHT
Nursing	AHT
Pest Control Technology	MTH
Physical Therapy Assisting	AHT
Police Science	CJI
Pollution Prevention and Control	PST
Public Administration	PST
Purchasing Management	BUS
Radiation Therapy Technology	RAT
Radiologic Technology	RTE
Real Estate	BUS
Respiratory Therapy	AHT
Savings & Loan Careers	BUS
Secretarial, Executive, General	BUS
Secretarial—Legal	BUS
Secretarial—Medical	BUS
Tourism Industries—Administration	PST
Veterinary Medical Assisting	AHT

## Certificate Programs— Specialized Areas:

Accounting  
 Building Construction  
 Clerical Typist  
 Corrections  
 Credit Union Leadership Training  
 Data Processing  
 Dental Assisting  
 Fire Science  
 Food Service  
 Income Tax Preparation  
 Medical Assisting  
 Merchandising  
 Police Science  
 Pre-school and Daycare Center  
 Radiation Therapy  
 Secretarial

BUS Secretarial, Advanced  
 BUS Secretarial, Certified Professional  
 BUS Small Business Administration  
 BUS Traffic Management  
 BUS Ultrasound, Diagnostic  
 CJI  
 BUS  
 ENG  
 AHT  
 PST  
 PST AHT  
 BUS BUS  
 AHT CJI  
 BUS ENG  
 CJI HUM  
 SOC MTH  
 AHT PST  
 BUS SOC

BUS  
 BUS  
 BUS  
 BUS  
 AHT

## Division Codes

(Code represents division  
 responsible for programs listed above)

AHT Allied Health Tech  
 BUS Business Administration  
 CJI Criminal Justice Institute  
 ENG Engineering Tech  
 HUM Humanities  
 MTH Math & Science  
 PST Public Service Tech.  
 SOC Social Science





# Associate of Science in General Studies

## What Is It?

The Associate of Science in General Studies Degree is awarded to students who desire to pursue a self determined course of study. The *degree is not a transfer degree* and students who desire specific transfer information should seek counseling assistance on the campus. Credits may be earned in a wide variety of university parallel and technical courses may range from literature to electronics courses or in a concentrated program of study in particular subject areas. The degree will enable students to exercise a maximum of freedom in determining the course content of the degree. If the student elects to complete the General Education requirements adopted for the Associate of Arts degree, the Associate of Science in General Studies degree will carry the "General Education Requirements Fulfilled" notation.

## Degree Requirements

1. Complete the admission process and be accepted to the College.
2. Complete 60 or more credits in courses numbered 1000-2999 in the College Catalog.
3. Earn a 2.0 grade point average or better in the 60 or more academic credits presented for graduation.
4. Complete ENC 1103, or its equivalent through test performance or transfer.
5. Complete 24 credit hours at BCC, including the final 12 credits.
6. Complete a graduation evaluation, apply for graduation, and pay the graduation fee consistent with published College deadlines.
7. Fulfill all financial obligations to the College.
8. Students who have received or are eligible for the A.A. or A.S. degree may not be awarded the Associate in General Studies Degree.

## Community Services

Community Services is a vital element of the total program at Broward Community College. The department has the primary purpose of emphasizing the *Community*—its needs, its desires, its people. Staffed by a Coordinator at each campus (North, Central, and South) the Office of Community Services extends the College into the community through non-credit offerings and outreach programs which reach beyond the traditional limits of college credit restrictions.

Community Service Programs are designed to provide: *Continuing Education Opportunities* for individuals wanting to upgrade their present skills or to explore new occupational fields; *Cultural and Community En-*

*richment Studies* for groups and individuals seeking to enhance the quality of living in the community; *Personal Entertainment and Recreation* for individuals wishing to explore new activities for personal growth and enjoyment; and *Resources for Industry, Government and Professional Groups* desiring to supplement their own training and development programs. Community Services Programs are offered as Short Courses, Seminars, Forums, Workshops, and Institutes. The structure of a program is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations. Programs are offered at various locations for your convenience. They are held on the BCC campuses during afternoon or evening hours, or may be brought to condominium clubhouses, civic centers, libraries, or wherever the target group has an available facility. Courses are also conducted at business, industry, or government facilities.

Community Services Programs are offered on a non-credit basis. There are no entrance requirements or examinations. Registration procedures are simplified to meet group or individual needs. Fees are nominal, usually \$2 to \$10 for a six weeks course involving 15 hours of instruction. Instructors are professional men and women from the Broward Community College faculty and other educators with outstanding background and experience in their fields.

There are on-going programs at each campus of the college. Courses and programs designed to meet the needs of contemporary women are available through *Women's Centers*. *Project SEE* (Senior Enrichment Experiences) provides stimulating lectures and discussions for senior citizens. The *Center for Parenting and Family Living* serves as a resource for concerned parents, sponsoring classes and workshops on all three campuses. The *Hispanic Institute*, located at South Campus, offers programs designed to meet the needs of Spanish-speaking residents. For specific information on any of these programs, call the Community Services office on your nearest campus:

North	972-9100
Central	475-6500
South	962-4110

## Continuing Education for Nurses

Courses are offered for Nurses seeking to renew their license. Broward Community College is an approved provider of continuing education courses for this purpose. For information regarding this program, contact the Continuing Education Department in the Allied Health Division.

## Division of Allied Health Technology

Continuing Education—NUR, RET  
Dental Assisting Technology—DEA, DES  
Emergency Medical Technology—EMT  
Medical Assisting Technology—MEA  
Medical Laboratory Technology—MLS  
Nursing Technology—NUU, NUR  
Physical Therapist Assistant Technology—PHT  
Radiation Therapy Technology—RAT  
Radiologic Technology—NMT, RTE  
Diagnostic Ultrasound Program—SON  
Respiratory Therapy—APB, RET

### Allied Health Courses

Nutrition  
Pharmacology

### Requirements for Admission to Allied Health Programs

1. Fulfill general requirements for admission to the College.
2. Official High School transcripts:
  - a. Partial transcript before graduation
  - b. Complete transcript after graduation
3. Official transcripts from each College or program previously attended.
4. 2.0 cumulative grade point average on all college level courses attempted exclusive of developmental courses.
5. Satisfactory test scores or satisfactory completion of appropriate courses.
6. Other testing and/or counseling as required.
7. Acceptable letters of reference and recommendation.
8. Completed physical and dental examination forms.
9. Satisfactory personal interview where required.
10. Medical Laboratory students refer to Medical Laboratory Technology Program.

Suggested program sheets are available in Medical Technology, Nursing, Occupational Therapy, and Physical Therapy.

### Procedure for Applying for Admission

#### Allied Health Programs

1. Submit letter of application directly to appropriate Allied Health department. Student will receive appropriate forms and materials for admission.
2. Approval is based upon fulfillment of all admissions requirements. Student is responsible for completion and submission of all required forms and materials.
3. If a student is accepted into an Allied Health program but is unable to register because the class quota has been reached, the student must contact the Department Head for approval to register for the next in-coming class.

#### Uniforms:

Uniforms that meet the approval of the appropriate Allied Health faculty must be furnished by the student. Information regarding their purchase is furnished to each applicant following formal acceptance.

#### Liability Insurance

All Allied Health Technology students are required to carry Professional Liability Insurance each term that they are in a clinical setting. This fee is due at the beginning of each term and payable at the time of registration.

#### Accident Insurance:

It is recommended that all students in Allied Health Programs carry accident insurance. Injuries incurred by student during student activities are the responsibility of the individual student.

#### Continuing Education

To meet expressed community needs, the Division of Allied Health Technologies will offer opportunities for continuing education through seminars, workshops, and special educational programs. The Division of Allied Health Technologies faculties recognize their responsibilities to provide community service to assist allied health practitioners to adapt to their changing roles in today's society.

Continuing Education courses are listed in this catalog under the Division of Allied Health Technologies, Courses of Instruction, Continuing Education.

Noncredit nursing courses are announced to the community in the publication *Continuing Education: A Newsletter for Nurses*.

#### Dental Assisting Program

A career in Dental Assisting has developed into a rewarding and challenging opportunity for men and women of today. A Dental Assistant is a member of a highly qualified health team, working to improve the health of the community. The varied duties and responsibilities of the dental assistant requires knowledge of the basic dental sciences, proficiency in office management procedures, and practical experience involving specialized skills.

Broward Community College has developed a unique program to meet the need for trained Dental Assistants in the community. Completion of the first year leads to a certificate; continuation in the program with completion of a second year of prescribed study leads to an Associate in Science Degree. The optional program is designed to meet the individual needs of the student.

Applicants to the Dental Assisting program must fulfill the general requirements for admission to the College and submit a letter of intent to the Dental Assisting Department. The selection of students is based

upon the following additional factors:

1. Satisfactory high school and college transcripts, including a 2.0 grade point average in all college courses previously attempted.
2. Acceptable test scores or satisfactory completion of appropriate courses.
3. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
4. Completed physical and dental examination forms.
5. Satisfactory personal interview with Dental Assisting Department faculty.
6. Acceptable scores on the Dental Assisting Aptitude test.

The Dental Assisting Program is fully accredited by the Commission on Accreditation of the American Dental Association. Accreditation of the program by the Commission grants the necessary eligibility for the graduates of the one year certificate program to take the National Certification Examination for Dental Assistants.

The Dental Assisting Program is a two-phase curriculum. The first year of study constitutes the basic dental assisting curriculum for which a certificate will be awarded upon satisfactory completion. Those desiring the Associate in Science Degree may elect to take the second year of general academic studies (terms IV and V).

### Requirements for the Certificate of Achievement in Dental Assisting:

1. Completion of 39 semester hours of credit and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in ALL courses required for the Dental Assisting Certificate.

2. Completion of the following courses in general education:

			Semester Credits
SPC	1024	Introduction to Speech .....	3
ENC	1103	Composition .....	3

3. Completion of the following courses in related areas:

DES	1200C	Dental Radiology .....	2
DIE	2202	Nutritional Diet Modifications .....	1

4. Completion of the following courses in major field (no grade lower than "C" will be acceptable)

			Semester Credits
DEA	1020	Preclinical Orientation to Dental Assisting ...	3
DEA	1021	Introduction to Dental Assisting ...	1
DES	1000C	Dental Anatomy & Physiology .....	3

DES	1100	Dental Materials .....	3
DEA	1300	Oral Hygiene .....	2
DES	1003	Basic Anatomy & Physiology .....	2
DEA	1800	Clinical Practices & Procedures I .....	4
DEA	1801	Clinical Practices & Procedures II .....	4
DEA	1100	Allied Dental Theory .....	4
DEA	2150	Dental Psychology ....	1
DEA	1220	Practice Administration of the Dental Office ...	3
Total semester credits .....			30

Requirements for the Associate in Science Degree in Dental Assisting:

1. Completion of 68 semester hours of credit and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in all courses required for the Dental Assisting Degree.

2. Completion of the following courses in General Education:

			Semester Hours
ENC	1103	.....	3
ENC	1136,	1313, 1423 .....	3
MTB	1103	.....	3
SOC	2000	.....	3
SPC	1024	.....	3
PSY	2012	.....	3
APB	1150L,	1023, 1203, 1203L, 1204, 1191L .....	10

3. Completion of the following courses in related areas:

DES	1200C	.....	2
DIE	2202	.....	1

4. Completion of the following courses in major field: (no grade lower than "C" will be acceptable in Dental Assisting courses.)

DEA	1020,	1021, 1800, 1801,	
DES	1000C,	1100, DEA 1220, 1300, 2150, 2940 .....	33

5. Completion of four semester hours in Physical Education activities.

6. Completion of a minimum of twenty-four semester hours of residence at the College.

7. Completion of evaluation of graduation requirements in the Advisement office at time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.

8. Remove all admission conditions.

9. Attend all official graduation exercises.

10. The Dental Assisting staff reserves the right to discontinue a student's enrollment, at any time during the program, if in its judgment the student does not possess the personal qualifications necessary for success in a career in Dental Assisting.



## Dental Assisting (A.S. Degree)

Enrollment in Dental Assisting courses requires academic approval and notice of acceptance from the Allied Health Department at Broward Community College. Refer to the requirements for admission.

The Dental Assisting Program is a two-phase curriculum. The first year of study constitutes the basic dental assisting curriculum for which a certificate will be awarded upon satisfactory completion. Those desiring the Associate in Science Degree may elect to take a second year of general education studies (Terms IV and V).

### FIRST YEAR

#### Term I

DEA 1020	Pre-Clinical Orient.—D. Asst.	3
DEA 1021	Intro to Dental Asst.	1
DES 1000C	Dent Anat & Physio	3
DES 1100	Dental Materials	3
DEA 1300	Oral Hygiene	2
DES 1003	Basic Anat & Physio	2
DES 1200C	Dental Radiology	2

Total semester credits .....16

#### Term II

DEA 1800	Clinical Pract & Proced I	4
DEA 1110	Allied Dental Theory	4
DEA 2150	Dental Psychology	1
DEA 1220	Practice Admin of the Dental Office	3
SPC 1024	Intro to Speech	3
DIE 2202	Nut Diet Modifi	1
ENC 1103	Composition	3

Total semester credits .....19

#### Term IIIA

DEA 1801	Clinical Practices & Procedures II	4
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Total semester credits ..... 4

### SECOND YEAR

#### Term I

*2 ENC 1136	or ENC 1423 Composition or	
ENC 1313	Tech Report Writing	3
SOC 2000	Gen Sociology	3
APB 1150L	Prin of Bio Lab	1
APB 1220,	Integrated Sci for	
1221	All. Health Tech	4
PSY 2012	Gen Psychology	3
Physical Education activities		2

Total semester credits ..... 16

#### Term II

*DEA 2940	Dental Practicum	3
APB 1224,	Integrated Science for Allied Health Tech.	4
APB 1229	Integrated Science for Allied Health Tech Lab	1
MTB 1103	Business Math	3

Physical Education activities ..... 2

Total semester credits ..... 13

The Dental Assisting courses will be programmed by the Department for the student.

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Satisfactory completion of a typing competency examination is necessary for course completion.

<sup>2</sup>Students contemplating transfer to another institution should complete \*ENC 1136 or \*ENC 1423.

\*ENC 1313 will satisfy degree requirements at BCC.

## Ultrasound (Diagnostic)

The Diagnostic Ultrasound certificate program prepares individuals meeting certain qualifications to work with the medical practitioner in the management, control and care of patients referred to for these studies.

Clinical work is done in local clinics and hospitals. On completion of the 12 month course the student will be eligible to take the American Registry of Diagnostic Medical Sonographers examinations.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Radiologic Technology Department. The selection of students is based on the general requirements for admission to Allied Health Programs. (See requirements for admission to Allied Health Programs and procedure for applying for admission.) The letter of intent should be submitted to the Department of Radiologic Technology, Hollywood Center. In addition the applicant must be a Registered Nurse or Radiologic Technologist (A.R.R.T.) or have a baccalaureate degree which included extensive biology and human anatomy or have a two year paramedical background approved by the registry.

## Requirements for a Certificate in Ultrasound

1. Completion of 27 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses (No grade lower than "C" will be acceptable). SON 2111, 2112, 2121, 2122, 2131, 2132, 2211, 2212, 2841L, 2851L, 2861L, 2871L

Enrollment in the Ultrasound program requires approval and notice of acceptance from the Department of Radiologic Technology at Broward Community College. Refer to requirements for admission. The program is sequential and full time.

#### Term I

SON 2211	Medical Sonographic Physics I	2
SON 2111	Abdominal Sonography I	1
SON 2121	OB/GYN Sonography I	2
SON 2131	Heart/Chest Sonography I	2

<i>Term I-A</i>			
SON	2841L	Clinic A (16 hrs/week)	1
<i>Term I-B</i>			
SON	2851L	Clinic B (24 hrs/week)	2
Total semester credits			10
<i>Term II</i>			
SON	2212	Medical Sonographic Physics II	2
SON	2112	Abdominal Sonography II	2
SON	2122	OB/GYN Sonography II	1
SON	2132	Heart/Chest Sonography II	2
SON	2861L	Clinic C (32 hrs/week)	3
Total semester hours			10
<i>Term III</i>			
SON	2141	Head, Neck, Eyes Sonography	2
SON	2871L	Clinic D (40 hrs/week, extended)	5
Total semester hours			7

## Emergency Medical Technology Program

Broward Community College has developed a three stage program in Emergency Medical Technology to meet the needs of the community. Satisfactory completion of the Basic course (EMT 1000C) will enable the student to write the State E.M.T. 1 examination. Satisfactory completion of the advanced courses (EMT 2302C & 2822C) will enable the student to write the State Paramedic examination. Those desiring an Associate in Science Degree may elect to take additional general academic and specialized E.M.T. courses.

Applicants to the Emergency Medical Technology program must fulfill the general requirements for admission to the college and submit a letter of intent to the Emergency Medical Technology Department. The selection of students is based upon the following additional factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts, including a 2.0 grade point average in all college courses previously attempted exclusive of developmental courses.
3. Acceptable test scores or satisfactory completion of appropriate courses.
4. Acceptable letters of reference from employers, where applicable, and letter of personal recommendation.
5. Completed physical and dental examination forms.
6. Freedom from any physical or mental defects or diseases which might impair the candidate's ability to care for a sick or injured person.
7. Freedom from any addiction to alcohol or any harmful drug.
8. Satisfactory personal interview with the Emergency Medical Technology Department Faculty.

Individuals awarded the State certificate of registration as EMTs are eligible to apply to the Division of Allied Health Technologies for the course in Advanced Clinical Technologies (EMT 2302C). Enrollment in all EMT courses is limited. Courses may not be audited if State certification is contemplated, since a grade of "C" or better is required.

All admission requirements are based on the eligibility requirements of the State of Florida to write the EMT 1 examination.

Requirements for the Associate in Science Degree in Emergency Medical Technology are:

1. Completion of seventy-five hours of credit and a grade point average of 2.0 or better.
2. Completion of all EMT courses with a grade of "C" or better.
3. Remove all admission conditions.
4. Completion of a minimum of twenty-four semester hours of residence at the College.
5. Completion of evaluations of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
6. Attend all official graduation exercises.
7. The Emergency Medical Technology staff reserves the right to discontinue a student's enrollment at any time during the program if in its judgment the student does not possess the qualifications for a career in Emergency Medical Technology.

## Emergency Medical Technology Certification Program

This program is designed solely for individuals who desire credentials at the EMT 1 and/or Paramedic level. Individuals seeking admission to the certificate program must contact the EMT Department for permission to register in EMT courses.

A priority for admission into EMT 1000C is given to the following individuals who serve in a "first response" capacity:

1. Fire Department Personnel
2. Ambulance Personnel
3. Police Personnel
4. Lifeguard Personnel
5. EMS Personnel
6. All other interested individuals will be assigned class space as available.

Eligibility for admission into the paramedic courses, EMT 2302C and EMT 2822C require that each applicant hold current certification as an EMT in the State of Florida.

A priority for admission into the Paramedic Certificate program is given to individuals who:

1. Have been an *active* member of an emergency/

rescue squad for a minimum of 1 year as an EMT-Ambulance attendant.

2. Have acceptable recommendations from his/her present ambulance administrator and/or medical advisor.
3. Have for at least one year demonstrated the ability to function in emergency situations as an ambulance attendant, fireman, military corpsman, emergency department or intensive care unit technician, or nurse (critical care).
4. Are associated with an ambulance or rescue service, emergency department, or intensive care unit that is equipped or will be equipped in the near future for advanced emergency care, such as hospital/vehicle radio communications, cardiople/defibrillator, intravenous supplies, and drugs.
5. All other interested individuals will be assigned class space as available.

Employment opportunities exist in the community for persons with either EMT 1 or Paramedic credentials. A certificate of achievement will be awarded upon completion of the EMT 1000C and EMT 2822C courses.

EMT 1000C	Basic Emergency Med. Technology (EMT 1) .....	4
EMT 2302C	Advanced Emergency Techniques (Paramedic—part 1) .....	4
EMT 2822C	Clinical Emergency Med. Technology (Paramedic—part 2) .....	4

Students must have liability insurance coverage for courses which include clinicals of any kind.

## Emergency Medical Technology (Associate in Science Degree) (75 Credit Total)

Enrollment in Emergency Medical Technology courses requires academic approval and notice of acceptance from the Allied Health Division at Broward Community College. Refer to requirements for admission.

### FIRST YEAR

#### Term I

*APB 1220,	1221 Integrated Science for Allied Health Tech .....	4
APB 1150L	Prin. of Biology Lab .....	1
ENC 1103	Composition .....	3
MEA 1010	Medical Terminology .....	3
*EMT 1000C	Basic Emergency Medical Technology .....	4
	Physical Education activity .....	1
	Total semester credits .....	16

#### Term II

*APB 1224,	1225 Integrated Science for Allied Health Tech .....	4
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*APB 1229L	Integrated Science for Allied Health Tech Lab .....	1
*APB 1600,	1601 Pharmacology .....	2
PSY 2012	Gen. Psychology .....	3
MTB 1334	Technical Algebra or	
*MAT 1013	Elementary Algebra .....	3
*EMT 2271	Crisis Intervention .....	3
	Physical Education activity .....	1
	Total semester credits .....	17
<i>Term IIIA and IIIB</i>		
SOC 2000	Gen. Sociology .....	3
*ENC 1136	or 1423 Composition .....	3
*EMT 2302C	Adv. Emerg. Techniques .....	4
	Physical Education activities .....	2
	Total semester credits .....	12

### SECOND YEAR

#### Term I

*EMT 2822C	Clin. Emergency Med. Tech .....	4
*EMT 2278	Emerg. Care of Children .....	3
*EMT 2275	Emerg. Med. Tech. Assessment ..	3
* <sup>1</sup> EMT 2235,	2422 or 2451 (Elective) .....	3
	Total semester credits .....	13

#### Term IIA

*EMT 2848	Rescue Internship/ Practicum .....	5
*EMT 2519	Leadership/Practicum .....	2
	Total semester credits .....	7

#### Term IIIA or IIIB

*EMT 2251	Endotracheal Preceptor/ Practicum .....	5
*EMT 2887	OB Preceptor/Practicum .....	5
	Total semester credits .....	10

\*Requires a pre or co-requisite—see course description in catalog.

- <sup>1</sup>EMT Electives: \*EMT 2422 Aquamedic Injury Management  
\*EMT 2451 Emergency Care in Flight  
\*EMT 2235 Emergency Respiratory Therapy

## Medical Assisting Program

The role of the Medical Assistant within the physician's office of today is becoming more varied, demanding and complex. Duties and responsibilities may encompass that of either an administrator, clinician or technician, and in many instances all three areas in addition to being a public relations expert at all times.

Taking into account the broad and varied responsibilities that the Medical Assistant may be required to assume, the Associate Degree Program in Medical Assisting offered by Broward Community College requires courses in General Education, Business Education, and in areas of specialization directly related to this allied health occupation.

The placement of students in the Practicum offers maximum flexibility and has been specially designed to meet the individual needs of the student thus allow-



ing for the development of specific skills within any chosen interest or specialty area. Students in the practicum courses will be required to spend a minimum of ten hours per week in clinical facilities.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Medical Assisting Department. The selection of students is based upon the following additional factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts, including a 2.0 grade point average in all college courses previously attempted.
3. Acceptable test scores or satisfactory completion of appropriate courses.
4. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
5. Satisfactory interview—if requested by Department Head.
6. Evidence of 35 WPM typing skill
  - a. Applicants must submit an original copy of a typing test verifying a 35 WPM proficiency. This should be signed and dated by the instructor administering the test.
  - b. Applicants without signed typing test should go to the Business Administration Department (Central Campus) and make arrangement to take this test in the typing lab.
  - c. Applicants meeting all admission criteria except the typing skill may receive a preliminary acceptance until proof of their typing skill is on file with the Medical Assisting Department.

The Medical Assisting Program is an AMA/CAHEA\*/AAMA accredited program. Graduates are eligible to take the National Certification Examination for Medical Assistants immediately upon graduation.

\*Committee on Allied Health Education and Accreditation.

## Medical Assisting Technology

Requirements for the Associate in Science Degree in Medical Assisting:

1. Completion of a minimum of 70 semester hours of credit and a grade point average of 2.0 or higher.
2. Completion of the following courses in **General Education**: (22 hours)

	Semester Hours
ENC 1103 .....	3
EMT 1051 .....	3
Social Science	
elective .....	3
PSY 2012 .....	3
APB 1150L, 1220, 1221, 1224, 1225, 1229 .....	10

3. Completion of the following courses in **related areas**: (10 hours)

SES 1110, 1111, 1112, or SES 2120, 2121, 2122 .....	3
ACC 1009 .....	3
SES 2335, SES 2361, .....	3
SES 2335 or ENG 1313, 1423 ...	3
DIE 2202 .....	1

4. Completion of the following courses in **major field**: (No grade lower than "C" will be acceptable in Medical Assisting courses.)

MEA 1002, 1010, 1011, 1100, 2200, 2300, 2800, 2810, APB 1600, 1601 .....	31
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5. Completion of four semester hours of **Physical Education Activities**. (4 hours)
6. Completion of a minimum of twenty-four semester hours of residence at the College.
7. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
8. Remove all admission requirements.
9. Attend all official graduation exercises.
10. The Medical Assisting faculty reserves the right to discontinue a student's enrollment at any time during the program if in its judgment the student does not possess the personal qualifications necessary for success as a Medical Assistant.
11. Enrollment in MEA 2800, 2810 is by recommendation of the faculty.

A brochure describing the Medical Assisting Program is available on request from the Division of Allied Health.

## Medical Assisting (Associate in Science Degree)

Enrollment in Medical Assisting courses requires academic approval and notice of acceptance from the Allied Health Department at Broward Community College. Refer to requirements for admission.

### FIRST YEAR

#### Term I

MEA 1002	Intro to Medical Assisting .....	3
MEA 1010	Medical Terminology .....	3
<sup>1</sup> SES 1110, 1111, 1112	Inter Typing .....	3
ENC 1103	Composition .....	3
APB 1150L	Prin of Biology Lab .....	1
*APB 1220	1221 Integrated Science for Allied Health Tech .....	4
	Physical Education activity .....	1
	Total semester credits .....	18

*Term II*

*MEA 1011	Clinical Terminology .....	3
*MEA 1100	Adm Office Procedures .....	3
*MEA 2200	Clinical Office Procedures .....	3
*APB 1224,	1225 Integrated Science for	
	Allied Health Tech .....	4
*APB 1229	Integrated Science for	
	Allied Health Tech Lab .....	1
Physical Education activity .....		<u>1</u>
Total semester credits .....		15

*Term IIIA or IIIB*

EMT 1051	Emergency Medical Tech .....	3
Social Science Elective .....		<u>3</u>
Total semester credits .....		6

**SECOND YEAR**

*Term I*

MEA 2300	Medical Office Lab Procedures ...	4
*MEA 2800	Practicum in Medical Assisting ..	5
*SES 2361	Transcribing Machines .....	3
APB 1600,	1601 Pharmacology I and II .....	2
Physical Education activity .....		<u>1</u>
Total semester credits .....		15

*Term II*

*MEA 2810	Advanced Practicum in	
	Medical Assisting .....	5
*2SES 2335	Business Comm or	
*ENC 1313	Tech Report Writing or	
*ENC 1423	Composition .....	3
ACC 1009	Acct Survey I .....	3
PSY 2012	Gen Psychology .....	3
*DIE 2202	Nutritional Diet Modifications ...	1
Physical Education activity .....		<u>1</u>
Total semester credits .....		16

\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>If student does not meet prerequisites, he/she will have to take qualifying typing courses. Students taking Intermediate Typing can be concurrently enrolled in SES 1110, 1111, 1112.

<sup>2</sup>Completion of ENC 1103 and ENC 1313 or SES 2335 will satisfy the requirements for a degree in Medical Assisting Technology at this institution. However, students contemplating transfer to a university should complete ENC 1103 and ENC 1423 since the other English courses listed above may not be acceptable for transfer credit.

**Medical Assisting  
Certificate of Achievement**

This program is designed for individuals who already possess basic business office skills and/or medical office experience.

Individuals seeking admission to the certificate program must fulfill the same admission requirements as those seeking admission to the A.S. Degree program in Medical Assisting. The Department Head will evaluate past work experience to determine eligibility for

this certificate program. Work experience must be validated in writing by a previous employer who must send his/her statement directly to the Department Head. Additional courses may be required dependent upon the applicant's particular background and experience.

A certificate of achievement will be awarded upon completion of the courses listed below. Students must contact the Department Head during the final term and consult an academic advisor for evaluation of credits.

MEA 1002	Introduction to	
	Medical Assisting ..	3
MEA 1010	Medical	
	Terminology .....	3
*MEA 1011	Clinical	
	Terminology .....	3
*MEA 1100	Administrative Office	
	Procedures .....	3
MEA 2300	Medical Office	
	Laboratory	
	Procedures .....	4
*MEA 2200	Clinical Office	
	Procedures .....	3
APB 1600,	1601 Pharmacology ...	2
EMT 1051	Emergency	
	Procedures .....	3
*MEA 2800	Practicum in	
	Medical Assisting ..	5
*MEA 2810	Advanced Practicum	
	in Medical	
	Assisting .....	<u>5</u>
Total semester credits .....		34

\* Requires a pre or co-requisite—see course description in catalog.

Credits may be applied toward a degree at various senior institutions if one is interested in advanced administration and/or teaching in the health care field.

Employment opportunities readily exist in physicians' offices and related medical facilities.

**Medical Laboratory Program**

The Medical Laboratory Technician Associate Degree Program (MLT-AD) was developed specifically to enable the Medical Laboratory Technician-Certificate (Certified Laboratory Assistant)-MLT-C(LA)- to continue his/her education and qualify for higher level positions in the clinical laboratory field. MLT-AD graduates will be able to work with less direct supervision and perform more difficult procedures than would be expected of the MLT-C(LA). They will be eligible to take the national certifying exam for Medical Laboratory Technician and the Florida State Licensure exam for Clinical Technologist.

The Medical Laboratory Technician-AD program of Broward Community College is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and is open to graduates of one year MLT-C(LA) programs approved by NAACLS. Appli-

cants must satisfy requirements for admission to the college, submit verification of graduation from an approved MLT-C(LA) Program and verification of CLA certification. Applicants whose CLA certification is pending will need the recommendation of their MLT-C(LA) instructor. MLT-C(LA) credentials must be approved by the Medical Laboratory Technology Department.

The department reserves the right to require applicants who are not recent graduates of the approved program at Sheridan Vocational Center to take a series of examinations covering all clinical laboratory areas to demonstrate knowledge and skills at least equivalent to minimum requirements for current Sheridan MLT-C(LA) graduates. Students with limited areas of insufficient competence will be assisted with developing a program of remedial study if they so desire. They may then elect to be re-examined in previously weak areas. If competencies are demonstrated in all areas on retesting, the student will be accepted into the program.

Students who are on the waiting list for the MLT-C(LA) program at Sheridan Vocational Center may be admitted to the MLT-AD program at Broward Community College on verification by Sheridan Vocational Center that they have met the entrance requirements of the MLT-C(LA) program. These students may not take courses prefixed with MLS until they have completed the MLT-C(LA) program, but may take all other courses required for the MLT Associate Degree.

Upon meeting admission requirements and completing at least two of the three required MLS prefixed courses with a grade of C or better, CLA graduates will have the thirty (30) MLT-C(LA) level credits awarded (fee \$30). Students must complete forty-three (43) semester hours credit at the community college to satisfy the Associate in Science degree requirements for graduation. Once accepted into the Medical Laboratory Technician program, students may select one of the three (3) curriculum tracks toward the Associate Degree. Track I is designed essentially for students not interested in transferring to a university for further study. Track I contains (25) university parallel credits. Track II has more university parallel credits for the student who plans to eventually apply them toward earning a Baccalaureate Degree in Medical Technology or a related science. Track II contains thirty-four (34) university parallel credits. Track III reflects our Pre-Medical Technology (A.A. Degree) program as it appears in the College catalog and does not require the first year in the Certified Laboratory Assistant program as a prerequisite. Track III is designed for the student who is not interested in acquiring career entry skills prior to earning a Baccalaureate Degree in Medical Technology.

### Medical Laboratory Technology

Requirements for the Associate in Science Degree in Medical Laboratory Technology:

1. Completion of 73 semester hours of credit with a grade point average of 2.0 or better.

2. Completion of the following courses in major field (no grade lower than "C" will be acceptable for MLS courses):

Semester  
Hours

MLS 2605C, 2610C, 2402C ..... 10

3. Completion of the following courses in related area:

MLS 1010C, 1210C, 1520C, 1021C .. 30

These courses represent a 12-month NAACLS approved MLT-C(LA) program and will be awarded upon verification of successful completion of the MLT-C(LA) program and certification as a Certified Laboratory Assistant. These courses are not offered by the College.

4. Completion of the following courses in general education:

Semester  
Hours

- a. Tracks I and II

ENC 1103 ..... 3

MAT 1033 ..... 3

CHM 1040, 1041, 1041L ..... 7

PSY 2012 ..... 3

- b. Track I only

APB 1150L, 1220, 1221, 1224,  
1225, 1229 ..... 10

ENC 1313 ..... 3

SOC 2000 ..... 3

- c. Track II only

ENC 1136 (1423) ..... 3

MAC 1132 ..... 3

CHM 1042, 1042L ..... 4

APB 1150L, ZOO 1013, 1013L ... 5

5. Completion of two semester hours in Physical Education activities.
6. Completion of a minimum of twenty-four semester hours of residence at the College.
7. Remove all admission conditions.
8. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
9. Attend all official graduation exercises.
10. The Medical Laboratory Technology staff reserves the right to discontinue a student's enrollment at any time during the program if in its judgment the student does not possess the qualifications necessary for a career in Medical Laboratory Technology.

### Medical Laboratory Technology

Enrollment in Medical Laboratory Technology courses requires verification of graduation from an NAACLS (CAHEA) approved MLT-C(LA) program. Submit transcript to the Medical Laboratory Technology Department. Refer to requirements for admission. Applicants who have been accepted to the College or are currently completing the MLT-C(LA) program should



contact the MLT Department Head to ascertain eligibility for the Associate Degree Program.\*\* CLA graduates must complete forty-three (43) or forty-four (44) credits at the college to satisfy the Associate in Science degree requirements for graduation. After completion of two MLS courses with a grade of C or better, the MLT-C(LA) graduate is awarded thirty (30) MLS credits for his/her MLT-C(LA) courses.

Students may select one of two curriculum tracks toward the Associate in Science Degree. See preceding: "Medical Laboratory Program" section for explanation of tracks.

Each student must complete the following courses:

	Semester Credits
MLS 1010C, 1210C, 1520C, 1021C [MLT-C(LA)] ...	30
*MLS 2605C, 2610C, 2402C .....	10
ENC 1103 .....	3
*MAT 1033 .....	3
*CHM 1040, *1041, *1041L .....	7
PSY 2012 .....	3
Physical Education Activities .....	2

Students may elect one of the following tracks to complete their requirements for the A.S. Degree:

**Track I**

APB 1150L, *1220, *1221, 1224 *1225, *1229 .....	10
SOC 2000 .....	3
*ENC 1313 .....	3
Total .....	17

**Track II**

*MAC 1132 .....	3
*CHM 1042, *1042L .....	4
APB 1150L, *ZOO 1013, *ZOO 1013L	5
*ENC 1136 or *ENC 1423 .....	3
Total .....	15

\* Requires a pre or co-requisite—see course description in catalog.

\*\* Students who desire to work toward the A.S. Degree prior to completion of the MLT-C(LA) program may receive a preliminary acceptance into the MLT-AD program by presenting a copy of the MLT-C(LA) letter of acceptance to the Medical Laboratory Technology Department of the College.

## Department of Nursing Technology

The Associate Degree program in Nursing is designed to prepare men and women for careers in nursing. The program recognizes as its purpose the education of persons to provide competent nursing care at the technical level and to contribute to the promotion of health in the community.

The program combines studies in general education and nursing education at the College with selected experiences in nursing in hospitals and other community facilities. Nursing courses require students to spend 12 to 24 hours per week in clinical experiences.

Applicants must fulfill the general requirements for admission to the College and submit to the Nursing Department a completed Student Data sheet, which includes:

1. Acceptable assessment test scores in reading and arithmetic as established by the Nursing Department.
2. Proof of satisfactory completion of APB 1150L and APB 1220 or equivalent (minimum grade of C required).
3. Acceptable letters of personal recommendation.

The selection is based upon the following additional factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts including 2.0 cumulative grade point average in college or nursing programs previously attempted.

Graduates will receive an Associate in Science in Nursing Degree which meets the academic requirements for eligibility to write the Florida State Board of Nursing examination for licensure as registered nurses.

The Nursing Program is approved by the Florida State Board of Nursing, is accredited by the National League for Nursing, and holds membership in the Associate Degree Council of the National League for Nursing.

## Nursing Program

Requirements for the Degree of Associate in Science in Nursing:

1. Completion of 70 hours of credit and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable for any course required for the Nursing Degree.
2. Completion of the following courses in General Education:

	Semester Hours
English Composition .....	6
ENC 1103 and 1423 (1136, 1313)	3
Social Science elective .....	3
SOC 2000 .....	3
PSY 2012 .....	3
DEP 2102 .....	3

3. Completion of the following courses in the major field: (No grade lower than "C" will be acceptable in Nursing courses.)
- |   |    |
|---|----|
| Biology .....                                   | 10 |
| APB 1150L, 1220, 1221, 1224,<br>1225, 1229      | 36 |
| DIE 2202 Nutritional Diet<br>Modification ..... | 1  |
| APB 1601 Pharmacology .....                     | 1  |
5. Completion of four semester hours in Physical Education Activities.

6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
7. Remove all college obligations.
8. Completion of a minimum of twenty-four semester hours of residence at the College, of which 15 hours must be in nursing. (Eight of these must be 2000 level courses.)
9. Any student receiving a W or a grade of less than C in any nursing course will not be permitted to continue in the program without the approval of the respective Nursing Department Head.
10. The Department of Nursing Technology reserves the right to discontinue a student's enrollment, at any time during the program, if in its judgment the student does not possess the qualifications necessary for a nursing career.

### Nursing Technology Program (A.S. Degree)

Enrollment in Nursing courses requires academic approval and notice of acceptance from the Department of Nursing Technology of Broward Community College. (Refer to the Admission Requirements and Procedures.)

The Nursing Technology program combines studies in general education and nursing education at the College with selected experiences in nursing in hospitals and other community facilities. Nursing courses require students to spend 12 to 24 hours per week in clinical practice. *A grade of C or better is required in all course work.* The Associate in Science in Nursing Technology degree meets the academic requirements for eligibility to write the Florida State Board of Nursing examination for licensure as a registered nurse. The Nursing Program is approved by the Florida State Board of Nursing, is accredited by the National League for Nursing, and holds membership in the Associate Degree Council of the National League for Nursing.

Each student must complete the following courses:

ENC 1103	Composition .....	3
* ENC 1423	(ENC 1136, 1313) Composition .....	3
SOC 2000	General Sociology .....	3
Social Science	Elective .....	3
PSY 2012	General Psychology .....	3
* DEP 2102	Child Psychology .....	3
	Physical Education activities .....	4
APB 1150L	Principles of Biology Lab .....	1
* APB 1220,	1221 Integrated Science for Allied Health Tech .....	4
* APB 1224,	1225 Integrated Science for Allied Health Tech .....	4
* APB 1229L	Integrated Science for Allied Health Tech Lab .....	1

<sup>2</sup> DIE 2202	Nutritional Diet Modifications .....	1
<sup>3</sup> APB 1601	Pharmacology II .....	1
**NUR 1020C,	1031C, 1022C, 1023C, 1121C, 1311C, 1320C, 1133C, 1110C, 2242C, 2241C, 2246C, 2243C, 2240C, 2244C, 2245C, NUU 2210C .....	36

\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup> Completion of English 1103 and English 1313 will satisfy the requirements for a degree in Nursing Technology at this institution. However, students contemplating transfer to a university should complete English 1103 and 1136 (or 1423) since the other English course listed above may not be acceptable for transfer credit.

<sup>2</sup> DIE 2202 should be taken after the Biologies are completed.

<sup>3</sup> APB 1601 is to be taken with Nursing courses.

<sup>4</sup> Nursing courses can be taken *after* admission letter and instructions are received from the Nursing Department. The courses are listed in sequence.

\*\* Interchangeable courses in medical-surgical nursing. **Required instructor approval for enrollment.**

### Physical Therapist Assistant Program

The training and education of the Physical Therapist Assistant is a joint venture with the profession, the community, and Broward Community College. Men and women participating in carrying out skilled technical work in varied settings performing duties which are delegated to them by the supervising physical therapist, to aid the patient in the recovery of normal body functions by use of physical modalities.

Course work is provided for currently employed aides who wish to obtain an Associate Degree, as well as for those students entering the field, and for those wishing to transfer to a four-year university.

Program is fully accredited by the American Physical Therapy Association. Licensing examinations are given by the Florida State Board of Professional Examiners at the completion of the two year program, and the Physical Therapist Assistant shall be eligible for an appropriate membership category in the American Physical Therapy Association.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Physical Therapist Assistant Department. The selection of students is based upon the following additional factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts including a 2.0 cumulative grade point average in college or Physical Therapist Assistant programs previously attempted.

3. Acceptable test scores or satisfactory completion of appropriate courses.
  4. Acceptable letters of reference from employers, where applicable and letters of personal recommendation.
  5. Satisfactory interview with Department faculty.
- Graduates will receive an Associate in Science in Physical Therapist Assisting.

### Physical Therapist Assistant

Requirements for the Associate in Science Degree in Physical Therapist Assistant:

1. Completion of a minimum of 70 semester hours of credit and a grade point average of 2.0 or better.
2. No grade lower than "C" will be acceptable in Physical Therapist Assistant courses.
3. Completion of four semester hours of Physical Education activities.
4. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
5. Remove all admission conditions.
6. Completion of a minimum of twenty-four semester hours of residence at the College.
7. Attend all official graduation exercises.
8. The Physical Therapist Assistant faculty reserves the right to discontinue a student's enrollment at any time during the program if in its judgment the student does not possess the personal qualifications necessary for a career as a Physical Therapist Assistant.

### Physical Therapist Assistant

Enrollment in Physical Therapy courses requires academic approval and notice of acceptance from the Allied Health Department at Broward Community College. Refer to requirements for admission.

#### FIRST YEAR

##### Term I

PHT 1000	Intro to Physical Therapy	3
*APB 1220,	1221 Integrated Science for Allied Health Tech	4
APB 1150L	Prin of Biology Lab	1
MEA 1010	Medical Terminology	3
ENC 1103	Composition	3
PSY 2012	Gen Psychology	3
	Physical Education activity	1
	<b>Total semester credits</b>	<b>18</b>

##### Term II

*PHT 1800	Therapeutic Modalities	3
*APB 1224,	1225 Integrated Science for Health Tech	4
*APB 1229	Integrated Science Allied Health Tech Lab	1
*APB 1600,	1601 Pharmacology I and II	2
MEA 1002	Intro to Med Asst	3
PHT 1104,	1105 Anatomy for P.T. Assistant	4

Physical Education activity	1	
<b>Total semester credits</b>	<b>18</b>	
<i>Term IIIA or IIIB</i>		
*PHT 1210C	Disabilities and Therapeutic Procedures I	3
*PHT 1801	Clinical Practice I	3
<b>Total semester credits</b>	<b>6</b>	

#### SECOND YEAR

##### Term I

*PHT 2120C	Applied Kinesiology	3
*PHT 2810	Clinical Practice II	4
*PHT 2220C	Disabilities and Therapeutic Procedures II	3
* <sup>2</sup> ENC 1136	or 1423 Composition or	
*ENC 1313	Tech Report Writing	3
HES 1000	Personal Hygiene & Community Health	3
Physical Education activity		1
<b>Total semester credits</b>	<b>17</b>	

##### Term II

*PHT 2221C	Rehabilitative Procedures	3
*PHT 2820	Clinical Practice II	6
*PSY 2043	Advanced Gen Psych	3
EMT 1051	Emergency Medical Tech	3
Physical Education activity		1
<b>Total semester credits</b>	<b>16</b>	

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Physical Education activity: It is recommended that students consider swimming, conditioning, and unarmed defense.

<sup>2</sup>Students contemplating transfer to a university should complete ENC 1103 and 1136 or 1423 since other English courses listed above may not be acceptable for transfer credit.

### Radiation Therapy Technology Program (A.S. Degree)

The Radiation Therapy Technology program prepares an individual to assist the medical doctor specializing in this field with the management, control, and care of patients receiving radiation therapy. Clinical work is done in local hospitals. On completion of the 24 months course, the student will be eligible to take the American Registry of Radiation Therapy Technology examination.

Applicants must fulfill the general requirements for admission to Allied Health Programs. (See Requirements for Admission to Allied Health Programs and Procedure for Applying for Admission) Letters of intent should be submitted to the Department of Radiologic Technology, Hollywood Center.

A degree of Associate in Science in Radiation Therapy Technology requires the student to successfully complete 66 hours of credit as listed with grade point average of 2.0 or better. No grade lower than a "C"



will be acceptable in Radiation Therapy Technology courses. The Radiation Therapy Technology staff reserves the right to discontinue a student's enrollment at any time during the program, if in its judgment the student does not possess the personal qualifications necessary for success in a Radiation Therapy Technology career. A brochure describing the Radiation Therapy Technology program is available on request from the Department of Radiologic Technology, Hollywood Center.

The Radiation Therapy Technology program is approved by the Committee on Allied Health Education and Accreditation, appointed by the American Medical Association, in collaboration with the American College of Radiology, and the American Society of Radiologic Technologists.

## Radiation Therapy Technology (A.S. Degree)

Enrollment in Radiation Therapy Technology courses requires academic approval and notice of acceptance from the Department of Radiologic Technology at Broward Community College. Refer to requirements for admission.

### FIRST YEAR

#### *Term I*

RAT 1001	Intro to Radiation Therapy	3
RAT 1611	Intro to Radiation Physics	1
* APB 1220	1221 Integrated Science for Allied Health Tech	4
ENC 1103	Composition	3
MAT 1013	Elementary Algebra or	
* MAT 1033	Inter Algebra	3
MTB 1304	Math with Machines	1
	Physical Education activity	1
	Total semester credits	16

#### *Term II*

RAT 1021	Prin of Radiation Therapy	2
RAT 1111	Radiographic Process	2
RAT 1614	Radiation Physics	2
RAT 1800L	Clinic A	2
* APB 1224,	1225 Integrated Science for Allied Health Tech	4
* APB 1229L	Integrated Science for Allied Health Tech Lab	1
MEA 1010	Medical Terminology	3
	Physical Education activity	1
	Total semester credits	17

#### *Term III*

RAT 1810L	Clinic B	5
	Physical Education activity	1
	Total semester credits	6

### SECOND YEAR

#### *Term I*

* RAT 2618	Advanced Radiation Physics	4
RAT 2840L	Clinic C	2
RAT 1023	Oncology	2

PSY 2012	Gen Psychology	3
SPC 1600	Public Speaking	3
* ENC 1313	Tech Report Writing or	
* ENC 1423	Composition	3
	Physical Education activity	1
	Total semester credits	18

#### *Term II*

RAT 2241	Pathology and Radiobiology	2
RAT 2850L	Clinic D	6
RAT 2619	Dosimetry	1
	Total semester credits	9

\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup> Completion of ENC 1103, ENC 1313 and MAT 1013 will satisfy the requirements for a degree in Radiation Therapy Technology at this institution. However, students contemplating transfer to a university should complete ENC 1103 and 1423, and MAT 1033 since other English and Math listed above may not be acceptable for transfer credit. It should also be noted that the program includes no humanities. These are frequently required by an upper division school prior to the students transferral from the Community College.

## Radiation Therapy Technology One Year Certificate Program

The Radiation Therapy Technology certificate program prepares individuals who have certain qualifying factors to assist the Radiation Therapist with the management, control and care of patients receiving Radiation Therapy. Clinical work is done in local clinics and hospitals. On completion of the 12 month course the student will be eligible to take the American Registry of Radiation Therapy Technology examination.

Applicants must fulfill the general requirements for admission to Allied Health Programs. (See requirements for Admission to Allied Health Programs and Procedure for Applying for Admission). Letters of intent should be submitted to the Department of Radiologic Technology, Hollywood Center. In addition, the Certificate (one year) Program requires the applicant to be a Registered Nurse, Radiologic Technologist (A.R.R.T.) or have a baccalaureate degree in a related field.

The Radiation Therapy Technology program is approved by the Committee on Allied Health Education and Accreditation, appointed by the American Medical Association, in collaboration with the American College of Radiology, and the American Society of Radiologic Technologists.

A certificate in Radiation Therapy Technology requires the student to successfully complete 29 hours of credit as listed with a grade point average of 2.0 or better. In some instances APB 1220, 1221, 1224, 1225, 1229L and RAT 1111 may also be required.

The Radiation Therapy Technology staff reserves the right to discontinue a student's enrollment at any time during the program if in its judgment the student does

not possess the personal qualifications necessary for success in a Radiation Therapy Technology career.

A brochure describing the Radiation Therapy Technology program is available on request from the Department of Radiologic Technology.

## Radiation Therapy Technology

Enrollment in Radiation Therapy Technology courses requires academic approval and notice of acceptance from the Department of Radiologic Technology at Broward Community College. Refer to requirements for admission.

### CERTIFICATE PROGRAM

#### Term I

RAT 1001	Intro to Radiation Therapy	3
RAT 1820L	Clinic X	4
RAT 1211	Anatomy & Physiology Self-Study	1
RAT 1023	Oncology	2
*RAT 2618	Advanced Radiation Physics	4
MTB 1304	Math with Machines	1
Total Semester Credits		15

#### Term II

RAT 1021	Prin. of Radiation	2
RAT 1830L	Clinic Y	4
RAT 2619	Dosimetry	1
RAT 2241	Pathology & Radiobiology	2
Total Semester Credits		9

#### Term III

RAT 2860L	Clinic Z	5
Total Semester Credits		5

\*Requires a pre or co-requisite—see course description in catalog.

## Radiologic Technology Special Program for Degree (A.S. Degree)

This program is designed as a course of study exclusively for the currently registered radiologic technologist. The program provides continuing education leading to the Associate in Science Degree.

Admission to this special program requires verification of current ARRT registration. Upon admission to the program and completion of the required 24 credits the student will be awarded 44 credits for his/her current registration. The student must complete the required 24 credits at Broward Community College with a grade point average of 2.0 or better to satisfy the Associate in Science degree requirements for graduation.

### Special Program in Radiologic Technology

1. Completion of 68 semester hours of credit with a grade point average of 2.0 or better.
2. Completion of the following courses in major field (no grade lower than "C" in Radiologic Technology courses will be acceptable):

Semester  
Credits

RTE 2564,	RTE 2587	6
3. Germaine credits awarded in Radiologic Technology		44
4. Completion of the following courses in General Education:		
ENC 1103	and * 1423 (* 1313) English Composition	6
MAT 1013	Elementary Algebra or	
*MAT 1033	Intermediate Algebra	3
SPC 1600	Public Speaking	3
PSY 2012	General Psychology	3
EMT 1051	Emergency Medical Technology	3
5. Completion of evaluation for graduation in the Counseling Department at the time of advise- ment/registration for the final term. The student is responsible for making this appointment and completing all graduation requirements.		

\*Completion of ENC 1103, ENC 1313 and MAT 1013 will satisfy the requirements for a degree in Technology at this institution. However, students contemplating transfer to a university should complete ENC 1103 and 1423, and MAT 1033 since other English and Math listed above may not be acceptable for transfer credit. It should also be noted that the program includes no humanities. These are frequently required by an upper division school prior to the students transferral from the Community College.

## Radiologic Technology Program (A.S. Degree)

The Radiologic Technology Program prepares an individual to become a Radiographer. Clinical work is done in local hospitals toward the satisfactory completion of the 28-month course. The individual will be eligible to take the American Registry of Radiologic Technology examination during the final month of internship. Registered radiologic technologists will find immediate employment in the many hospitals and clinics throughout the country.

Applicants must fulfill the general requirements for admission to Allied Health Programs (See Requirements for Admission to Allied Health Programs and Procedure for Applying for Admissions) Letters of intent should be submitted to the Department of Radiologic Technology, Hollywood Center.

A degree of Associate in Science in Radiologic Technology requires the students to successfully complete 69 hours of credit as listed with a grade point average of 2.0 or better. No grade lower than a "C" will be acceptable in Radiologic Technology courses. The Radiologic Technology staff reserves the right to discontinue a student's enrollment, at any time during the program, if in its judgment the student does not possess the personal qualifications necessary for suc-

cess in a Radiologic Technology career. A brochure describing the Radiologic Technology program is available on request from the Department of Radiologic Technology, Hollywood Center.

The Radiologic Technology Program is approved by the Committee on Allied Health Education and Accreditation, appointed by the American Medical Association in collaboration with The American Radiologic Technologists.

## Radiologic Technology Program (Associate in Science Degree)

### FIRST YEAR

#### *Term I*

RTE 1002	Intro. to Radiologic Tech. ....	3
RTE 2123	Nursing Procedures .....	2
* APB 1220,	1221 Integrated Science for Allied Health Tech. ....	4
ENC 1103	Composition .....	3
* MTB 1013	Elementary Algebra or	
* MAT 1033	Inter Algebra .....	3
	Physical Education activity .....	1
	<b>Total Semester Credits .....</b>	<b>16</b>

#### *Term II*

RTE 1800L	Clinic A .....	2
RTE 1455	Principles of Radiographic Exp. ...	3
RTE 1720	Topographic Anatomy .....	2
* APB 1224,	1225 Integrated Science for Allied Health Technology ....	4
* APB 1229L	Integrated Science for Allied Health Tech. Lab .....	1
MEA 1010	Medical Terminology .....	3
* ENC 1313	Tech. Report Writing or	
* ENC 1423	Composition .....	3
	Physical Education activity .....	1
	<b>Total Semester Credits .....</b>	<b>19</b>

#### *Term IIIA*

RTE 1308	Radiographic Science .....	3
RTE 1810L	Clinic B .....	2
	<b>Total semester credits .....</b>	<b>5</b>

#### *Term IIIB*

RTE 1840L	Clinic C .....	2
	Physical Education activity .....	1
	<b>Total semester credits .....</b>	<b>3</b>

### SECOND YEAR

#### *Term I*

RTE 2850L	Clinic D .....	2
RTE 2615	Radiologic Physics .....	3
RTE 2614	Introduction to Radiation Therapy .....	1
NMT 2002	Introduction to Nuclear Medicine .....	1
PSY 2012	Gen. Psychology .....	3
SPC 1600	Public Speaking .....	3
	Physical Education activity .....	1
	<b>Total Semester Credits .....</b>	<b>14</b>

#### *Term II*

RTE 2895L	Internship .....	3
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RTE 2564	Positioning & Spec. Procedures .....	4
	<b>Total Semester Credits .....</b>	<b>7</b>

#### *Term III*

* RTE 2867L	Internship II .....	3
RTE 2949	Co-op Work Experi- ence (Optional) .....	3
	<b>Total Semester Credits .....</b>	<b>3-6</b>

#### *Term I*

* RTE 2879L	Internship III .....	3
RTE 2949	Co-op Work Experi- ence (Optional) .....	3
	<b>Total Semester Credits .....</b>	<b>3-6</b>

\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup> Completion of ENC 1103, ENC 1313 and MAT 1013 will satisfy the requirements for a degree in Radiologic Technology at this institution. However, students contemplating transfer to a university should complete ENC 1103 and 1423, and MAT 1033 since other English and Math listed above may not be acceptable for transfer credit.

It should also be noted that the program includes no humanities. These are frequently required by an upper division school prior to the students transferral from the Community College.

## Respiratory Therapy Program

Respiratory Therapy is a specialty dealing with the diagnosis, treatment and rehabilitation of patients with cardiorespiratory diseases.

Graduates of this program will receive an Associate in Science Degree in Respiratory Therapy. The degree satisfies the requirements established by the National Board of Respiratory Therapy which qualify the graduate as a candidate for the national registry examinations.

Requirements for Admission to Respiratory Therapy:

1. Be admitted to the College—this is a separate application.
2. Achieve a cumulative 2.0 grade point average on all college courses attempted.
3. Complete the application procedure for the Respiratory Therapy program. The last day for applications is April 1 of each year. Any applications received after that date will remain on file for one year.
4. All applicants to the Respiratory Therapy program will be allowed to enroll in the Term I Respiratory Therapy courses. These are:

RET 1026C	Respiratory Therapy Equipment	
APB 1263	Pulmonary Anatomy and Physiology	

However, before anyone may enter Term II, all of the following must be completed with a grade of "C" or better.

APB 1220,	1221 Integrated Science for Allied Health Tech.	
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APB 1224,	1225 Integrated Science for Allied Health Tech.
APB 1150L	Prin. of Biology Lab
APB 1229	Integrated Science for Allied Health Tech. Lab
CHM 1020	Chem. for Gen. Ed. or
CHM 1040	Gen. Chemistry
RET 1026C	Respiratory Therapy Equipment
APB 1263	Pulmonary Anatomy and Physiology
MAT 1013	Elementary Algebra or
MAT 1033	Inter Algebra
MEA 1010	Medical Terminology

It is therefore imperative that this group of courses be started before Term I, either in the prior spring or summer term.

Requirements for the Degree of Associate in Science in Respiratory Therapy:

1. Completion of 70 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:

	Semester Hours
English composition: ENC 1103, 1423 (1313) .....	6
MAT 1013, MAT 1033 .....	3
Social Science elective .....	3
3. Completion of the following courses in major field: (No grade lower than "C" will be acceptable in Respiratory Therapy courses) RET 1026C, RET 1264C, RET 1714, RET 1834, RET 1835, RET 2284, RET 2286, RET 2414, RET 2418, RET 2601, RET 2836, RET 2837, APR 1294, APB 2296 Total .....	38

4. Completion of the following courses in related areas: (no grade lower than "C" will be accepted).  
Biology: APB 1150L, 1220, 1221  
1224L, 1225, 1229 .....
5. Completion of four semester hours in Physical Education Activities.
6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
7. Remove all admission conditions.
8. Attend all official graduation exercises.
9. Completion of a minimum of twenty-four semester hours in residence at the College including the last twelve hours.
10. The Respiratory Therapy staff reserves the right to discontinue a student's enrollment at any time

during the program if, in its judgment, the student's actions or behavior are deemed potentially detrimental to patients' safety and well being.

11. Continuation in the program is contingent upon attaining at least a "C" grade in all Respiratory Therapy classes attempted. Failure to attain a "C" in two attempts in a course will result in permanent expulsion from the program.

## Respiratory Therapy Technology (Associate in Science Degree)

### PRIOR

APB 1150L	Prin. of Biology Lab .....	1
APB 1220,	1221 Integrated Science for Allied Health Tech. ....	4
APB 1224,	1225 Integrated Science for Allied Health Tech. ....	4
APB 1229	Integrated Science for Allied Health Tech. Lab .....	1
MAT 1013	Elementary Algebra or	
MAT 1033	Inter. Algebra .....	3

### FIRST YEAR

#### Term I

CHM 1020	Chem. for Gen. Ed. or	
CHM 1040	Gen. Chem. ....	3
MEA 1010	Medical Terminology .....	3
APB 1263	Pulmonary Anatomy and Physiology .....	3
RET 1026C	Respiratory Therapy Equipment .....	4
Total Semester Credits .....		13

#### Term II

APB 1294	Intro. to Cardio- pulmonary Disease .....	3
APB 1601,	1602 Pharmacology .....	2
RET 1264	Mechanical Ventilation .....	4
RET 1834	Clinic I .....	3
Total Semester Credits .....		12

#### Term IIIA and Term IIIB

RET 1714	Pediatric Respiratory Care .....	1
RET 1835	Clinic II .....	3
RET 2414	Pulmonary Function .....	2
Total Semester Credits .....		6

### SECOND YEAR

#### Term I

ENC 1103	Composition .....	3
Social Science Elective	.....	3
APB 2296	Advanced Cardiopulmonary Pathophysiology .....	2
RET 2286	Intensive Care Management .....	2
RET 2836	Clinic III .....	3
Total Semester Credits .....		13

#### Term II

ENC 1136,	1423 Composition or	
ENC 1313	Tech. Report Writing .....	3
RET 2284	Respiratory Care .....	2
RET 2418	Cardiopulmonary Diagnostics ...	2

RET 2837	Clinic IV .....	3
RET 2601	Hospital Interactions .....	1
Total Semester Credits .....		11

### Allied Health Courses

Allied Health courses are designed to provide instruction in the many aspects of health care common to the disciplines within the allied health technologies.

### Nutrition

This course is designed specifically for students enrolled in Allied Health programs. Other students may enroll only by permission of the Division Director.

#### DIE 2202 Nutritional Diet Modifications

1 semester hour

A summary of normal nutritional components and their usage as building blocks in the modification of disease processes by special diet therapy. A survey of special diets and servings is included. Required for nursing, dental and medical assisting students.



## Division of Business Administration

### Business Administration Department

Accounting—ACC, BAN, HFT  
Banking—BAN  
Business Law—BUL  
Economics—ECO  
Finance—FIN  
Management—MAN, GEB  
Purchasing—MAR  
Real Estate—REE, MAN  
Traffic Management—TRA

### Insurance Department— ACC, ECO, FIN, MAN, RMI

### Marketing—Management Department

Marketing—MAR, MKA  
Fashion Merchandising—MKA  
Home Furnishings—MAR, MKA

### Secretarial Science Department— ACC, BTE, LEA, MAN, REE, SES

### Business Administration

Education for business prepares the student vocationally and helps to develop the social and economic attitudes which are essential in establishing the future success of American youth in our democratic economic system. It offers a knowledge and understanding of business and business methods, a competency in skills, and the development of character and personality that will help the student cope with our changing economy.

The Business Administration programs are divided into three groups:

1. Suggested programs leading to an Associate in Arts Degree cover the first two years of a four-year program leading to a Bachelor's Degree. Obtain program sheets from the Student Development Department.
2. Programs leading to an Associate in Science Degree offer specialized courses that develop and improve skills that enable students to enter the business world.
3. Specialized programs for which certificates are granted. Special programs may be developed for groups of students with specific requirements.

Day and evening classes are offered for the convenience of students entering a specialized field. The employed student can select courses to attain higher skills, knowledge, and understanding in an area of study. Students with extensive business experience may be eligible for academic credit. Contact Co-Operative Education and Experiential Learning De-

partment on any campus. Suggested program sheets are available in Business Administration, Education, Fashion Merchandising, Law, and Marketing Management.

### Accounting Program (A.S. Degree in Business Administration)

The Accounting Program is designed for those students who intend to seek immediate employment in the accounting field and for those who are presently employed in accounting and desire advancement. Some of the careers which this sequence may lead to are accounting, banking, real estate, sales and general business management.

The **One-Year Accounting Certificate Program** is designed to qualify those students completing the program for jobs as accounting clerks or other related areas in business.

The **One-Year Income Tax Preparation Certificate Program** includes courses which will help students to qualify themselves as preparers of personal income tax returns, simplified business returns, and other accounting work.

### Business Education (A.A. Degree)

This program is designed to provide the first two years of study for those individuals planning a career in teaching business subjects. After completion of the first two years of study, the individual is eligible to transfer to a four-year college or university offering business teacher education. The following areas of study should be completed at the community college: all general education requirements; foundations of education; business machines; secretarial procedures; advanced typewriting and shorthand; accounting; economics; business English; and business law. During the third and fourth years, courses required include business administration, professional education, vocational education, special teaching methods, and supervised field experiences. After successfully completing the requirements for the Bachelors degree in Business Education, the individual may be eligible to receive a Teacher's Certificate in Business Education. Employment opportunities are also available in business and industry. Obtain program sheet from Student Development Department.

### Fashion Merchandising (A.S. Degree)

The Associate of Science Degree is a two-year program to prepare students who wish to be employed in the business world. After the completion of the program, career opportunities include mid-management positions such as department manager, sales clerk, etc., unless a student owns his/her own retail store.



The Associate of Arts Degree program is the program recommended to students transferring to a four-year university. All state supported schools will accept the credits earned in the curriculum and students will have junior status. Career opportunities after completing a four-year degree include management positions such as a store buyer, store manager, etc. Obtain Program Sheet from Student Development Department.

### Home Furnishings Marketing (A.S. Degree)

The Associate of Science degree will prepare students to take the ASID licensing examination. Career opportunities include self employment, interior designer, consultant for an architectural firm, salesperson for wholesaler in furnishings, salesperson for retailer in furnishings.

An Associate of Arts Degree is not offered.

### Insurance Careers Program (A.S. Degree in Business Administration)

This program is designed for those students who intend to seek immediate employment in the insurance industry, for those presently employed in either the general insurance or life insurance field who desire advancement, or for those who want to prepare for their professional insurance designations. Some of the positions, which the various options under this program may lead to in the general insurance field, are underwriter, agent, adjuster, or managerial positions. The program, also, may lead to life insurance sales (life and health insurance underwriter) or management careers. The program does not require a specialization in either property/casualty or life insurance; and it offers the opportunity of preparation for positions or advancement with multi-line companies or agencies offering both general insurance and life insurance to consumers.

### Marketing Management (A.A. Degree)

This program is designed for those students seeking careers in the marketing occupations (Examples: corporate marketing manager, independent retail owner, retail buyer, marketing research, advertising, wholesaling, and service industries). This program is designed to be transferable to a four-year college offering a Bachelors Degree in Marketing. The student is given the opportunity to join and participate in DECA activities. Obtain program sheets from Student Development Department.

### Secretarial Science (A.A. Degree)

This program is designed to provide the first two years of preparation for the student planning to transfer to a

four-year college or university offering a Bachelors Degree in Secretarial Science. Individuals majoring in this area are prepared to assume responsible positions in business, industry, government, services and the professions as Executive Secretaries or Administrative Assistants. A broad background in general business administration subjects, together with office skills, provides the individual with the qualifications necessary for success in this challenging and rapidly changing career.

### Programs Leading to an Associate in Science Degree Accounting (A.S. Degree)

The Accounting Program is designed for those students who intend to seek immediate employment in the accounting field and for those who are presently employed in accounting and desire advancement. Some of the careers which this sequence may lead to are accounting, banking, real estate, sales and general business management.

#### FIRST YEAR

		<i>Term I</i>		
ENC	1103	Composition	.....	3
<sup>1</sup> SES	1100	1101, 1102 Basic Typing	.....	3
MTB	1103	Business Math	.....	3
ACC	2001	Prin. of Acct. I	.....	3
BUL	2111	Business Law I	.....	3
Physical Education activity				<u>1</u>
Total semester credits				16
		<i>Term II</i>		
*ENC	1313	or 1423 Composition	.....	3
COC	1300	Fund. of Data Proc.	.....	3
ECO	2013	Prin. of Economics I	.....	3
*ACC	2021	Prin. of Acct. II	.....	3
*BUL	2112	Business Law II	.....	3
Physical Education activity				<u>1</u>
Total semester credits				16

#### SECOND YEAR

		<i>Term I</i>		
*ACC	2109	Inter. Acct. I	.....	3
FIN	1100	Personal Finance	.....	3
ACC	2509	Income Tax I	.....	3
*ECO	2023	Prin. of Economics II	.....	3
Business Elective				3
Physical Education activity				<u>1</u>
Total semester credits				16
		<i>Term II</i>		
*ACC	2409	Cost Accounting	.....	3
*SES	2335	Business Communications	.....	3
SES	2321	Business Machines	.....	3
RMI	1001	General Insurance	.....	3
COP	1170	Intro. to Basic Programming or		
COP	1120C	Programming I	.....	3
Physical Education activity				<u>1</u>
Total semester credits				16

\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup> May be exempt (without credit) if student had one year of high school typing with a minimum grade of "C".

## Airline Marketing Careers (A.S. Degree in Business Administration)

This program is designed for those individuals who wish to pursue a career with an airline as a flight attendant, reservations agent, customer services agent or other related marketing position. The purpose of the program is threefold: (1) To provide a planned program for the recent high school graduate who aspires a flight attendant or other related airline marketing career such as reservations agent or customer services agent, but because of his or her age, may lack the education and/or life experiences sought by airline recruiters; (2) To provide the necessary courses which will better qualify such a person in securing such a position; and, (3) To provide additional course work which will enable such an individual to obtain employable skills in business in the event they pursue other careers.

Completion of this program does not insure that a flight attendant position can be obtained. The demand for flight attendants is contingent upon the growth of the airline industry in general and the turnover (attrition rate) of flight attendants leaving the job. In addition, in order to be considered for training as a flight attendant, the applicant must possess certain physical and personality attributes which vary from airline to airline.

### First Year

#### Term I

ENC 1103	Composition .....	3
ASC 1010	Hist. of Aviation .....	3
GEB 1011	Intro. to Business .....	3
MGF 1113	Gen'l. Ed. Coll. Math .....	3
GEO 1000	Intro. to Geography .....	3
	Physical Education Activity .....	<u>1</u>
	Total semester credits .....	16

#### Term II

SPC 1024	Intro. to Speech .....	3
ATT 1100	Aeronautical Science .....	3
MAR 1011	Prin. of Marketing .....	3
INP 1301	Hum. Rel. in Bus. & Ind. ....	3
* Elective .....		3
	Physical Education Activity .....	<u>1</u>
	Total semester credits .....	16

### Second Year

#### Term I

PSY 2012	Gen'l. Psychology .....	3
MAR 1101	Salesmanship .....	3
MAR 1302	Advertising .....	3
	Humanities/Political Sci./History elective .....	3
	Foreign Language .....	3
	Physical Education Activity .....	<u>1</u>
	Total semester credits .....	16

### Term II

MAR 1321	Public Relations .....	3
AVM 2512	Airline Management .....	3
HES 1400	First Aid and Safety .....	3
** Elective .....		3
	Foreign Language .....	3
	Physical Education Activity .....	<u>1</u>
	Total semester credits .....	16

\* Any 3 semester hour course in Business Administration (typing course(s) recommended)

\*\* Any 3 semester hour course in Aviation or Business Administration

## Banking (A.S. Degree in Business Administration)

The American Institute of Banking, as part of the American Bankers Association, is a national educational organization providing career-related educational opportunities to chapter-member bank employees. It awards Basic, Standard, Advanced and General Certificates to students. A student following this program may earn an A.S. Degree in addition to receiving these A.I.B. Certificates.

1. A grade point average of 2.0 or better.
2. Completion of the following *Foundation of Banking* Courses:

		Semester Credits
ACC 2001	Prin. of Acct. I or	
ACC 1009	Acct. Survey I .....	3
* ACC 2021	Prin. of Acct. II or	
* ACC 1029	Acct. Survey II .....	3
BAN 2210	Analyzing Financial Statements .....	3
GEB 1011	Intro. to Business .....	3
FIN 2000	Prin. of Finance or	
FIN 1100	Personal Finance .....	3
COC 1300	Fund. of Data Proc. ....	3
BUL 2111	Business Law I .....	3
ECO 2220	Money & Banking .....	3
BAN 1110	Prin. of Bank Operations .....	3
ECO 2013	Prin. of Economics I .....	<u>3</u>
	Total semester credits .....	30

3. Completion of the following *Banking Functions* Courses:

BAN 1150	Bank Public Relations & Marketing .....	3
BAN 2250	Home Mortgage Lending or	
BAN 2240	Installment Credit ....	3
BAN 2500	International Banking .....	3
BAN 2401	Trust Dept. Organization or	
BAN 2400	Trust Dept. Services ..	<u>3</u>
	Total semester credits .....	12

4. Completion of the following *Management and Supervision* Courses:
 

BAN 1720	Bank Management	3
MAN 2342	Prin. of Supervision or Women in Supervision	3
		3
Total semester credits		6
5. Completion of the following *Language and Communications* Courses:
 

*SES 2335	Business Comm.	3
ENC 1103	Composition	3
		3
Total semester credits		6
6. Completion of the following *General-Elective* Courses:
 

INP 1301	Human Relations in Business & Industry	3
BTE 2943	Current Business Practices	3
		3
Total semester credits		6
7. Completion of 4 semester credits of Physical Education activities ..... 4  
 Total semester credits for A.S. Degree ..... 64
8. Alternative electives for students who have completed any of the above courses without receiving credit from an accredited institution:  
 \*SES 1210, SES 1100, \*SES 1101, \*SES 1102, MAR 1101, MTB 1103, MAR 1011, MAR 1302, ACC 2109, \*ACC 2149, ACC 2409, ACC 2509, SES 2321, MAN 2000, MAN 2750, MAN 2343, BAN 2010, MKA 2102, BAN 2230, BAN 2302, \*REE 2041.

\*Requires a pre or co-requisite—see course description in catalog.

## General Business (A.S. Degree in Business Administration)

This program is designed for students who seek immediate employment in the field of business and for those presently employed in some business career and desire advancement.

### FIRST YEAR

<i>Term I</i>		
ENC 1103	Composition	3
<sup>1</sup> Social Science Elective		3
<sup>2</sup> SES 1100, 1101, 1102 Basic Typing		3
GEB 1011	Intro. to Business	3
MTB 1103	Business Math	3
Physical Education activity		1
Total semester credits		16
<i>Term II</i>		
*ENC 1313	Tech. Reporting Writing or	
*ENC 1423	Composition	3
MAR 1011	Prin. of Marketing	3
INP 1301	Human Relations in Business & Industry	3

FIN 1100	Personal Finance	3
Business Elective		3
Physical Education activity		1
Total semester credits		16

### *Term IIIA or IIIB*

BUL 2111	Business Law I	3
Business Elective		3
Total semester credits		3

### SECOND YEAR

#### *Term I*

ACC 2509	Income Tax	3
SES 2321	Business Machines	3
ACC 1009	Acct. Survey I or	
ACC 2001	Prin. of Acct. I	3
*BUL 2112	Business Law II	3
Physical Education activity		1
Total semester credits		13

#### *Term II*

MAN 2343	Women in Supervision or Office Management or	
MAN 2750	Prin. of Supervision	3
MAN 2342	Prin. of Supervision	3
COC 1300	Fund. of Data Proc. or	
COP 1170	Intro. to Basic Programming	3
*SES 2335	Business Communication	3
*ACC 1029	Acct. Survey II or	
*ACC 2021	Prin. of Acct. II	3
Physical Education activity		1
Total semester credits		13

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Suggested Social Science Electives:

POS 1041	National Government	
EUH 1000	Western Civilization	
LAH 1004	History of the Two Americas	
AMH 2374	History of American Business	

<sup>2</sup>Students who have successfully completed one year of typing in high school should take \*SES 1110, 1111, 1112—Intermediate Typing during Term I.

<sup>3</sup>Students taking ACC 1009 may take ACC 2001 as their second accounting course instead of ACC 1029. Students taking ACC 2001 must take ACC 2021 as their second accounting course.

## Court and Conference Reporting (A.S. Degree in Business Administration)

### FIRST YEAR

<i>Term I</i>		
*SES 1221	Machine Shorthand I	6
ENC 1103	Composition	3
*SES 1110, 1111, 1112	Inter. Typing	3
*SES 1401	Office Procedures	3
Physical Education activity		1
Total semester credits		16
<i>Term II</i>		
*SES 1222	Machine Shorthand II	6



GEB 1011	Intro. to Business	3
BUL 2111	Business Law I	3
*SES 2335	Business Communication	3
	Physical Education activity	<u>1</u>
	Total semester credits	16

*Term IIIA*

*SES 1223	Machine Shorthand III	6
	Total semester credits	6

## SECOND YEAR

### *Term I*

*SES 2224	Machine Shorthand IV	6
MEA 1010	Medical Terminology	3
REE 1040	FREC I	4
	or	
REE 1000	Real Estate Principles and Practices I	3
	Elective from Items 2-5 of Gen. Ed. Courses	3
	Physical Education activity	<u>1</u>
	Total semester credits	16 or 17

### *Term II*

*SES 2225	Machine Shorthand V	3
*MEA 1011	Clinical Terminology	3
*SES 2944	Practicum in Court Reporting	6
	Physical Education activity	<u>1</u>
	Total semester credits	13

\*Requires a pre or co-requisite—see course description in catalog.

## Fashion Merchandising (A.S. Degree in Business Administration)

This program is a combination of campus instruction and practical work experience in a related fashion merchandising position in the community. Through individual instruction, the student develops a better comprehension of self and his or her ability to identify with the fashion world. The goal of Broward Community College is to graduate a student educated in the fashion merchandising field and capable of assuming management responsibilities. Each student should be employed part time while enrolled in the program. Students are responsible for finding their own employment. Cooperative Work Experience credit may not be substituted for MAR 1930, MAR 2931, and MAR 2932.

### FIRST YEAR

#### *Term I*

ENC 1033	Fund. of Writing or Composition	3
ENC 1103	Composition	3
MAR 1101	Salesmanship	3
MKA 1402	Fashion Merchandising	3
MAR 1930	Seminar I: Marketing in Perspective	3
MKA 1411	Textiles	3
	Physical Education Activity	<u>1</u>
	Total semester credits	16

### *Term II*

*MAR 2931	Seminar II: Research in Marketing	3
	Business Elective	3
MKA 1104	Visual Merchandising	3
MAR 1011	Prin. of Marketing	3
	Physical Education activity	<u>1</u>
	Total semester credits	13

### *Term IIIA or IIIB*

ECO 2013	Prin. of Economics I	3
	General Education Elective	<u>3</u>
	Total semester credits	6

## SECOND YEAR

### *Term I*

*MAR 2932	Seminar III: Marketing Management	3
MKA 1441	Fashion Design	3
	General Education Elective	3
	Business Elective	3
	Physical Education activity	<u>1</u>
	Total semester credits	13

### *Term II*

MKA 2409	Prin. of Fashion Coordination	3
MAN 2342	Prin. of Supervision or	
MAN 2343	Women in Supervision	3
	Business Elective	3
	General Education Elective	3
MKA 2102	Retailing	3
	Physical Education activity	<u>1</u>
	Total semester credits	16

\*Requires a pre or co-requisite—see course description in catalog.

## Home Furnishings Marketing (A.S. Degree in Business Administration)

### FIRST YEAR

#### *Term I*

ENC 1033	Fund. of Composition or Composition	3
ENC 1103	Composition	3
IND 1020	Interior Design I	3
ART 1300C	Beginning Drawing	3
MAR 1930	Seminar I: Marketing in Perspective	3
	Physical Education activity	<u>1</u>
	Total semester credits	13

#### *Term II*

IND 1200	Interior Design II	3
MAR 1101	Salesmanship	3
*MAR 2931	Seminar II: Research in Marketing	3
MKA 1411	Textiles	3
<sup>1</sup> Elective		3
	Physical Education activity	<u>1</u>
	Total semester credits	16

### *Term IIIA or IIIB*

MAR 1011	Prin. of Marketing	3
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*ENC 1313	Tech. Report Writing or	
*ENC 1423	Composition .....	3
Total semester credits .....		6

MGF 1113	MAT 1033,	
	MAC 1142	
	Mathematics; or	
MTB 1103	Business	
	Mathematics .....	3
	Physical Education Activities .....	4
*Business or Economics Electives ....		12
Total semester hours .....		34

## SECOND YEAR

### Term I

IND 2201	Interior Design III .....	3
MAR 2932	Seminar III: Marketing	
	Management .....	3
ACC 1009	Acct. Survey I or	
ACC 2001	Prin. of Acct. I. ....	3
ART 1201C	Design I .....	3
Physical Education activity .....		1
Total semester credits .....		13

### Term II

MKA 1104	Visual Merchandising .....	3
MKA 2102	Retailing .....	3
*IND 2220	Interior Design .....	3
ART 1202C	Design II .....	3
IND 1100	History of Interiors .....	3
Physical Education activity .....		1
Total semester credits .....		16

\*Requires a pre or co-requisite—see course description in catalog.

†Electives: ARH 2050, MTB 1103, FIN 1100, BUL 2111, MAR 1302, MAN 2349, ECO 2013.

## Insurance Careers Program (A.S. Degree in Business Administration)

This program is designed for students interested in insurance sales, adjusting, underwriting, or management; and it allows, but does not require, specialization in either property or life insurance.

1. Completion of 64 semester hours of credit with a grade-point average of 2.0 or better.
2. The residence requirements consists of twenty-four semester hours at Broward Community College which must include the last twelve semester hours.
3. Core courses for the Insurance Programs:

		Semester Hours
ENC 1103	Composition .....	3
ENC 1313	Technical Report Writing or	
ENC 1136	or	
ENC 1423	Composition .....	3
SPC 1024	Introduction to Speech	
	Communication or	
SES 2331	Business	
	Communications ...	3
RMI 1001	Principles of Insurance	3
INP 1301	Human Relations in Business or	
	Industry or	
PSY 2012	General Psychology ...	3

\*Business or Economics Electives must be selected from GEB 1011, ACC 1009, MAR 1101, MAR 1011, REE 1040, REE 1000, \*SES 2212, 2002, \*ACC 2021, \*BUL 2111, \*BUL 2112, SES 2321, MAN 2000, FIN 2010, \*FIN 2000, ECO 2013, \*ECO 2023, and ECO 2220. Three semester hours may be selected from the following: \*SES 1110, 1111, and 1112; or \*SES 2120, 2121, and 2122.

4. In addition to the core courses, the student must complete 30 semester hours of insurance courses according to the program selected in # 5.

Not more than 9 semester hours toward the 30-hour requirement may be satisfied by substituting the specified Business or Economics Courses for the designated Insurance Professional Examination Preparation Courses:

\*ACC 2021 and \*FIN 2000 may be substituted for ACC 2009 or for ACC 2023. ECO 2013 and \*ECO 2023 may be substituted for ECO 2005 or for ECO 2025. FIN 2010 may be substituted for FIN 2110. BUL 2111 and \*BUL 2112 may be substituted for RMI 2402.

5. Each student should select one of the following programs:

A. General Insurance Program	
Core courses .....	34
Insurance elective .....	30
Total semester hours .....	64
B. Insurance Solicitors Program	
Students interested in preparing for the Insurance Solicitors (4-20) License Exam should take:	
Core Courses .....	34
RMI 1090 Solicitor's Qualification Courses .....	7
Insurance Electives .....	23

See your advisor or department head regarding property and casualty electives to be chosen to meet Chapter 626, Florida Statutes, Agent's Requirements.

Total semester hours .....	64
C. Agents Qualification Program	
Students interested in meeting the educational course requirement under Chapter 626, Florida Statutes (Fire and Casualty Insurance Agents and Solicitors Law) to qualify for the 2-20 Agents License Exam, should take the following courses:	
Core Courses .....	34
*RMI 2091 Agents Qualification Courses ....	17

**\*\*Insurance Electives** ..... 13

Total semester hours ..... 64

\*This course will consist of 267 hours of instruction. No refund will be given after the first class meeting. No credit will be granted unless the entire 17 semester-hour sequence is completed.

\*\*It is highly recommended that the Insurance Electives include RMI 2010, RMI 2219, and RMI 2112 (which may be taken in any order) and that these courses be taken concurrently with or immediately upon completion of RMI 2091.

Note #1: The Insurance Department recommends that students who have not had substantial general insurance agency or property and liability company experience take RMI 1001 prior to enrolling in the Agents Qualification Program.

Note #2: Well-qualified students, preferably with a minimum of three years meaningful general insurance agency or property and liability company experience, can fulfill the educational requirements for the 2-20 Agents License by the following alternate plan:

	Semester Hours
<b>Required Courses</b>	
RMI 2010 Principles of Risk and Insurance .....	3
RMI 2219 Property and Marine Insurance .....	3
RMI 2112 Casualty, Health and Life Insurance .....	3
Required credits.....	9
<b>Electives (minimum of 6 semester hours)</b>	
RMI 2012 Structure of the Risk Management Process ..	3
RMI 2340 Risk Control .....	3
RMI 2015 Principles of Risk Management and Insurance (CPCU I) ...	3
RMI 2014 Commercial Property Risk Management and Insurance (CPCU 3) .....	3
RMI 2225 Commercial Liability Risk Management and Insurance (CPCU 4) .....	3
RMI 2702 Insurance Company Operations (CPCU 5) .....	3
RMI 2731 Principles of Property and Liability Underwriting .....	3
RMI 2734 Personal Lines Underwriting.....	3
RMI 2733 Commercial Lines Underwriting.....	3
RMI 2732 Commercial Property and Multiple-Lines Underwriting.....	3

Electives ..... 6

Total hours required ..... 15

D. Students interested in life insurance sales and marketing should take the following courses offered in cooperation with the Broward County Association of Life Underwriters. The Life Underwriting Training Council is a national educational organization providing career-related educational opportunities to member life insurance company employees. Upon successful completion of these four courses the Council will award the Diploma of Life Insurance Marketing and upon successful completion of each of these LUTC courses a certificate is awarded.

Core Courses .....	34
RMI 1160 Personal Life Insurance Marketing .....	4
RMI 1721 Business Life Insurance Marketing .....	4
RMI 1722 Disability Income Marketing .....	2
RMI 1723 Equities Marketing .....	2
RMI 2724 Advanced Life Insurance Marketing .....	4
Insurance Electives .....	<u>14</u>
Total semester hours .....	64

E. Chartered Property and Casualty Underwriter Program. Students interested in property and casualty insurance should take the following advanced courses. Successful completion of these courses will prepare the student to take the different national CPCU examinations and, if successful, receive the CPCU professional designation.

Core Courses .....	34
RMI 2015 Principles of Risk Management and Insurance .....	3
RMI 2013 Personal Risk Management and Insurance .....	3
RMI 2014 Commercial Property Risk Management and Insurance .....	3
RMI 2225 Commercial Liability Risk Management and Insurance .....	3
RMI 2702 Insurance Company Operations .....	3
RMI 2402 The Legal Environment of Insurance .....	3
MAN 2015 Management .....	3
ACC 2023 Accounting and Finance .....	3
ECO 2025 Economics .....	3
RMI 2295 Insurance Issues and Professional Ethics ...	<u>3</u>
Total semester credits.....	64



F. Chartered Life Underwriter Program  
 Students interested in life insurance should take the following courses. Successful completion of these courses will entitle the student to apply for the different C.L.U. examinations and, if successful, receive the C.L.U. designation.

Core courses	34
RMI 2110 Economics Security and Individual Life Ins.	3
RMI 2430 Life Insurance Law and Mathematics	3
RMI 2130 Group Insurance and Social Insurance	3
ECO 2005 Economics	3
ACC 2005 Accounting and Finance	3
FIN 2110 Investments and Family Financial Management	3
RMI 2118 Income Taxation	3
RMI 2150 Pension Planning	3
RMI 2320 Business Insurance	3
RMI 2800 Estate Planning and Taxation	3
Total semester hours	64

### General Insurance

#### (A.S. Degree in Business Administration)

This program is designed for students interested in insurance sales, adjusting, underwriting, or management; and it allows, but does not require, specialization in either property or life insurance.

ENC 1103	Composition	3
*ENC 1313	Technical Report Writing or	
*ENC 1136	Composition or	
*ENC 1423	Composition	3
SPC 1024	Introduction to Speech Communications or	
*SES 2335	Business Communications	3
RMI 1001	Principles of Insurance	3
INP 1301	Human Relations in Business & Industry or	
PSY 2012	General Psychology	3
MGF 1113	General Education College Math or	
*MAT 1033	Intermediate Algebra or	
*MAC 1132	Precalculus Math I or	
MTB 1103	Business Math	3
	Physical Education activities	4
<sup>1</sup> Business or Economics Electives		12
Core Courses		34
<sup>2</sup> Insurance Electives		30
Total semester credits		64

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Business or Economics Electives to be selected from GEB 1011, ACC 1009, MAR 1101, MAR 1011, REE 1040, REE 1000, \*SES 2212, ACC 2001, \*ACC 2021, BUL 2111, \*BUL 2112, SES 2321, MAN 2000, FIN 2010, \*FIN 2000, ECO 2023, ECO 2013 and \*ECO 2220. Three semester hours may be selected from the following: \*SES 1110, 1111 and 1112; or \*SES 2120, 2121 and 2122.

<sup>2</sup>See catalog for insurance courses. Not more than 9 semester hours toward the 30-hour requirement may be satisfied by substituting the specified Business or Economics courses for the designated Insurance Professional and Examination Preparation Courses: \*ACC 2021 and \*FIN 2000 may be substituted for ACC 2005 or for ACC 2023, ECO 2013 and \*ECO 2023 may be substituted for ECO 2005 or for ECO 2025. FIN 2010 may be substituted for FIN 2110, BUL 2111 and \*BUL 2112 may be substituted for RMI 2402.

### Insurance Solicitors (A.S. Degree in Business Administration)

This program is designed for students interested in preparing for the Insurance Solicitors Examination (4-20).

Core Courses:		
ENC 1103	Composition	3
*ENC 1313	Technical Report Writing or	
*ENC 1136	Composition or	
*ENC 1423	Composition	3
SPC 1024	Introduction to Speech Communications or	
*SES 2335	Business Communications	3
RMI 1001	Principles of Insurance	3
INP 1301	Human Relations in Business & Industry or	
PSY 2012	General Psychology	3
MGF 1113	General Education College Math or	
*MAT 1033	Intermediate Algebra or	
*MAC 1132	Precalculus Math I or	
MTB 1103	Business Math	3
	Physical Education activities	4
<sup>1</sup> Business or Economics Electives		12
Core Courses		34
RMI 1090	Solicitors Qualification Course	7
<sup>2</sup> Insurance Electives		23
Total semester credits		64

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Business or Economics Electives to be selected from: GEB 1011, ACC 1009, MAR 1101, MAR 1011, REE

1040, REE 1000, \*SES 2212, ACC 2001, \*ACC 2021, BUL 2111, \*BUL 2112, SES 2321, MAN 2000, FIN 2010, \*FIN 2000, ECO 2013, \*ECO 2023, and ECO 2220. Three semester hours may be selected from the following: \*SES 1110, 1111 and 1112; or \*SES 2120, 2121 and 2122.

<sup>2</sup>See catalog for insurance courses. Not more than 9 semester hours toward the 30-hour requirement may be satisfied by substituting the specified Business or Economics courses for the designated Insurance Professional Examination Preparation Courses: \*ACC 2021 and \*FIN 2000 may be substituted for ACC 2009 or for ACC 2023. ECO 2013 and \*ECO 2023 may be substituted for ECO 2005 or for ECO 2025. FIN 2010 may be substituted for FIN 2110. BUL 2111 and \*BUL 2112 may be substituted for RMI 2402.

See your advisor or department head regarding property and casualty electives to be chosen to meet Chapter 626, Florida Statutes Agents Requirements.

## Agents Qualification (A.S. Degree in Business Administration)

Students interested in meeting the educational course requirements under Chapter 626, Florida Statutes (Fire and Casualty Insurance Agents and Solicitors Qualification Law) to qualify for the 2-20 Agents License Exam, should take the following courses:

Students who have not had substantial general insurance agency or company experience should take RMI 1001 prior to enrolling in the Agents Qualification Program.

Core Courses:		Semester Hours
ENC 1103	Composition .....	3
*ENC 1313	Technical Report Writing or	
*ENC 1136	Composition or	
*ENC 1423	Composition .....	3
SPC 1024	Introduction to Speech Communications or	
*SES 2335	Business Communications .....	3
RMI 1001	Principles of Insurance .....	3
INP 1301	Human Relations in Business & Industry or	
PSY 2012	General Psychology .....	3
MGF 1113	General Education College Math or	
*MAT 1033	Intermediate Algebra or	
*MAC 1132	Precalculus Math I or	
MTB 1103	Business Math .....	3
	Physical Education activities .....	4
	<sup>1</sup> Business or Economics Electives .....	<u>12</u>
	Core Courses .....	34
<sup>2</sup> RMI 2091	Agents Qualification Course .....	17
<sup>3</sup> Electives—Any other Insurance courses .....		<u>13</u>
<sup>4</sup> Total semester credits .....		64

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Business or Economics Electives to be selected from: GEB 1011, ACC 1001, MAR 1101, MAR 1011, REE 1040, REE 1000, \*SES 2212, ACC 2002, \*ACC 2021, BUL 2111, \*BUL 2112, SES 2321, MAN 2000, FIN 2010, \*FIN 2000, ECO 2013, \*ECO 2023, and ECO 2220. Three semester hours may be selected from the following: \*SES 1110, 1111 and 1112; or \*SES 2120, 2121 and 2122.

<sup>2</sup>The course will consist of 264 hours of instruction. No refund will be given after first class meeting.

<sup>3</sup>See catalog for insurance courses. Not more than 9 semester hours toward the 30-hour requirement may be satisfied by substituting the specified Business or Economics courses for the designated Insurance Professional Examination Preparation Courses: \*ACC 2021 and \*FIN 2000 may be substituted for ACC 2005 or for ACC 2023, ECO 2013 and \*ECO 2023 may be substituted for ECO 2005 or for ECO 2025. FIN 2010 may be substituted for FIN 2110. BUL 2111 and \*BUL 2112 may be substituted for RMI 2402.

It is *highly recommended* that the Insurance Electives include RMI 2010, RMI 2219, and RMI 2112, (which may be taken in any order) and that these courses be taken concurrently with or immediately following RMI 2091.

## Life Insurance Marketing (A.S. Degree in Business Administration)

Students interested in life insurance sales and marketing should take the following courses:

Core Courses:		Semester Hours
ENC 1103	Composition .....	3
*ENC 1313	Technical Report Writing or	
*ENC 1136	Composition or	
*ENC 1423	Composition .....	3
SPC 1024	Introduction to Speech Communications or	
*SES 2335	Business Communications .....	3
RMI 1001	Principles of Insurance .....	3
INP 1301	Human Relations in Business & Industry or	
PSY 2012	General Psychology .....	3
MGF 1113	General Education College Math or	
*MAT 1033	Intermediate Algebra or	
*MAC 1132	Precalculus Math I or	
MTB 1103	Business Math .....	3
	Physical Education activities .....	3
	<sup>1</sup> Business or Economics Electives .....	<u>12</u>
	Core Courses .....	34
*RMI 1160	Personal Life Ins. Marketing .....	4
*RMI 1721	Business Life Ins. Marketing .....	4

*RMI 1722	Disability Income Marketing	2
*RMI 1723	Equities Marketing	2
*RMI 2724	Advanced Life Ins. Marketing	4
<sup>2</sup> Insurance Electives		<u>14</u>
Total semester credits		64

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Business or Economics Electives to be selected from GEB 1011, ACC 1009, MAR 1101, MAR 1011, REE 1040, REE 1000, \*SES 2212, ACC 2001, \*ACC 2021, BUL 2111, \*BUL 2112, SES 2321, MAN 2000, FIN 2010, \*FIN 2000, ECO 2013, \*ECO 2023, and ECO 2220. Three semester hours may be selected from the following: \*SES 1110, 1111 and 1112; or \*SES 2120, 2121 and 2122.

<sup>2</sup>See catalog for insurance courses. Not more than 9 semester hours toward the 30-hour requirement may be satisfied by substituting the specified Business or Economics courses for the designated Insurance Professional Examination Preparation Courses: \*ACC 2021 and \*FIN 2000 may be substituted for ACC 2009 or for ACC 2023. ECO 2013 and \*ECO 2023 may be substituted for ECO 2005 or for ECO 2025. BUL 2111 and \*BUL 2112 may be substituted for RMI 2420. FIN 2010 may be substituted for FIN 2110.

## Chartered Property and Casualty Underwriter (A.S. Degree in Business Administration)

Students interested in property and casualty insurance should take the following courses. Successful completion of these courses will entitle the student to apply for the different CPCU examinations and, if successful, receive the CPCU designation.

### Core Courses:

ENC 1103	Composition	3
*ENC 1313	Technical Report Writing or	
*ENC 1136	Composition or	
*ENC 1423	Composition	3
SPC 1024	Introduction to Speech Communications or	
*SES 2335	Business Communications	3
RMI 1001	Principles of Insurance	3
INP 1301	Human Relations in Business & Industry or	
PSY 2012	General Psychology	3
MGF 1113	General Education College Math or	
*MAT 1033	Intermediate Algebra or	
*MAC 1132	Precalculus Math I or	
MTB 1103	Business Math	3
Physical Education activities		4
<sup>1</sup> Business or Economics Electives		<u>12</u>
Core Courses		34

RMI 2015	Principles of Risk Management and Insurance	3
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RMI 2013	Personal Risk Management and Insurance	3
RMI 2014	Commercial Property Risk Management and Insurance	3
RMI 2225	Commercial Liability Risk Management and Insurance	3
RMI 2702	Insurance Company Operations	3
RMI 2402	The Legal Environment of Insurance	3
MAN 2015	Management	3
ACC 2023	Accounting and Finance	3
ECO 2025	Economics	3
RMI 2295	Insurance Issues and Professional Ethics	3
Total semester credits		64

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Business or Economics Electives to be selected from: GEB 1011, ACC 1009, MAR 1101, MAR 1011, REE 1040, REE 1000, \*SES 2212, ACC 2001, \*ACC 2021, BUL 2111, \*BUL 2112, SES 2321, MAN 2000, FIN 2010, \*FIN 2000, ECO 2013, \*ECO 2023, and ECO 2220. Three semester hours may be selected from the following: \*SES 1110, 1111 and 1112; or \*SES 2120, 2121 and 2122.

<sup>2</sup>Not more than 9 semester hours towards the 30-hour designated Insurance Professional Examination Preparation courses may be satisfied by substituting the following specified Business or Economics courses. \*ACC 2021, and \*FIN 2000 may be substituted for RMI 2023. ECO 2013 and \*ECO 2023 may be substituted for ECO 2025. BUL 2111 and \*BUL 2112 may be substituted for RMI 2402.

## Chartered Life Underwriter (A.S. Degree in Business Administration)

Students interested in life insurance should take the following courses. Successful completion of these courses will entitle the student to apply for the different C.L.U. examinations and, if successful, receive the C.L.U. designation.

ENC 1103	Composition	3
*ENC 1313	Technical Report Writing or	
*ENC 1136	Composition or	
*ENC 1423	Composition	3
SPC 1024	Introduction to Speech Communications or	
*SES 2335	Business Communications	3
RMI 1001	Principles of Insurance	3
INP 1301	Human Relations in Business and Industry or	
PSY 2012	General Psychology	3
MGF 1113	General Education College Math or	
*MAT 1033	Intermediate Algebra or	
*MAC 1132	Precalculus Math I or	
MTB 1103	Business Math	3



Physical Education activities	4
<sup>1</sup> Business or Economics Electives	12
Core Courses	34
RMI 2110 Economic Security and Individual Life Ins.	3
RMI 2430 Life Insurance Law and Mathematics	3
RMI 2130 Group Insurance and Social Insurance	3
ECO 2005 Economics	3
ACC 2005 Accounting and Finance	3
FIN 2110 Investments and Family Financial Management	3
RMI 2118 Income Taxation	3
RMI 2150 Pension Planning	3
RMI 2320 Business Insurance	3
RMI 2800 Estate Planning and Taxation	3
Total semester credits	64

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Business or Economics Elective to be selected from: GEB 1011, ACC 1009, MAR 1101, MAR 1011, REE 1040, REE 1000, \*SES 2212, ACC 2001, \*ACC 2021, BUL 2111, \*BUL 2112, SES 2321, MAN 2000, FIN 2010, \*FIN 2000, ECO 2013, \*ECO 2023, and ECO 2220. Three semester hours may be selected from the following: \*SES 1110, 1111 and 1112; or \*SES 2120, 2121 and 2122.

<sup>2</sup>Not more than 9 semester hours toward the above 30-hour designated Insurance Professional Examination Preparation Courses may be satisfied by substituting the following specified Business or Economics courses. \*ACC 2021 and \*FIN 2000 may be substituted for ACC 2005. ECO 2021 and \*ECO 2023 may be substituted for ECO 2005. FIN 2010 may be substituted for FIN 2110.

## Marketing Management (A.S. Degree in Business Administration)

This program is designed for the student seeking careers in marketing occupations. (Examples: retailing, advertising, buying, selling, wholesaling, banking, credit, and services.) Emphasis is placed on required skills, responsibilities, and attitudes necessary for job entry and promotion. Students are expected to be employed in a marketing related occupation and if not employed, they will be assisted in securing such a position. Students will have the opportunity to participate in DECA activities. A student interested in transferring to a university for a four-year degree should follow the appropriate A.A. Degree Program. Cooperative Work Experience credit may not be substituted for MAR 1930, MAR 2931, MAR 2932.

### FIRST YEAR

#### Term I

ENC 1033	Fund. of Composition or	
ENC 1103	Composition	3

MAR 1101	Salesmanship	3
MAR 1930	Seminar I: Marketing in Perspective	3
MAR 1011	Prin. of Marketing	3
	Physical Education activity	1
	Total semester credits	13

#### Term II

*ENC 1313	Tech. Report Writing or	
*ENC 1423	Composition	3
MAR 1302	Advertising	3
MTB 1103	Business Math	3
*MAR 2931	Seminar II: Research in Marketing	3
	Physical Education activity	1
	Total semester credits	13

#### Term IIIA or IIIB

FIN 1100	Personal Finance	3
	Elective	3
	Total semester credits	6

## SECOND YEAR

#### Term I

MAR 2932	Seminar III: Marketing Management	3
ACC 1009	Acct. Survey I or	
ACC 2001	Prin. of Acct. I	3
BUL 2111	Business Law I	3
	Business Electives	6
	Physical Education activity	1
	Total semester credits	16

#### Term II

*SES 2335	Business Communication	3
MAN 2342	Prin. of Supervision	3
MKA 2102	Retailing	3
SPC 1024	Intro. to Speech	3
ECO 2013	Prin. of Economics I	3
	Physical Education activity	1
	Total semester credits	16

\*Requires a pre or co-requisite—see course description in catalog.

## Management (A.S. Degree in Business Administration)

### FIRST YEAR

#### Term I

*ENC 1313	Tech. Report Writing	3
COC 1300	Fund. of Data Proc.	3
MAN 2000	Intro. to Management	3
ACC 1009	Acct. Survey I or	
ACC 2001	Prin. of Acct. I or	
*ACC 2021	Prin. of Acct. II	3
<sup>1</sup> Electives		3
	Physical Education activity	1
	Total semester credits	16

#### Term II

SPC 1024	Intro. to Speech	3
ECO 1010	Intro. to Economics or	

ECO 2013	Prin. of Economics I	3
MAN 2342	Prin. of Supervision	3
BUL 2111	Business Law I	3
<sup>1</sup> Electives		3
Physical Education activity		<u>1</u>
Total semester credits		16

*Term IIIA or IIIB*

MAN 2500	Production Management	3
INP 1301	Human Relations in Business & Industry	3
Total semester credits		6

**SECOND YEAR**

*Term I*

*SES 2335	Business Communication	3
MAN 2100	Management and Human Resources	3
<sup>1</sup> Electives		6
Physical Education activity		<u>1</u>
Total semester credits		13

*Term II*

MAN 2701	Managerial Decision Making	3
MAN 2001	Management in a Changing World	3
<sup>1</sup> Electives		6
Physical Education activity		<u>1</u>
Total semester credits		13

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>To be approved by the Business Administration Department Head.

**Materials Management  
(A.S. Degree in  
Business Administration)**

**FIRST YEAR**

*Term I*

ENC 1103	Composition	3
MAN 1590	Fund. of Materials Management	3
ACC 2001	Prin. of Acct. I	3
MAN 1000	Intro. to Management	3
MAT 1033	Inter. Algebra	3
Physical Education activity		<u>1</u>
Total semester credits		16

*Term II*

TRA 1030	Intro. to Transportation & Traffic Management	3
MAR 2131	Purchasing I	3
COC 1300	Fund. of Data Proc.	3
*STA 2013	Elem. Statistics	3
MAN 2500	Production Management	3
Physical Education activity		<u>1</u>
Total semester credits		16

**SECOND YEAR**

*Term I*

*SES 2335	Business Communication	3
*ACC 2409	Cost Accounting	3

MAN 1593	Production Control Concepts	3
MAR 1011	Prin. of Marketing	3
MAN 1591	Inventory Control for Material Management	3
Physical Education activity		<u>1</u>
Total semester credits		16

*Term II*

MAN 1592	Material Handling & Packaging	3
MAN 1594	Advanced Production Control	3
MAN 2595	Forecasting	3
MAR 2132	Purchasing II	3
ACC 2005	Accounting & Finance	3
Physical Education activity		<u>1</u>
Total semester credits		16

\*Requires a pre or co-requisite—see course description in catalog.

**Purchasing Management  
(A.S. Degree in  
Business Administration)**

This program of study gives the student a desirable body of knowledge needed by men and women employed in the purchasing field. Emphasis is placed on principles and policies for industrial, institutional, and governmental purchasing and auxiliary functions as recommended by the National Association of Purchasing Management (NAPM).

**FIRST YEAR**

*Term I*

TRA 1030	Intro. to Trans. & Traffic Management	3
MAR 1011	Prin. of Marketing	3
MAN 2000	Intro. to Management	3
INP 1301	Human Relations in Business & Industry	3
ECO 2013	Prin. of Economics I	3
Physical Education activity		<u>1</u>
Total semester credits		16

*Term II*

ACC 2001	Prin. of Acct. I	3
*ECO 2023	Prin. of Economics II	3
<sup>1</sup> SPC 1024	Intro. to Speech	3
*SES 2335	Business Communications	3
Physical Education activity		<u>1</u>
Total semester credits		13

*Term IIIA or IIIB*

BUL 2111	Business Law I	3
COC 1300	Fund. of Data Proc.	3
Total semester credits		6

**SECOND YEAR**

*Term I*

*ACC 2021	Prin. of Acct. II	3
*FIN 2000	Prin. of Finance	3
MAR 2131	Purchasing I	3
<sup>1</sup> ECO 2220	Money & Banking	3
<sup>1</sup> MAN 2500	Production Management	3
Physical Education activity		<u>1</u>
Total semester credits		16

Term II

*STA 2013	Elem. Statistics	3
MAN 2342	Prin. of Supervision	3
*ACC 2409	Cost Accounting	3
MAR 2132	Purchasing II	3
Physical Education activity		<u>1</u>
Total semester credits		13

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>A three-hour course in Business Administration or Economics may be substituted for one of these courses.

**Real Estate  
(A.S. Degree in  
Business Administration)**

This degree is designed for students interested in a career in Real Estate. Successful completion of the first course, REE 1040, satisfies the educational requirement of the State Board of Real Estate, as a pre-requisite to sitting for the Real Estate Salesman's examination.

1. A grade point average of 2.0 or better.
2. Completion of the following courses in General Education:

ENC 1103	Composition	3
*ENC 1313	or 1423 Composition	3
	Psychology, Sociology or Speech	3
	Economics	<u>3</u>
Total semester credits		12

3. Completion of the following courses in Business Administration:

GEB 1011	Introduction to Business	3
MTB 1103	Business Math	3
MAR 1101	Salesmanship	3
BUL 2111	Business Law I	3
*BUL 2112	Business Law II	3
REE 1040	FREC I	4
*REE 1101	Real Estate Appraisal I	3
*REE 1200	Real Estate Finance	3
**REE 2041	FREC II	3
	Business Electives	3
*REE 2250	Real Estate Exchange and Taxation	3
Electives		<u>15</u>
Semester credits		49

\*Requires a pre or co-requisite—see course description in catalog.

REE 2270 The Mortgage Broker in Mortgage Lending and REE 2302 Principles of Real Estate Investment may be substituted for two of the above real estate courses or may be used as electives.

\*\*Student must submit a notarized affidavit stating that he or she has been an active real estate salesman for at least six months. Affidavits and closed class cards may be obtained in the various Business Administration Offices.

**Savings and Loan Career  
(A.S. Degree in  
Business Administration)**

This program is offered in cooperation with the Florida Suncoast Chapter #202 of the American Savings and Loan Institute and the Broward County School Board's Adult Education Program. Students may earn an A.S. Degree in Business Administration and receive American Savings and Loan Institute credits for diplomas.

Note: The number in parentheses following course title denotes the ASLI Course Number.

1. A grade point average of 2.0 or better.
2. Completion of the following courses in General Education:

*ENC 1313	Technical Report Writing	3
ECO 2013	Principles of Economics I (024)	3
*ECO 2023	Principles of Economics II (025)	3
SPC 1024	Introduction to Speech (019)	3
Elective		<u>3</u>
Total semester credits		15

3. Completion of the following Business Administration courses:

<sup>1</sup> BAN 1600	Intro. to Savings Association Business (060)	2
*BAN 1300	Savings Accounts or Savings Account Admin. (008-009)	2
<sup>1</sup> BAN 1301	Savings Association Operations (062)	2
REE 1000	Real Estate Principles & Practices I (015) or	
REE 2041	Real Estate Principles & Practices II (016)	3
*SES 2335	Business Communications (018)	3
<sup>1</sup> BAN 1000	Financial Institutions (030)	2
<sup>1</sup> MAN 2342	Principles of Supervision (047-048)	<u>3</u>
Total semester credits		17

4. Completion of a minimum of 10 courses including a minimum of 28 semester hours of credit from the following related electives:

BUL 2111	Business Law I (043)	3
**BUL 2112	Business Law II (044)	3
SES 2402	Secretarial Procedures (026)	3
RMI 1001	General Insurance (026)	3



FIN 1100	Personal Finance (032) .....	3
MAN 2000	Introduction to Management (023) ..	3
MAN 2300	Personnel Administration .....	3
*Requires a pre or co-requisite—see course description in catalog.		
REE 1000	Real Estate Principles & Practices I (015) or	
*REE 2041	Real Estate Principles & Practices II (016)	3
COC 1300	Fundamentals of Data Processing (053) .....	3
<sup>1</sup> REE 2271	Mortgage Loan Servicing (029) .....	2
<sup>1</sup> REE 2400	Real Estate Law I (006) .....	2
<sup>1</sup> REE 2435	Real Estate Law II (007) .....	2
<sup>1</sup> BAN 1630	Savings & Loan Accounting I (004) ..	2
<sup>1</sup> BAN 1631	Savings & Loan Accounting II (005) ..	2
<sup>1</sup> BAN 1140	Teller Operations (003) .....	2
<sup>1</sup> BAN 2620	Savings Association Lending I (011) .....	2
<sup>1</sup> MAR 1321	Public Relations (049) .....	2
<sup>1</sup> REE 2120	Residential Appraising I (610) ..	2
	Minimum semester credits .....	28
5.	Completion of 4 semester hours of Physical Education activities .....	4
	Total for all areas .....	64

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>These credits may be earned through the Chapter's Broward County Adult Education Program and may be waived toward the College's A.S. degree.

### Office Careers (A.S. Degree in Business Administration)

#### Core Courses:

ENC 1103	Composition .....	3
ENC 1313	Technical Reporting Writing or	
ENC 1423	Composition .....	3
GEB 1011	Introduction to Business ..	3
MTB 1103	Business Math or	
MGF 1113	General Ed. College Math .....	3
BUL 2111	Business Law I .....	3
ACC 1009	Accounting Survey or	
ACC 2001	Principles of Accounting I .....	3

FIN 1100	Personal Finance .....	3
*SES 1110	1111, 1112 Intermediate Typing .....	3
*SES 1401	Office Procedures .....	3
*SES 2321	Business Machines .....	3
*SES 2335	Business Communications .....	3
*SES 2361	Transcribing Machines I .....	3
INP 1301	Human Relations in Business & Industry ...	3
	Physical Education Activities .....	4
	Core Courses .....	43
	Option #1, #2, #3, or #4 .....	21
	Total semester credits .....	64

\*Requires a pre or co-requisite—see course description in catalog.

#### Option #1—Administrative Assistant

SES 1001	Personal Preparation for Business .....	3
* <sup>1</sup> SES 1211	Shorthand II .....	3
*SES 2120	2121, 2122 Expert Typing or (by permission)	
*SES 2151	2152, 2153 Magnetic Typing .....	3
*SES 2212	Shorthand III .....	3
*SES 2402	Secretarial Procedures ...	3
<sup>2</sup> Word Processing	.....	3
<sup>3</sup> Elective	.....	3
	Total semester credits .....	21

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>If a student selects SES 1221 and SES 1222 (Machine Shorthand) rather than Gregg or other hand-written shorthand, the schedule of other courses will have to be adjusted accordingly. See Department Head.

<sup>2</sup>North Campus suggests the following courses: SES 1150, SES 1158, SES 1159, SES 2120, SES 2121, and SES 2122.

<sup>3</sup>Suggested Electives: Strongly recommend MAN 2000 or MAN 2012; MAN 2342 or MAN 2343. Other Suggested Electives: REE 1040, or REE 1000, RMI 1001, \*ACC 1029 or ACC 2001, SES 2362, SES 1150, SES 1159, SES 1158, \*SES 2151, \*SES 2152, \*SES 2153, COC 1300, COP 1170, AMH 2374, SPC 1024.

#### Option #2—Legal Secretary

*BUL 2112	Business Law II .....	3
* <sup>1</sup> SES 1211	Shorthand II .....	3
*SES 2120,	2121, 2122 Expert Typing or (by permission)	
*SES 2151,	2152, 2153 Magnetic Typing .....	3
*SES 2212	Shorthand III .....	3
* <sup>2</sup> SES 2431	Legal Techniques I .....	3
*SES 2432	Legal Techniques II .....	3
*SES 2402	Secretarial Procedures ...	3

\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup> If a student selects SES 1221 and SES 1222 (Machine Shorthand) rather than Gregg or other handwritten shorthand, the schedule of other courses will have to be adjusted accordingly. See Department Head.

<sup>2</sup> SES 2431 Legal Techniques I must be completed before SES 2361.

Option #3—Medical Secretary

* SES 211	Shorthand II	3
* SES 2120,	2121, 2122 Expert Typing or (by permission)	
* SES 2151,	2152, 2153 Magnetic Typing	3
MEA 1002	Introduction to Medical Assisting	3
<sup>2</sup> MEA 1010	Medical Terminology	3
* MEA 1011	Clinical Terminology	3
* MEA 1100	Administrative Office Practices	3
* SES 2212	Shorthand III	3

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\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup> If a student selects SES 1221 and SES 1222 (Machine Shorthand) rather than Gregg or other handwritten shorthand, the schedule of other courses will have to be adjusted accordingly. See Department Head.

<sup>2</sup> Medical Terminology must be completed before SES 2361.

Option #4—Office Specialist

* SES 2120,	2121, 2122 Expert Typing or (by permission)	
* SES 2151,	2152, 2153 Magnetic Typing	3
* BUL 2112	Business Law II	3
MAN 2343	Women in Supervision or Office Management or	
MAN 2750	Principles of Supervision	3
COC 1300	Fundamentals of Data Processing or	
COP 1170	Introduction to Basic Programming	3
ACC 2001	Principles of Accounting I or	
Business Elective		3
MAN 2000	Introduction to Management	3
SES 1150	Word Processing: Introduction & Theory	1
SES 1158	Word Processing: Reprographics & Storage	1
SES 1159	Word Processing: Dictation & Input or	1

Approved Business Elective 3

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## Accounting (Certificate Program)

### First Term

ENC 1033	Fund of Writing or	
ENC 1103	Composition	3
MTB 1103	Business Math	3
<sup>1</sup> ACC 1009	Act Survey I or	
ACC 2001	Prin of Act I	3
<sup>2</sup> SES 1100,	1101, 1102 Basic Typing or	
COC 1300	Fund of Data Proc	3
ACC 2509	Income Tax	3

Total semester credits 15

### Second Term

* ENC 1313	Tech Report Writing	3
FIN 1100	Personal Finance or	
ECO 2013	Prin of Economics I	3
** ACC 2001	Prin of Act I or	
* ACC 2021	Prin of Act II	3
COP 1170	Intro to Basic Programming or	
COP 1120C	Computer Programming I	3
* SES 2321	Business Machines	3

Total semester credits 15

\* Requires a pre or co-requisite—see course description in catalog.

\*\* If ACC 1009 is taken then ACC 2001 is required.

<sup>1</sup> Student must take ACC 2001 if he/she has had high school bookkeeping with a grade of "C" or better. Students graduating in the top 20 percent of their high school class should take ACC 2002.

<sup>2</sup> Basic Typing students *must* register for SES 1100, 1101, and 1102 at the same time to earn 3 credits.

## Credit Union Leadership Training

In cooperation with the Broward County Credit Union, the following certificate program is offered for current or potential employees of the credit union. This program should give the employee the necessary understanding and knowledge to succeed.

ACC 1887	Credit Union Accounting	3
COC 1300	Fundamentals of Data Processing	3
BUL 2111	Business Law I	3
* FIN 2000	Principles of Finance	3
* SES 2335	Business Communications	3
MAN 2342	Principles of Supervision or	
MAN 2343	Women in Supervision	3
ECO 2013	Principles of Economics I	3
* ECO 2023	Principles of Economics II	3
ECO 2220	Money and Banking	3
INP 1301	Human Relations in Business and Industry	3

Total semester credits 30

\* Requires a pre or co-requisite—see course description in catalog.

## Income Tax Preparation

### *First Term*

MTB	1103	Business Math	3
ACC	2001	Prin of Act I	3
ACC	2509	Income Tax	3
BUL	2111	Business Law I	3
<sup>1</sup> Business Electives			3
Total semester credits			15

### *Second Term*

*ACC	2021	Prin of Act II	3
ACC	2529	Income Tax II	3
*BUL	2122	Business Law II	3
<sup>1</sup> Business Electives			6
Total semester credits			15

\* Requires a pre or co-requisite—see course description in catalog.

#### <sup>1</sup> Suggested Business Electives:

REE 1000 Introduction to Real Estate

#### <sup>1</sup> Suggested Business Electives:

REE 1000 Introduction to Real Estate  
Principles and Practices

\*SES 2335 Business Communications

SES 2321 Business Machines

ECO 2013 Principles of Economics I

\*ECO 2023 Principles of Economics II

FIN 1100 Personal Finance

## Small Business Administration (Certificate Program)

The College, in cooperation with the Small Business Administration and the Service Corps of Retired Executives (SCORE), offers this certificate program for small business owners and managers or for students desiring to enter this field. A certificate will be granted upon completion of the following courses:

MAN	2800	Small Business Management I	3
ACC	2001	Principles of Accounting I	3
MAN	2801	Small Business Management II	3
MAN	2342	Principles of Supervision	3
MAN	2809	Seminar IV: Small Business Administration	3

<sup>1</sup> Related Elective			3
<sup>1</sup> Business Electives			12
Total semester credits			30

<sup>1</sup> The following electives should be selected with the advice of the Department Head of Business Administration Department: MAR 1302, ACC 2021, GEB 1011, MAR 1101, RMI 1001, MTB 1103, MAR 1011, BUL 2111, MAR 2131, MAN 2000, MAN 2300, MKA 2102, HFT 2500.

## Clerical-Typist Certificate

The Clerical-Typist Certificate is a one-year program designed to prepare students for immediate employment as general office employees and typists. The student receives instruction which provides him/her with basic clerical and typing skills necessary for satisfactory performance on the job, including an employ-

able typing rate and the development and understanding of desirable work habits and attitudes.

## Clerical-Typist (Certificate Program)

### *First Term*

ENC	1103	Composition	3
GEB	1011	Intro to Business	3
*SES	1110, 1111, 1112	Inter Typing	3
MTB	1103	Business Math	3
*SES	1401	Office Procedures	3
Total semester credits			15

### *Second Term*

*SES	2120, 2121, 2122	Expert Typing	3
*SES	2321	Business Machines	3
FIN	1100	Personal Finance	3
<sup>1</sup> Business Elective			3
ACC	1009	Acct Survey I or	
ACC	2001	Prin of Act I	3
Total semester credits			15

### *Term IIIA*

Elective			3
*SES	2361	Transcribing Machines	3
Total semester credits			6

\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup> Business Elective: Strongly recommend SES 1271; SES 2151; SES 2152, SES 2153.

Note: The student should plan the program with the advice of the Department Head of the Secretarial Science Department.

## Secretarial Certificate

The Secretarial Certificate is designed for students who desire to enter secretarial work at the junior level upon completion of a one-year program. The student receives college-level instruction which prepares him/her to take and transcribe dictation, type with speed and accuracy, cope with the ever-changing demands of office employment, and develop desirable work habits and attitudes.

## Professional Secretary (Certificate Program)

In cooperation with the National Secretaries Association, the following certificate program is offered as an aid to those secretaries preparing to sit for the National Certified Professional Secretary examination. However, it is a program that should be of considerable aid to any secretary interested in increasing his/her proficiencies and in qualifying himself/herself for a top secretarial position.

A certificate from Broward Community College is granted upon the completion of 30 hours in a planned program based on individual needs including twenty-four hours from the following courses:

GEB	1011	Introduction to Business	3
BUL	2111	Business Law I	3



*BUL 2112	Business Law II	3
ACC 1009	Accounting Survey I	3
*ACC 1029	Accounting Survey II	3
ACC 2001	Principles of Accounting I	3
*SES 2402	Secretarial Procedures	3
*SES 2335	Business Communications	3
MAN 2000	Introduction to Management	3
MAN 2750	Office Management	3
MAN 2342	Principles of Supervision	3
MAN 2343	Women in Supervision	3
ECO 2013	Principles of Economics I	3
ECO 2023	Principles of Economics II	3
INP 1301	Human Relations in Business & Industry or	
CLP 1000	Psychology of Adjustment	3
*SES 2120,	2121, 2122 Expert Typing	3
*SES 2212	Shorthand III	3

\*Requires a pre or co-requisite—see course description in catalog.

### Secretarial (Certificate Program)

#### *First Term*

ENC 1103	Composition	3
*SES 1110,	1111, 1112 Inter Typing	3
*SES 1401	Office Procedures	3
MTB 1103	Business Math	3
GEB 1011	Intro to Business	3
Total semester credits		15

\*<sup>1</sup>SES 1226 Machine Shorthand I 6

#### *Second Term*

*SES 2361	Transcribing Machines	3
ACC 1009	Acct Survey I or	
ACC 2001	Prin of Acct I	3
*SES 2120,	2121, 2122 Expert Typing	3
*SES 2212	Shorthand III	3
*SES 2402	Secretarial Procedures	3
Total semester credits		15

\*<sup>1</sup>SES 1227 Machine Shorthand II 6

#### *Term IIIA*

*SES 2321	Business Machines	3
*SES 2335	Business Communications	3
Total semester credits		6

\*Requires a pre or co-requisite—see course description in catalog.

If student selects SES 1226 and SES 1227 (Machine Shorthand) rather than Gregg Shorthand, the schedule of other courses will have to be adjusted accordingly. See Department Head.

<sup>1</sup>Students electing Machine Shorthand must complete SES 2212 Shorthand III to meet certificate requirements.

Note: The student should plan the program with the advice of the Department Head of the Secretarial Science Department.

### Advanced Secretarial (Certificate Program)

Options: General Secretary,

### Executive Secretary, Legal Secretary, Medical<sup>2</sup>Secretary

This program is designed especially for students who earned above-average grades in five or more business education courses in high school, specifically, two years of shorthand and two years of typewriting or the VOE three-hour block program plus other business courses such as business English, business math, bookkeeping, office practice, etc. These five or more basic credits allow the student to be exempted from taking introductory or prerequisite courses required of most secretarial students and to have a specialization option.

#### *First Term*

* <sup>1</sup> SES 1401	Office Procedures or	
<sup>1</sup> ACC 1009	Acct Survey I or	
<sup>1</sup> ACC 2001	Prin of Acct I	3
*SES 2120,	2121, 2122 Expert Typing	3
*SES 2212	Shorthand III	3
ENC 1103	Composition	3
Specialization courses		3
Total semester credits		15

#### *Second Term*

<sup>1</sup> ACC 1009	Acct Survey I or	
<sup>1</sup> ACC 2001	Prin of Acct I if not taken previously or	
*ACC 1029	Acct Survey II	3
*SES 2335	Business Communication	3
*SES 2402	Secretarial Procedures	3
Specialization courses		6
Total semester credits		15

#### *Term IIIA*

Specialization courses	3	
<sup>2</sup> Elective	3	
Total semester credits		6

#### SPECIALIZATION COURSES:

##### *General Secretary* option:

GEB 1011	Intro to Business	3
MTB 1103	Business Math	3
*SES 2361	Transcribing Machines	3
*SES 2321	Business Machines	3
*SES 2403	Advanced Education for Secretaries	3

##### SPECIALIZATION COURSES:

##### *Executive Secretary* option:

GEB 1011	Intro to Business	3
*SES 2361	Transcribing Machines	3
MTB 1103	Business Math and/or	
*SES 2321	Business Machines	3 or 6
*SES 2403	Advanced Education for Secretaries	3
MAN 2750	Office Management and/or	
MAN 2342	Prin of Supervision	3 or 6

##### SPECIALIZATION COURSES:

##### *Legal Secretary* option:

*SES 2431	Legal Sec Techniques I	3
*SES 2432	Legal Sec Tech II	3
REE 1000	Real Estate Prin & Practices	3

BUL 2111	Business Law I	3
*BUL 2112	Business Law II	3
<b>SPECIALIZATION COURSES:</b>		
<i>Medical Secretary</i> option:		
MEA 1001	Intro to Med Asst	2
MEA 1010	Medical Terminology	3
*MEA 1011	Clinical Terminology	3
*SES 2361	Transcribing Machines	3
*MEA 1100	Office Practices and Procedures	3

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Students who had the VOE three-hour block program in high school may be exempted (without credit) from taking SES 1401. Students who had a year of high school bookkeeping may be exempted (without credit) from taking ACC 1009 and may either take ACC 2001 or enroll in ACC 1029 for Term II.

<sup>2</sup>Suggested Electives: All Business courses listed above, SES 1001, FIN 1100, AMH 2374.

### Advanced Secretarial (Certificate Program)

#### Options: Insurance, Real Estate, Accounting

This program is designed especially for students who earned above-average grades in five or more business education courses in high school; specifically, two years of shorthand and two years of typewriting or the VOE three-hour block program plus other business courses such as business English, business math, bookkeeping, office practice, etc. These five or more basic credits allow the student to be exempted from taking introductory or prerequisite courses required of most secretarial students and to have a specialization option.

#### First Term

* <sup>1</sup> SES 1401	Office Procedures or	
<sup>1</sup> ACC 1009	Acct Survey I or	
<sup>1</sup> ACC 2001	Prin of Acct I	3
*SES 2120,	2121, 2122 Expert Typing	3
*SES 2212	Shorthand III	3
ENC 1103	Composition	3
Specialization course		3
Total semester credits		15

#### Second Term

<sup>1</sup> ACC 1009	Acct Survey I or	
<sup>1</sup> ACC 2001	Prin of Acct I if not taken previously or	
*ACC 1029	Acct Survey II	3
*SES 2335	Business Communication	3
*SES 2402	Secretarial Procedures	3
Specialization courses		6
Total semester credits		15

#### Term IIIA

Specialization course		3
<sup>2</sup> Elective		3
Total semester credits		6

#### SPECIALIZATION COURSES:

##### Insurance option:

RMI 1001	General Insurance	3
BUL 2111	Business Law I	3
GEB 1011	Intro to Business	3
MTB 1103	Business Math and/or	
*SES 2321	Business Machines	3 or 6

#### SPECIALIZATION COURSES:

##### Real Estate option:

REE 1000	Real Estate Prin & Practices I	3
BUL 2111	Business Law I	3
*BUL 2112	Business Law II	3
MTB 1103	Business Math and/or	
*SES 2321	Business Machines	3 or 6

#### SPECIALIZATION COURSES:

##### Accounting option:

ACC 1009	Acct Survey I and/or	
*ACC 1029	Acct Survey II or	
ACC 2001	Prin of Acct I and	
*ACC 2021	Prin of Acct II	3 or 6
MTB 1103	Business Math and/or	
*SES 2321	Business Machines	3 or 6
ACC 2509	Income Tax	3
COC 1300	Fund of Data Proc and/or	
CRM 1010C	Data Prep Equipment	3 or 6

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Students who had the VOE three-hour block program in high school may be exempted (without credit) from taking SES 1401. Students who had a year of high school bookkeeping may be exempted (without credit) from taking ACC 1009 and may either take ACC 2001 or enroll in ACC 1029 for Term II.

<sup>2</sup>Suggested Electives: All Business courses listed above, SES 1001, FIN 1100, AMH 2379.

## Division of Communications

### Communications for Second Language

Students—ESL

English—AML, CRW, ENC, ENG, ENL, LIT

English Honors Program—ENC, LIT

Journalism—ADV, JOU, MMC

Modern Foreign Languages—FRE, FRW, GER,

RUS, SPAN

Reading—REA

Speech—LIN, ORI, RTV, SPA, SPC

The Division of Communications represents that portion of the college curriculum which is basic to the communications skills and which is necessary for the student's progress in all curricula. The program emphasizes development of broad aspects of linguistics, in English and in foreign languages.

Below, under the headings of Communications for Second Language Students, English, Journalism, Modern Foreign Languages, Reading and Speech, will be discussed in some detail the intent and scope of these disciplines which make up the Division of Communications.

Although suggested programs of study for majors within the division are not included in this catalog, lists of required courses for students specializing in English, Foreign Language, Journalism, Latin-American Studies, Speech, Radio-Television, and Speech Pathology are available in the counseling office.

Suggested program sheets are available in English, Journalism, Radio/Television, Speech, Speech Pathology, and Foreign Languages.

### Department of Communications For Second Language Students

The Communications for Second Language Students courses are designed to provide second language instruction to the non-native speaker of English. Registration in courses is required of all incoming international students (F-J visa). The courses are also open to residents whose native language is not English.

Placement in courses is determined by interview and testing. The appropriate combination of speech and English instruction is determined individually according to the student's existing English language skills. Once in the sequence a student may be exempted from a course by instructor recommendation.

ESL 1485 parallels ENC 1103. The student fulfills his/her English Composition requirement by successful completion of ESL 1485 and ENC 1136, 1313, or 1423, depending on the degree being sought. Up to 12 hours of ESL instruction (excluding ESL 1485) may be applied to elective credit under area 7. (See Requirements for the Associate in Arts Degree).

### Department of English

All Freshman and Sophomore students enrolled in the University Parallel program are required to complete a minimum of six hours of English Composition. All

such students must complete ENC 1103 as the first 3 hour course of English composition. The second 3 hour course requirement may be met with either ENC 1136 or ENC 1423. Subject to appropriate area approval, students enrolled in certain technical programs may substitute ENC 1033 and ENC 1313 for ENC 1103 and ENC 1136/ENC 1423 to satisfy composition requirements leading to an A.S. degree.

All international students (F-J Visa) are required to enroll in Communications for Second Language (ESL) Students. In addition, some resident students (from homes where a language other than English is spoken) may be required to enroll in ESL, depending on test results. After successful completion of the ESL sequence, the student will complete his/her English requirement.

Students who do not qualify for ENC 1103 will be strongly encouraged to enroll in ENC 1033 or ENC 0013 following assessment by the counseling and advising staff. ENC 1033 carries three semester hours of elective transfer credit while ENC 0013 carries three semester hours of local (BCC) credit only. Neither ENC 1033 nor ENC 0013 will be accepted as a substitute for ENC 1103 in an A.A. program, although ENC 1033 may be accepted in certain A.S. programs. Students enrolled in ENC 1033 are also encouraged to enroll in an appropriate reading class (REA 1102 or REA 1202).

In literature courses, the ability to evaluate critically is given paramount importance. Emphasis is placed upon preparing the student to express himself/herself in both oral and written forms. It is therefore suggested that students complete ENC 1103 before attempting a 2000 level English class.

A cluster of specialized courses provides training and experience in the craft of creative writing. If the student wishes, he/she may combine these writing courses with the different but related writing opportunities in the Journalism Department.

### English Honors Program

The following courses are offered. Only students who have qualified under the college's honors program may enroll in these courses.

ENC 1103 HON	English Composition	3 sem. hrs.
ENC 1136 HON	English Composition	3 sem. hrs.

At least one of the following courses is offered during Terms I and II of each academic year:

ENL 2013 HON	British Literature I	3 sem. hrs.
ENL 2033 HON	British Literature II	3 sem. hrs.
LIT 2210 HON	World Literature I	3 sem. hrs.
LIT 2220 HON	World Literature II	3 sem. hrs.

For explanation of content see individual course listings.

To remain in the Program, a student must maintain a "B" average in honors courses. Though all honors courses carry the same credit as regular courses, an



"H" is affixed to the transcript to indicate honors credit.

## Department of Journalism and Publications

The Journalism curriculum offers students survey courses and basic courses in writing and editing as well as the opportunity to put their knowledge to use by writing for campus publications. Students are encouraged to look off campus as well as on campus for newsworthy material. Student newspapers and magazines invite interest and participation, and opportunity is provided for journalism students to participate in state and national competition. The BCC journalism program prepares students for further study in pursuit of a degree, and in some cases has opened the way for media employment upon completion of the Associate in Arts degree.

Students are encouraged to contact the Journalism Department Head for consultation regarding the individual's particular activity interest and recommended courses of study. Lists of required and recommended courses are available in the Journalism Department office and in the Counseling Office.

## Department of Modern Foreign Languages

The students enrolled in foreign languages will receive intensive preparation in the basic skills of the language so that they will be able to continue their work and interest in this area after graduating from B.C.C. A combination of modern and traditional methods helps the student learn to speak the language and gives an insight into the culture.

Thus the student is offered language training that assists in his/her preparation for upper division work or for use in a vocation or profession. At the same time, a modern language laboratory is an integral part of beginning language classes and is available for additional drill and comprehension at all levels.

The advanced courses permit the student to proceed in a given language beyond the basic skills and offer a substantial introduction to literary masters and to the culture of each country.

The advanced courses permit the student to proceed in a given language beyond the basic skills and offer a substantial introduction to literary masters and to the culture of each country.

The Modern Foreign Language Department now offers special conversation courses at the elementary and intermediate levels. These are designated as 1000 and 2240 courses.

The student should consult the section in the index entitled Degree Requirements for B.C.C. requirements in foreign languages.

Students who plan to transfer to upper division work towards the B.A. or B.S. degree should complete the intermediate level of foreign language at B.C.C. All candidates for the A.A. degree are encouraged to do so,

especially if they are not certain of their ultimate major program at the upper division. The student should remember that often upper divisions of senior institutions require at least the intermediate level of the language.

During the registration period, all students who have had two years or more of a foreign language in high school and who are to continue in this language are given placement tests to determine the suitable level of study. Students transferring from other colleges should continue equivalent sequential courses.

During the registration period, all students who have had two years or more of a foreign language in high school and who are to continue in this language are given placement tests to determine the suitable level of study. Students transferring from other colleges should continue equivalent sequential courses.

Students should note that Studies in Literature and Culture (FRW 2010, GEW 2010, or SPW 2010 and FRW 2011, GEW 2011, SPW 2011) may be applied to fulfill six hours of the Humanities requirement.

## Modern Foreign Language Activities

**International Foreign Language Organization**—This organization is open to students of foreign languages and to other interested members of the college community. It provides an opportunity for intercultural exchange and reinforcement of the spoken language.

**Travel-Study Program**—See course descriptions for FRE 1170, GER 1170, and SPN 1170.

**Note:** Students should note that any of the language courses designated as Studies in Literature and Culture (FRW 2010, GEW 2011, SPW 2011) may be applied to fulfill three hours of the six hours of the Humanities requirement.

## Department of Reading Communications

It is the purpose of the Reading Department to provide opportunities for students to improve and further develop reading skills, attitudes and understandings of written materials which will enable them to succeed in all college curricula and vocational objectives.

REA 1105. A developmental reading course offered for students who desire to improve their reading habits and skills. Students may enroll at the time of registration and earn three credits by successfully completing the course. The course employs the most modern techniques and equipment and is of immeasurable value to the student who desires to get the most benefit from his/her college program. Emphasis is placed on improvement of vocabulary, reading speed, comprehension, organization of ideas and critical analysis of many types of reading materials.

REA 1205. Speed and Advanced Reading is offered as an elective for students who have successfully com-

pleted REA 1105 or who can demonstrate attainment of the fortieth percentile of college norms on a standardized reading test. Students may also gain admittance by obtaining instructor's permission.

REA 2605. **Special Topics: Vocabulary Development and Study Skills.** Students establish individualized goals. Registrants must successfully demonstrate attainment of fortieth percentile of college norms on a standardized reading test or have permission of the instructor.

## Department of Speech

The Speech Department offers students opportunities for general speech improvement, hearing evaluation, treatment of speech disorders, and participation in intercollegiate debate and Readers Theatre. Students may select electives which fulfill general education requirements as well as beginning courses of study for majors and minors in General Speech, Radio-Television, Speech Pathology, and Audiology.

Students are urged to contact the Speech Department for consultation with a speech instructor specializing in the individual student's particular service desire, activity interest, and course of study.

## Criminal Justice Institute

- Criminal Justice—CCJ
- Corrections—CCJ
- Police Science—CCJ
- Crime Scene Technology—CJT
- Broward Police Academy
- Holt Training Program
- Corrections Academy
- Law Enforcement Testing Center
- Career Development Training

The Criminal Justice Institute has been made possible by the financial support of the Law Enforcement Assistance Administration of the Federal Department of Justice and Region XIII of the Florida Police Officers Standards and Training Council. Operated by Broward Community College, the purpose of the Institute is to serve all government divisions of Broward County, large or small, and to upgrade the administration of Criminal Justice.

All Criminal Justice students are required to complete the Criminal Justice core requirements as listed.

Students seeking to transfer to a university for a baccalaureate degree should take the Associate in Arts degree in Criminal Justice. Three options are offered: *Option 1* for transfer to Universities which have 4 years of offerings; *Option 2* for Law Enforcement emphasis at senior universities (only 3rd and 4th years) and *Option 3* for Corrections emphasis at senior universities.

Students who desire only a 2 year degree should take the Associate in Science degree in Criminal Justice. Three options are offered: *Option 1*, Law Enforcement emphasis; *Option 2*, Corrections emphasis and *Option 3* Crime Scene Technology emphasis.

Suggested program sheets are available in the Counseling office for all options.

Non-credit seminars and workshops are offered to meet the training needs of the Criminal Justice agencies of Broward County and southeast Florida. These are offered under the auspices of the J. Lester Holt Law Enforcement program, established in memory of the late J. Lester Holt, Chief of Police of the City of Fort Lauderdale. The program is a joint enterprise of the Broward County Chiefs of Police Association and Broward Community College.

The Criminal Justice Institute holds a Florida Police Standards and Training Commission Training Certificate which authorizes the basic Police Academy, the Auxiliary Academy and Police Career Development courses. The Florida Correctional Standards Council has also authorized the Criminal Justice Institute to conduct a Corrections Academy to meet the local needs.

Criminal Justice students who have a clear cut plan to acquire specific skills along with their degree selection may, with prior approval of the Director, substitute specific courses (up to 15 credits) to achieve their aim.

Criminal Justice students with extensive non-credit experience and/or training may receive credit for specific courses by satisfactorily completing all requirements and examinations for the course. Applications should be made to the Experiential Learning Office.

The Criminal Justice Core subjects will be taken by all Criminal Justice students. Core subjects are English, Mathematics, Political Science, Psychology, Sociology and Constitutional Law. Other subjects, as listed, will be taken to suit the requirements of the option selected by the student.

All degrees and options have the following requirements:

1. Completion of at least 24 hours of residence at Broward Community College including the last 12 semester hours.
2. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
3. Remove all admission conditions.
4. Attend all official graduation exercises.

## Requirements for the Associate in Arts Degree in Pre-Criminal Justice (Option 1)

1. Completion of 65 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
 

	Semester Hours
Communications .....	6
ENC 1103, 1136 or 1423 (6)	

Social Science .....	24
PSY 2012 (3)	
SOC 2000 (3)	
SOC/PSY electives (6)	
ECO 213 (3)	
POS 1041 or 1112 (3)	
EUH 1000 and 1001 (6)	
Mathematics .....	3
MGF 1113 or higher level (3)	
Science .....	7
APB 1150 and 1150L (4)	
Any Science Course (3)	
Humanities .....	6
3. Completion of the following requirements in Criminal Justice:	
CCJ 1020 (3), CCJ 1250 (3), 1410 (3) and 1220 (3) .....	12
4. Completion of Physical Education Activities .....	4
(Note: Not required of veterans or students 29 years of age or older.)	
5. Completion of at least 3 credits of electives to be taken from the following courses:	
Anthropology, Social Sciences, Science, Statistics .....	3

**Requirements for the Associate in Arts Degree in Pre-Criminal Justice (Option 2) Law Enforcement Emphasis**

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.	
2. Completion of the following requirements in General Education:	
	Semester Hours
Communications .....	6
ENC 1103, 1136 or 1423 (6)	
Social Science .....	18
PSY 2012 (3)	
SOC 2000 (3)	
SOC/PSY Electives (6)	
POS 1041 or 1112 (3)	
EUH 1000 (3)	
Mathematics .....	3
MGF 1113 or higher level (3)	
Science .....	6
Humanities .....	6
3. Completion of the following requirements in Criminal Justice:	
CCJ 1020 (3), CCJ 1250 (3), CCJ 1410 (3), CJT 2100 (3) and CJT 2110 (3) .....	18
4. Completion of Physical Education Activities .....	4
(Note: Not required of veterans or students 29 years of age or older.)	
5. Completion of at least 3 credits of electives to be taken from the following courses:	
Anthropology, Social Sciences, Science or Statistics .....	3

**Requirements for the Associate in Arts Degree in Criminal Justice (Option 3) Corrections Emphasis**

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.	
2. Completion of the following requirements in General Education:	
Communications .....	6
ENC 1103, 1136 or 1423 (6)	
Science .....	6
Mathematics .....	3
MGF 1113 or higher level (3)	
Social Science .....	18
POS 1041 or 1112 (3)	
EUH 1000 (3)	
PSY 2012 (3)	
SOC 2000 (3)	
SOC/PSY electives (6)	
Humanities .....	6
3. Completion of the following allied subjects .....	18
CCJ 1250 (3), CCJ 1300 (3), CCJ 1440 (3), CCJ 2320 (3) CCJ 2350 (3), CCJ 2933	
4. Completion of Physical Education activities .....	4
5. Completion of at least 3 credits of electives to be taken from the following areas:	
Anthropology, Psychology, Sociology or Statistics .....	3

**Requirements for the Associate in Science Degree in Criminal Justice: (Option 1) Law Enforcement Emphasis**

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.	
2. Completion of the following requirements in General Education:	
Communications .....	9
ENC 1103, 1136 or 1423 or 1313 (6)	
SPE 1024 (3)	
Mathematics .....	3
MGF 1113 or MAT 0002 (3)	
Social Science .....	15
POS 1041 or 1112 (3)	
PSY 2012 (3)	
SOC 2000 (3)	
SOC/PSY elective (6)	
3. Completion of 24 credits in the major field of concentration:	
CCJ 1020, 1250, 1410, 1420, 1220, 1230, CJT 2100, 2110 .....	24
4. Completion of four semester hours of Physical Education activities .....	4
5. Completion of nine credits of electives .....	9
to be taken from:	
COC 1300, SOC, PSY, SCI, HUM or CCJ 2120	



**Requirements for the Associate in Science Degree in Criminal Justice: (Option 2) Corrections Emphasis**

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.
  2. Completion of the following requirements in General Education:
 

Communications .....	6
ENC 1103, 1136 or 1423 or 1313 (6)	
Mathematics .....	3
MGF 1113 or MAT 0002	
Social Science .....	15
POS 1041 or 1112 (3)	
PSY 2012 (3)	
SOC 2000 (3)	
SOC/PSY elec (6)	
  3. Completion of 18 credits in the major field of concentration:
 

CCJ 1250, 1300, 1440, 2330, 2350	
2933 .....	18
  4. Completion of four semester hours of Physical Education Activities .....
  5. Completion of eighteen credits of electives .....
- as follows:  
 Criminal Justice:  
 CCJ 1020, 1220, CJI 2100 (3)  
 General Education:  
 COC 1300, SOC, PSY, SCI, HUM (15)

**Requirements for the Associate in Science Degree in Criminal Justice: (Option 3) Crime Scene Technology**

1. Completion of 66 semester hours of credit and a grade point average of 2.0 or better.
  2. Completion of the following requirements in General Education:
 

Communications .....	6
ENC 1103, 1136 or 1423 or 1313 (6)	
Mathematics .....	3
MGF 1113 or MAT 0002 (3)	
Social Science .....	12
POS 1041 or 1112 (3)	
PSY 2012 (3)	
SOC 2000 (3)	
SOC/PSY elec (3)	
Science and Labs .....	8
Logic .....	3
PHI 1100 or 1103 or 2010 (3)	
  3. Completion of 27 credits in the major field of concentration:
 

CCJ 1020, 1250, 1220, 1230, 1410	
CJT 2100, 2110, 2120, 2130 .....	27
  4. Completion of four semester hours of Physical Education activities .....
  5. Completion of 3 credits of electives to be taken from following: .....
- FFP 2240-SCI-HUM

**Police Science (Certificate Program)**

This program is designed to assist working police officers to achieve practical knowledge of the administration and operation of a modern police department and its subdivisions and to meet promotional requirements as they might be established by the police agency. For police officers only.

POS 1041	National Government or	
POS 1112	State and Local Government	3
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1250	Constitutional Law	3
CCJ 1410	Police Administration I	3
CCJ 1420	Police Administration II	3
CCJ 1220	Criminal Law	3
CCJ 1230	Criminal Evidence	3
CJT 2100	Criminal Investigation I	3
CJT 2110	Criminal Investigation II	3
SOC 2000	General Sociology	3
Total semester credits .....		30

**Corrections (Certificate Program)**

POS 1041	National Government or	
POS 1112	State and Local Government	3
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1250	Constitutional Law	3
CCJ 1300	American Corrections	3
CCJ 1440	Confinement Facilities	3
CCJ 2330	Probation and Parole Procedures	3
CCJ 2350	Correctional Casework	3
CCJ 2933	Correctional Seminar	3
SOC 2000	General Sociology	3
PSY 2012	Psychology	3
Total semester credits .....		30

**Criminal Justice Associate in Arts Degree (Option 1)**

**First Year**

*Term I*

ENC 1103	English	3
APB 1150	& 11105L Biology	4
CCJ 1250	Constitutional Law	3
CCJ 1020	Intro Criminal Just	3
	Phys Ed	1
		14

*Term II*

ENC 1136	or 1423 English	3
SOC 2000	Sociology	3
	Science	3
CCJ 1410	Police Admin	3
	Phys Ed	1
		13

*Term IIIA or IIIB*

MGF 1113	Math	3
PSY 2012	Psychology	3
		6

**Second Year**

*Term I*

		Soc/Psych elec	3
		Humanity	3
ECO	2013	Economics	3
EUH	1000	History	3
CCJ	1300	Amer Corrections	3
		Phys Ed	<u>1</u>
			16

*Term II*

		Soc/Psych elec	3
		Humanity	3
		or 1112 Polit Sci	3
POS	1041	History	3
EUH	1001	Elective	3
		Phys Ed	<u>1</u>
			16

Total 65

**Criminal Justice**

**Associate In Arts Degree  
(Option 2) Law Enforcement  
Emphasis**

**First Year**

*Term I*

ENC	1103	English	3
		Science	3
CCJ	1250	Constitutional Law	3
CCJ	1020	Intro to Crim Just	3
		Phys Ed	<u>1</u>
			13

*Term II*

ENC	1136	or 1423 English	3
SOC	2000	Sociology	3
POS	1041	or 1112 Polit Sci	3
CCJ	1410	Police Admin I	3
CCJ	1220	Criminal Law	3
		Phys Ed	<u>1</u>
			16

*Term IIIA or IIIB*

MGF	1113	Math	3
PSY	2011	Psych	<u>3</u>
			6

**Second Year**

*Term I*

		Soc/Psych elec	3
		Humanity	3
		Science	3
CJT	2100	Criminal Invest. I	3
		Phys Ed	<u>1</u>
			13

*Term II*

		Soc/Psych elec	3
		Humanity	3
		or 1001 History	3
EUH	1000	Elective	3
CJT	2110	Criminal Invest. II	3
		Phys Ed	<u>1</u>
			16

Total 64

**Criminal Justice**

**Associate in Arts Degree  
(Option 3) Corrections  
Emphasis**

**First Year**

*Term I*

ENC	1103	English	3
		Social Science	3
CCJ	1250	Constitutional Law	3
CCJ	1300	Amer Corrections	3
		Phys Ed	<u>1</u>
			13

*Term II*

ENC	1136	or 1423 English	3
SOC	2000	Sociology	3
POS	1041	or 1112 Polit Sci	3
CCJ	1440	Confinement Facil	3
		Phys Ed	<u>1</u>
			13

*Term IIIA or IIIB*

MGF	1113	Math	3
PSY	2012	Psychology	<u>3</u>
			6

**Second Year**

*Term I*

		Soc/Psych elec	3
		Humanity	3
		Science	3
CCJ	2320	Probation & Parole	3
CCJ	2350	Corrections Casework	3
		Phys Ed	<u>1</u>
			16

*Term II*

		Soc/Psych elec	3
		Humanity	3
		or 1001 History	3
EUH	1000	Elective	3
CCJ	2933	Corrections Sem	3
		Phys Ed	<u>1</u>
			16

Total 64

**Criminal Justice**

**Associate in Science Degree  
(Option 1) Law Enforcement  
Emphasis**

**First Year**

*Term I*

ENC	1103	English	3
SPE	1024	Speech	3
CCJ	1250	Constitutional Law	3
CCJ	1020	Intro to Crim Just	3
		Phys Ed	<u>1</u>
			13

*Term II*

ENC	1136	or 1423 or 1313 English	3
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SOC	2000	Sociology	3
POS	1041	or 1112 Polit Sci	3
CCJ	1410	Police Admin I	3
CCJ	1220	Criminal Law	3
		Phys Ed	<u>1</u>
			16

*Term IIIA or IIIB*

PSY	2012	Psychology	3
MGH	1113	or MAT 0002	3
		Mathematics	<u>6</u>

**Second Year**

*Term I*

		Soc/Psych elec	3
		Elective	3
CJT	2100	Criminal Invest. I	3
CCJ	1420	Police Admin. II	3
CCJ	1230	Criminal Evidence	3
		Phys Ed	<u>1</u>
			16

*Term II*

		Soc/Psych elec	3
		Elective	3
		Elective	3
CJT	2110	Criminal Invest. II	3
		Phys Ed	<u>1</u>
			13

Total 64

**Criminal Justice**  
Associate in Science Degree  
(Option 2) Corrections  
Emphasis

**First Year**

*Term I*

ENC	1103	English	3
POS	1041	or 1112 Polit Sci	3
CCJ	1250	Constitutional Law	3
CCJ	1300	Amer Corrections	3
		Phys Ed	<u>1</u>
			13

*Term II*

ENC	1136	or 1423 or 1313	
		English	3
SOC	2000	Sociology	3
		Elective	3
CCJ	1440	Confinement Facil	3
		Phys Ed	<u>1</u>
			13

*Term IIIA or IIIB*

MGF	1113	or MAT 0002 Math	3
PSY	2012	Psychology	<u>3</u>
			6

**Second Year**

*Term I*

		Soc/Psych Elec	3
		Elective	3
		CJ Elective	3

CCJ	2320	Probation & Parole	3
CCJ	2350	Corrections Casework	3
		Phys Ed	<u>1</u>
			16

*Term II*

		Soc/Psych elec	3
		Elective	3
		Elective	3
		Elective	3
CCJ	2933	Corrections Sem	3
		Phys Ed	<u>1</u>
			16

Total 64

**Criminal Justice**  
Associate in Science Degree  
(Option 3) Crime Scene  
Technology Emphasis

**First Year**

*Term I*

ENC	1103	English	3
		Science & Lab	4
CCJ	1250	Constitutional Law	3
CCJ	1020	Intro to Crim Just	3
CJT	2100	Criminal Invest I	3
		Phys Ed	<u>1</u>
			17

*Term II*

ENC	1136	or 1423 or 1313	
		English	3
		Science & Lab	4
SOC	2000	Sociology	3
CCJ	1220	Criminal Law	3
CJT	2110	Criminal Invest II	3
		Phys Ed	<u>1</u>
			17

*Term IIIA or IIIB*

MGF	1113	or MAT 0002 Math	3
PSY	2012	Psychology	<u>3</u>
			6

**Second Year**

*Term I*

		Soc/Psych Elec	3
PHI	1100	or 1103 or 2010	
		Logic	3
CCJ	1230	Criminal Evidence	3
CJT	2120	Forsenic Photo	3
		Phys Ed	<u>1</u>
			13

*Term II*

POS	1041	or 1112 Polit Sci	3
		Elective	3
CCJ	1420	Police Admin I	3
CJT	2130	Crime Scene Practicum	3
		Phys Ed	<u>1</u>
			13

Total 66



## Division of Engineering Technology

The Division of Engineering Technology consists of the following departments:

- Air Conditioning and Refrigeration Technology—FTD, ETE, ETM
- Architectural Technology—ARC
- Contracting and Civil Engineering Technology—BCN, ETC, ETD, ETE, ETG, EVS
- Data Processing Technology—CAP, COC, COP, CRM
- Electronic Technology—CDA, ETD, ETE
- Transportation Technology and Aviation—ASC, ATF, ATT, AVM

Instruction in these programs provides students with the theoretical knowledge and the practical experience necessary to obtain employment in these technical fields and to qualify for an Associate of Science Degree. Graduates of these programs are qualified to pursue the Bachelor of Science in Technology Degree at upper level institutions throughout the State of Florida and at other colleges and universities throughout the nation. Graduates from these programs have been in great demand by employers, usually with more job opportunities than graduates. Due to the continued growth in these technical fields, future employment prospects and opportunities for advancement look very good.

Suggested program sheets are available in Architecture, Building Construction, Electronics, Aviation and Data Processing.

### Engineering Technology Curriculum

Candidates for the Associate of Science Degree in Engineering Technology Programs are required to complete the following:

1. Completion of a minimum of 62 hours of credit, excluding HPR courses, and a grade point average of 2.0 or above.
2. General Education Courses:
 

	Semester Hours
<b>COMMUNICATIONS</b>	
English .....	6
<b>SOCIAL SCIENCE</b> .....	3
<b>*SCIENCE AND MATH</b>	
Mathematics .....	7
Physics .....	4
3. <b>**ELECTIVES</b> (Approved by Advisor) ....	6
4. Completion of courses in a selected major field .....	36
5. Completion of a minimum of twenty-four semester hours of residence at Broward Community College, including the last twelve semester hours.
6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.

7. Remove all admission conditions.
8. Attend all official graduation exercises.
9. Most Engineering Technology programs are only offered on one campus. Students should check with Counseling for the campus location of their program.

\*Students enrolled in Data Processing may substitute any 3 hour Science course for the Physics requirement. For students enrolled in the Business Option, MTB-1103, MAT-1033 or MAT-1030-1032, and STA-2013 will satisfy the math requirements.

\*\*Electives should be related to the student's program of study and may include Cooperative Work Study courses.

### Department of Transportation Technology

The Department of Transportation Technology offers Associate in Science degree programs in Aviation Administration, Air Traffic Control, and Career Pilot. In addition, the Department offers specialized courses in Avionics, Airline Marketing and Transportation, and Traffic Management which are a part of degree programs offered by the Divisions of Engineering Technology and Business Administration.

Avionics Courses:

- |     |      |   |
|-----|------|---|
| ATT | 2371 | Aircraft Communication and Navigation Systems |
| ATT | 2372 | Aircraft Flight Control Systems               |
| ATT | 2372 | Aircraft Pulse and Microwave Systems          |

These courses are offered as an area of concentration under the Electronics program. They are designed to prepare individuals for interesting and rewarding careers in the field of aviation electronics. Technicians specializing in avionics must be proficient in all areas of electronics. They are responsible for the inspection, repair, overhaul, and calibration of transmitters and receivers used for communications, the analog and digital computer circuits used for navigation, and pulse circuits used for distance measuring equipment and radar. These technicians are also responsible for synchros and servos used in flight control.

Airline Marketing Careers:

- |     |      |                      |
|-----|------|----------------------|
| ASC | 1010 | History of Aviation  |
| ATT | 1100 | Aeronautical Science |
| AVM | 2512 | Airline Management   |

These courses are offered as part of the Airline Marketing Careers program by the Marketing Department under the Division of Business Administration. The Airline Marketing Careers program is designed for those individuals who wish to pursue a career with an airline as a flight attendant, reservations agent, customer services agent, or other related marketing position.

# Aviation Programs

Education in aviation prepares the student for employment in one of the most rapidly growing segments of our nation's largest industries. Air transportation and its allied activities are growing at a phenomenal rate and economic forecasts indicate this growth will continue during the next decade. Opportunities for management and technically trained personnel are almost limitless.

There are three aviation programs leading to the Associate in Science degree. They are:

1. *Aviation Administration* that prepares the student for employment or advancement in management positions
2. *Air Traffic Control*, leading to employment with the Federal Aviation Administration (FAA) as an air traffic controller in airport control towers, air route traffic control centers, and flight service stations
3. *Career Pilot* which prepares the student for FAA ratings as Private Pilot, Commercial Pilot, and Instrument Flight

Our ground school program is fully approved by the FAA and we are certified as an FAA Air Agency.

## Aviation Administration (Associate in Science Degree)

The Aviation Administration program is designed for the student who would like to work in the aviation industry, but not primarily as a pilot. Selected theoretical aviation knowledge is provided together with general business management and specialized aviation management courses.

### FIRST YEAR

#### Term I

ATT 1100	Aeronautical Sci .....	3
ASC 1100	Navigational Sci I .....	3
ASC 1011	History of Aviation .....	3
<sup>1</sup> ENC 1103	Composition .....	3
* <sup>2</sup> MAC 1132	Pre-calculus I .....	3
	Physical Education activity .....	1
	Total semester credits .....	16

#### Term II

*ASC 1210	Meteorology .....	3
*ENC 1136	or	
	1423 Composition .....	3
<sup>3</sup> Elective	.....	3
POS 1041	National Govt .....	3
* <sup>2</sup> STA 2013	Elem. Statistics .....	3
	Physical Education activity .....	1
	Total semester credits .....	16

#### Term IIIA

AVM 2410	Airport Management .....	3
POS 1112	State & Local Govt .....	3
	Total semester credits .....	6

## SECOND YEAR

### Term I

AVM 2301	Gen'l. Aviation Mktg. ....	3
ECO 2013	Prin of Economics I .....	3
ACC 2001	Prin of Accounting I .....	3
ASC 2870	Aero Science Safety .....	3
MTB 1304	Math with Machines .....	1
	Physical Education activity .....	1
	Total semester credits .....	14

### Term II

AVM 2512	Airline Management .....	3
*ECO 2023	Prin of Economics II .....	3
*ACC 2021	Prin of Accounting II .....	3
*PHY 1001	Physics .....	3
*PHY 1002L	Physics Lab .....	1
	Physical Education activity .....	1
	Total semester credits .....	14

\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>ENC 1033 and ENC 1313 will satisfy the requirements for the degree, however they may not be acceptable to a four year institution.

<sup>2</sup>MTB 1321, 1322 may be taken if student does not plan to transfer to an upper division university or college.

<sup>2</sup>Suggested Elective: Humanities.

Note: In the Aviation Administration program, Business Administration and Economics courses, as well as Aviation courses, are considered to be in the major field.

## Air Traffic Controller Program (Associate in Science Degree)

This is a four-year cooperative education program to be taken at this college, at Florida International University, and with work periods at an FAA Air Traffic Control Facility. It is available to a limited number of selected students. After completion of approximately 30 semester hours of work at BCC, the student will apply to the FAA for acceptance into the program. Selection will be on a competitive basis and students not selected should not continue the ATC program. Those selected will continue and begin taking courses at FIU as well as BCC. A minimum of two on-the-job training work periods are provided with the FAA, during which the student is paid at regular civil service rates by the U.S. Government. No actual flight training is required. Students are encouraged to take ATF 1100, Primary Flight, as an elective. Students should contact the co-operative education office during their first semester of enrollment. Upon satisfactory completion of the four-year program the student receives an Associate in Science degree from this institution as well as a Baccalaureate degree from Florida International University.

### FIRST YEAR

#### Term I

ATT 1100	Aeronautical Sci .....	3
ASC 1100	Navigational Sci I .....	3
ENC 1103	Composition .....	3

POS 1041	National Govt	3
Humanities		3
Physical Education activity		1
Total semester credits		16

*Term II*

ASC 1011	History of Aviation	3
*ENC 1423	Composition	3
MTB 1321	Technical Math I	3
MTB 1304	Math with Machines	1
Humanities		3
Elective		3
Physical Education activity		1
Total semester credits		17

*Term III*

Screening and Selection by FAA

After selection by the FAA the student will take courses at both F.I.U. and B.C.C. The exact scheduling will vary according to the time of year. Additional courses required at B.C.C. are as follows:

*ASC 1210	Meteorology	3
*ASC 1550	Aerodynamics	3
*ASC 2110	Navigational Sci II	3
*ASC 2870	Aero Science Safety	3
*ATT 2120	Instrument Flight Theory	3
*ATT 2890	Directed Studies in ATC	3
*MTB 1322	Technical Math II	3
*PHY 1001	Physics	3
*PHY 1002L	Physics Lab	1
SPC 1024	Intro to Speech	3
*SES 2390	Work Experience	3
Physical Education activity		2

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>This is a four year cooperative program to be taken at Broward Community College and Florida International University. At the completion of the four year program a student will receive an A.S. degree from B.C.C. and a Baccalaureate degree from F.I.U.

Students can determine courses required for graduation at F.I.U. from that institution. The Transportation Technology Department at B.C.C. maintains a current list of the F.I.U. required courses. The student should plan his or her program so that all work at Broward Community College is completed prior to commencing the final quarter at F.I.U.

**Air Traffic Controller  
(Certificate Program)**

The Air Traffic Controller certificate program is designed for those individuals who hold an Associate degree or higher from an accredited college or university and wish to qualify for selection into the FAA Air Traffic Controller Cooperative program. Students must complete the following courses:

*Term I*

ATT 1100	Aeronautical Science	3
ASC 1010	History of Aviation	3
ASC 1100	Navigation Science I	3
ASC 1210	Meteorology	3
Mathematics Elective		3
Total semester credits		15

*Term II*

ASC 2110	Navigation Science II	3
ASC 2870	Aeronautical Science Safety	3
ATT 2120	Instrument Flight Theory	3
Mathematics Elective		3
Total semester credits		12

*Work Term*

ASC 2949	Co-op Work Experience	3
ATT 2890	Directed Studies in Air Traffic Control	3
Total semester credits		6

**Career Pilot Program  
(Associate in Science Degree)**

The Career Pilot Program provides both the flight and ground school required for the private and commercial pilot certificates with instrument rating. The graduate of this course of study receives an Associate of Science Degree in Transportation Technology. The average of the students' final grades in ATT 1100 and ASC 1100 must be 80 or more in order to be eligible to take the FAA written examination for private pilot. The average for final grades in ASC 1550, 1610 and 2870 must be 80 or more in order to be eligible to take the FAA written examination for commercial pilot. The average for final grades in ASC 1210, 2110 and ATT 2120 must be 80 or more in order to be eligible to take the FAA written examination for an instrument rating.

**Program for Career Pilot  
(Associate in Science Degree)**

FIRST YEAR

*Term I*

ATT 1100	Aeronautical Sci	3
ASC 1100	Navigational Sci I	3
*ATF 1100C	Primary Flight	3
ENC 1033	or 1103 Communications	3
MTB 1321	Technical Math I	3
Physical Education activity		1
Total semester credits		16

*Term II*

*ASC 1210	Meteorology	3
*ASC 1550	Aerodynamics	3
*ATF 2201C	Intermediate Flight	3
ASC 1011	History of Aviation	3
*MTB 1322	Technical Math II	3
Physical Education activity		1
Total semester credits		16

*Term IIIA*

*ASC 1610	Aircraft Engines Structures and Systems	3
*ENC 1313	Tech Report Writing	3
Total semester credits		6

SECOND YEAR

*Term I*

*ASC 2110	Navigational Sci II	3
*ASC 2870	Aeronautical Science Safety	3
*ATF 2202	Advanced Flight	3
*PHY 1001	Physics	3
*PHY 1002L	Physics Lab	1



Physical Education activity	1
Total semester credits	14

*Term II*

*ATT 2120 Instrument Flight Theory	3
*ATF 2306 All Weather Flight	3
POS 1041 National Govt	3
<sup>1</sup> Elective	3
MTB 1304 Math with Machines	1
Physical Education activity	1
Total semester credits	14

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Suggested Electives: ATT 2600, ATF 2500, ATF 2400C, AVM 2512, AVM 2410, AVM 2301.

### Program for Air Conditioning and Refrigeration Technology (Associate in Science Degree)

This program is designed to give the post high school student the skills and knowledge for assisting the professional engineer in the design and application of equipment for residential and commercial systems.

Students can prepare for engineering technology design, job site supervision, equipment manufacturing, laboratory testing or system sales.

### Air Conditioning Technology (Associate in Science Degree in Engineering Technology)

#### FIRST YEAR

*Term I*

ETG 1110 Tech Meas & Calc	2
<sup>3</sup> ETM 1610 Intro to Air Conditioning	3
*ETE 1010C Direct Current Circuits	4
MTB 1321 Technical Math I	3
ETD 1111 Mechanical Drafting	1
ETD 1111L Mechanical Draft Lab	2
REA 1105 College Reading	3

Total semester credits 18

*Term II*

*ETM 1310C Fluid Dynamics	4
*ETE 1020C Alternating Current Circuits	3
*MTB 1322 Technical Math II	3
*ENC 1103 Composition	3
Physical Education activity	2
Total semester credits	16

*Term IIIA*

*ETM 1231C Heat Transfer	4
*ETD 1501C Air Distribution Drafting	2
Total semester credits	6

#### SECOND YEAR

*Term I*

ENC 1313 Tech Report Writing	3
*ETM 2750C Air Conditioning Systems Design	3
ETM 2723 Centrifugal Refrigeration	3
*PHY 1001 Physics	3

*PHY 1002L Physics Lab	1
Physical Education activity	1
Elective	3

Total semester credits 17

*Term II*

*ETM 2740 Control Systems	3
*ETM 2673C Estimating & System Trouble Shooting	3
*ETM 2905C Design Project	3
POS 1041 National Govt	3
ETE 2141C Electronic Devices I	4
Physical Education activity	1

Total semester credits 17

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>This program is offered at North Campus.

<sup>2</sup>Courses should be taken in the sequence and term suggested unless approved by the Department Head.

### <sup>1</sup> Architectural Technology Program (Associate in Science Degree)

Provides a student with the necessary basic concepts and practices employed in the architectural field today. Special problem solving situations qualify the student for special areas, such as architectural drafting, specification writing, pictorial presentations, model presentation and planning and estimating.

(Any changes or substitutions in the following program must have prior approval by the Department Head).

#### FIRST YEAR

*Term I*

*ARC 1126C Arch Drafting I	3
ARC 2020C Arch Communications I	3
<sup>2</sup> ENC 1103 Composition	3
MTB 1334 Technical Algebra	3
Physical Education activity	1
Total semester credits	13

*Term II*

*ARC 2021C Arch Communications II	3
* <sup>2</sup> ENC 1313 Tech Report Writing	3
*MTB 1344 Technical Trig	3
*PHY 1001 Physics	3
*PHY 1002L Physics Lab	1
<sup>3</sup> Elective	3
Physical Education activity	1

Total semester credits 17

*Term IIIA*

ARC 2140C Materials & Methods of Construction	3
*ETC 2321 Surveying	1
*ETC 2321L Surveying Lab	2

Total semester credits 6

#### SECOND YEAR

*Term I*

*ARC 2122C Arch Drafting II	3
*ETG 2530 Strength of Materials	2

*ETG 2530L	Materials Lab	1
*ARC 2230	Intro to Specifications	3
MTB 1304	Math with Machines	1
<sup>3</sup> Elective		3
Physical Education activity		<u>1</u>
Total semester credits		14

*Term II*

*ARC 2154C	Arch Drafting III	3
*BCN 2614C	Construction Planning & Estimating	3
BCN 2561	Mech & Elect Systems	3
ARC 2231	Specifications	
	Writing Principles	3
POS 1112	State & Local Govt	3
Physical Education activity		<u>1</u>
Total semester credits		16

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Courses should be taken in the sequence and term suggested unless approved by the Department Head.

<sup>2</sup>ENC 1033 and ENC 1313 will satisfy the degree requirements, however, they may not be acceptable to a four-year institution.

<sup>3</sup>Suggested Electives: ART 1201C, GEB 1011, \*ETC 2334, \*ETC 2410, \*ETI 1720.

Students enrolled in the cooperative work experience program should enroll in one of the following courses during their work period:

- SES 2390 Work Experience I
- SES 2391 Work Experience II

## Contracting and Civil Engineering Technology (Associate in Science Degree)

The Contracting and Civil Engineering Technology program prepares the student for employment as a Technician. The courses emphasize fundamentals and techniques of construction for buildings, utilities, highways and bridges.

### FIRST YEAR

*Term I*

*ETC 1250	Materials & Processes	2
*ETE 1223	Materials Testing Lab	1
ETD 1121C	Civil Drafting I	3
MTB 1321	Tech. Math I	3
Elective		3
MTB 1304	Math with Machines	<u>1</u>
Total semester hours		13

*Term II*

BCN 2561	Mech & Elect Systems	3
EVS 2231	Water Supply	3
*MTB 1322	Technical Math II	3
Communications		3
Elective		<u>3</u>
Total semester hours		15

*Term IIIA*

ETC 2321	Surveying	1
ETC 2321L	Surveying Lab	2
Social Science		<u>3</u>
Total semester hours		6

### SECOND YEAR

*Term I*

*ETG 2530	Strength of Materials	2
*ETG 2530L	Materials Lab	1
ETD 2122C	Civil Drafting II	3
ETC 2330C	Route Surveying	3
Technical Elective		3
Communications		<u>3</u>
Total semester hours		15

*Term II*

Physics		3
Physics Lab		1
*ETC 2410	Structural Design	3
BCN 2614C	Planning & Estimating	3
Technical Elective		<u>3</u>
Total semester hours		13

#### Suggested Technical Electives—

ETD 2123C	Civ Draft III
ETC 2334	Land Surveying
BCN 1930	Building Code

## Building Construction (Certificate Program)

This program is designed to provide on-going educational opportunities for existing and prospective members of the construction trades.

BCN 1272	Building Construction Plans Interpretation
BCN 1610	Building Construction Estimating Fundamentals
BCN 1616	Building Construction Advanced Estimating
BCN 1930	Building Code
BCN 1750	Building Construction Financing
BCN 1721	Building Construction Planning & Cost Control
BCN 1740	Building Construction Law
BCN 2704	Building Construction Insurance
BCN 2712	Building Construction Supervision
BCN 2742	Contract Lic Pr

## Data Processing Technology

To help meet the needs of industry in the field of Data Processing in the Broward County area and South Florida, the Community College has adopted a program of studies for the employed person as well as the student who would like to go full-time.

The curriculum comprises a succession of courses designed to provide an understanding of the concepts,

principles, and techniques involved in electronic processing of data. Courses are arranged in a workable sequence suitable to the instructional needs of students with an appropriate balance between technical courses and laboratory exercises. Within the topics of each course, the concepts are solidified through practical application utilizing the latest equipment IBM/370 model 135 computers and equipment.

The student may choose to work toward the two-year A.A. degree, the two-year A.S. degree, or the three semester certificate program. Both the curricula in the A.S. and certificate program train an individual as a programmer trainee or computer-programmer. However, if the student is contemplating going on to a senior college, the A.A. degree program is appropriate.

## 1 Data Processing Technology Business Option (Associate in Science Degree)

(Any changes or substitutions in the following program must have prior approval by the Department Head).

### FIRST YEAR

#### Term I

COC 1300	Fund of Data Proc .....	3
COP 1170C	Prog in Basic .....	3
<sup>2</sup> ENC 1103	Composition .....	3
<sup>3</sup> ACC 2001	Prin of Accounting I .....	3
	Physical Education activity .....	<u>1</u>
	Total semester credits .....	13

#### Term II

*COP 1266C	Intro to Programming Systems .....	3
*COP 1120C	Computer Prog I .....	3
*ENC 1136,	1313 or 1423 Composition .....	3
<sup>3</sup> ACC 2021	Prin of Accounting II .....	3
*MAT 1033	Inter Algebra or	
*MAT 1132	Pre-Calculus I .....	3
	Physical Education activity .....	<u>1</u>
	Total semester credits .....	16

#### Term IIIA or IIIB

*COP 2400C	Computer Prog II .....	3
<sup>3</sup> ECO 2013	Prin of Economics I .....	<u>3</u>
	Total semester credits .....	6

### SECOND YEAR

#### Term I

*COP 2401C	Contemp Programming Practices .....	3
*CAP 2001	Systems Dev & Design .....	3
*STA 2013	Elem Statistics .....	3
MTB 1103	Business Math .....	3
	Science .....	3
	Physical Education activity .....	<u>1</u>
	Total semester credits .....	16

#### Term II

*COP 2122C	Advanced Prog Tech .....	3
*COP 1130C	PL/I Programming or	
COP 1110C	Fortran Programming .....	3

*CAP 2030	Field Project or	
SES 2390	Work Experience I .....	2 or 3
	Social Science .....	3
<sup>4</sup> Elective	.....	3
	Physical Education activity .....	<u>1</u>
	Total semester credits .....	15 or 16

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Courses should be taken in the sequence and term suggested unless approved by the Department Head.

<sup>2</sup>ENC 1033 and ENC 1313 will satisfy the requirements for the degree, however they may not be acceptable to a four-year institution.

<sup>3</sup>ACC 2001, ACC 2021 and ECO 2013 are considered as part of the 36 credit hours required in the major field. ACC 1009 and ACC 1029 while not transferable, may be substituted for ACC 2002 and ACC 2021.

<sup>4</sup>Suggested Electives: MAN 2000, MAN 2750, GEB 1011, SPC 1024 or Humanities.

<sup>5</sup>Students enrolled in the cooperative work experience program should enroll in one of the following courses during their work period.

SES 2390	Work Experience I (Practicum)	
SES 2391	Work Experience II (Practicum)	

## 1 Data Processing Technology Engineering-Scientific Option (Associate in Science Degree)

(Any changes or substitutions in the following program must have prior approval by the Department Head).

### TERM YEAR

#### Term I

COC 1300	Fund of Data Proc .....	3
COP 1170C	Prog in Basic .....	3
<sup>2</sup> ENC 1103	Composition .....	3
*MAT 1033	Inter Algebra .....	3
	Science .....	3
	Physical Education activity .....	<u>1</u>
	Total semester credits .....	16

#### Term II

COP 1110C	Fortran Programming .....	3
*COP 1120C	Programming I .....	3
*ENC 1313	Tech Report writing or	
*ENC 1423	Composition .....	3
*MAT 1132	Pre-Calculus I .....	3
	Science .....	3
	Physical Education activity .....	<u>1</u>
	Total semester credits .....	16

#### Term IIIA or IIIB

*CAP 2001	System Dev & Design .....	3
*COP 2400C	Programming II .....	<u>3</u>
	Total semester credits .....	6



## SECOND YEAR

### Term I

COP	1266C	Intro to Programming Systems	3
* COP	2401C	Cont Programming Practices	3
* MAC	1133	Pre-Calculus II	3
MTB	1304	Math with Machines	1
Social Science			3
Physical Education activity			<u>1</u>
Total semester credits			14

### Term II

* COP	2122C	Adv Programming II	3
ECO	2013	Prin of Economics I	3
* PHY	1001	Physics	3
* PHY	1002L	Physics Lab	1
* Elective			3
Physical Education activity			<u>1</u>
Total semester credits			14

\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup> Courses should be taken in the sequence and term suggested unless approved by the Department Head.

<sup>2</sup> ENC 1033 and ENC 1313 will satisfy the requirements for the degree, however they may not be accepted at a four-year institution.

<sup>3</sup> Suggested Electives: SPC 1024, COP 2111C, ACC 2001, \*ACC 2390.

## Data Processing (Certificate Program)

The following is a certificate program to prepare an individual for the entry job. It is specifically designed for the employed student as well as the full-time student. To be awarded the certificate, a student must have completed the courses with an average of "C" or above.

### First Term

COC	1300	Fundamentals of Data Processing	3
COP	1170C	Prog in Basic	3
<sup>1</sup> ENC	1103	Composition	3
ACC	2001	Principles of Accounting I	<u>3</u>
Total semester credits			12

### Second Term

* COP	1266C	Introduction to Programming Systems	3
* COP	1120C	Computer Programming I	3
* ENC	1136	Composition or	3
* ENC	1313	Tech Report Writing	3
* ACC	2021	Principles of Accounting II	<u>3</u>
Total semester credits			12

### Third Term

* COP	2400C	Computer Programmer II	3
* CAP	2001	Systems Development and Design	3
MTB	1103	Business Math or	3
* MAT	1033	Intermediate Algebra	3

Social Science Elective	3
Total semester credits	<u>12</u>

### Fourth Term

* COP	2401C	Contemporary Programming Practices	3
* COP	2122C	Advanced Programming Techniques	3
COP	1130C	PL/I Programming or	3
COP	1110C	Fortran	<u>3</u>
Total semester credits			9

\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup> Completion of ENC 1033<sup>2</sup> and ENC 1313 will satisfy the requirements for a Certificate in Data Processing.

## Electronic Technology (Associate in Science Degree)

The electronics program prepares individuals to become technicians who assist the engineer in the building and testing of electrical or electromechanical devices and electronic systems. The student completing the course requirements for the A.S. Degree is qualified as a scientifically trained engineering technician. The prescribed courses should be taken in the order indicated.

### FIRST YEAR

#### Term I

* ETE	1010C	D.C. Circuits	4
ETG	1110	Technical Meas & Calc	2
* MTB	1321	Technical Math I	3
REA	1105	College Reading	3
ENC	1033	Fund of Composition	3
Physical Education activity			<u>1</u>
Total semester credits			16

#### Term II

* MTB	1322	Technical Math II	3
* ETE	1020C	A.C. Circuits	4
ETE	2204C	Electronic Instruments	3
* ETE	2141C	Electronic Devices I	3
ETD	1614C	Electronic Drafting	2
Physical Education activity			<u>1</u>
Total semester credits			16

#### Term IIIA

* ETE	2145C	Electronic Devices II	3
COP	1170	Programming in Basic	<u>3</u>
Total semester credits			6

## SECOND YEAR

### Term I

ETE	2633C	Digital Techniques	4
ETE	2150	Linear Circuits	4
Option (see below)			3
* SES	2390	Cooperative Work Experience or	3
Elective			3
Physical Education activity			1

*Term II*

Option (see below)		
*PHY 1001	Physics .....	3
*PHY 1002L	Physics Lab .....	1
Social Science	.....	3
*ENC 1313	Tech Report Writing .....	3
Physical Education activity	.....	1

The student is required to complete all of the courses in the option of his/her choice.

*Computer Option*

*CDA 2040C	Computers I (Term I)* .....	4
*CDA 2041C	Computers II (Term II) .....	4
*ETE 2425	Data Communication (Term II) .....	3

*Communications Option*

*ETE 2400C	Communications I (Term I) .....	4
*ETE 2401C	Communications II (Term II) .....	3
*ETE 2435C	TV Applied Circuit Analysis (Term II) .....	4

*Biomedical Option*

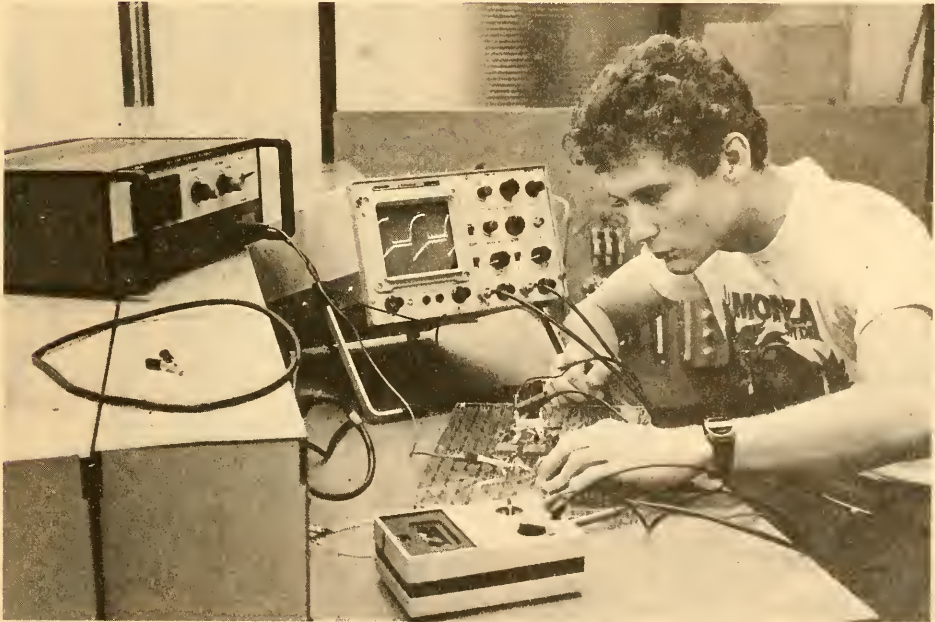
*(North Campus)*

ETE 2810	Intro to Biomedical Instrumentation (Term I) .....	3
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*ETE 2815	Biomedical Instrumentation I (Term I) ....	4
*ETE 2816	Biomedical Instrumentation II (Term II) ...	4
*EGN 1949	Biomedical Practicum (Term I) .....	2
*EGN 1949	Biomedical Practicum (Term II) .....	2
<i>Avionics Option</i>		
ATT 2371	Aircraft Communication and Navigation Systems .....	4
ATT 2372	Aircraft Flight Control Systems .....	3
ATT 2373	Aircraft Pulse and Microwave Systems .....	3

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Courses should be taken in the sequence and term suggested unless approved by the Department Head. Students enrolled in the Cooperative Work Experience Program should enroll in one of the following courses during their work period: SES 2390 Work Experience I; SES 2391 Work Experience II.



## Division of Health, Physical Education & Recreation

DAA, HES, LEI, PEL, PEM, PEN, PEO, PEP,  
PEQ, PET

The Division of Health, Physical Education and Recreation offers one (1) credit hour activity courses in the areas of aquatics, dance, team sports, individual sports, and physical fitness.

All regularly enrolled freshmen and sophomore students are required to take four (4) credit hours of physical education activities unless they are 29 years of age or older, or have served continuously in the military service for one year, or more, or are exempt by medical certification. Medical certification must specify the term or terms for the exemption. Students cannot receive credit for a beginning course after they have gained credit in the intermediate sequence of a particular sport. For example, a student cannot get credit for Beginning Tennis after he has taken Intermediate Tennis. Neither can a student take a beginning and an intermediate sequence of the same sport concurrently.

The following Health, Physical Education and Recreation courses DO NOT satisfy the required four credit hours of activity: PEQ 1231, 2232, PEO 1003, PET 1000, HES 1000, 1107, 1400, LEI 1000, 1310, 1700, 1800, DAA 2840, 2841, 2842.

Apparel that meets the approval of the Physical Education Department must be worn by the student.

Towels and combination locks are available for student use. Personal locks, if desired, may be used on an assigned locker.

A program of studies leading to a major at a senior institution in the areas of Health, Physical Education and Recreation is available. This information may be obtained from the counseling-advisement office or the HPR Division. Students are advised to acquaint themselves with the course requirements at the institution to which they plan to transfer and select courses accordingly.

Suggested program sheets are available in Health Education, Physical Education, and Recreation.





## Division of Humanities

Art—ARE, ARH, ART  
 Theatre—DAA, THE, TPA, TPP  
 Music—MUE, MUH, MUL, MUN, MUO, MUR,  
 MUT, MVB, MVK, MVO, MVP, MVS, MVV,  
 MVW  
 Philosophy—PHI  
 Religion—HEB, REL

The Division of Humanities offers students an opportunity to investigate and acquaint themselves with the visual arts, drama, music, philosophy, and religion. Students may select courses which increase their understanding and appreciation of the arts as part of their general cultural knowledge and heritage, or they may follow a program of studies in one area leading to a major at a senior institution.

Suggested program sheets are available in Art, Theatre, Interior Design, Music, Music Education and Religion.

### Department of Art Art Courses

The Art curriculum offers the student those basic courses which will meet the requirements leading to a major or minor in Art. Students who plan intensive study in Art should confer, well in advance of initial registration, with an Art advisor in order to plan a program of work which best fits the individual's needs, interests, and abilities. Lower division requirements at the senior institutions vary considerably. It is strongly recommended that students who intend to major or minor in Art education consult the programs offered at the institution to which they intend to transfer. Courses are also offered in Art which meet the needs of adults in Art appreciation and in various open studio courses.

Students are encouraged to take both basic design courses before attempting 200 level studio subjects. Art majors should take the basic 100 level courses in their freshman year. Art majors should take the Art Histories ARH 2050 and ARH 2051.

All the courses listed in the catalog are not necessarily taught during the academic year, limitations of studio space, instructor availability and an insufficient number of students for particular courses make this so. A student concerned with a particular advanced class should check the schedule for the current academic year, or ask the Department Head about course offerings, before including the advanced course in his/her schedule.

Materials for studio courses will cost at least \$20.00. In Art courses the right is reserved to keep permanently, selections from a student's work.

### Commercial Art (Associate in Science Degree)

#### FIRST YEAR

##### *Term I*

ART 1300C Beginning Drawing . . . . . 3

ARV 1203C Commercial Design I . . . . . 4  
 ENC 1103 Composition . . . . . 3  
 Physical Education activity . . . . . 1  
 Total semester credits . . . . . 14

##### *Term II*

\*ART 1330C Life Drawing . . . . . 3  
 ART 1202C Design II . . . . . 3  
 \*ARV 1204C Commercial Design II . . . . . 4  
 \*ENC 1423 Composition . . . . . 3  
 INP 1301 Human Relations in  
 Business & Industry . . . . . 3  
 Physical Education activity . . . . . 1  
 Total semester credits . . . . . 17

##### *Term IIIA or IIIB*

<sup>1</sup>Elective . . . . . 3

### SECOND YEAR

##### *Term I*

\*ARV 2205C Commercial Design III . . . . . 4  
 MAR 1011 Prin. of Marketing . . . . . 3  
 \*ART 2600C Photography for the Fine Arts . . . . . 3  
 ARH 2000 Art Appreciation Humanities . . . . . 3  
 Physical Education activity . . . . . 1  
<sup>1</sup>Elective . . . . . 3  
 Total semester credits . . . . . 17

##### *Term II*

\*ARV 2206C Commercial Design IV . . . . . 4  
 MAR 1302 Advertising . . . . . 3  
 ARH 2051 Art History II . . . . . 3  
 Physical Education activity . . . . . 1  
<sup>1</sup>Elective . . . . . 3  
 Total semester credits . . . . . 14

\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Recommended Electives for Commercial Art

- Color & Composition—ART 2205C
- Architecture Commun.—ARC 2020C
- Painting—ART 2520C
- Printmaking—ART 2401C
- Video—ART 2650C
- Film Making—ART 2630C

### Interior Design (Associate in Science Degree)

#### FIRST YEAR

##### *Term I*

IND 1020 Interior Design I . . . . . 3  
 IND 1100 History of Interiors . . . . . 3  
 ENC 1033 Fundamentals of Writing  
 or

ESL 1422 Composition . . . . . 3  
 ART 1300C Beginning Drawing . . . . . 3  
 Physical Education activity . . . . . 1  
 Total semester credits . . . . . 13

##### *Term II*

IND 1200 Interior Design II . . . . . 3

ARC	2020C	Architectural Communications .....	3
IND	2420	Materials & Sources .....	3
ART	1201C	Design I .....	3
MAR	1101	Salesmanship .....	3
Physical Education activity .....			1
Total semester credits .....			16
<i>Term IIIA and IIIB</i>			
ART	1202C	Design II .....	3
ARH	2051	Art History II .....	3
Total semester credits .....			6

## SECOND YEAR

### *Term I*

IND	2210	Interior Design III .....	3
ARC	2021C	Architectural Communications II .....	3
INP	1301	Human Relations in Business & Industry .....	3
MAN	2800	Small Business Management I or	
MKA	2102	Merchandising .....	3
		Elective* .....	3
Physical Education activity .....			1
Total semester credits .....			16

### *Term II*

IND	2220	Interior Design IV .....	3
ART	2205C	Color & Composition .....	3
		Elective* .....	3
		Elective* .....	3
Physical Education activity .....			1
Total semester credits .....			13

### *Recommended Electives\**

*MKA	1104	Visual Merchandising .....	3
MAR	1011	Principles of Marketing .....	3
MKA	1411	Textiles .....	3
ACC	1009	Accounting Survey I or	
ACC	2001	Principles of Accounting I .....	3
ARH	2050	Art History I .....	3
ARH	2004	Appreciation of Oriental & Primitive Art .....	3
ENC	1313	Technical Report Writing .....	3
ARC	2140C	Materials & Methods of Construction .....	3
SPC	1024	Intro to Speech Communications .....	3
ART	2100C	Crafts—Woods, Metals & Plastics .....	3

## Department of Theatre

The Theatre Department curriculum offers courses which are basic to further work in either educational or professional theatre. Programs in performance, design, and theatre technology meet the requirements leading to a major or minor in theatre. In some instances the theatre program has provided an opportunity for employment in the theatrical community upon completion of the Associate in Arts Degree.

Practice in the art of theatre is provided through performance courses\*, major productions, and children's theatre tours. Members of the community are encouraged to participate in all theatrical activities.

Theatre students are required to take the following four courses in their first year of study before continuing to other theatre elective courses:

Acting I—TPP 2130

Stagecraft—TPA 2200

Contemporary Drama—THE 2375

Theatre in Western Culture (Humanities Credit)—  
THE 2002

Prior to registration, students who plan theatre study should contact a member of the Theatre Department faculty for advisement.

Attendance at departmental auditions, required of all theatre majors, will result in the assignment of a performance or production responsibility. For this reason, no theatre student should take more than 14 hours each semester.

\*A performance course involves a final production performance which earns the student actor, director, designer or technician a grade based upon demonstrated improvement.

## Department of Music

### Music Courses

The music curriculum offers two specialized Associate of Arts degrees which represent the first two years of work leading to a degree in music or music education at a senior institution. Courses are also offered to meet the needs of students in music humanities and in choral and instrumental music.

### Music

Before registering in the music curriculum, a student must demonstrate the ability to sing or play an accepted musical instrument. This is a highly specialized degree and students are expected to have already acquired certain skills in order to qualify for this program. Music majors are required to participate in at least one performing organization each term.

### Music Education

Music education majors are required to take three techniques classes to be chosen from MUE 1440, MUE 1450, MUE 1460, MUE 1470. It is advisable that an instrumental music education major study three instruments outside their own principal area. Vocal majors may choose any three. Music education majors are required to participate in at least one performing organization each term.

### Musical Activities

The following music activities are open to all students of the College, either for credit or non-credit basis with the instructor's approval.

Choral/Vocal Organizations

College Singers—MUN 1310

North Broward Community Chorus—MUN 1310  
 Ft. Lauderdale Symphony Chorus—MUN 1310  
 Concert Choir—MUN 1310  
 Chamber Singers—MUN 1460  
 Opera Workshop—MUO 1501

**Instrumental Organizations**

Chamber Ensemble—MUN 1460  
 Jazz Ensemble—MUN 1710  
 Neophonic Jazz Ensemble—MUN 1710  
 Adult Jazz Band—MUN 1710  
 Symphonic Band—MUN 1100  
 Broward Symphony Orchestra—MUN 1280  
 B.C.C. Youth Symphony—MUN 1280  
 B.C.C. Symphonette—MUN 1280

**Music Preparatory Division**

The Music Preparatory Division has been organized to provide a qualified music instructor for anyone in Broward County. Individual instruction in voice and all instruments is available. Interested persons should contact the Music Department.

**Curriculum for Pre-Music**

(Applied Music Major in Performance)

<i>General Education</i>	
ENC 1103 & 1136 or 1423 .....	6
History and the Social Science .....	6
(Select 6 hrs. from #3)	
(Select 3 hours from #5) .....	3
**Math & Science—elect 9 hours.	
from #4 .....	9
HPR .....	4
Total semester Hours .....	28
<i>Music</i>	
MUT 1121, 1122, 2126, 2127 .....	16
Applied Music Major— .....	8
Applied Music Secondary— .....	4
Music Activity (Chorus, Band, etc.) .....	4
MUH 2111, 2112 .....	6
Total Semester Hours .....	38

**MUSIC ACTIVITIES**

**MUN 1310 Choral Ensembles** 1 semester hour

**MUN 1310 Concert Choir**

College Singers  
 North Broward Community Chorus  
 Fort Lauderdale Symphony Chorus  
 Open to all college students by audition. Three rehearsals weekly. May be taken four times for transfer credit.

**MUN 1460 Chamber Ensembles** 1 semester hour

Chamber Ensemble  
 Chamber Singers  
 Small groups whose members are selected by the director through audition. Study and performance of repertoire appropriate to the specific chamber media. Three rehearsals weekly. May be taken four times for transfer credit.

**MUO 1501 Opera Workshop** 1 semester hour

Open to all college students by audition. The study and performance of opera literature. May be taken four times for transfer credit.

**MUN 1710 Jazz Organizations** 1 semester hour

Jazz Ensemble  
 Neophonic Jazz Ensemble  
 Adult Jazz Band  
 Corequisite: MUN 1100 or MUN 1280. Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit.

**MUN 1100 Bands** 1 semester hour

Symphonic Band  
 Coral Springs Band  
 Open to all college students, faculty and members of the community who play band instruments. Three rehearsals weekly. Chairs assigned by conductor through audition. May be taken four times for transfer credit.

**MUN 1280 Orchestra** 1 semester hour

Broward Symphony Orchestra  
 B.C.C. Youth Symphony  
 B.C.C. Symphonette  
 Open to students, faculty and members of the community who play an orchestral instrument. Chairs assigned by conductor through audition. May be taken four times for transfer credit.



**Applied Music—  
Individual Instruction**  
Secondary Applied Music Area

	First Year		Second Year		
	I	II	I	II	
MVV	1211	2221			Voice
MVK	1211	2221			Piano
MVK	1213	2223			Organ
MVW	1211, 1215	2224			Woodwinds
MVB	1215	2225, 2223			Brass
MVP	1211	2221			Percussion
MVS	1211, 1213	2221, 2223			Strings
MVS	1216	2226			Classical Guitar
*MVO	1211	2221			Free Bass Accordion
MVK		2224, 2324			Jazz Piano
MVS		2227, 2327			Electric Bass
MVS		2228, 2328			Jazz Guitar

One half hour lesson weekly and one hour practice daily.

**Credit, 1 semester hour**

**Principal Applied Music Areas**

	First Year		Second Year		
	I	II	I	II	
MVV	1311	2321			Voice
MVK	1311	2321			Piano
MVK	1313	2323			Organ
MVW	1314, 1315	2323			Woodwinds
MVB	1315, 1314	2322, 2321			Brass
MVP	1311	2321			Percussion

MVS	1312	2321, 2322	Strings
MVS	1316	2326	Classical Guitar
*MVO	1311	2321	Free Bass Accordion
MVK		2224, 2324	Jazz Piano
MVS		2227, 2327	Electric Bass
MVS		2228, 2328	Jazz Guitar

One hour lesson weekly and two hours practice daily.

**Credit, 2 semester hours**

**Major Applied Performing Area**

	First Year		Second Year		
	I	II	I	II	
MVV	1411	2421			Voice
MVK	1411	2421			Piano
MVK	1413	2423			Organ
MVW	1413, 1411	2421			Woodwinds
MVB	1412, 1411	2423, 2422			Brass
MVP	1411	2421			Percussion
MVS	1412, 1414	2424			Strings
MVS	1416	2426			Classical Guitar
*MVO	1411	2421			Free Bass Accordion
MVK		2224, 2324			Jazz Piano
MVS		2227, 2327			Electric Bass
MVS		2228, 2328			Jazz Guitar

One hour lesson weekly and three hours practice daily.

**Credit, 2 semester hours**

\*Accordion may not transfer as a secondary, principal or major applied performing instrument.



## Division of Mathematics & Science

### Department of Biology

Biology—APB, BOT, BSC, OCB, PCB, STD, ZOO

### Department of Landscape Technology &

#### Pest Control

Landscape Technology—HOS, ORH, PLS, PMA, SOS

Pest Control—ENY, PMA

### Department of Mathematics

Mathematics—MAC, MAP, MAS, MAT, MGF, MTB  
Statistics—STA

### Department of Physical Science

Astronomy—AST

Chemistry—CHM

Engineering—EGN

Geology—GLY

Physical Science—PSC

Physics—PHS, PHY

The Division of Mathematics and Science offers the student an opportunity to study the mathematical and scientific concepts necessary for general education requirements, as well as further study in the areas of engineering, mathematics, science and related fields. There are also programs of study leading to careers in landscape and pest control technologies.

Suggested program sheets are available in Biology, Chemistry, Engineering, Forestry, Geology, Optometry, Pharmacy, Medicine, Dentistry, Veterinary Medicine, Chiropractic, Astronomy, Mathematics, Physics and Agricultural Science.

### Biological Science

The biology offerings present the student a variety of options, while contributing courses to the numerous programs of the College. A student, depending upon background, academic or professional goals may enter these courses by exercising one of three options:

#### OPTION I

APB 1150, APB 1150L. These, introductory courses are recommended to the General Education student and those students planning to take only (1) one term of biology. APB 1150L should be taken by students planning to transfer to schools that require a laboratory science.

#### OPTION II

APB 1150L, BOT 1010, BOT 1010L, ZOO 1013, ZOO 1013L. Biology majors should start their sequence with this option. These five courses should be planned with an advisor of the biology programs.

#### OPTION III

STD 0311, (NT) Introduction to Natural Science. A course designed to correct deficiencies and/or refine the student's Natural Science background. The Counseling Service should be consulted prior to enrolling in this course.

Introduction to Natural Science STD 0311 is designed only for local credit, and does not carry degree credit.

### Biology Honors Program

This course, which is designed primarily for the *non science major* is offered at least once during each academic year. Only students who have qualified under the college's honors program may enroll in this course.

APB 1150 HON General Biology 3 semester hours

For explanation of content see individual course listings.

### MATHEMATICS

The mathematics curriculum has course offerings covering a variety of needs. Course prerequisites for physics and engineering are included. Entering students will be assigned to the mathematics course best suited to their needs and abilities on the basis of high school records, placement test scores, and stated goals. MAT 0002 and MAT 1013 are basic studies courses designed to correct deficiencies in the student's high school background. MAT 0002 will not count toward General Education Requirements for graduation. MGF 1113 is a general education course recommended for most students needing only a single semester of mathematics. For students majoring in mathematics or science, and for other students needing more than one semester of mathematics, the following sequence of courses is available: MAT 1030, 1031, 1032, 1033, MAC 1132, 1133, 2311, 2312, MAP 2302, MAS 2103 may be taken at any time but has a prerequisite of MAC 1132. MTB 1304 is a non-sequential service type course which may be taken concurrently with any other mathematics course. MTB 1321 and MTB 1322 are designed to meet the needs of students in technical and specialized programs.

### PHYSICAL SCIENCES

The Physical Sciences Department offers courses in the areas of Astronomy, Chemistry, Engineering, Geology, Physics, and Physical Science. Course offerings satisfy a variety of needs. Courses for science and engineering majors, as well as for majors in related fields, are provided. In addition, courses are provided that meet the general education requirements of non-science majors and the specialized needs of technical students.

Note: Students beginning sequence courses such as CHM 1045-1046-1047, CHM 2210-2211, PHY 2048-2049, should plan to complete the sequence in this college.

### Landscape Technology Program

The opportunities in this rapidly expanding industry for technically trained personnel are almost limitless. Technological advances, increased emphasis on environmental control through the use of plants, additional consumer leisure time and greater aesthetic

interest have greatly increased the need of personnel in the areas of landscape design, landscape contracting, nursery and turf production and management, horticultural pest control, horticultural sales, and garden supply.

The Associate of Science graduate of this program will have an understanding of the basic knowledge and technical skills necessary for rapid advancement in the industry of his choice. Credits may be applied toward a degree at various senior institutions.

Many of the courses are offered in the evening for industry members who wish to continue their education and advance in their field.

Persons interested in this self-satisfying and lucrative career should contact the staff of the Landscape Technology program for a personal interview or the Guidance Department.

## Landscape Technology Seminars and Short Courses

Throughout the year, seminars and short courses oriented toward the industry are offered in turfgrass management, weed control, diagnosing plant problems, home landscape design, plant identification, and other subjects.

Florida Horticultural Industries Certification Board (FHICB) courses are offered by this department for training in the various examination categories of the FHICB throughout the year.

## Pest Control Technology

The tremendous population explosion and the boom in building development is creating a pressing demand on the services offered by structural and landscape pest control companies. The door of opportunity is wide open for the technician trained in the control of insects, diseases, nematodes, and weeds that cause a threat to our environmental health, and economic well being.

This two-year program combines studies in general education, pest control technology, and business administration at the college with occupational experience under certified and licensed pest control operators. The Associate of Science graduate of this program will have the basic knowledge and practical skills necessary for rapid advancement in the industry. Emphasis is placed on the control of general household pests, termites and other wood-destroying organisms, public health pests and pests of landscape plants and turf.

Many of the major courses are offered in the evening for industry members who wish to continue their education and advance in their field. Upon completion of graduation requirements, the student will receive an Associate of Science degree in pest control technology and will be eligible to apply to take the Florida State Division of Health Examinations in Pest Control categories.

Persons interested in the curriculum and course description should write the staff of the Pest Control Technology Program.

## Pest Control Technology Program

Requirements for the Associate of Science Degree in Pest Control Technology:

1. Completion of 69 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

	<b>Semester Hours</b>
ENGLISH COMPOSITION .....	3
ENC 1103	
SCIENCE .....	3
APB 1150	
SOCIAL SCIENCE .....	6
POS 1112, INP 1301	
3. Completion of 28 semester hours in major field:	
ENY 1007 ENY 1102 PMA 2932 ENY 2011	
ENY 2224'	
ENY 1220 ENY 2940 ENY 2227 ENY 2943	
4. Completion of semester hours in related field (Landscape):	
HOS 1041	ORH 2220 PEM 2003
	or
	PLS 2600

5. Completion of 15 semester hours in related areas:
 

GEN 1011 .....	3
MAR 1101 .....	3
MTB 1103 .....	3
ACC 1009 .....	3
MAN 2000 or 2342 .....	3
6. Completion of 4 semester hours of Physical Education activities.
7. Completion of a minimum of 24 semester hours of residence at Broward Community College, including the last 12 semester hours.
8. Make formal application for the degree to the Registrar during the term in which 45 semester hours is earned.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

## Pest Control Technology (Associate in Science Degree)

### FIRST YEAR

#### *Term I*

ENC 1103	Composition .....	3
MTB 1103	Business Math .....	3
HOS 1041	Subtropical Horticultural Science .....	3
ENY 1007	Economic Entomology .....	3
APB 1150	Prin of Biology .....	3
	Physical Education activity .....	1
	<b>Total semester credits .....</b>	<b>16</b>



<i>Term II</i>	
GEB 1011	Intro to Business ..... 3
ACC 1009	Accounting Survey ..... 3
<sup>2</sup> ORH 2220	Turf Grass Management ..... 3
ENY 1220	Pesticides ..... 3
ENY 1102	Insect Identification ..... 3
Physical Education activity ..... <u>1</u>	
Total semester credits ..... 13 or 16	

<i>Term IIIA</i>	
ENY 2940	Field Service I ..... 3
<sup>3</sup> PLS 2600	Weed Identification ..... <u>3</u>
Total semester credits ..... 3 or 6	

## SECOND YEAR

<i>Term I</i>	
POS 1112	State & Local Govt ..... 3
INP 1301	Human Relations in Business & Industry ..... 3
ENY 2224	Household Pests & Control ..... 4
PMA 2003	Plant Pest Control ..... 4
PMA 2932	Seminar ..... 2
Physical Education activity ..... <u>1</u>	
Total semester credits ..... 17	

<i>Term II</i>	
MAR 1101	Salesmanship ..... 3
MAN 2000	Intro to Management or Prin of Supervision ..... 3
ENY 2227	Wood Destroying Pests & Control ..... 4
ENY 2011	Pest Control Business Administration ..... 3
ENY 2943	Field Service II ..... 3
Physical Education activity ..... <u>1</u>	
Total semester credits ..... 17	

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>ENC 1033 will satisfy degree requirements.

<sup>2</sup>PLS 2600 may be taken Term IIIA instead of ORH 2220.

<sup>3</sup>ORH 2220 may be taken Term II instead of PLS 2600.

## Landscape Technology Program

Requirements for the Associate of Science Degree in Landscape Technology:

1. Completion of 70 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

	Semester Hours
ENGLISH COMPOSITION	3
ENC 1103	
SOCIAL SCIENCE	6
POS 1112, INP 1301	

3. Completion of 42 semester hours in major field:

HOS 1002C HOS 1031C PMA 2003

HOS 1041	ORH 2512	ORH 2820C
ORH 1510		ORH 2862
ORH 1511	ORH 2831C	ORH 2897
SOS 1102	ORH 2896	

4. Completion of 15 semester hours in related areas:
 

GEB 1011	..... 3
MAR 1101	..... 3
MTB 1103	..... 3
ACC 1009	..... 3
MAN 2000 or 2342	..... 3
5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at Broward Community College, including the last twelve semester hours.
7. Make formal application for degree to the Registrar during the term in which 45 semester hours is earned.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

Above requirements subject to change.

## Landscape Technology (1) (Associate in Science Degree)

### FIRST YEAR

<i>Term I</i>	
<sup>2</sup> ENC 1103	Composition ..... 3
MTB 1103	Business Math ..... 3
*HOS 1002C	Horticultural Botany ..... 4
HOS 1041	Subtropical Horticultural Science ..... 3
*ORH 1510	Landscape Plant Identification I ..... 3
Physical Education activity ..... <u>1</u>	
Total semester credits ..... 17	

<i>Term II</i>	
GEB 1011	Intro to Business ..... 3
ACC 1009	Accounting Survey ..... 3
*HOS 1031C	Horticultural Practices I ..... 3
SOS 1102	Soils & Fertilizers ..... 3
*ORH 1511	Landscape Plant Identification II ..... 3
Physical Education activity ..... <u>1</u>	
Total semester credits ..... 16	

<i>Term IIIA</i>	
ORH 2896	Field Service ..... <u>3</u>
Total semester credits ..... 3	

### SECOND YEAR

<i>Term I</i>	
POS 1041	National Govt or
POS 1112	State & Local Govt ..... 3
INP 1301	Human Relations in Business & Industry ..... 3
ORH 2820C	Horticultural Practices II ..... 3
*ORH 2512	Advanced Landscape Plant Identification III ..... 3
PMA 2003	Plant Pest Control ..... 4

Physical Education activity .....	1
Total semester credits .....	17

*Term II*

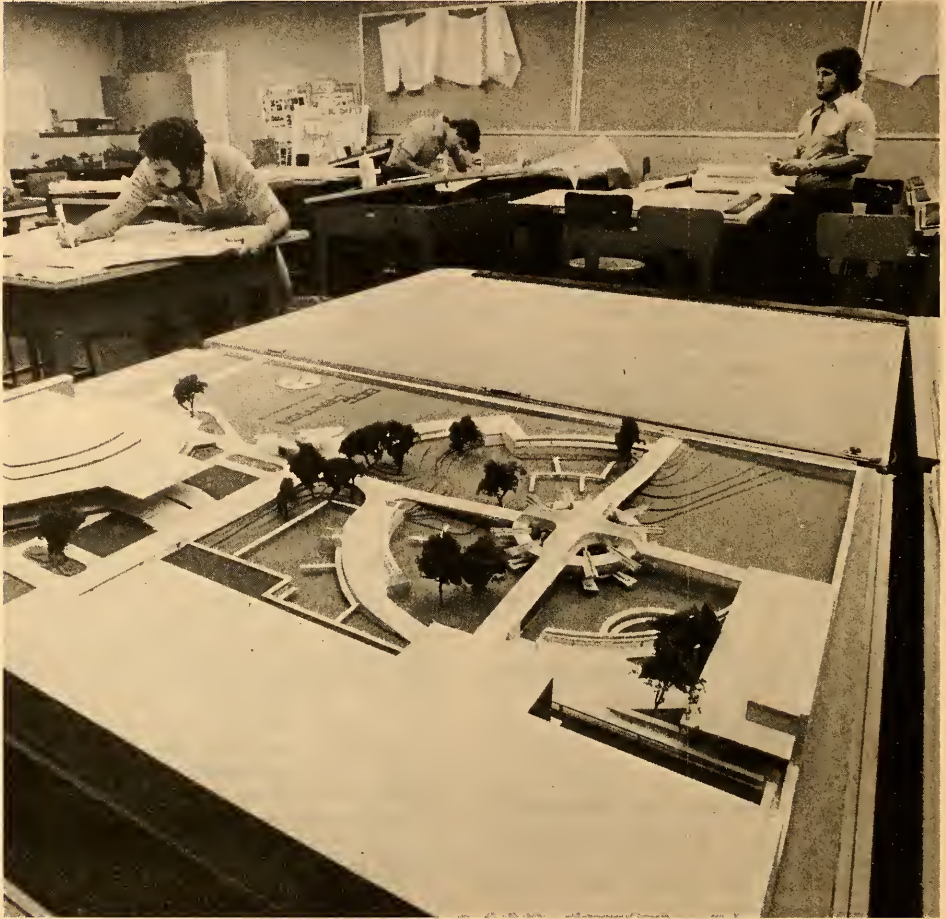
MAR 1101	Salesmanship .....	3
*ORH 2831C	Landscape Design .....	4
ORH 2862	Landscape & Turf Business Administration .....	3
ORH 2897	Advanced Field Service .....	3
MAN 2000	Intro to Management or	

MAN 2342	Prin of Supervision .....	3
Physical Education activity .....		1
Total semester credits .....		17

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Credits may be applied toward a degree at certain out-of-state senior institutions.

<sup>2</sup>ENC 1033 will satisfy degree requirements.



## Division of Public Services

Dietetic Technician—DIE  
 Fire Science Technology—FFP, FIN  
 Hotel-Restaurant-Institution Administration  
 Program—FOS, FSS, HCA, HFT  
 Pollution Prevention and Control Technology—EVS  
 Public Administration—HFT, LIS, MAN, PAD,  
 URP  
 Tourism Industries Administration Program—HFT

The Division of Public Services seeks to serve the public and private sectors of Broward County by developing programs, mainly for college credit, to meet the needs of our community. The degree programs listed under this division are the result of extensive community involvement and participation.

### Dietetic Technician Program Requirements for an A.S. Degree Management Option/ Nutrition Option

The Dietetic Technician Program prepares students to function at the management level of dietetic care under the supervision of the Registered Dietitian. Typical duties include: supervision of employees, menu planning, patient interviewing, diet instruction for routine modifications, employee training, food purchasing and supervision of food production. The dietetic technician is an integral member of the health care team in an occupation offering both personal and financial rewards.

The Dietetic Technician Program accepts 12 transfer credits from Atlantic Vocational Center for the student completing the Dietetic Assistant Program. Refer to the following course requirements for a description of those courses waived. Upon completion of the Dietetic Technician Program, the student may apply for technician membership in The American Dietetic Association. Program approval from this association has been granted for both the nutritional care and management options. At program entrance, the student needs to confer with the Coordinator of the Technician Program.

Requirements for a degree in the Nutrition Option:

1. Completion of 62 semester hours of credit with a grade point average of 2.0 or better plus 2 hours of physical education when required.
2. Completion of the following requirements in general education:

#### Semester Hours

#### COMMUNICATIONS

ENC 1103 and ENC 1423 ..... 6

For those students wishing to transfer to an upper level university (or ENC 1033 and ENC 1313 will satisfy degree requirements)

#### MATH

MAT 1033 or MGF 1113 ..... 3

#### SOCIAL SCIENCE

PSY 2012 and SOC 2000 ..... 6  
 BIOLOGY  
 APB 1150 and APB 1150L ..... 4  
 †ELECTIVES ..... 6

3. Completion of the following courses in the major field. Note: A grade of "C" or better must be earned in *each* course in this area.

*HUN 1201	Essentials of Nutrition .....	3
DIE 2412	Nutrition Counseling & Education .....	3
DIE 1270	Nutrition Clinical Practice II .....	3
DIE 2222	Nutrition Care in the Community and Institution .....	3
DIE 2271	Nutrition Clinical Practice III <i>OR</i> .....	3
DIE 2531	Nutrition Clinical Practice IIIA (open to AVC graduates only) .....	2
DIE 2243	Applied Nutrition .....	3
DIE 2272	Nutrition Clinical Practice IV <i>OR</i> .....	4
DIE 2532	Nutrition Clinical Practice IVA (open to AVC graduates only) .....	2
FSS 2307	Dietetic Seminar .....	1
*HFT 1210	Supervisory Development .....	3
*FSS 1221	Volume Foods .....	3
HCA 2422	Health Care Facilities and Delivery Systems ...	3
HFT 2220	Organization and Personnel Management .....	2
FSS 2301	Dietary Department Operations .....	2

\*These courses are waived for the student completing the Dietetic Assistant Program at Atlantic Vocational Center.

†Students planning to transfer to a four-year dietetic curriculum should consult program faculty in choosing appropriate electives.

4. Completion of a minimum of 24 semester hours of residence as a degree seeking student at Broward Community College, including the last 12 semester hours.
5. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement-registration for the final term. The student is responsible for completing all graduation requirements.
6. Removal of all admission conditions.
7. Attendance at all official graduation exercises.



## FIRST YEAR

### Term I

Atlantic Vocational Center			12
	or		
HUN 1201	Essentials of Nutrition		3
HFT 1210	Supervisory Develop		3
FSS 1221	Volume Foods		3
ENC 1103	Composition		3
	Physical Education activity		<u>1</u>
	Total semester credits		13

### Term II

*ENC 1423	Composition		3
APB 1150	Prin of Biology		3
APB 1150L	Prin of Biology Lab		1
*DIE 2412	Nutrition Counseling & Education		3
*DIE 1270	Clinical Practice II		3
	Physical Education activity		<u>1</u>
	Total semester credits		14

### Term IIIA

*MAT 1033	Inter Algebra		3
	Elective		<u>3</u>
	Total semester credits		6

## SECOND YEAR

### Term I

HCA 2422	Health Care Facilities		3
	Elective		3
SOC 2000	Gen Sociology		3
*DIE 2222	Nutritional Care in Community & Institution		3
*DIE 2271	Clinical Practice III or		3
<sup>1</sup> DIE 2531	Clinical Practice IIIA		2
	Physical Education activity		<u>1</u>
	Total semester credits		16

### Term II

FSS 2307	Dietetic Seminar		1
*HFT 2220	Organization & Personnel Management		3
DIE 2301	Dietary Dept Operation		2
PSY 2012	Gen Psychology		3
*DIE 2243	Applied Nutrition		3
*DIE 2272	Clinical Practice IV or		4
* <sup>1</sup> DIE 2532	Clinical Practice IVA		2
	Physical Education activity		<u>1</u>
	Total semester credits		15-17

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Open to AVC graduates only.

†Students planning to transfer to four-year dietetic curriculum should consult program faculty in choosing appropriate electives.

Requirements for a degree in the Management Option:

1. Completion of 62 semester hours of credit with a grade point average of 2.0 or better plus two hours of physical education when required.

2. Completion of the following requirements in general education:

**Semester  
Hours**

### COMMUNICATIONS

ENC 1103	and ENC 1423		6
	For those students wishing to transfer to an upper university (or ENC 1033 and ENC 1313 will satisfy degree requirements)		

### MATH

MAT 1033	or MGF 1113		3
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### SOCIAL SCIENCE

SOC 2000		3
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### BIOLOGY

APB 1150	and APB 1150L		4
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ELECTIVES		6
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3. Completion of the following courses in the major field. Note: A grade of "C" or better must be earned in each course in this area.

*HFT 1210	Supervisory Development		3
FSS 1302	Management Clinical Practice II OR		4
FSS 1380	Management Clinical Practice IIA (open to AVC graduates only)		3
*FSS 1221	Volume Foods		3
HFT 2220	Organization and Personnel Management		3
HFT 2460	Financial Management		3
FSS 2306	Management Clinical Practice IV		2
HCA 2422	Health Care Facilities & Delivery Systems		3
FSS 2301	Dietary Department Operations		2
FSS 2500	Food Service Costing & Controls		3
FSS 2304	Management Clinical Practice III OR		4
FSS 2381	Management Clinical Practice IIIA (open to AVC graduates only)		2
FOS 2100	Experimental Foods		3
*HUN 1201	Essentials of Nutrition		3
DIE 2222	Nutritional Care in the Community and Institution		3
FSS 2307	Dietetic Seminar		1

\*These courses are waived for the student completing the Dietetic Assistant Program at Atlantic Vocational Center.

†Students planning to transfer to a four-year dietetic curriculum should consult program faculty in choosing appropriate electives.

4. Completion of a minimum of 24 semester hours of residence as a degree seeking student at Broward Community College, including the last 12 semester hours.
5. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement-registration for the final term. The student is responsible for completing all graduation requirements.
6. Removal of all admission conditions.
7. Attendance at all official graduation exercises.

### FIRST YEAR

#### Term I

Atlantic Vocational Center	12
or	
HUN 1201 Essentials of Nutrition	3
HFT 1210 Supervisory Develop	3
FSS 1302 Management Clinical Practice II	4
or	
*FSS 1380 Management Clinical Practice IIA	3
FSS 1221 Volume Foods	3
Physical Education activity	1
Total semester credits	14

#### Term II

FOS 2100 Experimental Foods	3
APB 1150 Prin of Biology	3
APB 1150L Prin of Biology Lab	1
FSS 2500 Food Service Costing & Controls	3
FSS 2304 Mgt Clinical Prac III	4
or	
*FSS 2381 Mgt Clinical Prac IIIA	2
Physical Education activity	1
Total semester credits	13-15

#### Term IIIA

ENC 1103 Composition	3
SOC 2000 Gen Sociology	3
Total semester credits	6

### SECOND YEAR

#### Term I

HCA 2422 Health Care Facilities	3
*DIE 2222 Nutritional Care in Community & Institution	3
*ENC 1423 Composition	3
*MAT 1033 Inter Algebra	3
Elective	3
Physical Education activity	1
Total semester credits	16

#### Term II

FSS 2307 Dietetic Seminar	1
*HFT 2460 Financial Management	3
*FSS 2306 Clinical Prac IV	2
DIE 2301 Dietary Dept Operation	2
Elective	3
HFT 2220 Organization & Personnel Management	3

Physical Education activity	1
Total semester credits	15

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Open to AVC graduates only.

†Students planning to transfer to four-year dietetic curriculum should consult program faculty in choosing appropriate electives.

## Fire Science Technology

Broward Community College is prepared to meet the needs of the Fire Service and with the support and advice of local leaders has developed a Fire Science program. An associate degree program is offered for students desiring to enter or advance in the Fire Service. In addition, a one-year Certificate program provides an opportunity for Fire Service employees to improve their knowledge through a concentration on Fire Science subjects.

Federal, State and Municipal governments have recognized the need for degree programs in the Fire Service for both entry level and in-service personnel. Recent scientific and technical developments have created a demand for highly skilled personnel and population increases and civil disturbances have placed increasing demands on the fire departments. Broward County in its rapid growth is well aware of the need to meet this challenge of expansion.

## Fire Science Program

### (Associate in Science Degree)

Requirements for the Associate of Science Degree in Fire Science.

1. Completion of 67 semester hours of credit and grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

Semester  
Hours

COMMUNICATIONS ..... 6

ENC 1103 and ENC 1313 or

ENC 1423

ENC 0026 and ENC 1313 will satisfy degree requirements

SPC 1024 ..... 3

MATH ..... 3

MAT 1013, MGF 1113 or MTB 1103

SOCIAL SCIENCE ..... 9

Any 2 Social Science courses

plus POS 1112

3. Completion of these courses from the related areas:

PAD 1002, PAD 2441 and

PAD 2930 ..... 9

Plus one 3 credit elective ..... 3

4. Completion of Fire Science courses ..... 30
- Required: FFP 1203, FFP 1100, FFP 1400, FFP 1320, FFP 2101, FFP 2402, FFP 2500, FFP 2501

Select two of the following:

- FFP 1000, FFP 2240, FFP 2600,
- FFP 2130, FFP 2150\* (3) or any
- EMT course.

\* Open to officers and potential officers preferred.

5. Completion of four semester hours of Physical Education activity ..... 4  
Not required of veterans or students 29 or older.
6. Cooperative Work Study program includes Fire Science students ..... 6  
(May substitute 3 hours of co-op credit for either of 2 social sciences and may substitute 3 co-op hours for one 3 credit elective in area 3 above.)
7. Completion of requirements C & D in the General Information/Graduation and Degree Requirements Section.

### Fire Science (Certificate Program)

This program is designed to increase the practical knowledge of the "in service" fireman in relation to the administration and operation of the fire department and as an aid in meeting promotional requirements.

FFP 1100	Fire Administration I	3
FFP 1400	Fireground Tactics & Strategy	3
FFP 2101	Fire Administration II	3
FFP 2500	Hazardous Materials I	3
FFP 1203	Fire Prevention Theory & Application	3
FFP 2402	Application of Fire Science Tactics	3
Selection of any four Fire Science courses		<u>12</u>
Total semester credits		<u>30</u>

#### FIRST YEAR

##### Term I

FFP 1100	Fire Administration I	3
FFP 2500	Hazardous Material I	3
FFP 1400	Fireground Tactics and Strategy	3
ENC 1033	Fund of Writing or	
ENC 1103	Composition	3
Physical Education activity		<u>1</u>
Total semester credits		<u>13</u>

##### Term II

FFP 2101	Fire Administration II	3
*FFP 2501	Hazardous Material II	3
*FFP 2402	Application of Fireground Tactics	3
*ENC 1313	Tech Report Writing or	
*ENC 1423	Composition	3
Physical Education activity		<u>1</u>
Total semester credits		<u>13</u>

##### Term IIIA

<sup>1</sup> Fire Science Elective		3
SPC 1024	Intro to Speech	<u>3</u>
Total semester credits		<u>6</u>

##### Term IIIB

PAD 1002	Theory of Public Admin	3
PAD 2441	Municipal Public Rel	<u>3</u>
Total semester credits		<u>6</u>

#### SECOND YEAR

##### Term I

FFP 1203	Fire Prevention Theory and Application	3
FFP 1320	Fire Protection Through Building Construction	3
MAT 1013	Elem Algebra or	
MGF 1113	Gen Ed College Math or	
MTB 1103	Business Math	3
POS 1112	State & Local Govt	3
Social Science or		
*SES 2390	Co-op Work Experience	3
Physical Education activity		<u>1</u>
Total semester credits		<u>16</u>

##### Term II

PAD 2930	Contemp Topics in Public Administration	3
<sup>1</sup> Fire Science Elective		3
Social Science		3
Elective or		
*SES 2391	Co-op Work Experience	3
Physical Education activity		<u>1</u>
Total semester credits		<u>13</u>

\* Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup> Fire Science Electives to be selected from:

- FFP 2240 Arson & Fire Investigation
- FFP 2600 Fire Apparatus & Procedures
- FFP 1000 Intro to Fire Science
- FFP 2150 Techniques of Instruction in the Fire Service
- FFP 2130 Fire Dept Supervision

### Hotel-Motel Administration

The explosive growth of the Food Service/Lodging Industries (they now employ more people than any other industry in this country and are fourth largest in dollar income) has created a tremendous opportunity for careers of all types, especially in the broad mid-management areas.

While the emphasis of the program is on management techniques, we recognize that the graduates working within these industries will have personal obligations of public trust to society and have included a broad range of General Education requirements to help the student form an ethical and philosophical base. Judicious use of the practicum periods further enhance the value of the graduate to employers, allowing them to enter the industry on a leadership basis.

### Hotel-Motel Administration (Associate in Science Degree)

Requirements for the Associate in Science Degree in Hotel-Motel Administration.



1. Completion of 68 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education.

	Semester Hours
<sup>1</sup> English Composition .....	6
ENC 1033 Fundamentals of Writing <i>OR</i> (3)	
ENC 1103 Composition (3)	
*ENC 1313 Tech Report Writing <i>OR</i> (3)	
*ENC 1423 Composition (3)	
Social Science .....	
PSY 2012 General Psychology and an Elective	
SPC 1024 Introduction to Speech Communication ....	3
3. Completion of 40 hours in major field: CORE CURRICULUM	
HFT 1210 Supervisory Development .....	3
FSS 1221 Volume Foods .....	3
HFT 1941 Operations & Service Practicum .....	6
*HFT 2220 Organization & Personnel Management .....	3
*HFT 1320L Engineering & Maintenance Lab ...	1
*HFT 2500 Marketing .....	3
HFT 2942 Management & Control Practicum .....	6
HFT 2511 Group Business & Conventions Marketing & Management .....	3
*HFT 2460 Financial Management <i>OR</i>	
FSS 2500 Food Service Costing & Controls .....	3

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Completion of ENC 1033 and ENC 1313 will satisfy the requirements for a degree in Hotel-Motel Administration at Broward Community College. However, students contemplating transfer to a four-year institution should complete ENC 1103 and ENC 1423 since the other English courses listed above may not be acceptable for transfer credit.

In addition to this required core, students are to select, from the following courses, 9 credits that will be the most coherent with their career goals.

HFT 1700	Introduction to Tourism Industries Administration
HFT 2600	Legal Aspects of Hotel Tourism Operations

HFT 290	Seminar—Contemporary Problems in Administration
*HFT 2730	Tour Packaging
FOS 2201	Applied Food Service Sanitation
FOS 2100	Experimental Foods
HFT 2444	Systems Management for the Hospitality and Tourism Industries
4.	Completion of 9 hours in Business Administration**

	Semester Hours
MTB 1103 Business Mathematics <i>OR</i> ...	3
MGF 1113 General Educations College Math .....	3
MAR 1101 Salesmanship <i>OR</i> ....	3
ACC 2001 Prin of Act I .....	3
ACC 1009 Act Survey I <i>OR</i> .....	3
*ACC 2021 Prin of Act II .....	3
5.	Completion of four hours of Physical Education Activities.

\*\*It is suggested that students planning to enter a Bachelor's Degree program should contact the transfer institutions to secure approval in advance for transfer of credit. It is recommended that those students electing to transfer to Florida International University's four year program, schedule ACC 2001, ACC 2021 and MGF 1113 for those 9 credits along with HFT 2460.

## Hotel-Motel Administration (Associate in Science Degree)

### FIRST YEAR

<i>Term I</i>		
HFT 1210	Supervisory Dev .....	3
FSS 1221	Volume Foods .....	3
SPC 1024	Intro to Speech .....	3
<sup>2</sup> Elective .....		3
Physical Education activity .....		1
Total semester credits .....		13

<i>Term II</i>		
HFT 1941	Operations & Service Practicum .....	6
*HFT 2220	Organization & Personnel Management .....	3
*HFT 1320L	Engin & Maint Lab .....	1
<sup>1</sup> ENC 1033	Fund of Writing or	
ENC 1103	Composition .....	3
MTB 1103	Business Math or	
MGF 1113	Gen Ed College Math .....	3
Physical Education activity .....		1
Total semester credits .....		17

<i>Term IIIA or IIIB</i>		
Social Science Elective .....		3
<sup>2</sup> Elective .....		3
Total semester credits .....		6

## SECOND YEAR

### Term I

*HFT	2500	Marketing	3
HFT	2942	Management & Control Practicum	6
*ENC	1313	Tech Report Writing or	
*ENC	1423	Composition	3
MAR	1101	Salesmanship or	
ACC	2001	Prin of Act I	3
		Physical Education activity	1
Total semester credits			16

### Term II

<sup>2</sup> Elective			3
HFT	2511	Group Business & Conventions Marketing & Mgmt	3
*HFT	2460	Financial Management or	
FSS	2500	Food Service Costing & Controls	3
PSY	2012	Gen Psychology	3
ACC	1009	Acct Survey I or	
*ACC	2021	Prin of Act II	3
		Physical Education activity	1
Total semester credits			16

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Completion of ENC 1033 and ENC 1313 will satisfy the requirements for a degree in Hotel-Motel Administration at Broward Community College. However, students contemplating transfer to a four-year institution should complete ENC 1103 and ENC 1423 since the other English courses listed above may not be acceptable for transfer credit.

<sup>2</sup>Students are to select from the following courses 9 credits that will be most coherent with their career goals:

HFT	1700	Intro to Tourism Ind Admin	
HFT	2600	Legal Aspects of Hotel Tourism Operations	
HFT	2290	Seminar—Contemp Problems in Administration	
*HFT	2730	Tour Packaging	
FOS	2201	Applied Food Service Sanitation	
FOS	2100	Experimental Foods	
HFT	2444	Systems Management for the Hospitality & Tourism Industries	

Students planning to enter a Bachelor's Degree program should contact the transfer institutions to secure approval in advance for transfer of credit. It is recommended that those students electing to transfer to Florida International University's four year program, schedule ACC 2002, ACC 2021 and MGF 1113 for those 9 credits along with HFT 2460.

## Restaurant & Food Service Administration

The explosive growth of the Food Service Industry (which, together with the hotel industry, employs

more people than any other industry in this country and together are fourth largest in dollar income) has created a tremendous opportunity for careers of all types, especially in the broad mid-management areas.

While the emphasis of the program is on management techniques, we recognize that the graduates working within these industries will have personal obligations of public trust to society and have included a broad range of General Education requirements to help the student form an ethical and philosophical base. Judicious use of the practicum periods further enhance the value of the graduate to employers, allowing them to enter the industry on a leadership basis.

## Restaurant & Food Service Administration

Requirements for the Associate in Science Degree in Restaurant & Food service Administration.

1. Completion of 67 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education.

	Semester Hours
English Composition	6
ENC 1103	
ENC 1423 OR	
ENC 1136	
Social Science	6
PSY 2012 General Psychology Any other Social Science elective	
Speech	3
Any speech course	
3. Business Administration	6
ACC 2001 Princ. of Actng I & Pr. of Actng II ACC 2021	

4. Completion of 42 hours in the major field

	Semester Hours
<b>CORE CURRICULUM:</b>	
HFT 1941 Operations & Service Practicum	6
HFT 1210 Supervisory Development	3
FSS 1221 Volume Foods	3
HFT 2460 Financial Management OR	
FSS 2500 Food Service Costing & Controls	3
HFT 2942 Management & Control Practicum	6
FSS 1120 Purchasing & Menu Planning	3
FSS 1240 Classical Cuisine	3
FSS 2242 International Cuisine	3
FSS 2614 Food & Beverage Merchandising	3

### ELECTIVES:

In addition to this required core, the student is to select, from the following

courses, 9 credits of electives, those most coherent with their career goals.

FSS	1287	Dining Room & Lounge Operation ..	3
FSS	1288	Fast Food Operation ..	3
FOS	2100	Experimental Foods ..	3
HFT	1320L	Engineering & Maint. Lab .....	1
FOS	2201	Applied Food Serv. Sanitation .....	1
HFT	2441	Systems Management for the Hospitality and Tourism Industries .....	1
FSS	2500	Food Service Costing & Controls .....	3
HFT	2290	Seminar in Cont. Problems in Administration .....	3

5. Completion of four hours of Physical Education Activities.
6. Completion of requirements in the General Information/Graduation Requirements section of the catalog.

## Restaurant & Food Services Administration (Associate in Science Degree)

### FIRST YEAR

#### Term I

ENC	1103	Composition .....	3
Speech		.....	3
HFT	1210	Supervisory Dev .....	3
FSS	1221	Volume Foods .....	3
Physical Education activity		.....	1
Total semester credits .....			13

#### Term II

*ENC	1423	Composition .....	3
PSY	2012	Gen Psychology .....	3
HFT	1941	Operations & Service Practicum .....	6
*FSS	1240	Classical Cuisine .....	3
Physical Education activity		.....	1
Total semester credits .....			16

#### Term III

FSS	1120	Food & Beverage Purchasing .....	3
*FSS	2242	International Cuisine .....	3
Total semester credits .....			6

### SECOND YEAR

#### Term I

ACC	2001	Prin of Acct I .....	3
HFT	2942	Management & Control Practicum .....	6
<sup>1</sup> FSS	2500	Food Service Costing & Controls (Suggested Elect) .....	3
<sup>1</sup> FSS	1287	Dining Room & Lounge Operation (Elective) .....	3

Physical Education activity .....	1
Total semester credits .....	16

#### Term II

*ACC	2021	Prin of Acct II .....	3
Social Science Elective .....			3
*HFT	2460	Financial Management .....	3
FSS	2614	Food & Beverage Merchandising .....	3
<sup>1</sup> FOS	2100	Experimental Food (Elective) .....	3
Physical Education activity .....			1
Total semester credits .....			16

#### Term III

<sup>1</sup> FSS	1288	Fast Food Operation (Elective) .....	3
Total semester credits .....			3

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Optional: Students are to select from the following courses 12 credits that will be most coherent with their career goals:

FSS	2500	Food Service Costing & Controls—3 credits
FOS	2100	Experimental Foods—3 credits
FSS	1287	Dining Room & Lounge Operations—3 credits
FSS	1288	Fast Food Operations—3 credits
HFT	2290	Seminar Contemporary Problems in Administration—3 credits
FOS	2201	Applied Food Service Sanitation—1 credit
HFT	2444	Systems Management for Hospitality & Tourism Industries—1 credit
HFT	1320L	Engineering & Maintenance Lab—1 credit

## Tourism Industries Administration Program

Tourism is the largest industry in the world. Career opportunities are similarly global, but nowhere are they brighter than on Florida's Gold Coast. This fortunate region is one of the few which combines the attractiveness of a destination with the accessibility of a transportation center. All trends point to this area's becoming one of the 3 or 4 most important centers for tourism in the world.

This growth will require vast numbers of people educated to function in all segments and at all levels of the industry. To serve this diversity, both the mid-management A.S. degree and the transfer A.A. degree are offered.

## Tourism Industries Administration (Associate of Science Degree)

Requirement for the Associate in Science Degree in Tourism Industries Administration.

1. Completion of 67 hours of credit and a grade point average of 2.0 or better.



2. Completion of the following 15 hours in General Education.

	Semester Hours
English Composition .....	6
ENC 1033 OR English Comp.	
ENC 1103	
ENC 1313 OR	
*ENC 1423 English Composition	
Foreign Language .....	6
Any foreign language	
Geography .....	3

3. Completion of 30 hours in the major field:  
CORE CURRICULUM:

HFT 1700	Introduction to Tourism Industries Administration .....	3
HFT 1210	Supervisory Development .....	3
*HFT 2220	Organization & Personnel Mgmt .....	3
*HFT 2730	Tour Package .....	3
HFT 2600	Legal Aspects of Hotel Tourism Operations .....	3
HFT 1790	Tourism Industries Admin. Operations Practicum .....	3
HFT 2791	Tourism Industries Admin. Mgmt. Practicum .....	3
HFT 2430	Accounting for Travel Agents .....	3
*HFT 2500	Marketing .....	3
HFT 2511	Group Business & Conventions Marketing Mgmt ...	3

In addition to this required core, the students are to select, from the following courses, the 9 credits that are most coherent with their career goals.

HFT 2600	Law & Insurance .....	3
HFT 2290	Seminar in Contemporary Problems in Administration ..	3
HFT 2444	Systems Management for the Hospitality & Tour. Industries ..	3
HFT 2460	Financial Mgmt .....	3
FSS 2500	Food Service Costing and Controls .....	3
HFT 1321L	Engineering & Maintenance Lab ...	1

4. Completion of 9 hours in Business Administration\*\*

MTB 1103	Business Math .....	3
SES 1401	Office Procedures or Elective .....	3
ACC 1009	Actng. Survey I .....	3
*SS 1100	Basic Typing or Elective (or SES 1101, or 1102) .	3
MAN 2012	Office Management ...	3

5. Completion of 4 hours of Physical Education Activities.  
6. Completion of requirements in the General Education/Graduation and degree requirements of the catalog.

## Tourism Industries Administration (Associate in Science Degree)

### FIRST YEAR

#### Term I

<sup>1</sup> HFT 1700	Intro to Tourism Industries Admin .....	3
HFT 1210	Supervisory Dev .....	3

<sup>2</sup> ENC 1033	Fundamentals of Writing or	
ENC 1103	Composition .....	3
	Physical Education activity .....	1
Total semester credits .....		13

#### Term II

HFT 1790	Tourism Industries Admin Operations Practicum .....	3
ACC 1009	Acct Survey I .....	3
SES 1100,	1101, 1102 Basic Typing or	
Elective .....		3
*ENC 1313	Tech Report Writing	3
	or	1
ENC 1423	Composition .....	3

#### Term IIIA

*HFT 2220	Organization & Personnel Management .....	3
	Geography .....	3
Total semester credits .....		6

### SECOND YEAR

#### Term I

*HFT 2730	Tour Packaging .....	3
HFT 2600	Legal Aspects of Motel Tourism Oper. ....	3
*SES 1401	Office Procedures or	
Elective .....		3
	Foreign Language .....	3
	Physical Education activity .....	1
Total semester credits .....		13

#### Term II

HFT 2791	Tourism Industries Admin Management Practicum .....	3
HFT 2430	Acct for Travel Agents .....	3
MAN 2750	Office Management .....	3
	Foreign Language .....	3
	Physical Education activity .....	1
Total semester credits .....		13

#### Term IIIA

*HFT 2500	Marketing .....	3
HFT 2511	Group Bus. and Conventions Marketing & Mgt .....	3
Total semester credits .....		6

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>It is recommended that the student take the Travel Agency I (beginning) and Travel Agency II (advanced) courses in the Adult and Vocational Division of the Broward County Schools before or concurrently with HFT 1700.

<sup>2</sup>Completion of ENC 1033 and ENC 1313 will satisfy the requirements for an A.S. degree in Tourism Industries Administration at Broward Community College. However, students contemplating transfer to a four-year institution should complete ENC 1103 and ENC 1423 since the other English courses listed above may not be acceptable for transfer credit.

## One-Year Food Service (Certificate Program)

Designed for the recent high school graduate seeking a start in the Food Service/Lodging Industries above the normal entry jobs. This program is equally important to the currently employed individual desiring to upgrade and up-date his/her knowledge. All courses may be used toward the A.S. degree.

FSS	1120	Food & Beverage Purchasing .....	3
FSS	2500	Food Service Costing & Control .....	3
*FSS	1288	Fast Food Operations .....	3
HFT	1210	Supervisory Development .....	3
FSS	1221	Volume Foods .....	3
HFT	1320L	Engineering & Maintenance Lab .....	1
*HFT	2220	Organizational & Personnel Management .....	3
HFT	2942	Management & Control Practicum .....	6
*HFT	2500	Marketing .....	3
Food Service or related Elective .....			3
Total Semester credits .....			31

Note: Students whose major areas of interest lie in School Food Service, Hospitals, Extended Care Facilities, etc., should make the following substitutions:

HUN	1201	Essentials of Nutrition .....	3
HCA	2422	Health Care Facilities & Delivery Systems .....	3
FSS	2301	Dietary Department Operations .....	3
<i>FOR</i>			
FSS	2301	Management & Control Practicum .....	6
FSS	1221	Volume Foods .....	3

To be awarded the Certificate, the student must complete his/her program with a grade point average of "C" or better on all work attempted.

\*Requires a pre- or co-requisite—see course description in catalog.

## Pollution Prevention and Control Technology Program (Associate in Science Degree)

The Pollution Prevention and Control Technology programs are designed to prepare students for careers at the supervisory and managerial levels of employment.

The program's emphasis is on technical and administrative skills development as well as a liberal education. Program goals include understanding of local government operations and contemporary management concepts as they relate to the technical specialties in Pollution Prevention and Control occupations.

The two specialty programs, Water Control Operator and Wastewater Control Operator, have been developed through the direction of an activity advisory committee from all levels of Utility Plant Operation and Management in Broward County.

The degree program is designed to help up-grade operators to a Class B or Class A license in water and wastewater control. These courses follow closely the areas of competence identified in the state certification program. Licensing is administered by the Florida Department of Pollution Control and the Department of Health.

For experienced operators who have their Florida Class A, B and C licenses, waivers of credits for experience and license grade is available toward the A.S. Degree.

## Program for Pollution Prevention and Control Technology (Associate in Science Degree)

1. Completion of 63 semester hours and a grade point average of 2.0 or better. Four (4) semester hours of physical education activity courses are required unless exempt.
2. Completion of the following requirements in General Education:
 

	<b>Semester Hours</b>
A. Communications .....	6
<sup>1</sup> ENC 1033 Fundamentals of Writing or	
ENC 1103 Composition	
<sup>3</sup> ENC 1136 Comp. or ENC 1423 Comp. or	
ENC 1313 Technical Report Writing	
B. Social Sciences .....	6
<sup>1</sup> POS 1041 or POS 1112 Government	
<sup>2</sup> INP 1301 Human Relations in Business & Ind. or	
PSY 2012 Gen. Psychology or	
<sup>3</sup> SOC 2000 General Sociology	
C. Mathematics and Science .....	10 or 11
<sup>1</sup> MAT 1030-1032, MAT 1033	
Intermed. Algebra or	
MTB 1334 Tech. Algebra AND	3
<sup>2</sup> CHM 1040 Gen. Chemistry and	3
CHM 1041 General Chemistry ...	3
CHM 1041L Gen. Chemistry Lab OR .....	1
<sup>3</sup> BSC 1011C Audiotutorial Biology and .....	4
GLY 1010 Physical Geology ...	3
GLY 1010L Physical Geology Laboratory .....	1

3. Completion of the following requirements in related fields .....15
  - A. Public Administration  
Any three courses in Public Administration
  - B. Business Administration  
<sup>1</sup>ACC 1009 Acctng. Survey I  
<sup>2</sup>BUL 2111 Business Law I
4. Completion of 13 hours in the field of concentration .....13
  - A. Water Control Operator Specialist  
<sup>1</sup>EVS 1233 Intro. to Water Plant Operations  
<sup>2</sup>EVS 1233L Basic Hydraulics & Lab Tests for Water Plant Operations  
<sup>3</sup>EVS 1235 Water Plant Oper. Control  
<sup>4</sup>EVS 1238 Operation & Mgmt. of a Water Treatment Plant  
OR  
B. Wastewater Control Operator Specialist  
<sup>1</sup>EVS 1234 Introduction to Wastewater Plant Operations  
<sup>2</sup>EVS 1234L Basic Hydraulics & Lab Tests for Wastewater Plant Operations  
<sup>3</sup>EVS 1236 Wastewater Plant Operations Control  
<sup>4</sup>EVS 1239 Operation & Mgmt. of a Wastewater Treatment Plant  
  
Other fields of concentration to be announced.
5. Completion of four semester hours of Physical Education Activities HPR ..... 4  
(Not required of veterans or students 29 years or older)
6. Electives ..... 9  
They must be selected from the following areas:
  - A. Public Administration
  - B. Mathematics & Science
  - C. Cooperative Work Study
7. Completion of requirements C & D in the General Information/Graduation Requirements section.

## Pollution Prevention and Control Technology

(Associate in Science Degree)

### FIRST YEAR

#### Term I

ENC 1033	Fund of Writing or	
ENC 1103	Composition	3
POS 1041	National Govt or	
POS 1112	State & Local Govt	3

<sup>1</sup> EVS 1233	Intro to Water Plant Operations or	
<sup>1</sup> EVS 1234	Intro to Wastewater Plant Operations	4
*MAT 1033	Inter Algebra or	
MTB 1334	Technical Algebra	3
	Physical Education activity	<u>1</u>
	Total semester credits	14

#### Term II

*ENC 1313	Tech Report Writing or	
*ENC 1136	or *1423 Composition	3
	Science	3
<sup>1</sup> EVS 1233L	Basic Hydraulics & Lab Tests for Water Plant Op or	
<sup>1</sup> EVS 1234L	Basic Hydraulics & Lab Tests for Wastewater Plant Op	3
	ACC 1009 Survey of Acct I	3
<sup>2</sup> Elective		3
	Physical Education activity	<u>1</u>
	Total semester credits	16

#### Term IIIA or IIIB

INP 1301	Human Relations in Business & Industry or	
	Gen Psychology	3
* <sup>1</sup> EVS 1235	Water Plant Operations Control or	
* <sup>1</sup> EVS 1236	Wastewater Plant Operations Control	<u>3</u>
	Total semester credits	6

### SECOND YEAR

#### Term I

PAD 1002	Theories of Public Administration	
	Science	4
	PAD 2930 Contemporary Topics	3
	Physical Education activity	1
	Elective	<u>3</u>
	Total semester credits	14

#### Term II

PAD 2412	Supervisory Methods in Municipal Admin	
	Operations & Management of Water Treatment Plant or	
* <sup>1</sup> EVS 1238	Operations & Management of Wastewater Treatment Plant	3
* <sup>1</sup> EVS 1239	Operations & Management of Wastewater Treatment Plant	3
	BUL 2111 Business Law I	3
<sup>2</sup> Elective		3
<sup>2</sup> Elective		3
	Physical Education activity	<u>1</u>
	Total semester credits	16

\*Requires a pre or co-requisite—see course description in catalog.

<sup>1</sup>Water Control Operator Specialist courses: EVS 1233, 1233L, 1235, 1238. Wastewater Control Operator Specialist courses: EVS 1234, 1234L, 1236, 1239.

<sup>2</sup>Electives must be selected from the following areas: Public Administration, Mathematics and Sciences, and Cooperative Work Study.



<sup>1</sup>Water Control Operator Specialist courses—EVS 1233, 1233L, 1235, and Wastewater Control Operator Specialist courses—EVS 1234, 1234L, 1236, are not currently offered at B.C.C. Equivalent courses approved by the Department of Environmental Regulations of Florida are available at Florida International University or Miami-Dade South. A valid Florida C Operators License will be given credit through Experiential Learning. Contact Cooperative Education.

<sup>2</sup>Chemistry sequence recommended for Wastewater Plant Operators, and Biology/Geology sequence recommended for Water Plant Operators. Contact an advisor for appropriate sequence.

## Public Administration Program

The Public Administration Program is designed to prepare students for careers at the managerial and executive levels in local public service. The Program's emphasis is on a liberal education as the basis for the intelligent use of technical skills in administrative and governmental work. The Program aims at a broad understanding of the goals and problems of Public Administration and how these relate to the technical specialties of public administration: budget analysis, planning, organization and management methods, and personnel administration. The Program is also valuable preparation for those who intend to work for public agencies or voluntary associations interested in the problems of government including unions, chambers of commerce, business corporations, farm organizations and community service organizations.

### Public Administration Program for Public Administration (A.S. Degree)

- Completion of 64 semester hours of credit and a grade point average of 2.0 or better.
- Completion of the following requirements in General Education:

#### Semester Hours

- |                    |               |              |
|--------------------|---------------|--------------|
| A. COMMUNICATIONS  | .....         | 9            |
| (1) ENC 1103       | (3)           |              |
| (2) ENC 1136       | ENC 1313      | ENC 1423 (3) |
| (3) SPC 1024       | (3)           |              |
| B. SOCIAL SCIENCES | .....         | 9            |
| (1) POS 1041       | (3)           |              |
| (2) POS 1112       | (3)           |              |
| (3) SOC 2000       | (3)           |              |
| C. MATHEMATICS     | .....         | 3            |
| (1) MGF 1113       | MAT 1030/1032 | MAT 1033     |
|                    | MAC 1142      | (3)          |
- Completion of the following requirements in related fields:
 

A. BUSINESS ADMINISTRATION	.....	3
(1) MAN 2000	(3) or	
(2) MAN 2750	or MAN 2342	(3)
B. STATISTICS	.....	3
(1) STA 2013	(3)	

- Completion of 18 hours in the field of concentration:
 

PUBLIC ADMINISTRATION	.....	18
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- Completion of four semester hours of Physical Education Activities.
 

HPR	.....	4
(Not required of veterans or students 29 years or older.)		
- Electives must be selected from the following:
 

Business Administration, Fire Science, Police Science, and Public Administration	.....	15
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- Completion of requirements C, D, under General Information/Graduation & Degree Requirements Section.

## Public Administration (Associate in Science Degree)

### FIRST YEAR

#### Term I

ENC 1033	Fund of Writing or	
ENC 1103	Composition	..... 3
POS 1041	National Govt or	
POS 1112	State & Local Govt	..... 3
<sup>1</sup> Public Administration Elective	.....	3
<sup>1</sup> Public Administration Elective	.....	3
<sup>2</sup> Elective	.....	3
Physical Education activity	.....	<u>1</u>
Total semester credits	.....	16

#### Term II

*ENC 1313	Tech Report Writing or	
*ENC 1136	or	
*1423	Composition	..... 3
<sup>1</sup> Public Administration Elective	.....	3
<sup>1</sup> Public Administration Elective	.....	3
<sup>2</sup> Elective	.....	3
Physical Education activity	.....	<u>1</u>
Total semester credits	.....	13

#### Term IIIA or IIIB

MGF 1113	Gen Ed College Math or	
*MAT 1033	Inter Algebra	..... 3
PSY 2012	Gen Psychology	..... <u>3</u>
Total semester credits	.....	6

### SECOND YEAR

#### Term I

<sup>2</sup> Elective	.....	3
MAN 2000	Intro to Management or	
MAN 2342	Prin of Supervision or	
MAN 2750	Office Management	..... 3
<sup>1</sup> Public Administration Elective	.....	3
<sup>1</sup> Public Administration Elective	.....	3
*STA 2013	Elem Statistics	..... 3
Physical Education activity	.....	<u>1</u>
Total semester credits	.....	16.

#### Term II

<sup>1</sup> Public Administration Elective or	.....	3
<sup>2</sup> Elective	.....	3
<sup>2</sup> Elective	.....	3
SOC 2000	Gen Sociology	..... 3

SPC 1024 Intro to Speech ..... 3  
 Physical Education activity ..... 1  
 Total semester credits ..... 13

1416, FIN 2710, PAD 2801, PAD 2412, URP 2000,  
 PAD 2441, PAD 2350, PAD 2930.

\*Requires a pre or co-requisite—see course description  
 in catalog.

<sup>2</sup>Electives must be selected from the following areas:  
 Business Administration, Fire Science, Police Science  
 and/or Public Administration.

<sup>1</sup>Completion of 18 hours in the field of concentration:  
 Public Administration. PAD 1002, MAN 1340, PAD

Students planning to transfer to Florida Atlantic  
 University should consult Division Chairperson.







# Special Programs

Cooperative Education—COE, STD  
Honors—IDS  
Special Services—ENC, ISC, MAT, REA, SPC, STD

## Cooperative Education

The Cooperative Education Program is designed to give students the opportunity to gain work experience related to their academic major while still attending college. Students may work either full or part-time, and earn academic credit for pre-planned learning that occurs on the job.

### Eligibility

All students who have completed one semester (12 credit hours) are eligible to enter the cooperative program provided they meet the following requirements:\*

1. Students should have a 2.0 GPA and be in good academic standing.
2. Students must plan to graduate from Broward Community College.
3. Students must intend to remain in the cooperative program until graduation from Broward Community College.

### When to Apply

Students may apply as soon as they have been accepted for full-time enrollment by the College, even though they will not receive a work assignment until after they have completed one semester of work in the College.\*

## Application Procedures

Students who are interested in the Cooperative Education Program should follow the procedures outlined below:

1. Obtain an "Application for Cooperative Education Program" form from their counselor or from the Co-op Department Office, and make an appointment with the Co-op Office to review the completed application with a coordinator.
2. The coordinator will conduct an in-depth interview with the student with regard to his/her career and possible cooperative assignments.
3. If the student is accepted, the Cooperative Education Department will be responsible for locating an appropriate training position.

## Course Requirements for the Cooperative Education Program

There are three different Cooperative Education plans offered at Broward Community College—the Parallel Plan, the Alternating Plan, and the Internship Plan.

The Parallel Plan operates as follows: A part time job, meeting the requirements of a student accepted into the program, is obtained by the Co-op Office. The stu-

dent works 15 to 20 hours per week year-round while attending school full-time. The student receives two semester hours of credit for each work term. Any co-op work assignment selected must be one which will provide that student with experience in his/her chosen field.

The Alternating Plan operates as follows: A full-time job, meeting the requirements of a student accepted into the program, is obtained by the Co-op Office. This assignment is usually shared by a pair of students on an alternating basis. While one student is working on the job, their partner (alternate) is attending classes. At the end of each semester, the students change places. The student receives three credit hours for each work term.

The Internship Plan operates as follows: A full-time job, meeting the requirements of a student, is obtained by the Co-op Office. The student works for one term (usually the summer term). The student receives three credit hours for the assignment which is selected to provide experience in his/her own chosen field.

\*A student who does not meet this criterion may apply for special entry into the program. This application must be approved by the Cooperative Education Department.

Any co-op work assignment selected must be one which will provide that student with experience in his or her *academic major or career field*.

The Cooperative Education Department will grade the assignments based on reports submitted by the student and the evaluation made by the employer.

In some cases, students who are currently employed in jobs related to their major field of study may participate in the Co-op program. For further information, contact the Co-op Office on any campus.

## Career Planning

Under the sponsorship of the Cooperative Education Department, the College offers two courses designed to assist students with making occupational choice decisions. Students interested in enrolling in any of the following courses should contact the Counseling Department.

**STD 1151 Career Planning Workshop 2 sem. hrs.**  
Student will learn to describe their individual characteristics such as values, goals, interests, needs, strengths, limitations. Student will learn to describe the process of career decision making.

**STD 1152 Employability Skills 1 sem. hr.**  
Student will learn to identify the methods of locating, applying for and keeping a job.

## Special Services

The Special Services program is designed to assist non-traditional students in fulfilling their educational objectives: Significant support services offered are assessment, individualized programmed learning center experiences, tutoring, financial aid information,

work study job placement, and referrals for educational and career planning. Additional information relative to specifics can be obtained from the Program Director.

## Foreign Study Program

Broward Community College holds a strong commitment to the concept of international education. It is recognized that students will realize an added dimension to their education by participating in a foreign study experience. Beginning in 1974, the College has sponsored study-tours to several foreign countries in Europe and Latin America. Students participating in these programs receive transferable college credit.

Broward Community College offers several foreign study-tours to various overseas locations during the summer terms. In addition, arrangements have been developed with several cooperating colleges and consortiums that enable Broward Community College students to participate in semester and full year programs abroad. Opportunities for study are currently available in London, Germany, Israel, and Spain.

Interested students should contact the Division of International/Intercultural Education.

## Florida's Statewide Course Numbering System

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC \_000 at a community college, he cannot be

required to repeat SOC \_000 at the school to which he/she transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using *non-equivalent* courses for satisfying certain requirements.

## General Rule for Courses Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC \_000.

## First Digit

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered—i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SOC 1000; a school offering the same course in the sophomore year will number it SOC 2000. The variance in first numbers does *not* affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

## Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology," "General Sociology," and "Principles of Sociology." The title does *not* affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

## Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories:

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/place.

Examples:

Marine Biology OCB \_013 (Lecture only)  
OCB \_013L (lab only)





## Example:

### STATE NUMBERING SYSTEM

#### ENG 1103 Composition 3 semester hours

Training in methods of expository writing and processes of logical thinking. Prerequisite: A minimum score of 60 in English on the Florida 12th Grade Placement Test and a minimum average score in high school English of 2.0, or successful completion of ENC 0026 with successful completion of REA 1105 or registration for REA 1105 the same term as ENC 1103, or counselor approval.

The Appropriations Act passed by the 1976 Session of the Florida Legislature states that it is declared a high priority that the common course numbering system be completed and that a plan for its maintenance be developed. The Commissioner of Education, School Districts, and Community Colleges were directed to provide support and allocate manpower resources within the staffs as required to implement the common course numbering system within the following time schedule:

Fall term 1976-77: Effective date for automatic transferability of all community colleges and university undergraduate courses to the extent that each course numbering discipline format has been finalized, except as otherwise specified by the statewide numbering policy council.

Winter term 1976-77: Effective date for the automatic transferability of all community college and university undergraduate courses, except as otherwise specified by the statewide course numbering policy council.

March 31, 1977: Completion of course equivalency profiles for all undergraduate and those courses

identified as both undergraduate and graduate by various institutions.

The above schedule reflects legislative intent that all institutional catalogs published for use during the 1979-80 school year the state numbering system prefixes and numbers shall have priority.

The State Numbering System provides a common classification system for all disciplinary and interdisciplinary categories and subcategories based on the professional judgment of the faculties in the given discipline areas. It provides a basis for a complete and accurate inventory of all postsecondary programs and courses. Such an inventory does not now exist. It provides a common communicative device for facilitating communications among all sectors of postsecondary education, and between postsecondary education and the several publics upon which it impinges. It provides within each discipline a forum for statewide articulation which is unparalleled in postsecondary education. Articulation is achieved through the combined efforts of the faculty colleagues within the discipline, both on the task force and in the institutional departments. It facilitates the task of students and parents seeking to ascertain and to compare the nature and scope of institutional programs.

The State Numbering System is designed to minimize the frustration of students resulting from institutional errors in transcript evaluation, program planning, and advising. It increases the effectiveness and efficiency of admissions officers, faculty and staff development personnel, placement and follow-up personnel, and business officers. It provides faculty within each discipline a communicative device for identifying any lack of continuity between community college offerings and preparation and university requirement.

# Course Descriptions

## Course Prefixes Listed Alphabetically by Department

The following is an alphabetical cross-listing of departments and/or programs under which courses are offered, and the current Broward Community College prefix used in those areas of study. Departments are listed alphabetically in the following section.

### Department

Accounting . . . ACC, BAN, HFT  
 Aviation . . . ASC, ATF, ATT, AVM  
 Air Conditioning & Refrigeration . . . ETD, ETM  
 Anthropology . . . ANT  
 Architectural Technology . . . ARC  
 Art . . . ARE, ARH, ART, IND  
 Astronomy . . . AST  
 Banking . . . BAN  
 Biology . . . APB, BOT, BSC, OCB, PCB, STD, ZOO  
 Business Law . . . BUL  
 Chemistry . . . CHM  
 Communications for Second Language Students . . . ESL  
 Continuing Education for Nurses . . . NUR, RET  
 Contracting & Civil Engineering . . . BCN, ETC, ETE, ETG, EVS  
 Cooperative Education . . . COE, MAN, SES, STD  
 Criminal Justice . . . CCJ, CJT  
 Data Processing Technology . . . CAP, CDA, COC, COP, CRM  
 Dental Assisting Technology . . . DEA, DES  
 Diagnostic Ultrasound Program . . . SON  
 Dietetic Technician . . . DIE, FOS, FSS, HCA, HFT  
 Economics . . . ECO  
 Education . . . EDF, EEC, EME  
 Electrical Engineering Technology . . . ETE  
 Electronic Technology . . . CDA, ETD, ETE  
 Emergency Medical Technology . . . EMT  
 Engineering Technology . . . EGN  
 English . . . AML, CRW, ENC, ENG, ENL, LIT  
 Fashion Merchandising . . . MKA  
 Finance . . . FIN  
 Fire Science . . . FFP  
 French . . . FRE, FRW  
 Geography . . . GEA, GEO  
 Geology . . . GLY  
 German . . . GER, GEW  
 History . . . AMH, EUH, HIS, LAH, REL, WOH  
 Home Furnishings . . . MAR, MKA  
 Honors Program . . . IDS  
 Hotel-Restaurant-Institution Administration . . . FOS, FSS, HFT  
 Health, Physical Education & Recreation . . . DAA, HES, LEI, PEL, PEM, PEN, PEO, PEP, PEQ, PET  
 Insurance . . . ACC, ECO, FIN, MAN, RMI  
 Journalism . . . ADV, JOU, MMC  
 Landscape Technology . . . FRC, HOS, ORH, PLS, PMA, SOS  
 Management . . . MAN, GEB  
 Marketing Management . . . MAR, MKA  
 Math . . . MAC, MAP, MAS, MAT, MGF, MTB  
 Medical Assisting Technology . . . MEA  
 Medical Laboratory Technology . . . MLS  
 Military Science . . . MIS  
 Music . . . MUE, MUH, MUL, MUN, MUO, MUR, MUT, MVB, MVK, MVO, MVS, MVV, MVW  
 Nursing . . . NUU, NUR  
 Nutrition . . . DIE  
 Office Careers . . . ACC, BTE, LEA, MAN, MTB, REE, SES  
 Pest Control Technology . . . ENY, PMA  
 Pharmacology . . . APB  
 Philosophy . . . PHI

Physical Therapy Assistant Technology . . . PHT  
 Physical Science . . . PSC  
 Physics . . . PHS, PHY  
 Political Science . . . INR, POS, PSC  
 Pollution Prevention & Control Technology . . . EVS  
 Psychology . . . CLP, DEP, INP, PSY, SOP  
 Public Administration . . . FIN, MAN, PAD, URP  
 Purchasing . . . MAR  
 Radiation Therapy Technology . . . RAT  
 Radiologic Technology . . . NMT, RTE  
 Reading . . . REA  
 Real Estate . . . REE, MAN  
 Religion . . . HEB, REL  
 Respiratory Therapy . . . APB, RET  
 Russian . . . RUS  
 Sociology . . . MAF, SOC  
 Spanish . . . SPN, SPW  
 Special Services . . . ENC, ISC, MAT, REA, SPC, STD  
 Speech . . . LIN, ORI, RTV, SPA, SPC  
 Statistics . . . STA  
 Theatre . . . THE, TPA, TPP  
 Tourism Industries Administration Program . . . HFT  
 Traffic Management . . . TRA  
 Transportation Technology . . . ASC, ATF, ATT, AVM  
 Veterinary Medical Assisting . . . MEA

## Course Prefixes By Department

The following is an alphabetical listing of Broward Community College's current course prefixes with the area of study under which they may be found. Departments are listed alphabetically in the following section.

### Prefix Department

ACC . . . Accounting  
 ACC . . . Office Careers  
 ACC . . . Insurance  
 ADV . . . Journalism  
 AMH . . . History  
 AML . . . English  
 ANT . . . Anthropology  
 APB . . . Biology  
 APB . . . Pharmacology  
 APB . . . Respiratory Therapy  
 APB . . . Biology  
 ARC . . . Architecture  
 ARE . . . Art  
 ARH . . . Art  
 ART . . . Art  
 ASC . . . Aviation  
 AST . . . Astronomy  
 ATF . . . Aviation  
 ATT . . . Aviation  
 AVM . . . Aviation  
 BAN . . . Accounting  
 BAN . . . Banking  
 BCN . . . Contracting & Civil Engineering  
 BOT . . . Biology  
 BSC . . . Biology  
 BTE . . . Office Careers  
 BUL . . . Business Law  
 CAP . . . Data Processing  
 CCJ . . . Criminal Justice  
 CDA . . . Data Processing  
 CDA . . . Electronic Technology  
 CHM . . . Chemistry  
 CJT . . . Criminal Justice  
 CLP . . . Psychology  
 COC . . . Data Processing

COE .... Cooperative Education  
 COP .... Data Processing  
 CRM .... Data Processing  
 CRW .... English  
 DAA .... Health, Physical Education & Recreation  
 DEA .... Dental Assisting  
 DEP .... Psychology  
 DES .... Dental Assisting  
 DIE .... Nutrition  
 DIE .... Dietetic Technician  
 ECO .... Economics  
 ECO .... Insurance  
 ECO .... Banking  
 EDF .... Education  
 EEC .... Education  
 EGN .... Engineering  
 EME .... Education  
 EMT .... Emergency Medical Technology  
 EMT .... Nursing  
 ENC .... English  
 ENC .... Special Services  
 ENG .... English  
 ENL .... English  
 ENY .... Pest Control Technology  
 ESL .... Communications for Second Language Students  
 ETC .... Contracting & Civil Engineering  
 ETD .... Air Conditioning & Refrigeration  
 ETD .... Contracting & Civil Engineering  
 ETD .... Electronic Technology  
 ETE .... Contracting & Civil Engineering  
 ETE .... Electrical Engineering  
 ETE .... Electronic Technology  
 ETG .... Contracting & Civil Engineering  
 ETM .... Air Conditioning & Refrigeration  
 EUH .... History  
 EVS .... Contracting & Civil Engineering  
 EVS .... Pollution Prevention & Control  
 FFP .... Fire Science  
 FIN .... Finance  
 FIN .... Insurance  
 FIN .... Public Administration  
 FOS .... Hotel/Restaurant/Institution Administration  
 FRC .... Landscape Technology  
 FRE .... French  
 FRW .... French  
 FSS .... Dietetic Technician  
 FSS .... Hotel/Restaurant/Institution Administration  
 GEA .... Geography  
 GEB .... Management  
 GEO .... Geography  
 GER .... German  
 GEW .... German  
 GLY .... Geology  
 GMS .... Nursing  
 HCA .... Dietetic Technician  
 HEB .... Religion  
 HES .... Health, Physical Education & Recreation  
 HFT .... Accounting  
 HFT .... Engineering  
 HFT .... Dietetic Technician  
 HFT .... Hotel/Restaurant/Institution Administration  
 HFT .... Tourism Industries Administration  
 HIS .... History  
 HOS .... Landscape Technology  
 HUN .... Nutrition  
 IDS .... Interdisciplinary Studies  
 IND .... Interior Design  
 INP .... Psychology  
 INR .... Political Science  
 ISC .... Interdisciplinary Science  
 ITA .... Italian  
 JOU .... Journalism  
 LAH .... History  
 LEA .... Office Careers  
 LEI .... Health, Physical Education & Recreation  
 LIN .... Speech  
 LIT .... Religion  
 LIT .... English  
 MAC .... Math  
 MAF .... Sociology  
 MAN .... Management  
 MAN .... Cooperative Education  
 MAN .... Real Estate  
 MAN .... Insurance  
 MAN .... Office Careers  
 MAN .... Public Administration  
 MAP .... Mathematics  
 MAR .... Marketing Management  
 MAR .... Advertising  
 MAR .... Purchasing  
 MAR .... Home Furnishings  
 MAS .... Mathematics  
 MAT .... Mathematics  
 MAT .... Mathematics  
 MAT .... Special Services  
 MEA .... Medical Assisting  
 MEA .... Veterinary Medical Assisting  
 MGF .... Mathematics  
 MIS .... Military Science  
 MKA .... Marketing Management  
 MKA .... Fashion Merchandising  
 MKA .... Home Furnishings  
 MLS .... Medical Laboratory Technology  
 MMC .... Journalism  
 MTB .... Office Careers  
 MTB .... Mathematics  
 MUE .... Music  
 MUH .... Music  
 MUL .... Music  
 MUN .... Music  
 MUO .... Music  
 MUR .... Music  
 MUT .... Music  
 MVB .... Music  
 MVK .... Music  
 MVO .... Music  
 MVP .... Music  
 MVS .... Music  
 MVV .... Music  
 MVW .... Music  
 NMT .... Radiologic Technology  
 NTR .... Nutrition  
 NUR .... Nursing  
 NUU .... Nursing  
 OCB .... Biology  
 ORH .... Landscape Technology  
 ORI .... Speech  
 ORI .... Theatre  
 PAD .... Public Administration  
 PCB .... Biology  
 PCO .... Psychology  
 PEL .... Health, Physical Education & Recreation  
 PEM .... Health, Physical Education & Recreation  
 PEN .... Health, Physical Education & Recreation  
 PEO .... Health, Physical Education & Recreation  
 PEP .... Health, Physical Education & Recreation  
 PEQ .... Health, Physical Education & Recreation  
 PET .... Health, Physical Education & Recreation  
 PHI .... Philosophy  
 PHS .... Physics  
 PHT .... Physical Therapist Assistant  
 PHY .... Physics  
 PLS .... Landscape Technology  
 PMA .... Landscape Technology  
 PMA .... Pest Control Technology  
 POS .... Political Science



PSC ..... Physical Science  
 PSC ..... Political Science  
 PSY ..... Psychology  
 RAT ..... Radiation Technology  
 REA ..... Reading  
 REA ..... Special Services  
 REE ..... Real Estate  
 REE ..... Office Careers  
 REL ..... Religion  
 REL ..... History  
 RET ..... Respiratory Therapy  
 RET ..... Nursing  
 RMI ..... Insurance  
 RTE ..... Radiologic Technology  
 RTE ..... Radiation Therapy  
 RTV ..... Speech  
 RUS ..... Russian  
 SES ..... Office Careers  
 SES ..... Cooperative Education  
 SOC ..... Sociology

SON ..... Diagnostic UltraSound  
 SOP ..... Psychology  
 SOS ..... Landscape Technology  
 SPA ..... Speech  
 SPC ..... Speech  
 SPC ..... Special Services  
 SPN ..... Spanish  
 SPW ..... Spanish  
 STA ..... Statistics  
 STD ..... Biology  
 STD ..... Cooperative Education  
 STD ..... Special Services  
 THE ..... Theatre  
 TPA ..... Theatre  
 TPP ..... Theatre  
 TRA ..... Traffic Management  
 URP ..... Public Administration  
 WOH ..... History  
 ZOO ..... Biology



## ACCOUNTING COURSES

### ACC 1886 Medicare Cost Reimbursement 3 semester hours

A study of the legal requirements for medicare reimbursement including the eligibility and necessary reports, the principles of cost reimbursement and regulations. Stresses practical application of completing required forms for reimbursement.

### ACC 1887 Credit Union Accounting 3 semester hours

This course is a study of the basic principles and practices of accounting for credit unions using credit union forms, etc. The last part of the course will cover credit union auditing, principles and procedure.

### ACC 2001 Principles of Accounting I 3 semester hours

Introductory study of the fundamental principles of recording financial data and reporting of financial activities as applied to individual proprietorships.

### ACC 2021 Principles of Accounting II 3 semester hours

A continuation of ACC 2001, with emphasis on accounting for corporations, control, and decision making. Includes material on cost accounting, special reports, and statement analysis. Prerequisite: ACC 2001 with a grade of C or better. (South Campus classes are all AVT Open Lab.)

### ACC 2109 Intermediate Accounting I 3 semester hours

A systematic and in-depth consideration of the financial statements and underlying records. Special attention is given to the elements composing working capital, cash receivables, inventories, current liabilities, and investments in stock, bonds, and funds. Prerequisite: ACC 2021 with a grade of "C" or better.

### ACC 2149 Intermediate Accounting II 3 semester hours

A continuation of ACC 2109 with extensive coverage of non-current assets and liabilities, stockholders' equity, and analytical processes. Topical presentation includes plant and equipment, intangibles, long-term debt, paid-in capital, retained earnings, funds and cash flow, statement analysis, and related subsidiary issues. Prerequisite: ACC 2021 with a grade of "C" or better. Offered only with adequate enrollment.

### ACC 2409 Cost Accounting 3 semester hours

A study of the relationship of the cost accounting to the control and decision-making functions of management. A review and an overview of accounting for costs precede the detailed consideration of product costing. Costs are classified and analyzed in terms of materials, labor and overhead for both job order and process cost systems. Prerequisite: ACC 2021 with a grade of "C" or better.

### ACC 2509 Income Tax I 3 semester hours

Principles of federal income taxation applicable to individuals. The course is designed to acquire the basic knowledge necessary in the preparation of individual returns. Sample returns will be prepared.

### ACC 2529 Income Tax II 3 semester hours

A continuation of ACC 2509 with emphasis on income tax laws applicable to partnerships and corporations. A brief survey of estate and gift taxes will be undertaken. Sample returns will be prepared.

### BAN 2210 Analyzing Financial Statements 3 semester hours

Basic considerations in statement analysis; details of financial statements; basic ratios; analysis of internal comparison; analysis by external comparison; consolidated statements; budgets and projections.

### HFT 2430 Accounting for Travel Agents 3 semester hours

A study of the basic principles and practices of accounting for travel agencies with application for managerial decisions.

### ACC 1009 Accounting Survey I 3 credits

### ACC 1029 Accounting Survey II 3 credits

(See Office Careers)

(FOR Course Descriptions)

## AIR CONDITIONING AND REFRIGERATION

### EDT 1501C Air Distribution Drafting 1-3-3 semester hours

This course applies the techniques of duct sizing and air distribution studied in ETM 1310C. Practical layout of ducting and piping systems and use of industry standards will be presented. Selection and sizing of components will be included.

### ETM 1231C Heat Transfer 3-1-4 semester hours

Basic heat transfer is studied in steady state and non-steady state conditions. The study of conduction through composite sections and circular cross sections is emphasized. Film coefficients, conductivity, convection (forced and natural) and their effect on heat transfer is discussed. Special emphasis is on building construction heat transfer coefficients and calculation of total effective temperature difference. Prerequisite: MTB 1334 or MAT 1033.

### ETM 1310C Fluid Dynamics 3-1-4 semester hours

This course is the study of the flow of fluids and gases. Fan laws, pump laws, velocity, turbulent, nonturbulent and uniform flow and the effects of temperature, density and viscosity on fluid flow are studied. Duct sizing, pipe sizing and special emphasis on refrigeration pipe sizing, velocity pressure, static pressure and pressure drop are included. Prerequisite: MTB 1334 or MAT 1033.

### ETM 1610 Introduction to Air Conditioning 3-0-3 semester hours

This course covers the basic science required in the study of air conditioning and refrigeration. The concepts of heat, temperature, heat transfer by radiation, conduction and convection, absolute properties of pressure and temperature are discussed. Psychometric properties of air, fluid flow, and basic refrigeration machinery pumps and blowers are studied. The course acquaints the student with areas that he/she will study in depth later. Prerequisite or corequisite: MAT 1013 or MTB 1334.

### ETM 2673C Estimating and Systematic Trouble Analysis 2-2-3 semester hours

Estimation of job costs from plans and specifications. Previous design projects for cost estimation will be used whenever possible. Determination of system malfunction from design considerations and also mechanical system malfunctions analysis using instrumentation and intuitive reasoning. Prerequisite: EDT 1501; ETM or recommendation of Air Conditioning Technology Department.

### ETM 2723 Centrifugal Refrigeration 3-0-3 semester hours

Use of centrifugal refrigeration for large building and industrial refrigeration systems. Types of systems for economical usage, consideration of high velocity, dual duct systems, controls and mixing boxes are included.

### ETM 2740 Control Systems 3-0-3 semester hours

Theory and operation of control used in refrigeration and air conditioning systems. Determination of control media and measurement of temperature pressure, flow in closed and open loop system. Theory of basic servo-mechanisms and description of electrical, electronic and pneumatic systems are included. Prerequisites: ETM 2750.



**ETM 2750C Air Conditioning System Design** 1-3-3 semester hours

Selection of system components used in the mechanical systems of buildings. Calculation of building heat loads, sizing of ducts and piping based upon actual construction projects. The needs of the occupants of the building and the economics of alternate systems are considered. Prerequisite: ETD 1501, ETM 1310C.

**ETM 2905C Design Project** 1-4-3 semester hours

This course is a directed independent study project. The objective is to allow students as much freedom as possible in selection of an air conditioning problem or project. Visits to job sites, collecting of manufacturer's information and literature research will be included. Prerequisite: all required AIC courses.

**ETM 2931 Energy Conservation and Utilization** 3-0-3 semester hours

This course discusses alternate forms of energy and their economic implications. Solar, nuclear, coal, oil, wind and geothermal will be studied. Conservation with applications for both residential and commercial buildings will be included.

## ANTHROPOLOGY

**ANT 2000 Introduction to Anthropology** 3 semester hours

An introductory study of the evolution and cultural development of man, his customs, his social organization, and his institutions. Emphasis is placed upon the cultural aspects of anthropology, and the student is introduced to the major fields of study undertaken by anthropologists. Meets area 3 or 5 AA degree general education requirements.

**ANT 2100 Intro to Archaeology** 3 semester hours

A study of man's past based upon archaeological evidence and the methods used to procure it. Prerequisite: ANT 2000.

**ANT 2211 Intro to World Ethnology: Peoples of the World** 3 semester hours

A survey of cultures on differing levels of development, focusing upon subsistence, social organization, religion, art, and culture change. Prerequisite: ANT 2000. Meets area 8 AA degree general education requirements.

**ANT 2310 Introduction to the North American Indian** 3 semester hours

A survey of the North American Indian tribes. Prerequisite: ANT 2000. Meets area 8 AA degree general education requirements.

**ANT 2511 Introduction to Physical Anthropology** 3 semester hours

A study of the biological origins of man, focusing upon human evolution, race, primatology and population genetics.

**ANT 2905 Independent Study Anthropology** 3 semester hours

A directed study course in the behavioral sciences. The course will be available to both majors and non-majors who wish to investigate a particular problem. The student will make application for the course to the Department Head of the Behavioral Sciences Department via an instructor with whom he/she wants to work. Prerequisite: To be ascertained by the instructor and Department Head.

**ANT 2920 Anthropology Field School I** 1 semester hour

A course designed for study on various topics in cultural and physical anthropology. Study would be limited to field and/or laboratory projects. Prerequisite: Permission

of the instructor or when taken in conjunction with archaeology. Meets area 8 AA degree general education requirements.

**ANT 2921 Anthropology Field School II** 2 semester hours

Meets area 8 AA degree general education requirements.

**ANT 2922 Anthropology Field School III** 3 semester hours

Meets area 8 AA degree general education requirements.

**IDS 2190 Ascent of Man (formerly History of Man and ANT 2931)** 3 semester hours

This interdisciplinary course traces through video tapes and textual materials the evolution of mankind. The course examines development of science, arts, intellect and imagination that marks man as unique in the biological world. Meets area 8 AA degree general education requirements.

## ARCHITECTURE

**ARC 1126C Architectural Drafting I** 3 semester hours

This course offers the student basic knowledge of the architectural drawing phase of the construction documents. Emphasis is placed on residential design and construction techniques and how to properly communicate through the use of architectural drawings including plans, elevations, sections and details. This course is a combination lecture and lab.

**ARC 2020C Architectural Communications I** 3 semester hours

Introduction to the theory and practice of perspective drawing and presentations. Develop techniques, language, graphics and models with exercises in graphic representation of space. The study of light, shades and shadows as they affect architectural forms is also emphasized.

**ARC 2021C Architectural Communications II** 3 semester hours

Emphasis is given to refinement of perspective drawing techniques. Specialized methods of presentations such as multi-media, photographic techniques and rendering methods are covered. Introduction of planning and design by participating in projects involving form, mass, nature and space. Prerequisite: ARC 2020.

**ARC 2031L Architectural Design I** 3 semester hours

Basic studies in the components of architecture, relating principles of design and solutions from research data obtained by the students. Prerequisite: ARC 2021.

**ARC 2122C Architectural Drafting II** 3 semester hours

This course enables the student to provide architectural drawings, and study construction methods and techniques used in commercial buildings. Special attention is directed to the practice of prestressed/precast concrete beams and structural steel members. This course is a combination lecture and lab.

**ARC 2140C Materials and Methods of Construction** 3 semester hours

Introduction to materials and methods of construction with emphasis on wood, masonry, concrete and steel. The evaluation of materials, functional applications, and code requirements are stressed. Lab exercises include building of representative building systems and components with models. Field trips to building construction sites and fabricating plants are also included.

**ARC 2154C Architectural Drafting III** 3 semester hours

This course enables the student to provide architectural



- drawings and study construction methods and techniques used in high rise buildings. Special attention is directed to air conditioning, vertical transportation, refuse disposal, parking, and landscaping fundamentals. This course is a combination lecture and lab.
- ARC 2230 Introduction to Specifications** 3-0-3 semester hours  
Introduction to specifications is intended to provide a general emphasis on basic specifications writing procedures and techniques including the reasons for specifications in construction projects, the project manual, reference sources, relationship of specifications and drawings, bidding requirements, the agreement, conditions of the contract as well as the specifications writer in construction.
- ARC 2231 Specifications Writing Principles** 3-0-3 semester hours  
Specifications writing principles is intended to provide the student with a clear understanding of specifications. Writing techniques and style including word usage, avoiding ambiguity, punctuation, methods of specifying, organizations, reproduction methods, C.S. I. format, and section and page style formats.
- ARC 2783 Seminar in Architecture, Design and History** 3 semester hours  
A combination of classroom preparation plus travel to include sketching, photography, critique and review of architectural history and design. Variable content depending upon areas visited.
- ARC 2784 Seminar in Architecture, Design and History** 6 semester hours  
A combination of classroom preparation plus travel to include sketching, photography, critique and review of architectural history and design. Variable content depending upon areas visited.
- ART**
- ARE 2252 Recreational Arts and Crafts** 3 semester hours  
This course is designed to give the student maximum practical experience in creative crafts projects and to provide the opportunity to master the techniques of teaching these projects to varying age groups in a number of recreation settings. The student should be exposed to many types of arts and crafts projects. Fee \$5.00.
- ARH 2000 Art Appreciation** 3 semester hours  
A course considering form and content in western world art, emphasizing historical aspect so that students may become aware of how and why a work is created and its resulting contribution to their culture. Meets area 2 or 5 AA degree general education requirements.
- ARH 2050 Art History I** 3 semester hours  
Survey and analysis of the western history of art. Architecture, painting, sculpture and crafts from paleolithic times through the Renaissance.
- ARH 2051 Art History II** 3 semester hours  
Study of styles from post-renaissance mannerist period to the present, stressing development of contemporary artistic concepts.
- ARH 2004 Appreciation of Oriental and Primitive Art** 3 semester hours  
General overview of oriental and primitive art: Chinese, Japanese, African, Pre-Columbian, American Indian. The course will consider the historical effects on artistic styles. Motivation, form and content in art will be emphasized so students will become familiar with non-western art. Prerequisite: ARH 2000.
- ART 1201C Design I** 3 semester hours  
Two dimensional study of form, fundamental principles and the elements of design for all creative work in visual arts. Six studio hours weekly.
- ART 1202C Design II** 3 semester hours  
Three dimensional study of form, fundamentals, principles, and elements of design. Six studio hours weekly. \$5.00 fee.
- ART 1300C Beginning Drawing** 3 semester hours  
Landscape and still life composition in charcoal, ink, and other media. Six studio hours weekly.
- ART 1330C Life Drawing** 3 semester hours  
Human and animal forms using various media. Laboratory fee \$20.00. Six studio hours weekly. Prerequisite: ART 1300C.
- ART 2100C Crafts—Woods Metals, and Plastics** 3 semester hours  
Course offers experience with wide range of materials, adaptable to various levels of education. Design emphasis in plastic, woods, copper, silver, and enameling. Laboratory fee \$5.00. Six studio hours weekly. Prerequisite: ART 1202C.
- ART 2110C Ceramics** 3 semester hours  
Study of basic ceramic shaping techniques, glazing, decorating and firing. Laboratory fee \$20. Six studio hours weekly. Prerequisite: ART 1202C.
- ART 2150C Jewelry Design** 3 semester hours  
An exploration of basic techniques and processes necessary to execute well designed jewelry. Six studio hours weekly. Prerequisite: ART 1202C. Fee: \$20.
- ART 2205C Color and Composition** 3 semester hours  
A basic course in the exploration of color theories, color systems, and color relativity in regard to optical sensation, lighting variation, and psychological impact. Six studio hours weekly.
- ART 2401C Printmaking I** 3 semester hours  
A study of processes and techniques in serigraphy and intaglio printing. Laboratory fee \$20.00. Six studio hours weekly. Prerequisite: ART: 1300C, 1201C.
- ART 2402C Printmaking II** 3 semester hours  
A study of positive and negative printmaking with problems in relief and lithographic techniques. Laboratory fee \$20.00. Six studio hours weekly. Prerequisites: ART 1300C, 1201C.
- ART 2520C Painting** 3 semester hours  
Creative techniques and composition applied to oil painting and acrylic media. Six studio hours weekly. Prerequisites: ART 1300C, 1201C.
- ART 2560C Watercolor** 3 semester hours  
A creative exploration of watercolor techniques and media both past and present with an emphasis on composition. Six studio hours weekly. Prerequisite: ART 1201.
- ART 2600C Photography I** 3 semester hours  
Basic procedures of black and white still camera work, developing, and printing. Emphasis is on intensifying visual perception and on the analysis of photographs as art and record. Laboratory fee \$10.00, (student will supply 35mm camera, film, and paper). Class limited to fifteen students. Prerequisites: ART 1201C and instructor approval. Six hours weekly.
- ART 2630C Cinematography I** 3 semester hours  
Introduction to motion picture production procedures and techniques. The course will stress the following units of instruction: the film script as a production blueprint, the camera, film as a recording medium, laboratory practices, lighting techniques, editorial techniques, and sound recording and reproduction. Practical application through student projects. (2 hour lecture; 2 hour lab) Laboratory fee \$20.00.
- ART 2631C Cinematography II** 3 semester hours  
Advanced motion picture production procedures stressing the following units of instruction: the production crew,

production management, set operations, advanced lighting and sound techniques, continuity, and post production procedures. Practical application through student projects. Prerequisite: ART 2630C (2 hour lecture; 2 hour lab) Laboratory fee \$20.00

**ART 2650C Video Art** 3 semester hours

This course will be an introduction to video as an art form. Production procedures and techniques of electronic editing will allow students to produce their own tapes. The course will stress video as a general purpose tool for the artist to express an alternative to commercially produced television. Fee: \$15.00

**ART 2701C Sculpture** 3 semester hours

Creative techniques in metal, wood, stone, and clay. Laboratory fee \$5.00. Six hours weekly. Prerequisite: ART 1202C.

**ART 2890 Seminar in Art I** 1 semester hour

**ART 2891 Seminar in Art II** 2 semester hours

**ART 2892 Seminar in Art III** 3 semester hours

**ART 2893 Seminar in Art IV** 4 semester hours

**ART 2894 Seminar in Art V** 5 semester hours

**ART 2895 Seminar in Art VI** 6 semester hours

A combination of classroom preparation plus travel to include sketching, painting, native crafts, etc. Variable content depending on areas visited. Prerequisite: Permission of Instructor.

**ART 2905 Independent Study** 3 semester hours

A course designed to establish frame work for future self-learning. Each student will shape the course to fit his/her needs by planning with a faculty advisor. Six studio hours weekly. Prerequisites: ART 1300C, 1201C, 1202C. Exceptions to prerequisites will be considered by the art Department Head.

**ART 2610 Photography II** 3 semester hours

The application of the 35mm camera to specially directed individual projects. Emphasis is on the use of photography in documenting the social landscape. Each student project will be exhibited as a complete essay and will be used as a basis for critical discussion. Lab fee \$10.00 (student will supply 35mm camera, film and paper). Class limited to 15 students. Six hours weekly. Prerequisite: ART 2600 (Photography I).

**ARV 1203C Commercial Design I** 4 semester hours

Design as applied to modern advertising techniques. Layout and preparation are covered through individual projects in such areas as magazine ads, stationery and logotype design. Typography, production and printing are stressed. (2 hour lab; 4 hour studio).

**ARV 1204C Commercial Design II** 4 semester hours

Emphasis is placed on the development of ideas and the ability to communicate them effectively. The importance of experimentation and flexibility of approach is stressed through projects in such areas as newspaper advertising, book jackets, magazine covers, direct mail, sales promotion campaigns. Prerequisite: ARV 1203C & ART 1201C. (2 hour lab; 4 hour studio).

**ARV 2205C Commercial Design III** 4 semester hours

A creative approach in design with emphasis on relating illustration to copy through projects such as advertising, packaging, and record jacket design and catalogues. Prerequisite: ARV 1204C (2 hour lab; 4 hour studio).

**ARV 2206C Commercial Design IV** 4 semester hours

Advanced course in design with emphasis on illustration, 4 color consumer magazine advertising and TV graphics. Development of a well-rounded job seeking portfolio. Prerequisite: ARV 2205C (2 hour lecture; 4 hour lab).

**IND 1020 Interior Design I** 3 semester hours

An introductory course to develop the ability to design

and plan interior space. Emphasis will be placed on perfecting skill and efficiency in drafting floor plans and elevations, as well as coordinating materials and furnishings in the design of an entire home. Prerequisite: None.

**IND 2000 Interior Design II** 3 semester hours

This course will emphasize problems in room and space planning and more advanced problems relating to the correlation of furnishings and other materials based on the principles of good, functional design. Prerequisite: ART 1202.

**IND 2210 Interior Design III** 3 semester hours

Projects will provide practice in planning interiors, both residential and commercial. The student will develop further competency in budgeting, specifications and presentations. Prerequisite: ART 1200.

**IND 2220 Interior Design IV** 3 semester hours

Advanced problems in interior planning, both commercial and residential. The perfection of all skills in designing and presentations will be stressed. Prerequisite: ART 2210.

**IND 1100 History of Interiors** 3 semester hours

This course will acquaint the student with period styles in interiors and furnishings as well as the architecture which influenced them, beginning with the Egyptian period and continuing the study of the historical development of interior design through the 20th Century.

**IND 2420 Materials and Sources** 3 semester hours

This course will study materials and furnishings available to the Interior Designer in today's market.

## ASTRONOMY

**AST 1005 Astronomy I** 3 semester hours

Descriptive, non-mathematical study of the solar system and astronomical methods of general interest. Three hours weekly. Meets area 4a or 5 AA degree general education requirements.

**AST 1006 Astronomy II** 3 semester hours

Continuation of Astronomy I. Consideration given primarily to objects and events beyond the solar system in our galaxy and in other galaxies. Three hours weekly. Meets area 4a and 5 AA degree general education requirements.

**ASI 2100 Planetarium** 3 semester hours

**Education**

Course for teachers and students of education. Study of the use of the planetarium in education. Various audio-visual devices will be employed. Large portions of the course consist of directed study with the student designing and writing his/her own educational materials pertaining to audio-visual concepts in planetarium education. Acquaints student with the celestial sphere and planet position. Prerequisite: Instructor approval.

## AVIATION COURSES

**ASC 1010 History of Aviation** 3 semester hours

A survey of aviation from its beginning to the present age. Major emphasis is on both the aviation industry in the U.S. and the Government's regulation of it. Lesser emphasis is on technological and military developments. Upon completion the student can identify significant acts and developments that brought the U.S. to its present state.

**ASC 1100 Navigational Science I** 3 semester hours

The use of computers in the solution of basic navigation problems, aeronautical charts, pilot techniques. An introduction to the use of the airman's information manual and radio navigation aids.



- ASC 1210 Meteorology** 3 semester hours  
A study of the basic concepts of meteorology, temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing and fog. Analysis and use of weather data; interpretation of the U.S. Weather Bureau maps, reports and forecasts. Prerequisite: ATT 1100, or private pilot's license.
- ASC 1550 Aerodynamics** 3 semester hours  
An analysis of the physical laws and aerodynamic principles which govern the flight and performance of aircraft stability and control, weight and balance, and aircraft instruments affecting flight. Operational considerations of controllable pitch propellers retractable gear, weather, and precision maneuvers. Prerequisite: ATT 1100 or pilot's license.
- ASC 1610 Aircraft Engines, Structures, and Systems** 3 semester hours  
Aircraft engine types and theory of operation. Theory, materials and construction methods of aircraft structures. Operations of hydraulic, electrical, fuel, pressurization, and anti-icing, heating and instrument systems, including sources of power for their operation. Prerequisite: ATT 1100 or private pilot license.
- ASC 2110 Navigational Science II** 3 semester hours  
Methods and procedures for the solution of advanced pilotage and dead reckoning problems. Functioning, capabilities, and limitations of radio navigation systems. The use of radio as a primary air navigation means. The use of sectional charts, enroute low altitude charts and the airman's information manual. Prerequisite: ASC 1100 or a private pilot's license. MTB 1334 and MTB 1344, or MAC 1132 and MAC 1133.
- ASC 2870 Aeronautical Science Safety** 3 semester hours  
Provides knowledge of how aerial flight affects the human body, and actions that can be taken to minimize adverse effects. A detailed study of Federal Aviation Regulations and their pertinence to safety of flight. Emphasis on structure and operation of air navigation system, including facilities and services available for safe conduct of flight.
- ATF 1100 Primary Flight** 3 semester hours  
This course provides the flight training and experience required by the FAA for a private pilot certificate. As a minimum it will provide the training required by par. 3 and 4 of appendix A to part 141 of the FAR. It will consist of a minimum of 50 flying hours, no more than 5 of which may have been in an FAA approved pilot ground trainer. Corequisite: ATT 1100 and ASC 1100. Fee: See section on student fees under general information in the catalog.
- ATF 2201 Intermediate Flight** 3 semester hours  
This course continues the training and experience begun in primary flight, and together with ATF 2202 and ATF 2306 provides the aeronautical experience required to qualify for the FAA commercial pilot certificate with instrument rating. It will consist of a minimum of 45 flying hours, no more than 10 hours of which may have been in an FAA approved pilot ground trainer, and will provide the instruction and practice required by par. (B)(3) and 3 (C)(3) of Appendix D to part 141 of the FAR. Prerequisite: ATF 2201 or POI. Fee: see section on student fees under general information in this catalog.
- ATF 2202 Advanced Flight** 3 semester hours  
This course continues the training and experience of intermediate flight. Together with ATF 2201 and ATF 2306 it provides the aeronautical experience required for the FAA commercial pilot certificate with instrument rating. During this course the student achieves qualification in high performance aircraft. It will consist of a minimum of 45 flying hours, no more than 10 hours of which may have been in an FAA approved pilot ground trainer, and will provide the instruction and practice required by par. (B)(3) and 3 (C)(3) of Appendix D to part 141 of the FAR. Prerequisite: ATF 2201 or POI. Fee: see section on student fees under general information in this catalog.
- ATF 2306 All Weather Flight** 3 semester hours  
This is the final of the series of courses designed to provide the aeronautical experience for a FAA commercial pilot certificate with instrument rating. As a minimum it will provide the aeronautical experience, flying hours, and cover the subject matter specified in par. 3 of appendix C to Part 141 of the FAR. In order to receive credit for this course the student must have accumulated a total of at least 190 hours of flight training, no more than 40 hours of which may have been in an FAA approved pilot ground trainer. Prerequisite: ATF 2202 or POI. Fee: see section of student fees under general information in this catalog.
- ATF 2400 Multi-Engine Transition** 1 semester hour  
A minimum of nine hours of dual flight instruction, one hour of solo flying, and five hours of oral instruction covering training in operation of multi-engine airplanes. Students must obtain FAA multi-engine rating in order to receive credit. Prerequisite: private pilots certificate. Fee: See section on student fees under general information in this catalog.
- ATF 2500 Flight Instructor Training** 2 semester hours  
The flight and ground instruction to train a commercial pilot to be a flight instructor. Consists of the number of dual and solo flying hours, and oral instruction required in each case to qualify the individual for an FAA flight instructor certificate. In no case less than a total of 25 flying hours. Students must get FAA certificate in order to receive credit for the course. Prerequisite: commercial pilot certificate. Fee: see section on student fees under general information in this catalog.
- ATT 1100 Aeronautical Science** 3 semester hours  
The theory of flight. Elementary aerodynamics. The major components of airplanes and their function. The pertinent federal aviation agency regulation. An introduction to meteorology, both weather phenomena and reading and understanding teletype weather data and weather maps.
- ATT 2120 Instrument Flight Theory** 3 semester hours  
Physiological factors involved with instrument flying. The functioning of basic flight instruments and their use in controlling aircraft under instrument conditions. Electronic aids and their use. Communications facilities and equipment. The airways system, air traffic control facilities and procedures as related to instrument flight. Flight planning, enroute charts, area charts, SID charts, STAR charts, instrument approach procedure charts. Prerequisite: ASC 2110 or commercial pilot's license.
- ATT 2371 Aircraft Communication and Navigation Systems** 4 semester hours  
A study of the characteristics and operation of typical navigation and communication equipment used in general aviation, commercial and military aircraft.
- ATT 2372 Aircraft Flight Control Systems** 3 semester hours  
A study of the basic principles of flight instrumentation and automatic flight control devices and systems.
- ATT 2373 Aircraft Pulse and Microwave Systems**  
A study of pulse type equipment used in general aviation, commercial and military aircraft. Receiver band width sensitivity, image response, decoder, reply frequency, and pulse characteristics.



- ATT 2600 Flight Simulator Training** 1 semester hour  
A total of 15 hours of training in a flight simulator. Material covered includes: basic instruments, VOR procedures, ADF procedures. The course should normally be taken with ATF 2202 or ATF 2306. Fee: see section on student fees under general information in this catalog. Offered at Ft. Lauderdale-Hollywood International Airport, and Ft. Lauderdale Executive Airport.
- ATT 2890 Directed Studies in Air Traffic Control** 3 semester hours  
This course is available only to air traffic control students participating in a cooperative education program with the Federal Aviation Administration. Students will be prepared for and take the employer indoctrination course, control tower operator, and the limited aviation-weather reporting examinations. Credit will be based on examination grades as reported by the Federal Aviation Administration to the Cooperative Education Department.
- AVM 2410 Airport Management** 3 semester hours  
Compliance with federal requirements and cooperation with federal supporting agencies. Acquisition and direction of ground support activities. Organization and development of facilities and space utilization. Service and sales. Fixed and operating costs and other financial concerns.
- AVM 2301 General Aviation Marketing** 3 semester hours  
Basic marketing concepts and procedures involved in the sale of general aviation aircraft and components to private industry and government. Particular emphasis will be placed on Corporate/Business aircraft and commuter airlines.
- AVM 2512 Airline Management** 3 semester hours  
An introduction to the administrative aspects of airline operation and management. Topics include the structure of the airline industry in the United States including First, Second and Third level carriers, the Annual Profit Plan, Uniform System of Accounts and Reports, Organizational Planning, demand analysis, scheduling, the theory of pricing, fleet planning, facilities planning and airline financing.
- BANKING COURSES**
- BAN 1000 Financial Institutions** 2 semester hours  
Banking structure, monetary roles of the federal reserve and treasury, the money market, financial aspect of corporate organizations, the financing of business, securities market, small business finance, farm credit institutions, capital markets.
- BAN 1110 Principles of Bank Operations** 3 semester hours  
The economic importance of banks; the receiving function; processing of cash items; bookkeeping operations; posting systems; legal relationships with depositors; internal controls; international financial services; trust services; growth of the American banking system, banking and public service.
- BAN 1140 Teller Operations** 2 semester hours  
Customer service coins and currency, precautions in cashing checks, insurance of accounts, dividends on savings, interests on loans, emergency situations, responsibilities of a teller supervisor.
- BAN 1150 Bank Public Relations and Marketing** 3 semester hours  
Functional structure of bank public relations and marketing; marketing and opinion research; advertising; community relations; government relations; blueprint for a winning bank.
- BAN 1300 Savings Account** 2 semester hours  
Basic theory of savings, the contractual nature of savings accounts, classifications by ownership and by operation, insurance accounts, opening the savings account, policy regarding legal advice, earnings, withdrawals and services to savers.
- BAN 1301 Savings Accounts Administration** 2 semester hours  
The pooled capital concept, liquidity, management of liabilities, inactive or dormant accounts, garnishment and execution, amounts of decedents, savings activities at branch and agency offices.
- BAN 1600 Introduction to Savings Association Business** 2 semester hours  
History of savings association. Federal reserve system, federal home loan bank system, charters and regulations, securities markets investment processes, the housing environment.
- BAN 1610 Savings and Loan Operations** 3 semester hours  
The operation of various financial institutions are discussed in this course with special emphasis on the savings and loan association. The historical development of savings and loan associations, their special characteristics and organization are topics covered. The appraisal function of the savings and loan business and the savings program are included in the course.
- BAN 1630 Savings & Loan Accounting I** 2 semester hours  
Study of statement of conditions, statement of operations, general ledger, general journal, preparation of trial balances, closing procedures, subsidiary ledgers, control accounts, and source documents.
- BAN 1631 Savings & Loan Accounting II** 2 semester hours  
Study of savings accounts, loans, accounts, mortgage and construction loans, payment on monthly installment loans, home improvement loans, and college education loans.
- BAN 1720 Bank Management** 3 semester hours  
The nature and objective of banking, formulation of objectives and policies; organizational planning; management controls; managements and specific functions; the art of management.
- BAN 2010 Federal Reserve System** 3 semester hours  
A study of the background of the federal reserve system. Monetary and fiscal policies, combating postwar inflation, domestic credit trends in the 1960's, federal reserve system and international monetary cooperation, working toward economic stability, etc.
- BAN 2200 Credit Administration** 3 semester hours  
Discussion of policy; the bank credit department; sources of credit information; credit correspondence; unsecured and secured loans to customers; loans to small business; term loans; interbank loans; real estate loans; influence of the federal reserve system; opportunities and responsibilities of the bank lending officers.
- BAN 2230 Bank Investments** 3 semester hours  
A study of the banks needs for primary reserves and loanable funds. It analyzes primary and secondary reserve needs, the source of reserves, and their random and cyclical fluctuations, showing the influence on investment policy. A study of yield changes as they affect long term holdings.
- BAN 2240 Installment Credit** 3 semester hours  
Evolution of installment credit; investigation and the credit decision; inventory financing; rate structure and cost analysis in installment credit; servicing installment

credit; special loan programs; advertising and business development; installment credit and your bank.

**BAN 2250 Home Mortgage Lending** 3 semester hours

Mortgage credit in the United States; structures of the mortgage market; development of mortgage portfolio; appraisal of property; mortgage loan servicing; management considerations in mortgage lending and portfolio management.

**BAN 2303 Savings and Time Deposit Banking** 3 semester hours

The role of savings in economy, motivation for saving, deposit-type savings, insurance-type savings, differences among savings institutions, interest rates and yields, characteristics of deposit-type savings institutions, etc.

**BAN 2400 Trust Department Services** 3 semester hours

Property and property rights; wills; settlement of estates; responsibilities of executors and administrators; personal trusts; insurance trusts; administration of personal trusts; responsibilities of trustees; guardianships and personal agencies; other trusts and agencies; historical background of trust services and trust institutions.

**BAN 2401 Trust Department Organization** 3 semester hours

The nature of trust powers; organization of a trust department; executive and administrative activities of a trust department; equipment of a trust department; procedures for corporate trusts and agencies; procedures for investment of trust funds; management of real property and mortgages, tax work of a trust department; trust selling techniques; estate planning; trust costs and earnings; guiding principles of trust institutions; government supervision of trust business.

**BAN 2500 International Banking** 3 semester hours

The world of international banking; activities of the international department; foreign exchange; letters of credit and banker's acceptances; the businessman and international banking.

**BAN 2620 Savings Association Lending** 2 semester hours

Savings and loan mortgage plan, functions of loan department, loan applications, appraisals for financing, loan closing, F.H.A., V.A., housing for low income and elderly.

**BAN 2724 Branch Bank Organization** 3 semester hours

A study of branch bank organization; planning, staffing, directing and control; centralization or decentralization of management; the number of service departments based on size and projected rate of growth; profit accountability of the individual branch.

## BIOLOGY

**APB 1220 Integrated Science for Allied Health Technology** 2 semester hours

An integration of physical, chemical, and biological subjects presented in support of the allied health technician in training. General physics, general chemistry, and microbiology are introduced in sequence and coordinated with the allied health programs. Pre or corequisite APB 1150L. Does not meet requirements for general education science.

**APB 1150 Modern Principles of Biology** 3 semester hours

Course designed to give students an understanding of modern principles of biology, while focusing on the nature and activities of living organisms. Course primarily for non-science majors. (See APB 1150L) Meets area 4a of 5AA degree general education requirements.

**APB 1150L Modern Principles of Biology Laboratory** 1 semester hour

Two hours of laboratory weekly which may be taken concurrently with APB 1150L. For students planning to transfer where laboratory is required for science credit. This lab course must be taken as either a prerequisite or a corequisite to the BOT 1010 botany or the ZOO 1013 zoology. One two-hour period weekly. Fee \$7.00

**APB 1229L Paramedical Science Laboratory** 1 semester hour

Laboratory experiments to accompany APB 1203, 1203L, and 1204. Prerequisite: APB 1023, APB 1150 (BSC 1010 as a substitute for APB 1150). One two-hour period weekly. Fee \$7.00.

**APB 1221 Integrated Science for Allied Health Technology** 2 semester hours

An introduction to human body parts, cells, tissues, and organ systems with continuing integration of subjects offered in APB 1023. Presented in support of allied health technician in training and introduced in a sequence coordinated with the allied health programs. Prerequisite: APB 1023. Does not meet requirements for general education science.

**APB 1224 Integrated Science for Allied Health Technology** 2 semester hours

A continuing introduction to human body parts, cells, tissues, and organ systems with an integration of subjects offered in APB 1023. Presented in support of the allied health technician in training and introduced in a sequence coordinated with the allied health programs. Prerequisite: APB 1023. Corequisite: APB 1191L. Does not meet requirements for general education science.

**APB 1225 Integrated Science for Allied Health Technology** 2 semester hours

A continuing introduction to human body parts, cells, tissues, and organ systems with an integration of subjects offered in APB 1023. Presented in support of the allied health technician in training and introduced in a sequence coordinated with the allied health programs. Prerequisite: APB 1023. Corequisite: APB 1191L. Does not meet requirements for general education science.

**BOT 1010 General Botany** 3 semester hours

Course designed to treat entire plant kingdom with emphasis on structure and function of flowering plants. Fundamental cell and tissue structure of both vascular and non-vascular plants are studied. Associated physiological and chemical effects as related to function are emphasized. Three hours weekly. Pre or corequisite: APB 1150. Corequisite: BOT 1010L. Meets area 4a or 5 AA degree general education requirements.

**BOT 1010L General Botany Laboratory** 1 semester hour

Laboratory experiments and field trips to accompany BOT 1010. Pre or corequisite APB 1150 and corequisite BOT 1010. One two-hour period weekly. Fee \$7.00.

**OCB 2013 Principles of Marine Biology** 3 semester hours

Introduction to marine life involving identification of organisms and the nature of their environment. Collecting trips and laboratory study relate to economic applications. Prerequisite: BOT 1010-1010L and ZOO 1013-1013L or instructor approval. Corequisite: OCB 2013L. Meets area 4a or 5 AA degree general education requirements.

**OCB 2013L Marine Biology Laboratory** 1 semester hour

Field trips and laboratory experiments to accompany OCB 2013. Prerequisite BOT 1010, 1010L and ZOO 1013-1013L or instructor approval. One two-hour period.



**PCB 1050 Principles of Genetics** 3 semester hours  
A course for non-science majors dealing with mendelian genetics and its application to humans. The course content would be of particular interest to allied health students and social science majors. All major human genetic defects will be studied in detail along with current research in chromosomes and DNA. This course is not intended to replace APB 1150 and transfers as elective science credit to higher institutions. A prerequisite of APB 1150 is suggested but not essential. Meets area 4a or 5 AA degree general education requirements.

**STD 0311 (NT) Introduction to Natural Science** 3 semester hours

An elementary science course designed to improve skills of the student who has difficulty understanding science. This course will help the student learn the language, and the framework of ideas in science and will increase the student's word meaning, idea grasping and reading ability. An assigned counselor's approval is required.

**ZOO 1013 General Zoology** 3 semester hours  
Basic course pertaining to the development, anatomy, physiology, ecology and natural relationships of the animal kingdom. Pre or corequisite: APB 1150. Corequisite: ZOO 1013L. Meets area 4a or 5 AA degree general education requirements.

**ZOO 1013L General Zoology Laboratory** 1 semester hour  
Laboratory experiments and field trips to accompany ZOO 1013. Prerequisites or corequisite APB 1150L. One two-hour period weekly. Corequisite ZOO 1013. Fee \$7.00.

## BUSINESS LAW COURSES

**BUL 1655 Social Security Law** 3 semester hours  
The purpose of this course is to provide professional people with an understanding of their rights under Social Security. The course will concentrate on eligibility requirements, the insured status coverages, eligibility for dependents, death benefits, corporation officers and directors, and closed family corporations, Medicare, etc.

**BUL 2111 Business Law I** 3 semester hours  
A study of the basic principles of law and the application of these to business problems. It encompasses a discussion of legal rights and social forces, the legal relationships of government, business and society, the law of contracts, personal property, bailments, and sales.

**BUL 2112 Business Law II** 3 semester hours  
It includes a study of the legal principles covering commercial paper, creditors' rights and secured transactions, agency, employer-employee relationships, partnerships, corporations, and real property. Prerequisite: BUL 2111.

## CHEMISTRY

**CHM 1015** 3 semester hours  
Designed primarily for students who have no previous chemistry background and need preparation for general chemistry. This course covers the fundamental concepts necessary for an understanding of chemistry.

**CHM 1020 Chemistry For General Education** 3 semester hours  
Non-laboratory course concerning the structure of matter and the transformation it undergoes. Designed for students who are non-majors and who do not require a year of general college chemistry in their programs. Credit will not be given for both CHM 1020 and CHM 1040. Meets area 4a or 5 AA degree general education requirements.

**CHM 1040 General Chemistry I (expanded sequence)** 3 semester hours  
First course in the three term sequence CHM 1040, 1041,

1042. Introduction to elementary principles of modern chemistry. Corequisite or prerequisite: MAT 1033 or two years of high school algebra with grade "C" or better. Credit will not be given for both CHM 1040 and CHM 1020. Meets area 4a or 5 AA degree general education requirements.

**CHM 1041 General Chemistry II (expanded sequence)** 3 semester hours

Further development of the principles of modern chemistry introduced in CHM 1040 including the descriptive chemistry of familiar elements and their compounds. Prerequisite: CHM 1040. Corequisite: CHM 1041L. Meets area 4a or 5 AA degree general education requirements.

**CHM 1041L General Chemistry Laboratory** 1 semester hour

Laboratory experiments to accompany CHM 1041. One three hour period weekly. Prerequisite: CHM 1040. Corequisite: CHM 1041. Fee \$10.00.

**CHM 1042 General Chemistry III with Qualitative Analysis (expanded sequence)** 3 semester hours

The third segment of the lecture sequence CHM 1040, 1041, 1042. Continued development of modern chemical principles. CHM 1042 and CHM 1042L completes requirements for general chemistry and are prerequisites to further chemistry courses. Prerequisite: CHM 1041 and CHM 1041L. Corequisite: CHM 1042L.

**CHM 1042L General Chemistry and Qualitative Analysis Lab** 1 semester hour

A qualitative analysis of selected ions and other appropriate experiments to accompany CHM 1042. One three hour period weekly. Prerequisite: CHM 1041 and CHM 1041L. Corequisite: CHM 1042. Fee \$10.00. Completion of CHM 1040, CHM 1041, CHM 1041L, CHM 1042, CHM 1042L is equivalent to CHM 1045, CHM 1045L, CHM 1046, CHM 1046L for any programs for which General Chemistry is required.

**CHM 1045 General Chemistry I** 3 credit hours

First course of a two-term sequence, CHM 1045, CHM 1046. Introduction and development of modern chemical principles. To enroll students must have completed CHM 1015 with a grade of "C" or better or pass a departmental placement exam. Corequisite or prerequisite: MAT 1033 or two years of high school algebra with a grade of "C" or better. Meets area 4a or 5 AA general education requirements.

**CHM 1045L General Chemistry Laboratory** 1 credit hour  
FEE \$10.00

Laboratory experiments to accompany CHM 1045.

**CHM 1046 General Chemistry II** 3 credit hours

Further development of the principles of modern chemistry introduced in CHM 1045. Prerequisite: CHM 1045.

**CHM 1046L General Chemistry II Laboratory** 1 credit hour

General Chemistry and qualitative analysis laboratory experiments to accompany CHM 1046. Prerequisite CHM 1045, CHM 1046. Completion of CHM 1045, CHM 1045L, CHM 1046, CHM 1046L fulfills the requirements for general chemistry and is considered equivalent to the expanded sequence. FEE \$10.00

**CHM 2210 Organic Chemistry I** 3 semester hours

First part of a two course sequence presenting the structures, preparation and reactions of various classes of hydrocarbons and their derivatives, these reactions being interpreted and unified in the light of modern electronic theory. Three hours weekly. Prerequisite: CHM 1042 and CHM 1042L. Corequisite: CHM 2210L. Meets area 4a or 5 AA degree general education requirements.

**CHM 2210L Organic Chemistry Laboratory I** 1 semester hour

Organic laboratory experiments and preparations to



accompany CHM 2210. One three hour period weekly. Prerequisites: CHM 1042 and CHM 1042L. Corequisite: CHM 2210. Lab Fee \$15.00.

**CHM 2211 Organic Chemistry II** 3 semester hours  
Second of the two part organic chemistry course. A continuation of the study of aliphatic and aromatic compounds and their derivatives. Preparations, reactions, and the mechanisms involved are included. Three hours weekly. Prerequisites: CHM 2210 and CHM 2210L. Corequisite: CHM 2211L. Meets area 4a or 5 AA degree general education requirements.

**CHM 2211L Organic Chemistry Laboratory II** 1 semester hour  
Appropriate experiments and preparations to complement CHM 2211. One three hour period weekly. Prerequisites: CHM 2210 and CHM 2210L. Corequisite: CHM 2211. Lab Fee \$15.00.

## COMMUNICATIONS FOR SECOND LANGUAGE STUDENTS

**ESL 1485 English Composition** 3 semester hours  
A college composition course for the advanced student of English as a second language focusing on the writing of a research paper. Emphasizes logical thought and substantiation in various expository styles along with continued reinforcement of the mechanics of English. Prerequisite satisfactory completion of ESL 1441 or instructor recommendation.

**ESL 1400 Phonetics of American English for Speakers of Other Languages** 3 semester hours  
Designed to guide the student to mastery of basic English communicative skills. The approach is multi-sensorial involving listening, speaking, reading, and writing techniques of language acquisition, with prime emphasis on phonemic production and vocabulary ac-

quisition. May be transferred as an elective for the General Education Requirements.

**ESL 1401 Conversation English for Speakers of Other Languages** 3 semester hours

Designed to guide the students toward acceptable pronunciation, phrasing, and intonation of oral American English through exercise material predicated upon the students' social and academic needs. May be transferred as an elective for the General Education Requirements.

**ESL 1481 English as a Second Language** 6 semester hours

An intensive course in beginning English for Speakers of Other Languages. Provides development in writing, classroom speaking, listening, vocabulary development, and study skills which includes note-taking and using reference guides such as the dictionary and thesaurus. May be transferred as an elective for the General Education Requirements.

**ESL 1441 English as a Second Language** 3 semester hours

A course in intermediate English for Speakers of Other Languages. Deals with classroom speaking, and listening, and emphasizes development in writing skills encompassing complex sentence structure and various forms of paragraph development leading up to the 500 word theme. May be transferred as an elective for the General Education Requirements.

## CONTINUING EDUCATION FOR NURSES

**NUR 2290C Psychosocial Needs of Critically Ill Patients** 1 semester hour

This course concentrates on behaviors of critically ill patients and nursing interventions which can be employed to manage or reduce nontherapeutic behaviors. Special



- emphasis is placed on the construction of nursing care plans for patients with diseases which may cause psychosocial derangements.
- NUR 2291C Intensive Care of Patients with Pulmonary Disorder** 1 semester hour  
This course concentrates on the concepts of pulmonary anatomy and physiology, examination of the pulmonary system, pathological conditions and their management. Special emphasis is placed on acid base disturbances, air way maintenance, chronic lung disease, pulmonary emboli, and chest wounds.
- NUR 2292C Intensive Care of Patients with Neurological Disease** 1 semester hour  
This course concentrates on the concepts of neurological anatomy and physiology, examination of the neurological system, pathological conditions and their management. Special emphasis is placed on cerebral and spinal cord injuries and neurological disease entities.
- NUR 2293C Intensive Care of Patients with Renal Problems** 1 semester hour  
This course concentrates on the concepts of renal anatomy and physiology, examination of the renal system, pathological conditions and their management. Special emphasis is placed on renal failure, fluids and electrolytes and renal dialysis.
- NUR 2294C Intensive Care of Patients with Metabolic Disorder** 1 semester hour  
This course concentrates on pathological metabolic conditions and their management. Special emphasis is placed on physiology, diabetes, thyroid crisis, and adrenal crisis.
- NUR 2295C Intensive Care of Patients with Cardiovascular Disorder** 1 semester hour  
This course concentrates on the concepts of cardiac anatomy and physiology, examination of the cardiac system, pathological conditions and their management. Special emphasis is placed on cardiac catheterization, cardiogenic shock, pericarditis, myocardial infarctions and cardiac surgery.
- NUR 2930 Concepts of Respiratory Therapy in Nursing** 3 semester hours  
Provides in-depth insight into the fundamentals of respiratory therapy. Relates respiratory therapy to total patient care emphasizing uses of therapeutic agents and equipment.
- NUR 1250 Coronary Care Concepts I** 2 credit hours  
This course is a beginner course for those who wish to obtain a basic understanding of the principles of electrocardiography. General principles of treatment and clinical management will be explained.
- NUR 2250C Coronary Care Nursing** 9 semester hours  
A comprehensive cardiac course to review and add to the scientific knowledge needed by the coronary care nurse in the practice of his/her art. Specific skills and competencies shall be developed in the use of equipment and methods of care. Guidelines shall be presented for the development of individualized nursing care plans and for teaching and guiding other members of the health care team in the effective application of the concepts of coronary care. Designed to foster an attitude of striving for excellence in knowledge, method, and technique. Developed by the Florida regional medical program as a standard coronary care course. Registration is selective and open only to those persons who are eligible to take or have taken the licensing examination for registered professional nurse.
- EMT 1190 Emergency Medical Technician Review** 1 semester hour  
A twenty-hour course designed to review the basic knowledge and skills of emergency care, and to introduce the student to current methods, use of new equipment and changes in medico-legal aspects of emergency medical care.
- EMT 2191 Paramedic Refresher Course** 3 credit hours  
A forty-hour course specifically designed to review and update the graduate paramedic. The course will consist of thirty-two hours of didactic and eight hours of clinical application through laboratory, practicums. Emphasis will be equally distributed throughout the fifteen modules of the state approved U.S. Department of Transportation, National Training Course.
- NUR 2194 Care of the Critically Ill Newborn** 4 credit hours  
Course content includes the differential diagnosis of and response to the major catastrophic conditions of the newborn infant. Emphasis is on the premature infant who is born in a level I or II facility.
- ## CONTRACTING AND CIVIL ENGINEERING
- BCN 1272 Building Construction Plans Interpretation** 2 semester hours  
Develop the student's ability to quickly interpret working drawings. Emphasis is on architectural and structural details with limited coverage on mechanical and electrical aspects.
- BCN 1610 Building Construction Estimating Fundamentals** 2 semester hours  
An analysis and determination of building construction costs. Commences with the classification of materials, labor, and sub-contracted work into the smallest manageable units. Development of a simple estimate for a residential structure.
- BCN 1616 Building Construction Advanced Estimating** 2 semester hours  
Estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving multi-story buildings. Includes indirect and overhead costs, the preparation of bid proposals.
- BCN 1721 Building Construction Planning and Cost Control** 2 semester hours  
A study of time-cost relationship for various building construction operations. Includes preplanning and continuous scheduling of work flow and comparative analysis of actual and estimated costs for construction projects.
- BCN 1740 Building Construction Law** 2 semester hours  
A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and sub-contractor; materialmen, and mechanics lien law; bonds; labor law; and other statutes and ordinances regulating contractors.
- BCN 1750 Building Construction Financing** 2 semester hours  
A study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provisions, cost extras, performance and bid bonds, company profits, cash flow, and business loans.



**BCN 1930 Building Code** 2 semester hours  
An introductory course for the student presently working in the building construction industry. Subjects discussed include comprehensive study of the South Florida Building Code.

**BCN 2704 Building Construction Insurance** 2 semester hours  
Examines the different types of insurance required by law or contract for building construction projects and personnel engaged thereon, i.e., casualty, liability, and products insurance; workmen's compensation; and unemployment compensation. Also covers employee benefits and additional insurance available.

**BCN 2712 Building Construction Supervision** 2 semester hours  
Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel, and technical and professional individuals. Includes problems of delegation of authority, and safety regulations.

**BCN 2561 Mechanical and Electrical Systems** 3 semester hours  
Acquaints student with mechanical and electrical equipment commonly used in high rise and commercial buildings. Presents fundamentals of air conditioning, heating, lighting, communicating and wiring. Includes a study of specialty equipment such as solar heating.

**BCN 2614C Construction Planning and Estimating** 3 semester hours  
A study of construction contracts, contractor responsibilities, job planning, scheduling, selection of equipment, methods of construction. The student is required to make quantity takeoffs from a set of plans to do pricing of labor and materials.

**BCN 2742 Contractors License Preparation** 4 semester hours  
A study designed to prepare for the General Contractor's examination. State and Federal Laws, and field knowledge leading to class I, II, or III license. Fee \$7.00.

**ETC 1250 Materials and Processes** 2 semester hours  
Introduces the materials and processes commonly used in building construction. Provides background relating to physical properties, sources and costs. Includes a study of standard manufacturing processes and recent methods of application. Should be taken concurrently with ETE 1223L.

**SUR 2100 Surveying** 1 semester hour  
The theory of construction surveying including the use and care of surveying instruments. This course should be taken concurrently with ETC 2321L.

**SUR 2100L Surveying Lab** 2 semester hours  
The student is required to assume various duties as a member of a survey party. Field practice includes setting corner stakes and batter boards. This course should be taken concurrently with ETC 2321.

**SUR 2200C Route Surveying** 3 semester hours  
Highway surveying including horizontal and vertical curves. Traverse computations using the electronic calculator. Familiarization with advanced techniques such as electronic distance measuring equipment.

**SUR 2400C Land Surveying** 3 semester hours  
A study of the legal aspects of land surveying, including section surveys, metes and bounds descriptions, plat law, hydrographics and office procedures.

**ETC 2410 Structural Design** 3 semester hours  
Simplified design of reinforced concrete structures in-

cluding beams, columns, footings, retaining walls and pile foundations. Classification of soils and interpretation of borings from the standard penetration test. Prerequisite: ETG 2530 or equivalent.

**ETD 1121C Civil Drafting I** 3 semester hours  
Introduces drafting techniques required for producing contract drawings related to foundations, concrete and steel structures, roof framing, etc. Emphasis is placed on linework and lettering. Student is required to provide own drafting tools. College provides drafting tables. Fee \$5.00.

**ETD 2122C Civil Drafting II** 3 semester hours  
Intermediate course in drafting with emphasis on detailing reinforced concrete and steel structures. Fundamentals of graphical methods for stress analysis of trusses. Fee \$5.00.

**ETD 2123C Civil Drafting III** 3 semester hours  
Final course in drafting stresses site planning including grading, drainage, utility and highway layout. Preparation of contract drawings for industrial plants, water and wastewater facilities. Fee \$5.00.

**ETE 1223L Materials Testing Lab** 1 semester hour  
Introduction of A.S.T.M. procedures for testing concrete, steel, soils, and other building materials. This course should be taken concurrently with ETC 1250.

**ETG 2530 Strength of Materials** 2 semester hours  
A study of statics and strength of materials without the use of advanced mathematics. Introduction to solving problems using an electronic calculator. Should be taken concurrently with ETG 2530L.

**ETG 2530L Strength of Materials Lab** 1 semester hour  
Laboratory sessions emphasize typical solution of problems applied to structural engineering with the help of computers. This course should be taken concurrently with ETG 2530.

**EVS 2231 Water Supply and Waste Water Disposal** 3 semester hours  
A single course covering the sources, treatment and distribution of potable water; and the collection, treatment and disposal of wastewater. Field trips include inspection of local facilities.

## COOPERATIVE EDUCATION

**COE 1000 Cooperative Education Seminar** 1 semester hour

A seminar designed to prepare the student for entry into the cooperative program and to acquaint him with his responsibilities to the college and his employer.

\* **1949 Co-op Practicum** 2 semester hours  
A course designed to provide practical experience in a student's field through part-time work. Students submit and are evaluated on the basis of learning objectives. On-the-job experience is supplemented by three class sessions per term. Corequisite: full-time student status. Course may be repeated five times.

\* Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education office to obtain registration approval.

\* **9949 Co-op Internship** 3 semester hours  
A course designed to provide on-the-job experience related to the student's major. Student works a minimum of 360 hours and submits a written report. Open to students in all majors. Prerequisite: Permission of the Cooperative Education Department.

\* **2949 Co-op Work Experience** 3 semester hours  
A course designed to provide experience in a student's



field of study through full-time work. Students are graded on the basis of learning objectives and employer evaluations. On the job experience is supplemented by three class sessions per term. Course may be repeated three times. Prerequisite: Co-op Department Approval.

\*Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education office to obtain registration approval.

## CRIMINAL JUSTICE

### CCJ 1020 Introduction to Criminal Justice 3 semester hours

Course will examine the philosophy and history of law enforcement included are a survey of criminal justice problems and crime, organization and jurisdiction of local, state and federal enforcement agencies, and a survey of professional qualifications and opportunities.

### CCJ 1100 Survey of Law Enforcement 3 semester hours

A survey course designed for recruit policemen at the Broward County Police Academy. The broad aspect of law enforcement are presented with various academic disciplines to acquaint police with their role in America society. Course will substitute for CCJ 1020.

### CCJ 1220 Criminal Law 3 semester hours

Course will be concerned with the sources and elements of criminal law. Emphasis will be placed on criminal law as related to law enforcement officers with particular attention given to the rights and responsibilities of officers in enforcing various criminal laws.

### CCJ 1230 Criminal Evidence and Court Procedures 3 semester hours

An examination of the rules governing the admissibility of evidence, specifically as they affect the law enforcement officer in the processes of arrest, force, search, seizure, preservation, custody, testimony and courtroom and courtroom procedures.

### CCJ 1250 Constitutional Law 3 semester hours

An examination of the U.S. Constitution, its Amendments and its impact on present day Criminal Justice practitioners.

### CCJ 1300 American Corrections 3 semester hours

An overview of American corrections system; its development, local problems, state prison and institutional procedures, treatment approaches, future trends, and related facilities and agencies.

### CCJ 1410 Police Administration I 3 semester hours

Principles of organization, administration and functioning of police departments to include inspection and control, personnel, training and operations. (Prerequisites: CCJ 1020, 1300 or permission of instruction.)

### CCJ 1420 Police Administration II 3 semester hours

A continuation of CCJ 1410 with emphasis on operational services, records, communications, custody, etc.

### CCJ 1440 Confinement Facilities 3 semester hours

Reviews the origin and development of jails, prisons, and correctional facilities. A study of institutional procedures including physical plant, custody and control, administration and management procedures, inmate treatment and preparation for return to the community.

### CCJ 2330 Probation and Parole Procedures 3 semester hours

Examines this important community based treatment aspect of the corrections system. Reviews philosophy and development, the presentence investigation, and supervision methods. Juvenile practices are also included.

### CCJ 2350 Correction Casework 3 semester hours

A practical career development course covering the basic working procedures in the corrections field. Includes interview techniques, report writing, counseling and supervision in correctional and community settings and a look at specialized problems such as vocational and educational deficiencies, and alcohol and drug addiction.

### CCJ 2930 Current Topics in Law Enforcement 3 semester hours

This course is structural to provide proficiency in the identification of problem areas and the application of problem solving techniques. A term paper is utilized to demonstrate complete staff work. Various criminal justice agencies will be visited and prominent officials will participate in seminar sessions. (Will substitute for any CCJ 2000 level requirement.)

### CCJ 2933 Corrections Seminar 3 semester hours

This course will be a survey of the corrections system including guest speakers from related disciplines, field trips to confinement facilities, and projects involving local agencies concerned with the corrections process. (Prerequisites: CCJ 1020, 1300 or permission of instructor.)

### CJT 2100 Criminal Investigation I 3 semester hours

The investigation activity of a police department is studied to evaluate its organization, functioning and relationship with other divisions and agencies. Emphasis is placed on the administration, report writing and procedural aspects of investigation.

### CJT 2110 Criminal Investigation II 3 semester hours

An introduction to the scientific aspects of investigation known as criminalistics, with emphasis on crime scene techniques, the collection and preservation of evidence and the examination of evidence. Students will be familiarized with the capabilities and limitations of a police laboratory. Fee: \$5.00.

### CJT 2120 Forensic Photography 3 semester hours

This course will develop the specific skills (with emphasis on photography) utilized in the processing of evidence from collection through identification, evaluation and preparation for the court room. Prerequisites are CJT 2100 and 2110. Fee: \$5.00. (Will substitute for CCJ 1420 or CJT 2420.)

### CJT 2130 Criminalistics Practicum 3 semester hours

The knowledge and skills developed in the prerequisites are coordinated in practical exercises which will develop expertise in the complete processing of crime scenes. Fee: \$5.00.

### CJT 2420 Traffic Problems and Administration 3 semester hour

An examination of the police responsibility in the area of motor vehicles and traffic problems to include the areas of engineering, education and enforcement. The organization and operation of a traffic activity will be developed and techniques for enforcement investigation and prevention will be studied.

## DATA PROCESSING

### CAP 2001 Systems Development and Design 3 semester hours

The course includes a survey of present procedures and system of internal controls. Students learn through lectures and practical case studies how to apply equipment and programming techniques to actual business data processing applications. Prerequisite: COP 1120C or instructor approval.

**CAP 2030C Field Project** 2 semester hours

The student will be assigned a project selected by the instructor or one chosen from an existing local data processing firm. The project will include problem definition, flowcharting, coding, testing and a detail document of the complete application. Prerequisites: COP 2400C and COP 2401C or instructor approval.

**COC 1300 Fundamentals of Data Processing** 3 semester hours

An introduction to electronic data processing. Topics include basic computer theory, file storage media, input-output devices, binary and hexa-decimal number systems and programming techniques.

**COP 1110C Fortran Programming** 3 semester hours

A basic computer programming course in Fortran, which is a problem solving language. This course is particularly useful to students who are in mathematics, science, and related fields and who will need to utilize the computer as a tool in their professions.

**COP 1120C Computer Programming I** 3 semester hours

Cobol as a programming language is taught and utilizes the IBM/370. Through a series of lectures and laboratory practices, the student develops a working knowledge of the Cobol language. Emphasis is placed in creating and maintaining tape and disc files. Prerequisite: COC 1300 or instructor approval.

**COP 1130C PL/1 Computer Programming** 3 semester hours

The IBM PL/1, an elective in programming language, utilizes the various types of input-output devices. Emphasis is placed on the creation and maintenance of direct-access and sequential index files.

**COP 1170C Programming in BASIC** 3 semester hours

An interactive programming course utilizing the BASIC language. Emphasis is placed upon the development of computer problem solving skills in business, electronics, engineering, mathematics, science, and other related fields. Interactive programming concepts are stressed in a series of lectures/discussions supplemented by assigned laboratory work in which microcomputers are utilized.

**COP 1266C Introduction to Programming Systems** 3 semester hours

An orientation to the terminology, procedures and use of electronic equipment in data processing. Business applications, related to punchcard and magnetic tape systems, are programmed in RPG (report program generator) language. Prerequisites: COC 1300 or instructor approval.

**COP 2111C Advanced Topics in Fortran Programming** 3 semester hours

The course is designed to introduce some Fortran programming techniques beyond those in introductory courses. Topics related to arrays, subprograms, tape and disc processing are presented through lecture-discussions alternating with problem solving laboratory periods. Prerequisite: an introductory Fortran course or instructor's approval.

**COP 2122C Advanced Programming Techniques III** 3 semester hours

The student utilizes previous studied programming languages. Problems are selected which provide for more sophistication in file creation, maintenance, use of subprograms, and special programming techniques. Prerequisite: COP 1120C.

**COP 2400C Computer Programming II** 3 semester hours

IBM 370 assembly language and the disc operating systems are utilized. Disc and tape files are used extensively

through lectures and laboratory procedure involving programming and debugging techniques. Prerequisite: COP 1120C or instructor approval.

**COP 2401C Contemporary Programming Practices** 3 semester hours

A programming course designed to teach advanced concepts of the assembler language (BAL). The student will also become acquainted with the latest communications and tele-processing languages and techniques. Prerequisites: COP 1120C and COP 2400C or instructor approval.

**CRM 1031 Computer Console Operation** 3 semester hours

The duties of a computer operator, use of input and output devices, job control cards, console commands, processing programs and utility programs. (This course taught at Public School Board Facility).

## DENTAL ASSISTING

**DEA 1020 Preclinical Orientation to Dental Assisting** 3 semester hours

Designed to orient the student to the dental office and the use and sterilization of all instruments and equipment used in the practice of dentistry. Pre-clinical laboratory practicum is included.

**DEA 1021 Introduction to Dental Assisting** 1 semester hour

An overview of dentistry and the dental assisting profession including its history, ethical and legal aspects, duties and responsibilities of the dental health team, professional organizations, and proper conduct and grooming of the dental assistant.

**DEA 1111 Allied Dental Theory** 4 semester hours

Designed to acquaint the student with the basic concepts of microbiology and their relevance to sterilization. General aspects of oral pathology including common pathological conditions of the mouth, teeth and their supporting structures will be presented. Additional consideration will be given to the pharmacological properties, therapeutic applications and any toxicities or contraindications of drugs and medicaments commonly used in dentistry. Essential material on the symptoms, treatment and equipment required to render adequate care for common office emergencies will be included. Lab fee \$5.00.

**DEA 1220 Practice Administration of the Dental Office** 3 semester hours

The study of efficient dental office management. Basic concepts to be presented will include telephone etiquette and communication, guidelines for better interpersonal relations, methods for effective appointment control, dental bookkeeping systems and practices, business writing, techniques of collections and billing, filing of patients records and procedures for tax and health insurance forms. Typing proficiency must be demonstrated by the student for course completion.

**DEA 1300 Oral Hygiene** 2 semester hours

Emphasis is placed on the development of a plaque control program to meet individual patient needs. Materials on methods of toothbrushing, supplementary aids for oral physiotherapy and the use of fluorides in preventive dentistry will be presented.

**DEA 1800 Clinical Practices and Procedures I** 4 semester hours

Practicum phase provides the opportunity for each student to receive closely supervised individual instruction in all phases of chairside assisting. Accompanying lecture series acquaints the student with the necessary background material and assisting procedures involved in each dental specialty. Lab fee \$10.00.



**DEA 1801 Clinical Practices and Procedures II** 4 semester hours

Practicum phase is a continuation of DEA 1800 with the addition of a supervised externship program utilizing dental offices and public health facilities in the community. Accompanying lecture demonstration series focuses on selected dental topics pertaining to effective dental assisting and the additional duties permitted by rules and regulations of the Florida State Board of Dentistry. Lab fee: \$10.00.

**DEA 2150 Dental Psychology** 1 semester hour

This course will offer material on the basic theories of psychology which enable the dental assistant to possess a greater understanding of why people act as they do. Included in the course are practical techniques for effective patient management and basic guidelines for establishing a better interpersonal relationship between the dental assistant, dental staff and the dental patient.

**DEA 2940 Dental Practicum** 3 semester hours

Designed to provide an opportunity for continued practice in dental assisting procedures while the student is completing the general college courses necessary to meet the requirements of an Associate in Science degree.

**DES 1000C Dental Anatomy and Physiology** 3 semester hours

The study of head and neck anatomy with emphasis placed on the structure, morphology and function of the primary and permanent human dentitions. Laboratory projects involving drawing and carving of individual teeth will be required for course completion.

**DES 1003 Basic Anatomy and Physiology** 2 semester hours

The basic anatomy and physiology course designed specifically to meet the needs of dental assisting students. Emphasis will be placed on the human body structure, functions of its components and associated diseases which affect the total care of the dental patient.

**DES 1100 Dental Materials** 3 semester hours

Designed to familiarize the student with the various types of materials, their physical properties and characteristics, proper manipulation and designed application in the practice of dentistry. Projects demonstrating proficiency in the technical application and proper manipulation of specified dental materials will be required. Lab fee: \$10.00

**DES 1200C Dental Radiology** 2 semester hours

Fundamentals of radiological science as applied to dentistry will be presented. Special consideration will be given to physical behavior, radiation hazards, biological effects, protection and control methods, and proper techniques for exposing, processing and mounting of x-rays. Laboratory exercise demonstrating proficiency in these techniques will be required.

## DIAGNOSTIC ULTRASOUND

**SON 2211 Sonographic Physics I** 2 credits

Offering principles of diagnostic ultrasound and presenting the fundamental properties of ultrasound physics. Stressing the operation of diagnostic ultrasound equipment and the various display systems and their routine maintenances.

**SON 2212 Sonographic Physics II** 2 credits

Further consideration of the properties of diagnostic ultrasound stressing tissue interactions and interfacing. Presently the operating principle of diagnostic ultrasound equipment and display systems. Current developments in ultrasound are reviewed, discussed and evaluated.

**SON 2111 Abdominal Sonography I** 1 credit

An introduction to the transverse anatomy of the ab-

dominal area and its recognition on sonographic visualization systems.

**SON 2112 Abdominal Sonography II** 2 credits

An indepth presentation of sonographs of the abdominal area stressing deviations from the norm and the studies to make a diagnostically acceptable study.

**SON 2121 OB/GYN Ultrasound I** 2 credits

An introduction to the transverse anatomy of the female reproductive system with and without an existing pregnancy. The sonographic recognition of the normal throughout all terms of pregnancy is presented.

**SON 2122 OB/GYN Ultrasound II** 1 credit

The detection of anomalies, pathology, deviations from normal is stressed and the planes which must be sonographically imaged for accurate diagnosis.

**SON 2131 Heart/Chest Ultrasound I** 2 credits

Transverse anatomy of the area and the procedures used are introduced stressing recognition of the normal.

**SON 2132 Heart/Chest Ultrasound II** 2 credits

An indepth presentation of the intricacies of diagnostic ultrasound as it applies to the heart and chest stressing its capabilities and its limitations.

**SON 2141 Head, Neck and Eyes** 2 credits

A general introduction to these areas and the limited procedures done sonographically.

**SON 2841L Clinic A; 2851L Clinic B;**

**2861L Clinic C; 2871 Clinic D**

Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses, he will be performing examination with less and less supervision during the task performance.

## DIETETIC TECHNICIAN

**FSS 1221 Volume Foods** 3 semester hours

Application of principles of cookery to preparation of food in large quantities. Standardization of formulas with reference to quantity, manipulation, time and cost. Menu-making and costing. Student will work in both the foods laboratory and production kitchen. (Two lectures and lab period weekly.)

**FOS 2100 Experimental Foods** 3 semester hours

Laboratory projects testing theories of food preparation, judging of products, and establishing standards, of foods. Evaluations of effect of ingredient, proportion, time, manipulation, temperature, etc., on quality characteristics.

**FSS 2500 Food Service Costing and Controls** 3 semester hours

A cost managing approach to the study of food and labor control. The relationship of food and labor costs to selling price; cost control procedures for recipes and menus; pre-cost techniques; and the preparation and utilization of management reports are examined. A review of mathematics and its application to practical problems. The emphasis is on the utilization of controls as a tool of management.

**FSS 2304 Management Clinical Practice III** 4 semester hours

Supervised field experience to develop and test competencies in food and labor costing and controlling. Emphasis on forecasting food and labor requirements; purchasing of food and storeroom operations; food and labor standards. Corequisite: FSS 2500.

**FSS 2381 Management Clinical Practice IIIA** 2 semester hours

Designed for the person with documented previous field experience meeting the standards set by The American Dietetic Association. Course material consists of specific



- sections of FSS 2304 depending upon background of student, as evidenced by competency testing. Corequisite: FSS 2500.
- HFT 1210 Supervisory Development** 3 semester hours  
Training in the techniques involved in the supervision of employees. Developing sound relations with other departments, group discussions, methods of improvement and development of cost consciousness.
- FSS 1302 Management Clinical Practice II** 4 semester hours  
Supervised field experience to develop and test competencies in employee supervision. Emphasis on job analysis and employee selection, interviewing, training and budgeting. Corequisite: HFT 1210.
- FSS 1380 Management Clinical Practice IIA** 3 semester hours  
Designed for the person with documented previous field experience meeting the standards set by The American Dietetic Association. Course material consists of specific sections of FSS 1302 depending on background of student as evidenced by competency testing. Corequisite: HFT 1210.
- HFT 2220 Organization and Personnel Management** 3 semester hours  
Organization, supervision and direction of food service/lodging operations. Analysis of the internal organization structure and of administrative roles and functions. Consideration of new techniques of employment, training, promotion, job specifications, discipline and morale. The course borrows extensively from the behavioral sciences in emphasizing the human dimensions of management. Prerequisite: HFT 1210 or instructor approval.
- HFT 2460 Financial Management** 3 semester hours  
A study of accounting systems for the food service/lodging industries, with emphasis on operating statistics and financial reports. The utilization of financial statements by management. Prerequisite: FSS 2500.
- FSS 2306 Management Clinical Practice IV** 2 semester hours  
Supervised field experience to develop and test competencies in financial management. Emphasis on report analysis and evaluation; computation of tests for liquidity, solvency, etc.; computation and use of breakeven analysis. Corequisite: HFT 2460.
- HCA 2422 Health Care Facilities and Delivery Systems** 3 semester hours  
An overview of the varied types of health care facilities and health delivery systems operating in the United States, their purpose, organization, need in society; general functions and staffing. Facilities such as hospitals, nursing and rehabilitation centers, health maintenance organizations, private and public outpatient clinics, and neighborhood health care centers are analyzed and discussed.
- FSS 2301 Dietary Department Operations** 2 semester hours  
A study of the organization and management of food service in health care facilities. Examines the role of the dietary department in relation to other departments of the institution. Trends in methods of food service in the hospitals and extended care facilities are studied.
- HUN 1201 Essentials of Nutrition** 3 semester hours  
Study of nutritional science, the nutrient interrelationships with attention to excesses and deficiencies. A critical study of the impact of medical science, ethnic patterns, and consumerism on food intake of population groups.
- DIE 2243 Applied Nutrition** 3 semester hours  
A further investigation of nutrition in diet therapy and its relationship to normal nutrition. Examination of the etiology, clinical manifestations and dietary treatment of many disease conditions. A study of the total nutritional care of the patient. Prerequisites: DIE 2222, HUN 1201, DIE 2412.
- DIE 2272 Nutrition Clinical Practice IV** 4 semester hours  
Supervised field experience to develop and test competencies in diet history interviewing, assessment of nutrient intake and evaluation of dietetic services in relation to production and human resources. Corequisite: DIE 2243.
- DIE 2532 Nutrition Clinical Practice IVA** 2 semester hours  
Designed for the person with documented previous field experience meeting the standards set by The American Dietetic Association. Course material consists of specific sections of DIE 2272 depending on background of student, as evidenced by competency testing. Corequisite: DIE 2243.
- DIE 2222 Nutritional Care in the Community & Institution** 3 semester hours  
Examination of menu planning for patients requiring regular or modified diets and its implementation, both at home and in the institution. Review of community agencies involved in health care. Introduction to basic diet instruction skills. Prerequisite: HUN 1201.
- DIE 2271 Nutrition Clinical Practice III** 3 semester hours  
Supervised field experience designed to develop and test competencies in utilizing diet manuals and medical technology, incorporating dietary changes in menu patterns and in evaluating the role of diet therapy in the institutional setting. Corequisite: DIE 2222.
- DIE 2412 Nutrition Counseling and Education** 3 semester hours  
Interviewing and instructional techniques in the application of diet therapy using video tapes and role playing. Educational methods and their application to nutrition. Study of various social and cultural influences on food habits; a review of the impact of food misinformation on the public. Prerequisite: HUN 1201.
- DIE 1270 Nutrition Clinical Practice II** 3 semester hours  
Supervised field experience designed to develop and test competence in the application of nutrition knowledge and principles to individual patient care. Corequisite: DIE 2412.
- FSS 2307 Dietetic Seminar** 1 semester hour  
Study of current nutrition problems and recent findings. Content designed to meet needs and interests of students.
- DIE 2531 Nutrition Clinical Practice IIIA** 2 semester hours  
Designed for the person with documented previous field experience meeting the standards set by The American Dietetic Association. Course material consists of specific sections of DIE 2271 depending on the background of student as evidenced by competency testing. Corequisite: DIE 2222.

## ECONOMICS COURSES

- ECO 1010 Survey of Economics** 3 semester hours  
One-term survey of economic institutions and economic analysis. Course considers both individual decision-making units and the functioning of the economy as a whole, with some emphasis on current economic prob-

lems. It is primarily designed for terminal programs, or for students whose time is limited to a less intensive study than the two-term principles of economics course. (Credit will not be given for both this course and ECO 2013.)

**ECO 2013 Principles of Economics I** 3 semester hours

Introductory course in economic principles and analysis. Areas covered include: basic economic problems and concepts, functioning of an enterprise economy, business organization and finance, public finance, national income accounting and analysis, and money and banking. Meets area 5 AA degree general education requirements.

**ECO 2023 Principles of Economics II** 3 semester hours

Extension of ECO 2013 dealing with: price theory, income distribution, international trade and finance, economic growth, and comparative economic systems. Prerequisite: ECO 2013 or instructor approval. Meets area 5 AA degree general education requirements.

**ECO 2220 Money & Banking** 3 semester hours

General survey of the economics of money and banking. Areas covered include: the nature and functions of money; monetary standards; structure of the commercial banking system; creation of bank deposits; other financial institutions; structure and functions of the federal reserve system; monetary policy; monetary theory and the price level; interrelation of monetary and fiscal policy; recent monetary problems; international finance.

**EDUCATION**

**EDF 1430 Introduction to Tests and Measurements** 3 semester hours

Designed for the in-service teacher, this course deals with planning and constructing teacher-made tests; trying out and evaluating teacher-made tests; evaluation of standardized test results; measurement programs; and the history and philosophy of the development of the measurement movement in education.

**EDF 2005 Perspectives in Education** 3 semester hours

A study of the principles of American education with emphasis on historical, philosophical, and sociological bases of education and their impact on curriculum development.

**EDF 2210 Educational Psychology** 3 semester hours

This course comprehensively reviews the psychological principles relevant to effective teaching and learning. Consideration is given to cognitive development, intelligence, motivation, creativity, moral development, social control, learning styles, and group dynamics.

**EEC 1201 Pre-School Education** 3 semester hours

This course reviews behavior and growth patterns relative to the learnings of the pre-school child. Program development and techniques in instruction are considered. Prerequisite: EEC 1602 or permission of the instructor.

**EEC 1311 Pre-School Activities** 3 semester hours

Curricula for and activities of the pre-school child is the focus of this course. Prerequisite: EEC 1201 or corequisite EEC 1201 or permission of the instructor.

**EEC 1312 Pre-School Materials** 3 semester hours

Literary reflections, story telling, puppets, dramatics and creative communications as related to the pre-school child is the substantive content of this course.

**EEC 1601 Infant Development and Behavior** 3 semester hours

This is an overview of the physical, intellectual and so-

cial stages of development of the infant (0-3) and implications of the child's interaction with his environment.

**EEC 1602 Child Development and Behavior** 3 semester hours

This is a study of the progressive development of the child (3-6) years covering physical, intellectual, emotional, and social stages of their relationship to the child in his or her environment. Prerequisite: EEC 1601 or permission of the instructor.

**EME 2300 Audio Visual Aids** 3 semester hours

This course deals with the operation and use of various forms of projectors, tape recorders, amplifiers, and other audio-visual equipment. It includes instruction in the preparation of display materials, source of free and inexpensive materials, filmstrips, films, and recordings.

**ELECTRONICS TECHNOLOGY**

**ETD 1614C Electronic Drafting** 1-3-3 semester hours

The content includes lettering, electronic symbols, schematic and block diagrams, printed circuit diagrams and layout procedures. (This course is offered on Central Campus.)

**ETE 1010C D C Circuits** 3-1-4 semester hours

The first course in circuits for the electronics/electrical student. The structure of matter; current, voltage, resistance and Ohm's law; network analysis and theorems; capacitance and RC time constants; magnetism, electromagnetism, inductance and L/R time constants. The student will perform lab projects in order to reinforce theoretical concepts and develop skills in the usage of electronic test equipment. Corequisite: MTB 1334 or its equivalent.

**ETE 1020C A C Circuits** 3-1-4 semester hours

Fundamental principles of alternating current: cycle, frequency, phase relations and shift, inductance and inductive reactance, capacitors, capacitive reactance, impedance and graphic representation of R.L.C. circuits. The student will use lab equipment to verify the above as well as coupling networks, power factor and its correction and transformer applications. Series and parallel resonance and the use of the oscilloscope are covered. Prerequisite: ETE 1010C or its equivalent. Corequisite: MTB 1344 or its equivalent.

**ETG 1110 Technical Measurements and Calculations** 2-0-2 semester hours

Methods of obtaining data and its presentation; graphs, tables and formulas. Significant accuracy, percent error, mental approximations and use of scientific calculators in technology. The use of digital and analog multimeters for the measurement of voltage, current and resistance.

**ETE 2141C Electronic Devices I** 3-1-4 semester hours

CE, CC, CB configurations, large signals, biasing, AC operation. (This course is offered on Central Campus.) Prerequisite: ETE 1020C.

**ETE 2145C Electronic Devices II** 2-2-3 semester hours

Subject matter includes unijunction transistors, silicon controlled rectifiers, triac, and field effect transistors. (This course is offered on Central Campus.) Prerequisite: ETE 2143C.

**ETE 2204C Electronic Instruments** 2-1-3 semester hours

Familiarization with oscilloscope, VTVM, VOM, digital voltmeters, impedance bridge, transistor curve tracer, pulse generators, signal generators, power meters, frequency counters and distortion analyzers. (This course is offered on Central Campus.) Corequisite: ETE 1020C.

**ETE 2425 Data Communications Fundamentals** 3-0-3 semester hours

An introduction to Data Communications and network concepts and hardware, including front end processors, modems, and multiplexing techniques.



**ETE 2150 Linear Circuits** 3-0-3 semester hours  
The properties of linear integrated circuits and their applications in power supplies, regulators, amplifiers and oscillators. Prerequisite: ETE 2145C.

**CDA 2040C Computers I** 3-1-4 semester hours  
Study of the organization and operation of a stored program digital computer with emphasis on CPU operation in response to assembly and machine language instructions. Methods of selecting and operating I/O devices under program control will also be studied. (This course is offered on Central Campus.) Corequisite: ETE 1020.

**CDA 2041C Computers II** 2-2-3 semester hours  
Analysis of microprocessors and microcomputers with emphasis on system logic, timing and interfacing. The functional operation of system components will be studied with the aid of diagnostic programs and digital test equipment. (This course is offered on Central Campus.) Prerequisite: 2040C.

**ETE 2400C Communications I** 3-1-4 semester hours  
This course covers resonant circuits, rectifiers, vacuum tube fundamentals, power supplies, audio amplifiers, radio frequency amplifiers, and measuring instruments.

**ETE 2401C Communications II** 2-1-3 semester hours  
Continues from Communications I and covers oscillators, transmitters, AM, FM, antennas, and receivers.

**ETE 2435C T.V. Applied Circuit Analysis** 2-2-3 semester hours  
A study of special circuits used in television transmitters and receivers with their relationship of high frequency signal acquisition and transmission. (This course is offered on Central Campus.) Prerequisite: ETE 2145C.

**ETE 2633C Digital Techniques** 3-1-4 semester hours  
A study of the logic concepts and circuits used in digital systems including measuring instruments, communication equipment, and computers. Integrated circuits are used to demonstrate the digital techniques of gating, counting, storing, shifting and converting. (This course is offered on Central Campus.)

**ETE 2906 Directed Studies in Electronics (FAA)** 3 semester hours  
This course is available only to electronic technology students participating in a cooperative education program with the Federal Aviation Administration. Fundamentals of electronics and mathematical applications will be taught through directed studies. Completion of this course may be counted as elective credit only. (This course is offered on Central Campus.)

**ETE 2930-2931-2932 Special Problems** 1, 2 or 3 semester hours  
An elective course, with permission of electronic's area leader, designed to allow outstanding students the opportunity to work on advanced electronics problems. 1 hour credit for ETE 2930, 2 hours credit for ETE 2930C, 3 hours credit for ETE 2931. (This course is offered on Central Campus.)

**ETE 2815C Biomedical Instrumentation I** 4-0-4  
Electrocardiography, indirect and direct blood pressure measurement; pace makers and defibrillators; critical care units and cardiac output monitors.

**ETE 2816C Biomedical Instrumentation II** 4-0-4  
Measurement methods: respiratory, psychophysiological, motor responses; biotelemetry; X-ray and isotope instrumentation, electroencephalographs, ultrasonics, electrosurgery, clinical lab instrumentation. Special safety precautions in surgery and methods for the protection of electrically susceptible patients.

**ETE 1949 Biomedical Practicum** 2 semester hours  
Students shall be employed at participating hospitals for a minimum of 10 hours per week. Such work shall be as

an assistant Biomed, Electronics Tech. The student shall receive guidance from the hospital staff and regular supervision from BCC faculty coordinated through co-op education.

## EMERGENCY MEDICAL TECHNOLOGY

**EMT 1000C Basic Emergency Medical Technology** 4 semester hours  
Introductory survey of emergency medical services including medical/legal/ethical aspects; techniques of CPR; emotional trauma and theoretical discussion of medical and surgical emergencies. Includes study and practical application of skills and procedures involving life threatening emergencies in the following clinical settings: emergency room, respiratory care, and on rescue vehicles. Designed to meet the state's requirements for EMT I certification examination and the American Heart Association standards for basic CPR certification. Admission to this course requires departmental approval. Liability insurance is required. Health insurance recommended. Prerequisite: American Red Cross standard first aid certificate. Corequisite: completion of National Safety Council's Defensive Driving course.

**EMT 1001C Emergency Medical Care** 3 semester hours  
Introductory survey of emergency medical services including medical/legal aspects; techniques of CPR; emotional trauma, laboratory application of skills and procedures involved in life threatening emergencies as seen in daily living. Designed to acquaint persons in the community with emergency medical techniques; does not qualify the student for certification as an EMT.

**EMT 1051 EMT for Allied Health** 3 semester hours  
Introductory survey of emergency medical services including medical/legal aspects; techniques of CPR; emotional trauma; laboratory application of skills and procedures involved in life threatening emergencies as seen in hospitals, medical and dental offices and daily living. Designed to acquaint the student with emergency medical techniques; does not qualify the student for certification as an EMT. Registration for this course is limited to students enrolled in Allied Health programs.

**EMT 2235 Emergency Respiratory Therapy** 3 semester hours  
Instructs the student in the various modes of respiratory therapy applicable in the emergency situation including the use, indications, contraindications and complications of each. The operation, maintenance and safety considerations of the equipment used will be incorporated. Prerequisite: EMT 1000C, EMT 2302C, EMT 2822C.

**EMT 2251 Endotracheal Preceptor** 5 semester hours  
Practicum provides the opportunity for each student to receive physician-supervised instruction and clinical experience in endotracheal intubation. Conference meeting and rotations will be arranged with the course coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance is required. Prerequisites: EMT 1000C, EMT 2302C, EMT 2822C.

**EMT 2271 Crisis Intervention** 3 semester hours  
Deals with the emotional responses of persons in emergency situations as well as the emergency care of the mentally ill person. Includes the legal aspects of caring for the emotionally ill person. Prerequisite: EMT 1001C. Pre- or corequisite: PSY 2012.

**EMT 2775 Physical Assessment** 3 semester hours  
Will develop skills in the psycho-social, history and phys-



ical assessment of the emergency patient. Prerequisite: EMT 1001C.

**EMT 2278 Emergency Care of Children** 3 semester hours

Deals with the emergency care of children with acute health problems, the effects of illness upon normal growth and development and the legal aspects of caring for children. Prerequisite: EMT 1001C.

**EMT 2302C Advanced Emergency Medical Tech II** 4 semester hours

Advanced course for the State certified emergency medical technician for instruction in clinical techniques of life supportive care. Under professional medical and nursing supervision, planned experiences in intravenous administration and the techniques of electronic monitoring and defibrillation are provided. The pharmacology of drugs used in emergencies, life-threatening arrhythmias and their treatment, the assessment of patients in shock and their supportive management are covered. Modules 1 thru 7 of the Department of Transportation National paramedic curriculum are covered. Prerequisites: EMT 1000C, state EMT certification; interview, and/or testing as required.

**EMT 2422 Aquamedic Injury Management** 3 semester hours

Provides theory and clinical experience in emergency management of aquatic injuries. Students must be certified divers. Prerequisite: EMT 1000C and EMT 2302C, EMT 2822C.

**EMT 2451 EMT Air Transport of Acute Emergencies** 3 semester hours

Discusses physiology of flight, effects of flight on persons with health problems and emergency care during air transportation of patients. Prerequisites: EMT 1000C and EMT 2302C, EMT 2822C.

**EMT 2519 Leadership/Practicum** 2 semester hours

Introduces the student to basic supervisory skills and teaching skills through lecture and case presentation. Prerequisites: EMT 1000C, EMT 2302C, EMT 2822C. Corequisite: EMT 2848.

**EMT 2822C Advanced Emergency Medical Technology III** 4 semester hours

Advanced course stressing practical application of clinical knowledge and skills under close medical supervision. Provides for directed experiences in local hospitals and field experiences in emergency vehicles. Modules 8 thru 15 of the Department of Transportation National paramedic curriculum are covered. A certificate of achievement will be awarded upon successful completion. Provides eligibility for paramedic state certification. Prerequisite: EMT 2302.

**EMT 2848 Practicum Rescue Internship** 5 semester hours

Practicum provides the opportunity for each student to serve as a member of an advanced life support team. This course is designed to enable the student to develop competency in the clinical skills expected of an emergency medical technician and to gain experience in clinical problem solving. Conference meetings and clinical rotations will be arranged with the course coordinator. Attendance at group orientation prior to assignment is mandatory. Prerequisites: EMT 1000C, EMT 2302C, EMT 2822C. Corequisite: EMT 2519. Fee: \$5.00.

**EMT 2887 Practicum Obstetrical Preceptor** 5 semester hours

Practicum provides the opportunity for each student to receive supervised instruction and clinical experience in the care of the obstetrical patient. Conference meetings and rotations will be arranged with the course co-

ordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance is required. Prerequisites: EMT 1000C, EMT 2302C, and EMT 2822C.

## ENGINEERING

**EGN 1120C Engineering Drawing** 3 semester hours

Use of drafting instruments, lettering the compositions, orthographic projection, dimensioning, drawing to scale; plan reading, auxiliary and sectional views, isometric and oblique projection, linear-perspective, technical sketching, accepted practices and conventions, fits and tolerances, common fasteners. Corequisite: MAT 1033. Six hours weekly. Not offered term III.

**EGN 1130C Descriptive Geometry** 3 semester hours

Orthographic representation, fundamental problems of the point, line, and plane with special emphasis on visualization in order to develop the ability to think in three dimensions. Practical applications to problems in engineering. Prerequisite: EGN 1120C or instructor approval. Six hours weekly. Offered at night in term II only. Not offered in term III.

## ENGLISH

**AML 2024 American Literature** 3 semester hours

Selected masterpieces of American literature before 1900, including works of Hawthorne, Whitman, Melville, and Crane. Meets area 2 & 5 AA degree general education requirements.

**AML 2025 American Literature** 3 semester hours

Selected masterpieces of American literature from 1900 on, including works of Faulkner, Frost, and Hemingway. Meets area 2 & 5 AA degree general education requirements.

**CRW 1132 Introductory Creative Writing** 3 semester hours

Student writing as the basis for critical discussion with emphasis on fundamental aspects of poetry, fiction and drama. Prerequisite: eligibility for ENC 1103.

**CRW 1221 Introduction to Creative Writing—Fiction** 3 semester hours

Student writing as the basis for critical discussion with emphasis on analysis of the elements of fiction. Prerequisite: ENC 1103 or instructor's approval.

**CRW 1321 Introduction to Creative Writing—Poetry** 3 semester hours

Student writing as the basis for critical discussion with emphasis on analysis for the elements of poetry. Prerequisite: ENC 1103 or instructor's approval.

**CRW 1410 Introduction to Creative Writing—Script** 3 semester hours

Student writing as the basis for critical discussion with emphasis on analysis of the elements of script. Prerequisite: ENC 1103 or instructor's approval.

**CRW 2140 Creative Writing Workshop** 3 semester hours

A continuing development of creative writing ability. Prerequisite: CRW 1132, CRW 1221, CRW 1321, CRW 1410, or ENC 1613.

**CRW 2150 Advanced Creative Writing Workshop** 1 semester hour

A continuing development of creative writing ability. This course may be repeated a maximum of three times for a maximum of three semester hours credit. Prerequisite: CRW 2140.

**ENC 0013 Fundamentals of Grammar, Usage, and Mechanics (N7)** 3 semester hours

A study of the functions of parts of speech, clauses, sentence types, capitalization, punctuation, and spelling.

- ENC 1033 Fundamentals of Composition** 3 semester hours  
A study of the structure and the logic of exposition through the writing of sentences, paragraphs, and short expository compositions. Recommended corequisite: REA 1102.
- ENC 1103 Composition** 3 semester hours  
Training in methods of expository writing and processes of logical thinking. Placement will be determined through assessment or successful completion of ENC 1033. Meets area 1 AA degree general education requirements.
- ENC 1136 Composition** 3 semester hours  
Further training in expository writing, plus an introduction to descriptive, narrative, and argumentative writing. Emphasis on the research paper. Prerequisite: ENC 1103. Either ENC 1136 or ENC 1423 will satisfy English composition university parallel requirements. Meets area 1 AA degree general education requirements.
- ENC 1313 Technical Report Writing** 3 semester hours  
Training to qualify students to meet industry writing standards. Includes common types of reports, graphics, and oral presentations. Stresses process description, writing instructions, and simple proposals. Prerequisite: ENC 0026 or ENC 1103.
- ENC 1423 Composition** 3 semester hours  
Further training in expository writing, plus training in writing descriptive, narrative, argumentative, and evaluative papers. Emphasis on investigative techniques, abstracting, and documentation on subject areas related to the student's principal field of interest. Develops verbal communications skills through individual and group presentations. Prerequisite: ENC 1103. Either ENC 1136 or ENC 1423 will satisfy English composition university parallel requirements. Meets area 1 AA degree general education requirements.
- ENC 1613 Introduction to Creative Writing—Articles** 3 semester hours  
Student writing as the basis for critical discussion with emphasis on analysis of the elements of article writing. Prerequisite: ENC 1103 or instructor's approval.
- ENG 1540 Grammar** 3 semester hours  
Includes parts of speech, tense, case, mood, sentence patterns, and punctuation. Designed for English majors, students who desire further work with grammar, and students enrolled in a beginning foreign language course.
- ENG 2123 The Film as Literature** 3 semester hours  
Introduction to the film as literature: an examination of the elements of film contrasted to the elements of novels and plays, with emphasis on the basic components of fiction as translated into visual images. The course provides an opportunity for viewing significant films and sharing in their evaluation. Special fee required.
- ENG 2176 Mystery Fiction** 3 semester hours  
A discussion of plot, character, setting, theme, style, and subject matter of some of the most representative works of the greatest authors of mystery fiction, including Poe, Chesterton, Sayers, Christie, and Conan Doyle. Meets area 2 & 5 AA degree general education requirements.
- ENG 2230 Great Ideas in the Short Story** 3 semester hours  
An exploration of relevant and stimulating ideas through class discussions centering on analyses of American, British and continental short story masterpieces. Meets area 2 & 5 AA degree general education requirements.
- ENG 2712 Great Ideas in Poetry** 3 semester hours  
An analytical and emotive exploration of ideas in the specific genre of poetry. Meets area 2 & 5 AA degree general education requirements.
- ENG 2921 Seminar in Literature** 1 semester hour  
Meets area 2 & 5 AA degree general education requirements.
- ENG 2922 Seminar in Literature** 2 semester hours
- ENG 2923 Seminar in Literature** 3 semester hours
- ENG 2924 Seminar in Literature** 4 semester hours
- ENG 2925 Seminar in Literature** 5 semester hours
- ENG 2926 Seminar in Literature** 6 semester hours
- ENL 2013 British Literature** 3 semester hours  
Traces the growth of the modern mind, the development of the world view and the changing relationships between man and woman, man and authority, man and art, man and God, in British literature through the eighteenth century with emphasis on Chaucer, Shakespeare, and Milton. Meets area 2 & 5 AA degree general education requirements.
- ENL 2023 British Literature** 3 semester hours  
A study of man's relationship to the natural environment, the increasing sense of social responsibility, the liberated woman, the continuing intellectual revolution, and the origins of current social and economic problems, in British literature of the nineteenth and twentieth centuries, including such writers as the romantic poets, Tennyson, Browning, Hardy, Yeats, Shaw, Eliot, and Thomas. Meets area 2 & 5 AA degree general education requirements.
- LIT 2161 Contemporary Issues in the Communicative Arts** 3 semester hours  
An analytical and emotive exploration of contemporary issues in the genres of fiction, poetry, drama, essay, and the film. Meets area 2 & 5 AA degree general education requirements.
- LIT 2210 World Literature I** 3 semester hours  
Selected masterpieces of world literature before 1611. Emphasis on the Greek myth, epic, and drama; the Bible; and Shakespeare. Meets area 2 & 5 AA degree general education requirements.
- LIT 2220 World Literature II** 3 semester hours  
Selected masterpieces of world literature since 1610. Thematic approach to man's search for identity in such authors as Racine, Balzac, Dostoevsky, Goethe, Pirandello, Ibsen, Camus, Hesse, and Lorca. Meets area 2 & 5 AA degree general education requirements.
- LIT 2331 Contemporary Black Literature** 3 semester hours  
Fiction, non-fiction, poetry, and drama by American and African writers since 1920, including Richard Wright, Ralph Ellison, James Baldwin, Leroi Jones, Peter Abrahams and Lorraine Hansberry. Meets area 2 & 5 AA degree general education requirements.
- LIT 2410 Male Female Images in Literature** 3 semester hours  
An exploration of the ways literature represents and perpetuates sex roles in society with particular emphasis on the stereotyping of women. Readings include drama, short stories, novels, and poetry from classical to contemporary. Meets area 2 & 5 AA degree general education requirements.
- LIT 2440 Literature of the Supernatural and of Sci Fiction** 3 semester hours  
A survey of literary masterpieces of the supernatural and of science fiction involving such writers as Edgar Allan Poe, H. G. Wells, Bram Stoker, Ray Bradbury, and Isaac Asimov. Meets area 2 & 5 AA degree general education requirements.



## FASHION MERCHANDISING COURSES

### MKA 1181 Merchandising Tour 1 semester hour

#### New York City Trip

Includes orientation for one day at Broward Community College, five days of merchandising related activities in New York, and one day of follow-up, evaluation, and discussion at Broward Community College. The tour enrollment is limited to fifteen.

### MKA 1402 Fashion Merchandising 3 semester hours

Course acquaints students with careers in the fashion industry along with fashion history, fashion trends, fashion creators in Europe and America, fashion terminology and fashion periodicals. Student develops a total concept of fashion and its application to business.

### MKA 1411 Textiles 3 semester hours

Provides a foundation of knowledge about basic fiber classifications, properties, uses and care procedures, basic weave designations by definition and trade name, and basic dyeing and finishing processes; the effect of these on wear and care of the resulting fabric. This course will offer opportunities for involvement with current fashion fabrics, for mastery of basic fabric terminology so that federal regulations may be understood and adhered to, for creating ways of making the information meaningful to others and for using the information in making judgments at the designing and buying levels.

### MKA 1431 Fashion Sales Promotion 3 semester hours

This course is designed to help students understand the principles and methods of selling fashion and promoting fashion. Students will analyze advertisements, displays, publicity and other sales presentations of retail and wholesale firms. Students will prepare a complete sales promotion.

### MKA 1441 Fashion Design 3 semester hours

This course provides or incorporates the principles of design and color. Students analyze factors motivating fash-

ion and gain practice in making quick simple sketches. The course uses sketches to implement fashion perception. Sketches relate interpretation rather than art proficiency.

### MKA 1442 Fashion in Contemporary Living 3 semester hours

This course is designed to show students how to keep abreast of fashion trends. The course aims to help students develop critical judgment and to develop the ability to judge the significant in fashion, and to analyze, and interpret trends. An emphasis will be placed on current readings, attending fashion events and attending dramatic, operatic, and musical performances.

### MKA 1455 History of Costume 3 semester hours

This course is designed to help students explore a history of civilization and art and its relation to fashion trends. The course will include illustrated lectures, visits to museums and a study of society and a reflection of political, economical and social conditions.

### MKA 2102 Merchandising 3 semester hours

An introduction to the management functions unique to retail store operations. Subject areas included department store organization, low margin retailers, store location and layout, shopping centers, and merchandising.

### MKA 2125 Fashion Illustration 3 semester hours

This course encompasses procedures and principles of fashion illustration. Students will learn how to render fabrics and accessories in pen and ink and brush techniques suitable to line-cut production. Students study fashion illustrations in various media and analyze styles and techniques.

### MKA 2126 Apparel Design 3 semester hours

This course presents a study of principles and problems in developing a design through draping. The course includes an analysis of figure types, standardization of measurements, garment silhouette, fit, construction price, and terminology. A knowledge of clothing construction is helpful in this course.





**MKA 2409 Principles of Fashion Coordination** 3 semester hours

This course offers hypothetical experience in the coordination and presentation of fashion. Students will analyze fashion information and present the results in terms of a fashion show or clinic. They will study the functions of fashion coordinators and directors in retail and wholesale fields.

**MKA 2424 Fashion Buying** 3 semester hours

This course is designed to acquaint students with the basics of merchandising, the role of a buyer, and buying principles. Emphasis is on the technical processes in merchandising, merchandising math, and planning for profit. Students analyze consumer buying habits and the motivation of consumers in terms of implications for retail buying.

## FINANCE COURSES

**FIN 1100 Personal Finance** 3 semester hours

Survey of the areas of which personal, daily economic problems must be solved by all people. Course attempts to guide each person in receiving the best results for his money in the following areas: buying on credit, borrowing money, using a bank, investing savings, studying all forms of insurance, owning vs. renting a home, investing in stocks and bonds, obtaining investment information, studying income taxes, Social Security, planning retirement, annuities, estates, wills, and trusts.

**FIN 2000 Principles of Finance** 3 semester hours

A study of business finance in the American economy, capitalization, equity capital, credit capital, intermediate capital, short-term credit, financial policies, working capital and turnover ratios, cash flow budgets. Prerequisite: ACC 2021 and ECO 2023.

**FIN 2010 Securities and Investments** 3 semester hours

Basic principles underlying investment decisions are explored. The operations and structure of the stock exchanges and the over-the-counter markets are reviewed. Functions of security dealers and brokers are presented together with detailed examination of the various types of stocks and bonds. Attention is given to investment companies, financial statement analysis, forecasting techniques, and portfolio management problems.

## FIRE SCIENCE

**FFP 1000 Introduction to Fire Science** 3 semester hours

This introductory course will examine the evolution of the modern fire department, chemistry and physics of fire, fire hazard properties of materials; combustion; theory of fire control; importance of fire protection; public fire defenses; and other materials pertinent to fire service.

**FFP 1100 Fire Administration I** 3 semester hours

Course will examine objectives of municipal fire departments, organization, distribution of equipment and personnel, building and equipment, fire defenses and insurance rates, personnel problems in the fire service.

**FFP 1202 Fire Prevention Theory and Application** 3 semester hours

A study of laws and ordinances pertaining to fire prevention; the proper physical arrangements for fire safety; preventive inspections in industry and the home; and the study of hazards in industry to include explosive dust and chemicals.

**FFP 1320 Fire Protection Through Building Construction** 3 semester hours

Study of building codes in relation to fire protection. Community concepts in building construction; elimi-

nating fire problems on the drawing board; the relationship between building departments and fire protection agencies; and the fire extension problems in modern and old building construction.

**FFP 1400 Fireground Tactics & Strategy** 3 semester hours

A study of tactics and strategy employed in extinguishing fires; preparation planning and an examination of company level field operations. Fire situations will be analyzed utilizing acceptable fire fighting tactics.

**FFP 2101 Fire Administration II** 3 semester hours

A continuation of FFP 1100 water supply for the fire service, fire alarm communication systems, legal aspects of fire prevention, municipal and state fire prevention agencies, records, reports, evaluations and other phases related to fire administration.

**FFP 2130 Fire Department Supervision** 3 semester hours

Study of superior-subordinate relationships, motivation, leadership, morale, discipline, work planning and other material related to supervision in the fire department.

**FFP 2240 Arson and Fire Investigation** 3 semester hours

A study of the problems involving the fire service concerning: arson detection, motives, types of arsonists, suspicious fires, handling of physical evidence, scientific investigation, preparing the case for prosecution, court procedure and other material related to the subject of arson.

**FFP 2150 Techniques of Instruction in the Fire Service** 3 semester hours

This course is designed to prepare the student or company officer to teach fire service oriented subjects. The student will develop effective communications skills, understanding of basic principles of learning and teaching, use of teaching aids and performance evaluations.

**FFP 2402 Application of Fireground Tactics** 3 semester hours

This course applies the basic principles learned in FFP 1400 to specific fire problems, e.g. churches, flammable gases and liquids, lumberyards, department stores, residential, supermarkets, warehouses. Included are additional pointers on solving these problems and those of a miscellaneous nature; also command responsibilities on the fireground. Prerequisite: FFP 1400.

**FFP 2500 Hazardous Materials I** 3 semester hours

Study of types of chemicals and processes, storage and transportation of chemicals, precautions to be taken in fire fighting involving hazardous materials, laws of federal, state and local levels pertaining to such materials.

**FFP 2501 Hazardous Materials II** 3 semester hours

A continuation and expansion of FFP 2500 to include radioactive materials, corrosives, pesticides, rocket propellants, and other related materials. Prerequisite: FFP 2500.

**FFP 2600 Fire Apparatus and Procedures** 3 semester hours

Course offers study in evolution of fire apparatus; apparatus construction; pumps and pump accessories; pumping procedures; pump tests; trouble shooting; aerial ladders; aerial platforms, maintenance; driving fire apparatus.

## FRENCH

**FRE 1000 Elementary French Conversation** 3 semester hours (Institutional credit only)

A custom-made course for those residents in the community who require a cursory knowledge of French to help them communicate with French-speaking people.

- FRE 1100 Beginning French** 3 semester hours  
Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises, supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with FRE 1101. One hour language laboratory weekly. Fee \$5.00. Meets area 5 AA degree general education requirements.
- FRE 1101 Beginning French** 4 semester hours  
Continuation of FRE 1100. Further development of the basic skills. Selected readings. Prerequisite: FRE 1100 or its equivalent. One hour language laboratory weekly. Fee: \$5.00. Meets area 5 AA degree general education requirements..
- FRE 1170 French Study Travel** 3 semester hours  
A course designed for students who wish to combine the study of French with subsequent travel to a French-speaking region. Prerequisite: FRE 1100 or FRE 1000 or permission of instructor.
- FRE 2200 Intermediate French** 3 semester hours  
Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in French prose. Conversation at an easy and enjoyable pace. Prerequisite: FRE 1101 or equivalent. Meets are 5 AA degree general education requirements.
- FRE 2201 Intermediate French** 3 semester hours  
Emphasis on composition and comprehension and conversation. Interesting tour through French history, geography and literature. Aim of course to give student a necessary background in the culture of France and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: FRE 2200 or equivalent. Meets area 5 AA degree general education requirements.
- FRE 2240 Intermediate French Conversation** 3 semester hours  
(Institutional credit only)  
Course may be taken in conjunction with FRE 2200 or FRE 2201 but cannot displace either one of those courses as a college parallel requirement. The purpose of this course is to permit that student who wishes to increase his/her comprehension and speaking facility in French to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required FRE 2200 course would allow. Prerequisite: FRE 1100, FRE 1101 or its equivalent.
- FRE 2400 Advanced Composition and Conversation** 3 semester hours  
For students wishing to attain greater proficiency in spoken and written French. Strongly recommended for majors. Conducted entirely in French. Conversation and composition based on selected readings and a variety of contemporary topics. Prerequisite: FRE 2201 or its equivalent. Meets area 5 AA degree general education requirements.
- FRE 2401 Advanced Composition and Conversation** 3 semester hours  
For students wishing to attain greater proficiency in spoken and written French. Strongly recommended for majors. Conducted entirely in French. Conversation and composition based on selected readings and a variety of contemporary topics, together with readings in contemporary prose and poetry. Prerequisite: FRE 2201 or equivalent. Instructor approval. Meets area 5 AA degree general education requirements.
- FRW 2100 Studies in French Literature and Culture** 3 semester hours  
Course enables student to read intelligently classical masterpieces in the literature of France from middle

ages to nineteenth century as well as contemporary prose and poetry. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: FRW 2201 or equivalent. Instructor approval. Meets area 2 or 5 AA degree general education requirements.

- FRW 2101 Studies in French Literature and Culture** 3 semester hours  
Course enables student to read intelligently classical masterpieces of the literature of the nineteenth and twentieth centuries with emphasis on the contemporary. Humanities credit. Prerequisite: FRW 2201 or equivalent. Instructor approval. Meets area 2 and 5 AA degree general education requirements.

## GEOGRAPHY

- GEA 2030 Regional Geography of the Non-Western World** 3 semester hours  
Study of geographical characteristics, area relationships, and major problems of the non-western world's component regions with emphasis on Africa, Asia, Australia, and the Soviet Union. Meets area 5 AA degree general education requirements.
- GEA 2040 Regional Geography of the Western World** 3 semester hours  
Study of geographical characteristics, area relationships, and major problems of the western world's component limited to Europe, North and South America, and the Caribbean. Meets area 5 AA degree general education requirements.
- GLY 1000 Introduction to Geography** 3 semester hours  
An analysis and human significance of interrelationships of man's environment, including climate, conservation of resources, pollution, population, and urban land use. Several nearby field trips are included. Meets area 5 AA degree general education requirements.

## GEOLOGY

- GLY 1010 Physical Geology** 3 semester hours  
Study of geological agents, minerals, rocks, structure, and land forms. The effects of geologic events upon life and human relations are discussed. Students registering in GLY 1010 are strongly urged to register in the companion lab GLY 1010L. Some senior institutions require a 4-credit geology course. 3 hours weekly. Meets area 4a or 5 AA degree general education requirements.
- GLY 1010L Physical Geology Laboratory** 1 semester hour  
Study of common rocks and minerals including their classification and origin. The interpretation of landforms through the study of geologic maps. One two-hour laboratory weekly. Prerequisite or corequisite: GLY 1010. Fee \$7.00.
- GLY 1100 Historical Geology** 3 semester hours  
Study of the geologic record, including life forms, from pre-cambrian to the present. Course embraces a study of geologic maps, orogenic history, stratigraphy and fossils. Some elementary field work is done. Prerequisites: GLY 1010 and GLY 1010L. Meets area 4a or 5 AA degree general education requirements.
- GLY 1100L Historical Geology Laboratory** 1 semester hour  
One two-hour session per week. Experimental topics include fossils, paleogeography, rock correlation, and interpretation of geologic maps as related to the lectures. Corequisite: GLY 1100. Fee \$5.00.



## GERMAN

- GER 1000 Elementary German** 3 semester hours  
**Conversation** (Institutional credit only)  
A custom-made course for those residents in the community who require a cursory knowledge of German to help them communicate with German-speaking people.
- GER 1100 Beginning German** 3 semester hours  
Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language and laboratory sessions designed to develop confidence and proficiency. Student expected to continue with GER 1101. One hour language laboratory weekly. Fee: \$5.00. Meets area 5 AA degree general education requirements.
- GER 1101 Beginning German** 4 semester hours  
Continuation of German 1100. Further development of the basic skills. Selected readings. Prerequisite: GER 1100 or its equivalent. One hour language laboratory weekly. Fee: \$5.00. Meets area 5 AA degree general education requirements.
- GER 1170 German Study Travel** 3 semester hours  
A course designed for students who wish to combine the study of German with subsequent travel to a German-speaking region. Prerequisite: GER 1100 or GER 1000 or permission of instructor.
- GER 2200 Intermediate German** 3 semester hours  
Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in German prose. Conversation at an easy and enjoyable pace. Prerequisite: GER 1101 or equivalent. Meets area 5 AA degree general education requirements.
- GER 2201 Intermediate German** 3 semester hours  
Emphasis on composition and comprehension and conversation. Interesting tour through German history, geography and literature. Aim of course is to give student a necessary background in the culture of Germany and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: GER 2200 or equivalent. Meets area 5 AA degree general education requirements.
- GER 2240 Intermediate German** 3 semester hours  
**Conversation** (Institutional credit only)  
Course may be taken in conjunction with GER 2200 or GER 2201 but cannot displace either one of those courses as a college parallel requirement. The purpose of this course is to permit that student who wishes to increase his/her comprehension and speaking facility in German to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required GER 2200 course would allow. Prerequisite: German GER 1100-GER 1101 or its equivalent.
- GEW 2010 Studies in German** 3 semester hours  
**Literature and Culture**  
A review of the language, philosophy, life and selected writings of the major German-speaking literary artists from the middle high German period to the masters of the twentieth century. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: GER 2201 or equivalent. Instructor approval. Meets area 2 or 5 AA degree general education requirements.
- GEW 2011 Studies in German** 3 semester hours  
**Literature and Culture**  
A review of the literature and culture beginning with the German enlightenment to 1945. This is followed by a more detailed study of the German-speaking peoples' major writings and thoughts since World War II to the present. Humanities credit. Prerequisite: GER 2201 or

equivalent. Meets area 2 or 5 AA degree general education requirements.

## HEALTH, PHYSICAL EDUCATION, AND RECREATION

- \*DAA 1160 Dance (Modern)** 1 semester hour  
Coeducational.
- \*DAA 1161 Intermediate Modern Dance** 1 semester hour  
Prerequisite: DAA 1160. Or instructor's approval. Coeducational.
- \*DAA 1200 Beginning Ballet** 1 semester hour  
Basic ballet steps including barre work, center floor movement including adagio and allegro work. Coeducational.
- \*DAA 1300 Dance (Disco)** 1 semester hour  
Coeducational.
- \*DAA 1374 Dance (Folk and Square)** 1 semester hour  
Coeducational.
- \*DAA 1376 P E Lab Social & Folk Dance** 2 semester hours  
Open to physical education majors only. Meets three hours weekly. Offered every other year. Coeducational.
- \*DAA 1560 Beginning Jazz Dance** 1 semester hour  
Coeducational.
- \*DAA 2162 Contemporary Dance** 1 semester hour  
Composition with respect to form, design, dynamics and rhythm. Prerequisite: DAA 1160, 1161. Coeducational.
- \*DAA 2700 Dance Composition** 1 semester hour  
Principles of composition, student choreography and performance of solo and group compositions required. Prerequisite: DAA 1160, 1161, 2162. Coeducational.
- DAA 2840 Ballet Movement for the Stage** 2 semester hours  
A course designed to teach the beginning actor ballet terminology as it applies to the classic ballet. Each basic movement and step will be practiced as sufficiently as the student's ability will enable him to progress. This movement will be utilized as it applies to the needs of the actor. Open to male or female. A student need not have studied ballet to enroll in this course. (This course will not satisfy the HPR activity credit requirement.)
- DAA 2841 Ballet Movement for the Stage Continued** 2 semester hours  
Continuation of DAA 2840. Further development of basic skills in ballet movement for the novice actor or actress. Each movement and step will be practiced as sufficiently as the student's ability will allow him to progress. Prerequisite: DAA 2840. (This course will not satisfy the HPR activity credit requirement.)
- DAA 2842 Ballet Movement for the Stage Advanced** 2 semester hours  
Advanced classical ballet movement for the actor or actress. Prerequisite: DAA 2841. (This course will not satisfy the HPR activity credit requirements.)
- ‡HES 1000 Promoting Personal Health** 1 semester hour  
This course includes a nucleus of topics specific for the certificate or community service program student. The nature of the human body, nutrition, infectious diseases and family planning are discussed.
- ‡HES 1000 Personal and Community Health** 3 semester hours  
The study of health problems relating to the individual community including mental health, physical fitness,



- nutrition, the use of tobacco, alcohol and drugs, marriage and family living, safety, and the study of diseases. Coeducational.
- ‡HES 1400 First Aid and Safety 3 semester hours  
Accepted practices and training in first aid care of the injured and medical self-help for survival in emergencies. Course includes suggested procedures effective until adequate medical assistance can be obtained. Principles of safety problems and accident prevention are included.
- ‡LEI 1000 Introduction to Recreation 3 semester hours  
Acquaints the individual with the recreation organization and opportunities for leaders in the field.
- ‡LEI 1310 Group Leadership 3 semester hours  
This course deals with the student's obtaining a practical knowledge of group situations and the principles necessary for effective recreation leadership. Coeducational.
- ‡LEI 1700C Recreation for Special Groups 3 semester hours  
Classroom and laboratory experience will include interaction with special groups. Coeducational.
- ‡LEI 1800C Outdoor Recreation 3 semester hours  
History, development and economic significance of outdoor recreation activities at the local, state and federal levels. Laboratory and field trips include camping and hiking activities; emphasis on appreciation of natural resources. Coeducational.
- \*PEL 1041L Recreational Games 1 semester hour  
Coeducational.
- PEL 1111L Bowling 1 semester hour  
Coeducational. Fee \$18.00.
- \*PEL 1121L Beginning Golf 1 semester hour  
Coeducational.
- PEL 1131L Billiards 1 semester hour  
Includes the science and techniques of standard billiard games. Coeducational.
- \*PEL 1141L Archery 1 semester hour  
Coeducational. \$3.00.
- PEL 1171L Skeet and Trap Shooting 1 semester hour  
Fundamentals of skeet and trap shooting and hunter safety training course. Coeducational. Fee \$40.00
- \*PEL 1211L Softball 1 semester hour  
Coeducational. Students furnish own gloves.
- \*PEL 1321 Volleyball 1 semester hour  
Coeducational.
- \*PEL 1341L Beginning Tennis 1 semester hour  
Coeducational. (Student must furnish racquet & balls)
- \*PEL 1421L Handball 1 semester hour  
Coeducational. (Students must supply own gloves)
- \*PEL 1431L Paddleball 1 semester hour  
Coeducational. (Student must supply own paddles)
- \*PEL 1441L Racquetball 1 semester hour  
Coeducational. (Students supply own racquet and balls.)
- \*PEL 1646L Touch Football 1 semester hour  
Coeducational.
- \*PEL 1621L Basketball 1 semester hour  
Separate sections are offered for men's and women's rules.
- PEL 2112L Intermediate Bowling 1 semester hour  
Prerequisite: PEL 1111 or instructor approval. Coeducational. Fee \$18.00.
- PEL 2122L Intermediate Golf 1 semester hour  
Coeducational. Prerequisite: PEL 1121 or instructor approval.
- PEL 2132L Intermediate Billiards 1 semester hour  
Course will include advanced techniques in snooker, one pocket bank pool, rotation, cribbage, and three cushion billiards. Prerequisite: PEL 1131 or instructor approval. Coeducational.
- \*PEL 2142L Intermediate Archery 1 semester hour  
Prerequisite: PEL 1141 or instructor approval. Coeducational.
- \*PEL 2342L Intermediate Tennis 1 semester hour  
Coeducational. Prerequisite: PEL 1341 or instructor approval. (Students furnish own racquet and balls)
- \*PEM 1011L Therapeutic Physical Education 1 semester hour  
Modified exercise, activities, and sports that provide therapeutic and relaxation techniques with emphasis on the diagnosis and remediation of motor disabilities. Activities include passive, active and resistive exercises; elementary tumbling and gymnastics; bowling or badminton; basketball and/or volleyball. If the disabling condition warrants development of locomotor skills, activities of daily living will be included to enhance locomotion. Must have instructor approval to enter class.
- \*PEM 1102L Conditioning 1 semester hour  
Coeducational.
- \*PEM 1107L Slimnastics 1 semester hour  
Coeducational.
- PEM 1121L Yoga Exercises 1 semester hour  
Coeducational.
- \*PEM 1131L Weight Training 1 semester hour  
Coeducational.
- \*PEM 1146L Beginning Jogging 1 semester hour
- \*PEM 1201L Beginning Gymnastics 1 semester hour  
Men's routines only: coeducational.
- \*PEM 1201L Beginning Gymnastics 1 semester hour  
Women's routines only: coeducational.
- \*PEM 1403L Unarmed Defense 2 semester hours  
Introduction to different areas of self-defense developing fundamental knowledge of defense tactics and restraints. Police academy students only.
- PEM 1405L Unarmed Defense 1 semester hour  
This course includes instruction in falling, throwing, blocking, striking, and restraining techniques. Drill training for the above techniques is utilized to develop motor skills for escapes and counters to wrist grabs, clothing grabs, hair grabs, body holds, strangles, pushing, punching, kicking, clubs, knives, and guns. Personal security, safety, and fundamental defensive methods are discussed and practiced. Coed.
- PEM 1431L Judo I 1 semester hour  
This course includes instruction in falling, throwing; 1st and 2nd Kyo of the *Go Kyo No Waza*, holding, choking, and joint locking techniques. Drill training for the above techniques is utilized to develop motor skills in gripping, grip breaking, defenses, counters, variations, combinations, and escapes. Resuscitation, safety, and the official rules governing contest competition are discussed and practiced. Coed.
- PEM 1432L Judo II 1 semester hour  
This course includes instruction in *Nage No Kata*, throwing; 3rd Kyo of the *Go Kyo No Waza*, holding, choking, and joint locking techniques. Drill training for the above techniques is utilized to develop motor skills in gripping, grip breaking, defenses, counters, variations, combinations, and escapes. Resuscitation, safety, and the official rules governing contest and form completion are

discussed and practiced. Coed. Prereq: PEM 1431L or Instructors approval.		
<b>PEM 1433L Judo III</b>	1 semester hour	
This course includes instruction in <i>Katame No Kata</i> , throwing; 4th <i>Kyo</i> of the <i>Go Kyo No Waza</i> , holding, choking, and joint locking techniques. Drill training for the above techniques is utilized to develop motor skills in gripping, grip breaking, defenses, counters, variations, combinations, and escapes. Resuscitation, safety, and the official rules governing contest and form competition are discussed and practiced. Coed. Prereq: PEM 1431L or Instructors approval.		
<b>PEM 1434L Judo IV</b>	1 semester hour	
This course includes instruction in <i>Ju No Kata</i> , throwing; 5th <i>Kyo</i> of the <i>Go Kyo No Waza</i> , holding, choking, and joint locking techniques. Drill training for the above techniques is utilized to develop motor skills in gripping, grip breaking, defenses, counters, variations, combinations, and escapes. Resuscitation, safety, and the official rules governing contest and form competition are discussed and practiced. Coed. Prereq: PEM 1431L or Instructors approval.		
<b>*PEM 1461 Fencing</b>	1 semester hour	
Coeducational.		
<b>*PEM 2132L Intermediate Weight Training</b>	1 semester hour	
Prerequisite: PEM 1131 or instructor approval.		
<b>*PEM 2202L Intermediate Gymnastics</b>	1 semester hour	
Coeducational. Prerequisite: PEM 1201 or instructor approval.		
<b>*PEM 2462L Intermediate Fencing</b>	1 semester hour	
Coeducational. Prerequisite: PEM 1461 or instructor approval.		
<b>*PEN 1121L Beginning Swimming</b>	1 semester hour	
Coeducational.		
<b>*PEN 1122L Intermediate Swimming</b>	1 semester hour	
Coeducational.		
<b>*PEN 1151L Beginning Diving</b>	1 semester hour	
The principles of board work, flight, and entry into the water will be taught. Coeducational.		
<b>*PEN 1211L Beginning Water Skiing</b>	1 semester hour	
Prerequisite: know how to swim. Coeducational. Fee \$35.00.		
<b>*PEN 1231L Beginning Basic Sailing</b>	1 semester hour	
The basic course includes certain fundamentals and techniques of seamanship and sail handling as would be necessary for safe, enjoyable use of a sailboat. Coeducational.		
<b>*PEN 2113L Advanced Life Saving</b>	1 semester hour	
Instructor's approval required. Coeducational.		
<b>*PEN 2123 Swimming III Advanced Swimming</b>	1 semester hour	
<b>*PEN 2135L Scuba Diving</b>	1 semester hour	
Instructor's approval required. Coeducational. Fee \$35.00. Must furnish own mask, snorkel, fins.		
<b>*PEN 2212L Intermediate Water Skiing</b>	1 semester hour	
Prerequisite: Water skiing PEN 1211, or experienced on slalom Coeducational. Fee \$35.00.		
<b>*PEN 2232L Intermediate Sailing</b>	1 semester hour	
Prerequisite: PEN 1231 or approval of instructor. Coeducational.		
<b>PEN 2236L Sailing Racing Clinic</b>	1 semester hour	
Coeducational. Instructor approval.		
<b>PEN 1520L Casting and Angling</b>	1 semester hour	
Course includes techniques and fundamentals for bait-casting, spin-casting, spinning, and fly casting, surf spinning and casting; also fishing field trips. Coeducational.		
<b>‡PEO 1003C Sport Officiating</b>	3 semester hours	
Theory and practice of officiating in selected sports. Federation rules, football, basketball, baseball, Coeducational.		
<b>‡PEO 1003C Sport Officiating</b>	3 semester hours	
Theory and practice of officiating in selected sports such as volleyball, basketball and softball. National association for girls and women in sports rules. Coeducational.		
<b>*PEO 1341L HPR Lab Archery and Tennis</b>	2 semester hours	
Open to P.E. majors only. Meets 3 hrs. weekly. Offered every other year. Students supply own racquet and ball.		
<b>*PEO 2321L P E Lab Volleyball and Basketball</b>	2 semester hours	
Open to physical education majors only. Meets three hours weekly, offered every other year. Coeducational.		
<b>*PEP 2201L P E Lab Gymnastics</b>	2 semester hours	
Open to P.E. majors only. Meets three hours weekly. Coeducational. Offered every other year.		
<b>*PEQ 1101 HPR Lab Aquatics</b>	2 semester hours	
Open to P.E. majors only. Meets three hours weekly. Coeducational. Offered every other year.		
<b>*PEQ 2115L Instructor Course (Swimming)</b>	1 semester hour	
Instructor's approval required. Prerequisite: PEN 2113. Coeducational.		
<b>PEQ 2232L Small Craft—Instructor</b>	1 semester hour	
This program enables a qualified person to teach sailing and issue basics I and II awards. Each graduate would receive his American National Red Cross instructor's card. Prerequisite: Permission from instructor.		
<b>‡PET 1000 Introduction to Physical Education</b>	3 semester hours	
Course gives the prospective teacher early in his training, some understanding of what is involved in the profession and an adequate preparation for teaching. Coeducational.		
<b>*P.E. on campus activities require a \$2.00 general lock and towel fee.</b>		
<b>‡Not classified as an activity course.</b>		
<b>HISTORY</b>		
<b>AMH 2010 History of the United States</b>	3 semester hours	
Designed for a general understanding of U.S. history. Brief review of colonial period and revolution. More intensive study of national leaders, political, social, and economic developments from 1789 to 1865. Nationalism and expansion. Origins and events of the Civil War. Meets area 3 or 5 AA degree general education requirements.		
<b>AMH 2020 History of the United States</b>	3 semester hours	
One hundred years of U.S. history from the post-Civil War reconstruction period in the south to our involvement in South Viet Nam. A general survey of the basic		



- forces shaping American life; development of modern industrialism; organization of laborers and farmers; immigration. The progressive era; World War I; prohibition; depression and New Deal. The U.S. as leader of the free world. Meets area 3 to 5 AA degree general education requirements.
- AMH 2374 History of American Business** 3 semester hours  
A history of the development of American business from colonial time to the present with emphasis on the development of transportation, communication, agriculture and commerce. Considerable time will be spent on corporations, trusts, monopolies, etc.
- AMH 2420 Florida History** 3 semester hours  
A survey of Florida from 1492 to the present. Emphasis will be placed on the state's development since the Civil War and its expectations for the future.
- AMH 2570 History of The Afro-American** 3 semester hours  
A survey of the Afro-American beginning with his/her arrival in colonial America until the present time. Emphasis will be placed on their economic, political and cultural development, and their contributions to our present society.
- AMH 2574 Roots** 3 semester hours  
An independent study course using the novel *Roots* as base through which to study history. However, the greatest emphasis will be given to an anthology of readings and a study guide. The study guide is used to coordinate the material from the anthology with the novel *Roots*.
- EUH 1000 Western Civilization** 3 semester hours  
A survey of western civilization from the ancient Near East to the age of Louis XIV. Emphasis will be placed on the social, intellectual, political and cultural forces responsible for western development. Meets area 3 or 5 AA degree general education requirements. May also be taken for honors credit.
- EUH 1001 Western Civilization** 3 semester hours  
Continuation of EUH 1000 to the present with emphasis on expansion of the west. Meets area 3 or 5 AA degree general education requirements.
- EUH 2572 Russia and the Soviet Union** 3 semester hours  
A survey of Russia from the time of Peter the Great until the present with emphasis on the Russian Revolution and the rise of the Soviet state. A considerable portion of the time will be concerned with Soviet international relations since World War II and its place in the power of politics of today.
- HIS 2955 History Travel-Study** 3 semester hours  
A combination of classroom preparation plus foreign travel. Variable content depending on countries to be visited. Historical background and travel preparation will be included. Prerequisite: permission of instructor.
- HIS 2955 History Travel-Study** 6 semester hours  
The same general description applies to this course as is given to the history travel-study offered for 3 semester hours. However, a longer itinerary to be visited will necessitate more extensive course requirements.
- LAH 1004 The History of the Two Americas** 3 semester hours  
The North and South America story, from the day of the Indians through the conquest and colonization of the whites to the beginning of today's revolutions. Meets area 3 or 5 AA degree general education requirements.
- LAH 1005 The History of the Two Americas** 3 semester hours  
The problems of today in the hemisphere, how they developed, why they changed and what will become of them with emphasis on inter-American relation in the areas of politics, economy and social structure. Meets area 3 or 5 AA degree general education requirements.
- LAH 2021 Latin America** 3 semester hours  
Review of Indian culture before 1492, followed by the invasion of the Americas by the forces of western civilization.
- LAH 2022 Latin America** 3 semester hours  
History of the Latin-American nations from the eve of revolution to the present day. Combines study of developments common to the whole area with case studies in national development. Includes discussion of international relations, particularly with the United States.
- REL 2601 Jewish History and Culture** 3 semester hours  
A systematic review of the development of Jewish history and culture from biblical times to the present.
- WOH 1300 China Orient, and Africa** 3 semester hours  
This course is a survey of the culture and civilization of the non-western world from its earliest beginnings to the present, dealing with the religious, political, social and economic aspects of their societies.
- WOH 2240 The Twentieth Century World** 3 semester hours  
A survey of the major political forces. Among the topics covered are: the end of European dominance; the rise of totalitarian regimes; the emergent nations; the cold war; and a look toward the 21st century.

## HOME FURNISHINGS COURSES

- MAR 1930 Seminar I: Marketing in Perspective** 3 semester hours  
Students are expected to be working or will be assisted to secure employment in a marketing related occupation. In addition, students will have the opportunity to develop leadership skills through participation in DECA activities. Course curricula will include marketing related learning activities.
- MKA 1131 Interior Decoration I for Marketing** 3 semester hours  
A study of the principles of color and design and the historic background of today's decoration. Student will plan the functional arrangement of interior space and coordinate the selection of furniture, draperies, floor coverings, and interior accessories.

## HONORS

- IDS 2190 Ascent of Man** 3 semester hours  
Based on Jacob Bronowski's book and videotape, *The Ascent of Man*, this course surveys the intellectual development of Western Civilization from the classical cultures of the Mediterranean to the modern industrial civilizations of Europe and America today, and examines the contributions of major figures in the various sciences. Scientific truth is emphasized over other sources of truth such as tradition or authority. The arts and the sciences are accorded equal importance in reflecting those faculties of humanity that render us unique in the animal world. Offered during one term per academic year, usually term I.
- ENC 1103 HON Composition** 3 semester hours  
Stresses expository writing with emphasis on critical discussion of student writing. Offered at least one term per academic year, usually term I.



**ENC 1136 HON Composition** 3 semester hours  
Stresses research and documentation techniques, argumentative, descriptive, and narrative writing, and critical examination of various literary genres. Offered at least one term per academic year, usually term II.

At least one of the following Literature courses is offered during Term I and Term II of every academic year. Prerequisite: ENC 1103.

**LIT 2210 HON World Literature I** 3 semester hours  
in Humanities  
Selected masterpieces of world literature before 1611. Emphasis on the Greek myth, epic and drama; the Bible; and Shakespeare. Critical and documented papers required.

**LIT 2220 HON World Literature II** 3 semester hours  
in Humanities  
Selected masterpieces of world literature since 1610. Thematic approach to man's search for identity in such authors as Racine, Balzac, Dostoevsky, Goethe, Pirandello, Ibsen, Camus, Hesse and Lorca. Critical and documented papers required.

**ENL 2013 HON British Literature I** 3 semester hours  
in Humanities  
Traces the growth of the modern mind, the development of the world view, and the changing relationships between man and woman, man and authority, man and art, man and God, in British Literature through the 18th Century, with emphasis on Chaucer, Shakespeare, and Milton. Critical and documented papers required.

**ENL 2023 HON British Literature II** 3 semester hours  
in Humanities  
A study of man's relationship to the natural environment, the increasing sense of social responsibility, the liberated woman, the continuing intellectual revolution, and the origins of current social and economic problems, in British Literature of the 19th and 20th Centuries, including such writers as the romantic poets, Tennyson, Browning, Yeats, Shaw, Eliot, and Thomas. Critical and documented papers required.

**APB 1150 HON Modern Principles** 3 semester hours  
of Biology  
This course designed primarily for non-science majors investigates modern principles of biology, while focusing on the nature and activities of living organisms. This course is offered at least one term of each academic year.

**PSY 2012 HON General Psychology** 3 semester hours  
Scientific approach to basic principles of human behavior; emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality. Written work (paper) required. This course is offered at least one term of each academic year, usually Term II.

**HISTORY** At least one of the following History courses is offered during Term I and Term II of every academic year.

**AMH 2010 History of the United States** 3 semester hours  
Designed for a general understanding of U.S. history. Brief review of colonial period and revolution. More intensive study of national leaders, political, social and economic developments from 1789 to 1865. Nationalism and expansion. Origins and events of the Civil War.

**AMH 2020 History of the United States** 3 semester hours  
One hundred years of U.S. history from the post-Civil War reconstruction period in the south to our involvement in South Viet Nam. A general survey of the basic forces shaping American life; development of modern industrialism; organization of laborers and farmers; immigration. The progressive era; World War I; prohibition; depression and New Deal. The U.S. as leader of the free world.

**EUH 1000 HON Western Civilization** 3 semester hours  
A survey of western civilization from the ancient Near East to the age of Louis XIV. Emphasis will be placed on the social, intellectual, political and cultural forces responsible for western development.

**EUH 1001 HON Western Civilization** 3 semester hours  
Continuation of EUH 1000 HON to the present, with emphasis on expansion of the West. In all History Courses, student papers and reports are required as well as regular tests.

**IDS 1936 Honors Interdisciplinary Seminar** 3 semester hours  
This is an elective course open to students who have met the requirements for admission to the Honors Program, and have attended Broward Community College for at least one term, or received permission of the Instructor. Discussions on a chosen subject are led by faculty in various disciplines, as well as by experts from the community. Students are required to do the assigned reading, participate in the discussions, do research on one aspect of the general subject and lead at least one seminar. Written work in the form of a research paper and annotated bibliography is also required.

## **HOTEL-MOTEL ADMINISTRATION RESTAURANT MANAGEMENT FOOD SERVICE ADMINISTRATION**

**FOS 2100 Experimental Foods** 3 semester hours  
Laboratory projects testing theories of food preparation, judging of products, and establishing standards of foods. Evaluation of effect of ingredient, proportion, time, manipulation, temperature, etc., on quality characteristics.

**FSS 1120 Food and Beverage Purchasing** 3 semester hours  
Basic information on sources, grades and standards, criteria for selection and purchasing. Estimates of raw materials needed and receiving and storage techniques leading to the development of standards and writing of specifications.

**FSS 1221 Volume Foods** 3 semester hours  
Application of principles of cookery to preparation of food in large quantities. Standardization of formulas with reference to quantity, manipulation, time and cost. Menu-making and costing. Student will work in both the foods laboratory and production kitchen. (Two lectures and lab period weekly.)

**FSS 1240 Classical Cuisine (Lecture and Demonstration)** 3 semester hours  
Emphasis is placed on upgrading the professional culinary student as to new menu items and correct terminology. Application of standards to hot/cold hors d'oeuvres, appetizers, large and small dinner parties and pastry products. The student has the opportunity to observe preparation skills in detail, participate in writing recipes, watching the correct serving techniques and tasting the prepared food. Prerequisite: FSS 1221 or instructor approval.

**FFS 2242 International Cuisine** 3 semester hours  
Emphasis is placed on international cookery as it applies to the proper modern menu use and selection. The course will include preparation of cold buffet, entree, dinner accompaniment and flambé desserts. The student has the opportunity to observe preparation skills, writing recipes, watching correct serving techniques and tasting the prepared food. Prerequisite: FSS 1240 or instructor approval.

**FSS 2500 Food Service Costing and Controls** 3 semester hours  
A cost managing approach to the study of food and labor controls. The relationship of food and labor costs to sel-

ling price; cost control procedures for recipes and menus; pre-cost, pre-control techniques; and the preparation and utilization of management reports are examined. A review of mathematics and its application to practical problems. The emphasis is on the utilization of controls as a tool of management.

**HFT 1210 Supervisory Development** 3 semester hours

Training in the techniques involved in the supervision of employees. Developing sound relations with other departments, group discussions, methods of improvement and development of cost consciousness.

**HFT 1320L Engineering and Maintenance Lab** 1 semester hour

Two hours of laboratory weekly on basic principles of electricity, heating and air conditioning.

**HFT 1941 Operations and Service Practicum** 6 semester hours

Full-time "on the job" work experience in an approved segment of the food service/lodging industry coordinated with a weekly seminar. Faculty makes regular appraisals of the learning progress through on-site visitations and consultation with the student and his/her supervisors. Five written reports commensurate with assigned duties are required.

**HFT 2220 Organization and Personnel Management** 3 semester hours

Organization, supervision and direction of food service/lodging operations. Analysis of the internal organization structure and of administrative roles and functions. Consideration of new techniques of employment, training, promotions, job specifications, discipline and morale. The course borrows extensively from the behavioral sciences in emphasizing the human dimensions of management. Prerequisite HFT 1210 or instructor approval.

**HFT 2290 Seminar in Contemporary Problems in Administration** 3 semester hours

Analysis of selected current major problem areas. Critical review of controls and techniques used to achieve management objectives. Projection of trends into the future and their impact upon the industry.

**HFT 2460 Financial Management** 3 semester hours

A study of accounting systems for the food service/lodging industries, with emphasis on operating statistics and financial reports. The utilization of financial statements by management. Prerequisite FSS 2500, ACC 1009 or ACC 2001 or instructor approval.

**HFT 2942 Management and Control Practicum** 6 semester hours

Continuation of HFT 1941 with emphasis on management techniques and control of men, money, and material. Six reports and a weekly seminar period are required within the 500 hours.

**HFT 2500 Marketing** 3 semester hours

How to sell and promote the many services the food service/lodging industries offer guests. How to secure business through a personal selling and all media of advertising and publicity. How to operate a sales and convention department. Prerequisite sophomore standing.

**HFT 2600 Legal Aspects of Hotel and Tourism Operations** 3 semester hours

Nature and function of our legal system as it applies to the operation of an inn. Innkeeper-guest relationship, contracts, torts, civil rights and insurable risks are emphasized.

**FSS 1287 Dining Room and Lounge Operation** 3 semester hours

Emphasis is placed on familiarity with dining room and

lounge preparation, service and inspection techniques. Food, beverage, wine, spirit, serviceware and utensil terminology are studied as well as selling techniques used by waiters and waitresses. The importance of harmonious employer, employee and guest relations are stressed, as well as familiarity with the NCR 24 cash register and the NCR Class 5 Bar/Lounge billing machine.

**FSS 1288 Fast Food Operation** 3 semester hours

Emphasis is placed on both preparation and equipment needed for fast food operation, including sandwich and breakfast cookery. The student performs 15 hours of practical work experience as scheduled by the instructor on site.

**FOS 2201 Applied Food Service Sanitation** 1 semester hour

Applied Food Service Sanitation will help develop ability to use basic principles and current concepts in the area of Food Service Sanitation.

**FSS 2614 Food and Beverage Merchandising** 3 semester hours

The Merchandising Techniques as applied to the restaurant industry, emphasis is placed on annual sales plan which includes such items as sales budgeting, staffing, promotional themes, media exposure, direct mail, publicity, public relations and in-house promotion. Other topics that are included are menu art and design: Layout and type, copy and originality that will produce a desired theme, decor and overall atmosphere.

**HFT 2441 Systems Management for the Hospitality and Tourism Industries** 1 semester hour

Survey of the functions and procedures of computer-based management contrasted with more traditional methods of service delivery.

**HFT 2511 Convention and Group Business Marketing Management** 3 semester hours

A study of the functions of the convention organizer and tour wholesaler in relation to the suppliers of travel and hospitality services. The responsibilities of each organization in the marketing channel are delineated. Marketing of facilities to the organizers and their marketing of the activity to the retailer and/or consumer are emphasized.

## INSURANCE

**RMI 2015 Principles of Risk Management and Insurance** 3 semester hours

This course includes the study of the risk management framework and procedures for identifying and evaluating property, income, liability, and personal loss exposures. The general guidelines for selecting the most appropriate risk management techniques will be explored together with the general characteristics of risk control and risk financing techniques. The insurance environment will be discussed together with basic legal concepts and the fundamentals of insurance contracts. (Preparation for CPCU Course I.)

**RMI 2013 Personal Risk Management and Insurance** 3 semester hours

This course applies the risk management process and concepts to individual and family loss exposures. A detailed study of personal property, liability, life and health contracts will be made. Readings and case studies are included illustrating the role of property and liability insurance, life and health insurance, social insurance, employee benefits, and coordinated insurance buying in personal risk management. Prerequisite: RMI 2300, or permission of instructor. (Preparation for CPCU Course 2.)



**RMI 2014 Commercial Property Risk Management and Insurance** 3 semester hours

This course applies the risk management process to the analysis of commercial property loss exposures. Fire and allied lines policies and property forms are studied in detail. Exposures and insurance policies for business interruption and other indirect income and loss expenses, ocean marine, inland, marine, bailments, crime, and employee dishonesty are also studied in detail. Emphasis is also placed on controlling property losses and their effects. The literature, including case studies, focuses on the various property loss exposures and alternative methods of treatment in addition to the detailed analysis of insurance coverages. Prerequisite: RMI 2300 or permission of instructor. (Preparation for CPCU Course 3.)

**RMI 2225 Commercial Liability Risk Management and Insurance** 3 semester hours

This course applies the risk management process and concepts to the analysis of commercial liability loss exposures. The literature, including case studies, focuses on the various liability loss exposures which confront firms, and analyzes those exposures and alternative methods of treatment, including a detailed analysis of insurance coverages. A detailed study is made of insurance contracts covering automobile liability, liability arising out of premises and operations, contractual and independent contractor's exposures, products and completed operations, employer's liability and worker's compensation, professional liability, aviation exposures, and surety bonding. Survey cases, including material covered in the previous commercial property loss exposure course, (CPCU Course 3) are included on commercial property and liability loss exposures and their treatment. Prerequisite: RMI 2217, or permission of instructor. (Preparation for CPCU Course 4.)

**RMI 2702 Insurance Company Operations** 3 semester hours

This course includes a detailed analysis of insurer functions and activities. Included are product design; marketing; distribution methods; loss control activities; underwriting of property, liability, and multiple lines insurance; reinsurance; the claims functions and the study of adjusting of both property and liability claim; and rate-making in property, liability, and multiple lines insurance, including schedule rating, experience rating, and retrospective rating plans. Prerequisite: RMI 2300, or permission of instructor. (Preparation for CPCU Course 5.)

**RMI 2402 The Legal Environment of Insurance** 3 semester hours

The study of the basic principles of law and their application to insurance situations. The legal principles involved in sales and secured transactions, partnerships, corporations, commercial paper, real and personal property, and bailments will be studied together with consumer and administrative law. Special emphasis will be placed on the areas of contract law and agency law with applications to insurance law and situations. (Preparations for CPCU Course 6.)

**RMI 2015 Management** 3 semester hours

This course will cover the application of general management principals to the insurance industry and includes an introduction to management information systems. Organizational design, planning, control, motivation, leadership, group behavior, communications, and decision making will be studied theoretically and by using case studies. Experiential exercises in all areas will allow students to apply the knowledge gained to actual insurance industry management situations and problems. (Preparation for CPCU Course 7.)

**ACC 2023 Accounting and Finance** 3 semester hours

This course includes the study of both financial and managerial accounting, reviewing the accounting cycle, preparation and analysis of financial statements, and the major areas of managerial accounting to teach the student how to use accounting data in managerial decision-making. It also includes the study of corporate and business finance, financial planning and control, investment decisions, sources of financing, financial leverage, debt management, and dividend policies. Approximately one-third of this course will specifically relate to insurance accounting and finance including valuation of insurance company balance sheet items, revenues and expenses, unearned premium and loss reserves, with an emphasis on financial analysis and maintaining solvency. (Preparation for CPCU Course 8.)

**ECO 2025 Economics** 3 semester hours

This course includes both macro and micro economic principles and analysis. Areas covered include the economic behavior and nature of an enterprise economy, the market mechanism, tools of economic analysis, national income, accounting and analysis, money and banking, income distribution, problems of inflation and unemployment, and international economics. Micro-economic studies include prices and allocations, the competitive firm, monopolies, oligopolies, pricing problems, the market for factors of production, the problem of big business, and economics and the environment (Preparation for CPCU Course 9.)

**RMI 2295 Insurance Issues and Professional Ethics** 3 semester hours

The major portion of this course will analyze significant problems and issues which impact on the insurance industry. Concluding assignments will focus on professional ethics in general and The American Institute Code of Professional Ethics in particular. Readings concentration on such problems as unfair discrimination in property-liability rating, open rating, government insurers, captive insurers' role in risk management, wrap-up insurance programs, worker's compensation, international insurance markets, insurance and inflation, professional liability, and the effects of current trends in tort law on insurance. (Preparation for CPCU Course 10). It is *strongly recommended* that this course be taken last, or concurrently with any remaining CPCU Course work, due the fact that Course 10 assumes a knowledge of the material covered in Courses 1 through 9.

**ACC 2005 Accounting and Finance** 3 semester hours

Basic accounting principles including data accumulation systems, income measurement, valuation of assets and liabilities, and financial statement analysis. The accounting process from the recording of a business transaction in the books of account to the final preparation of financial statements. Various sources of short-term, intermediate-term, and long-term funds available to business enterprise. (Preparation for C.L.U. course HS 305.) Recommended prerequisite: ECO 2005.

**ECO 2005 Economics** 3 semester hours

Economic principles, the governmental and banking institutions which have an effect on the national economy, national income, theory and application of price determination, business cycles, money and banking, monetary and fiscal policy, and international trade and finance. The changes in economic conditions on financial decisions relating to life insurance, pensions, and other financial media. (Preparation for C.L.U. course HS 304.)

**FIN 2110 Investments and Family Financial Management** 3 semester hours

Various aspects of investment principles and their appli-



- cation to family finance. Yields, limited income securities, investment markets, and valuation of common stock. Also family budgeting property and liability insurance, mutual funds, variable annuities, and aspects of other investment media. Financial counseling in setting financial objectives and allocating available resources in a manner consistent with risk preferences. (Preparation for C.L.U. course HS 306.) Recommended prerequisites or corequisites: ECO 2005 and ACC 2001.
- MAN 2003 The Process of Management** 3 semester hours  
Introduction to the study of management and managerial problem-solving. The major functions in the management process are explored. Cases based on actual organizational experience, including that within the insurance industry, provide opportunities to apply concepts in solving management problems. (Preparation for I.I.A. MGT 41). (Note: Credit will not be allowed for both this course and MAN 2000.)
- MAN 2001 Management in a Changing World** 3 semester hours  
This course examines the mutual influences of managerial activities and the broader society. Emphasis is placed on the forces to which the manager must respond including changes within people as well as technological developments. Emerging trends in managerial practices and managerial thinking are studied for their usefulness in preparing to meet the leadership needs of change-dominated organizations in the future. (Preparation for I.I.A. MGT 44).
- MAN 2100 Management and Human Resources** 3 semester hours  
Course develops an understanding of human behavior within organizations, drawing upon the behavioral sciences to provide analytical tools and ways of studying behavior within organizational settings. Case studies are used to emphasize the search for ways the manager can act effectively to achieve organizational goals by influencing organization members. (Preparation for I.I.A. MGT 42).
- MAN 2810 Managerial Decision Making** 3 semester hours  
This course develops a systematic framework for the evaluation of decisions. Particular attention is given to the human decision process, and to the sources of inaccuracy and error in the making of decisions. The organizational decision making process, including the computer's role in such decision making, is treated. The managerial significance of the topics is stressed rather than the procedures themselves so that knowledge of statistics or advanced mathematics is not required. (Preparation for I.I.A. MGT 43).
- RMI 1001 Principles of Insurance** 3 semester hours  
This course is an introduction to the topic of risk and insurance. The origins and evolution of insurance are discussed. The range of types of insurers are studied as well as the variety of coverages in showing the relationship of insurance to business activity and the national economy. To give the student (primarily as a consumer) a working knowledge of basic insurance contracts, the coverages and provisions of life, health, property, and liability policies for individuals are emphasized. Commercial property and casualty insurance is surveyed as are the functional areas of underwriting, rating, and adjusting. Special consideration is given to current topics such as Florida's "no fault" auto law, flood insurance, qualifications for agents and solicitors, government regulation of insurance, and recent changes by judicial decision or legislation affecting insurance.
- RMI 1090 Solicitors Qualification Course** 7 semester hours  
An introduction to the principles of risk and insurance. Primary emphasis is placed on understanding coverages, policy provisions and concepts common to property and automobile insurance, law of negligence and affiliated concepts. Upon successful completion of this course, a student has met the educational qualification to sit for the Solicitor's exam. Recommended Prerequisite: RMI 1001.
- RMI 1160 Personal Life Insurance Marketing** 4 semester hours  
Course covers concept of life insurance as property—detailed study of the life insurance contract and its flexibility versus other means of savings and investment; the development of necessary characteristics of successful career agents; and the rules of selling with special emphasis on overcoming the prospect's psychological barriers and on total needs selling. (Preparation for LUTC Part I) Prerequisite: RMI 1001 or permission of the instructor.
- RMI 1721 Business Life Insurance Marketing** 4 semester hours  
Course emphasizes problems caused by death of a business owner (sole proprietor, partner, or stockholder or close corporation.) Federal taxation of business owners and organization and insurance premiums and proceeds is studied together with sales oriented study of the federal estate tax, gift taxes, income taxes, IRA, Keogh, taxsheltered annuities, pension and profit-sharing plans, and group insurance. Includes split-dollar and deferred compensation for key persons; business continuation through buy-sell agreements funded by life insurance; and sales-oriented review of wills, intestacy laws, joint ownership, trusts, gifts, and estate problems. (Preparation for LUTC Part II) Prerequisite: RMI 1160, or permission of instructor.
- RMI 1722 Disability Income Marketing** 2 semester hours  
Course emphasis is on the infinite needs and types of disability income coverages for individuals, business owners, and key personnel. Marketing emphasis placed on impact of programming income needs, interview psychology, and training client objections into stepping stones for closing sales. Idea stimulating case histories and action projects allow students to apply marketing techniques and ideas immediately. (Preparation for LUTC Part III) Prerequisite: RMI 1001, or permission of instructor.
- RMI 1723 Equities Marketing** 2 semester hours  
The essentials of equity products and the costs of investing. Emphasis on mutual funds and variable annuity sales including how the products differ, tax consequences, flexibility and assurances, which product to recommend based on concept of a product or service for every need. Includes accumulation plans, withdrawals, one-time purchase, income funds, and deferred annuities. Discusses correlation of Social Security taxes, and retirement aspects of financial planning, split-funded plans, deferred taxes, Keogh, and trusts. (Preparation for LUTC Part IV) Prerequisites: RMI 1160 and RMI 1721, or permission of the instructor.
- RMI 2724 Advanced Life Insurance Marketing** 4 credit hours  
This advanced course emphasizes the proper marketing and sales techniques for career agents to expand and develop their skills and achieve Million Dollar Round Table (MDRT) level production. Goal setting, analyzing and developing new markets, mastering a universal approach to advanced sales situations and the key concepts and attitudes for monitoring progress called for in goal

- setting and sales techniques are emphasized. Estate planning for both personal and corporate clients, deferred compensation, split-dollar insurance, insurance plans for key personnel, group insurance sales, individual retirement accounts, keogh plans, and tax deferred annuities are studied together with the use of capital dollars as a source of life insurance premiums, stock redemption and cross purchase agreements funded by life insurance, pension and profit sharing plans, federal estate tax, gift taxes and income taxes all are studied, together with sales oriented review of business law and federal statutes affecting life insurance plans. The course requires a prior knowledge of all these areas, and it's main objective is the expansion and refinement of the students knowledge and sales techniques. (Preparation for LUTC 5, prerequisites: RMI 1160 and RMI 1721 or permission of instructor.)
- RMI 2010 Principles of Risk and Insurance** 3 semester hours  
This course is primarily concerned with developing an understanding of the basic principles of risk and insurance as well as the nature and operation of the insurance business. Understanding is developed in the fundamental areas of: indemnity, insurable interest, negligence, co-insurance, subrogation, proximate cause, requisites of an insurable risk, probability, and many others. Important functional areas of rating, underwriting, underwriting, and adjusting are considered as well as the subjects of regulation, reinsurance, powers and functions of insurance agents and brokers, company organization, and many other aspects of the insurance business. (Preparation for I.I.A. INS 21) prerequisite: RMI 1001; RMI 2219; RMI 2112; or permission of instructor.
- RMI 2012 Structure of the Risk Management Process** 3 semester hours  
Against background of the principles of general management and the objectives of a business organization, this course presents the steps in the risk management decision-making process. Procedures for identifying and evaluating property, income, liability, and personnel loss exposures are detailed. The general characteristics of the various risk control and risk financing techniques are explored. The course concludes with guidelines for selecting the most appropriate risk management techniques for each exposure and demonstrates how proper risk management contributes to achieving the organization's overall objectives. (Preparation for I.I.A. RM 54) prerequisite: RMI 1001, or RMI 2010; or permission of instructor.
- RMI 2110 Economic Security and Individual Life Insurance** 3 semester hours  
This course lays the economic and ethical foundation on which the life and health insurance business is based. It includes economic security needs, human behavior, professionalism and ethics in life and health insurance. Also familiarizes students with individual life, health and annuity contracts, and life insurance programming. Types of insurers, investments, financial statements, risk selection, taxation and regulation of companies are also covered. (Preparation for C.L.U. course HS 301.)
- RMI 2112 Casualty, Health, and Life Insurance** 3 semester hours  
Principal emphasis in this course is placed on understanding coverages, policy provisions, and concepts peculiar to the common casualty, surety, and multiple-line contracts, as well as life and health contracts. (Preparation for I.I.A. INS 23) prerequisite: RMI 1001; RMI 2010; RMI 2219 or RMI 2280 and RMI 2260; or permission of instructor.
- RMI 2118 Income Taxation** 3 semester hours  
The federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates. Also, the income taxation of transactions involving annuities as well as life and health insurance. (Preparation for C.L.U. course HS 307.)
- RMI 2130 Group Insurance & Social Insurance** 3 semester hours  
Analysis of group life and health insurance, including products, marketing, underwriting, reinsurance, premiums, and reserves. Also, various governmental programs related to the economic problems of death, old age, unemployment, and disability. (Preparation for C.L.U. course HS 303.) Recommended prerequisite or corequisite: RMI 2110 and RMI 2430.
- RMI 2150 Pension Planning** 3 semester hours  
Basic features of pension plans. Cost factors, funding instruments, and tax considerations involved in private pensions, profit-sharing plans, and tax-deferred annuities. Also, thrift and savings plans and plans for the self-employed. Effect of Employees Retirement Income Security Act of 1974 on covered areas. (Preparation for C.L.U. course HS 308.) Recommended prerequisite: RMI 2118.
- RMI 2091 Agents & Solicitors Course** 17 semester hours  
An in depth study of insurance theory, regulation, and policy coverages. Upon successful completion of this course the student has met the educational qualifications to sit for the General Insurance Agent's or Solicitor's Exam. Recommended Prerequisite: RMI 1001.
- RMI 2219 Property and Marine Insurance** 3 semester hours  
Primary emphasis in this course is placed on understanding coverages, policy provisions, and concepts common to property and marine insurance. Contracts and forms will be analyzed and studied, ranging from standard fire policy to the property and inland marine coverages provided by multiple-line contracts. (Preparation for I.I.A. INS 22) prerequisite: RMI 1001; RMI 2010; RMI 2112; or RMI 2260; or permission of the instructor.
- RMI 2260 Principles of Insurance & Liability Claim Adjusting** 3 semester hours  
This course considers the important functional areas of rating and underwriting, as well as the subjects of regulation, reinsurance, and company organization. Basic liability claim adjustment is explored, including a study of the legal liability hazard, and the investigation, evaluation, negotiation, and settlement of general and automobile liability claims, and automobile physical damage losses. Special attention is given to the Florida "no fault" law and to the subject of understanding human behavior of claimants. (Preparation for I.I.A. ADJ 32) prerequisite: RMI 1001; RMI 2280; or permission of instructor.
- RMI 2262 Introduction to Property and Liability Adjusting** 3 semester hours  
This course includes the property loss adjustment topics from RMI 2288 and the liability claim adjustment topics from RMI 2260 for students previously completing RMI 2010 covering the principles of risk and insurance and associated topics. (Preparation for I.I.A. ADJ 37) prerequisite: RMI 2010, or permission of instructor.
- RMI 2271 Liability Insurance Adjusting** 3 semester hours  
Covers the concepts of legal duty, breach of legal duty, and concepts of damages. Also considered are an introduction to medical knowledge needed by adjusters, a



study of adjuster-lawyer, and adjuster-physician relationships, and special problems of settlement of worker's compensation claims. Investigation and evaluation problems are examined at a more advanced level than previous courses in the program. (Preparation for I.I.A. ADJ 36) prerequisite: RMI 2260 and RMI 2112; or permission of instructor.

**RMI 2280 Principles of Insurance & Property Loss Adjusting** 3 semester hours

This course explores many of the principles basic to the entire field of insurance in addition to developing an understanding of the fundamental areas of indemnity, requisites of an insurance risk, probability, and many others, emphasis is placed on the adjustment process. Claim analysis, claim reporting, estimation of building losses, construction costs, as well as personal property loss adjustment are studied. (Preparation for I.I.A. ADJ 31) prerequisite: RMI 1001; RMI 2260; or permission of instructor.

**RMI 2281 Property Insurance Adjusting** 3 semester hours

Covers in more depth than previous courses the subjects of apportionment, insurable interest, limitations on the amount of insurer's liability (including replacement cost and contribution), and estimating. Special consideration is given to adjustment of building losses (including valuation), merchandise and fixture losses, reporting form losses, and business interruption losses. (Preparation for I.I.A. ADJ 35) prerequisite: RMI 2280 and RMI 2219; or permission of instructor.

**RMI 2320 Business Insurance** 3 semester hours

Business uses of life and health insurance, including proprietorship, partnership and corporation continuation problems and their solutions through the use of buy-sell agreements properly funded to preserve and distribute business values. Other business uses of life and health insurance, such as key man insurance, nonqualified deferred compensation plans and split-dollar plans. Also covered are corporate recapitalizations, professional corporations, and business uses of property and liability insurance. (Preparation for C.L.U. course HS 309.) Recommended prerequisites or corequisites: RMI 2118 and RMI 2150.

**RMI 2340 Risk Control** 3 semester hours

This course focuses on the best use of risk control techniques. Drawing on the guidelines developed in RMI 2012, a detailed study is made of when and to what extent each risk control technique should be employed, how each should be monitored for control and coordination of the total risk management effort. (Preparation for I.I.A. RM 55) prerequisite: RMI 2012.

**RMI 2360 Risk Financing** 3 semester hours

This course concentrates on the selection, administration, and monitoring of the methods by which an organization can obtain funds to finance the restoration of those losses which it incurs. Risk financing techniques are investigated with attention directed primarily to risk retention (including retention through a captive insurer), use of credit to restore losses and commercial insurance. The financial and economic guidelines from RMI 2012 are again applied (more rigorously) to such topics as setting the amounts of self-insured retention, negotiating with admitted and non-admitted insurers, and coordinating self-insurance with commercial insurance. (Preparation for I.I.A. RM 56) prerequisite: RMI 2012.

**RMI 2430 Life Insurance Law and Mathematics** 3 semester hours

Legal aspects of contract formation, policy provisions, assignments, ownership rights, creditor rights, beneficiary designations, and disposition of life insurance proceeds. Also covered is the mathematics of life insurance

as related to premiums, reserves, nonforfeiture values, surplus and dividends. (Preparation for C.L.U. course HS 302.) Recommended prerequisite: RMI 2110.

**RMI 2731 Principles of Property and Liability Underwriting** 3 semester hours

This course introduces students to underwriting decision making on two levels individual risk underwriting and the underwriting management of an entire book of business. A discussion of the underwriting function, its nature, purpose, and organization, is followed by an analysis of the underwriting decision making process. Course also examines underwriting fundamentals from contract analysis, loss control, reinsurance, and necessary numerical tools, to rate making and pricing. The way the underwriting decision making process operates in the modern, changing insurance environment is also explored. Prerequisite: RMI 2010, RMI 2219 and RMI 2112; or RMI 2049, or permission of department head. (Preparation for I.I.A. UND 61).

**RMI 2732 Commercial Property & Multiple-Lines Underwriting** 3 semester hours

This course will examine in detail the application of the underwriting decision making process to commercial property risks. Heavy emphasis will be placed on the analysis of frequency and severity of fire and other perils, real and personal property exposures and protection, indirect and consequential loss exposures, and marine risks. The course also includes actual case studies involving package policies and large property risks. Prerequisite: RMI 2731 or permission of Department Head. (Preparation for I.I.A. UND 64.)

**RMI 2733 Commercial Liability Underwriting** 3 semester hours

Following a discussion of the commercial enterprise and legal foundations, students will explore in depth the application of the underwriting decision making process to commercial liability risks. This exploration will include case studies on commercial auto, general liability, products liability, workers' compensation, professional liability, surety bonding, the use of surplus lines and reinsurance, and the handling of both special accounts and large risks. Prerequisite: RMI 2731 or permission of Department Head. (Preparation for I.I.A. UND 63).

**RMI 2734 Personal Lines Underwriting** 3 semester hours

This course provides students with the opportunity to study the underwriting decision making process in a detailed and challenging way as it applies to personal lines problems and situations. Using case studies, an in depth analysis of underwriting factors and pricing of private passenger auto, homeowners, and the other personal lines comprises the first part of the course. In addition, students will explore such subjects as personal lines underwriting and the computer, account underwriting, and producer relations. Prerequisite: RMI 2731 or permission of Department Head. (Preparation for I.I.A. UND 62).

**RMI 2800 Estate Planning and Taxation** 3 semester hours

Estate and tax planning, emphasizing the nature, valuation, disposition administration, and taxation of property. The use of revocable and irrevocable trusts, testamentary trusts, life insurance, powers of appointment, wills, lifetime gifts, and the marital deduction. Also, the role of life insurance in minimizing the financial problems of the estate owner. The capstone learning experience of the CLU diploma program. Knowledge acquired in other CLU courses is necessary for students to have a rewarding and successful learning experience in this course. (Preparation for C.L.U. course HS 310.) Required prerequisites or corequisites: RMI 2110 through RMI



2320, or credit for C.L.U. national examination for those courses.

## INTERIOR DESIGN—See Art

## ITALIAN

**ITA 1000 Elementary Italian Conversation** 3 semester hours  
(Institutional credit only)  
A custom-made course for those residents in the community who require a cursory knowledge of Italian to help them communicate with Italian-speaking people.

## JOURNALISM

**MMC 1000 Survey of Mass Communications** 3 semester hours  
Introductory course in mass communications dealing with history, comparative foreign press, process and effect, opportunities in and responsibilities of various media. Open to freshmen.

**JOU 1100 Writing for Mass Communications** 3 semester hours  
Pre-professional course providing fundamental instruction and practice in writing as a basis for all upper division courses in journalism. Includes writing in the news style, leads, what is news, types of stories, organization of stories, policy and libel. Prerequisite: eligibility for ENC 1103. Typing.

**JOU 1207L Magazine Production** 3 semester hours  
Course provides instruction and practical experience in the philosophical and technical aspects of magazine production, including printing processes, copy setting, picture editing, graphic design, and camera ready layout techniques.

**JOU 1420L Newspaper Practicum I** 1 semester hour  
Practical application of news writing and editing principles through work with college media. Prerequisite: JOU 1100. Permission of instructor.

**JOU 1421L Newspaper Practicum II** 1 semester hour  
Continuation of JOU 1420. Prerequisite: JOU 1420. Permission of instructor.

**JOU 1440L Magazine Practicum I** 1 semester hour  
Practical application of magazine production, magazine writing, or magazine editing principles through work with college magazine media or internship with community media under academic supervision. Prerequisite: JOU 1207, or JOU 2600, or JOU 2203, or ENC 1613, or ART 1201. Permission of instructor.

**JOU 1441L Magazine Practicum II** 1 semester hour  
Continuation of JOU 1440. Prerequisite: JOU 1440. Permission of instructor.

**JOU 2200 Basic Newspaper Editing** 3 semester hours  
Course provides instruction and practical experience in copy editing, teletype editing, rewriting, copy preparation, headline writing, page layout for both news and advertising, picture cropping and scaling and cutlines. Prerequisite: JOU 1100.

**JOU 2203 Magazine Editing** 3 semester hours  
Course provides instruction and practical experience in editing a magazine including human relations, expertise in article writing, copy and picture editing, audience analysis, and legal and economic aspects of editing. Prerequisite: JOU 1100 or ENC 1613.

**ADV 2303 Newspaper Advertising** 3 semester hours  
A course in campaign planning, layout, illustration, copywriting, headlines and titles, economics of advertising, typography, value of advertising in the American economy, agency organization, history and ethics.

**JOU 2600 Photographic Journalism Techniques** 4 semester hours  
Course teaches the photograph as a communications medium, its purposes and advantages. It deals with law, taste, sensitivity, responsibility, mechanics of layout, of placement and of cropping. Work includes practical experience in photo essays, spot news, novelty pictures, black and white and color and cutlines. Basics in filing, reference, and the morgue are included. Three hours lecture and two hours lab.

## LANDSCAPE TECHNOLOGY

**HOS 1002 Horticultural Botany** 4 semester hours  
Applied botany in terms of taxonomy, ecology, physiology, genetics, anatomy, and morphology of the higher plants. Three hour lecture, one two hour lab weekly. Term I.

**HOS 1031 Horticultural Practices** 3 semester hours  
The practices and procedures used in growing and managing landscape plants in south Florida. The student will take part in transplanting, fertilizing, soil sampling, mixing soils and pruning as well as other horticultural procedures. One six-hour lab per week. Field trips will be required. Term II.

**HOS 1041 Subtropical Horticulture** 3 semester hours  
An introduction to the principles of horticultural science with emphasis on the fundamental plant processes as limiting factors to plant growth. Water, temperature, light and essential elements as related to plant growth, propagation and management. One three hour lecture weekly with occasional field trips. Term I.

**HOS 2055 Retail Nursery Certificate** 3 semester hours  
This course is designed to prepare students for the retail nurseryman's certification test. Topics to be covered include salesmanship, plant growth and development, soils, plant pests, state regulations weed control, home landscaping, watering practices, and landscape plants. Some familiarity with ornamental plants and nursery practices is assumed.

**FRC 2004 Subtropical Fruit Culture** 4 semester hours  
The identification and culture of approximately 150 tropical and subtropical edible fruits introduced into south Florida as dooryard, semi-commercial, and commercial food crops. Topics will include varieties, soils, propagation, flowering and fruiting seasons, landscape uses, pest management, production and sales promotion. Weekend field trips required. Term III-A.

**ORH 1101 Plant Identification for the Trade** 3 semester hours  
Identification and use of approximately 250 species of plants used in south Florida exterior and interior landscapes. Designed for individuals wishing to rapidly increase their knowledge of landscape plants as well as those pursuing FHICB certification. Field trips. Cannot be applied toward an A.S. degree in Landscape Technology. Term III-A.

**ORH 1510 Landscape Plant Identification I** 3 semester hours  
Plants and trees commonly used in south Florida landscapes, approximately 200 species and varieties will be

- covered. One hour lecture and one 3 hour lab weekly with occasional field trips. Term I.
- ORH 1511 Landscape Plant Identification II** 3 semester hours  
The identification and landscape use of ornamental vines, palms, shrubs and trees commonly used in south Florida landscapes. One hour lecture and one 3 hour lab weekly with occasional field trips. Term II.
- ORH 2021 Plant Propagation** 3 semester hours  
Principles and practices involved in the propagation of plants used in the ornamental horticulture industry. Major Topics: cuttage, graftage, air-layering, tissue culture, seedage, and production techniques. Lecture and lab. It may be used as an elective in A.S. degree program. Term III-A.
- ORH 2220 Turf-Grass Management** 3 semester hours  
A practical approach to the principles of turf-grass management and their applications in the field. The areas of study will be the nature of the turf-grass industry, characteristics and adaptations of southern grasses, establishment and maintenance of turf, the care and operation of turf equipment and turf pests. One three hour lecture weekly with occasional field trips. Term II. Not required for A.S. degree.
- ORH 2512 Landscape Plant Ident III** 3 semester hours  
The identification and landscape use of ornamental plants of more recent introduction and development in south Florida and certain specialized horticultural crops. One three hour lecture in field weekly with occasional field trips. Term I.
- ORH 2820 Horticultural Practices II** 3 semester hours  
Basic principles and practices involved in: 1) the cultural adaptations, production and management of south Florida turf grasses; 2) all phases of weed control; 3) irrigation design and installation, and; 4) introduction to operation, maintenance and minor repair of equipment used in the horticultural industry. Two three hour labs per week. Term I.
- ORH 2831 Landscape Design** 4 semester hours  
Introduction to the basic principles of landscape design. Stress will be on the drawing, reading and execution of landscape plans. Two-three hour laboratories weekly and occasional field trips. Prerequisite: ORH 1510 and ORH 1511 or permission of Department Head. Term II.
- ORH 2841 Landscape Installation Certification** 3 semester hours  
The techniques involved in proper selection, pre-planting, the post-planting of landscape plants and materials. The proper and safe use of landscaping tools and equipment will also be stressed. This course leads to eligibility to take the certification exam given by the Florida Horticultural Industries Certification Board.
- ORH 2862 Landscape and Turf Business Administration** 3 semester hours  
Studies in the basic nature of horticultural services: retail, wholesale and service organizations. Site selection, business and labor management, production, cost analysis, insurance, law, taxation and other areas will be discussed with businessmen in the field. One three hour lecture weekly with occasional field trips. Term II.
- ORH 2890 Horticultural Seminar** 1 semester hour  
Analysis of selected current problem areas in horticulture and related subjects.
- ORH 2896 Field Service I** 3 semester hours  
One summer's practical experience in an approved commercial business. Total employment to be no less than 30 hours weekly for 6 weeks. Technical report required. Term III-A.
- ORH 2897 Advanced Field Service** 3 semester hours  
One term of part-time, on-the-job, practical experience in an approved commercial business. Total part-time employment to be no less than 12 hours weekly and no more than 18. Technical report required. Term II.
- PLS 2600 Weed Identification and Control** 3 semester hours  
Identification and methods of control of terrestrial and aquatic weeds of southern Florida commonly found in landscapes, field and container nurseries, and turf-grasses and aquatic areas. Calibration use and preventive maintenance of pest control equipment will also be discussed. Two three-hour lectures per week and three field trips. Term III-A. Not required for A.S. degree.
- PMA 2003 Plant Pest Control** 4 semester hours  
The identification and chemical and biological controls of insects and diseases affecting the ornamental plants and turf grasses of south Florida and will be stressed along with the proper use of all necessary mechanical equipment. One three-hour lecture weekly with occasional field trips. Term I.
- SOS 1102 Soils and Fertilizers** 3 semester hours  
The study of the complex problems and use of existing soils in south Florida in the growing of ornamental plants. Fertilizer formulations for landscapes, turf and container and field nurseries will be discussed thoroughly. The use of various soil amendments will also be discussed. One three-hour lecture weekly with occasional field trips. Term II.

## MANAGEMENT COURSES

- MAN 1590 Fundamentals of Material Management** 3 semester hours  
A survey course designed to provide an introduction and overview to the field of material management and physical distribution. Topics covered include production and inventory control, purchasing, transportation, warehousing and materials handling, order processing, communications, and problems and issues related to the field.
- MAN 1591 Inventory Control for Material Managers** 3 semester hours  
An overview of the dynamics of managing inventory in the constantly changing industrial and commercial environment. Topics include forecasting sales and inventory requirements, computer applications to inventory control problems, building inventory models, simulation and the relationships of inventory control to marketing management and production control.
- MAN 1592 Material Handling and Packaging** 3 semester hours  
A course designed to present material handling and packaging as tools for use in a total system of material management. Material handling concepts include palletization, containerization, conveyor systems, fully automated warehousing, and integrated production lines. Packaging is treated as a function with ramifications far beyond the mere protection of a product.
- MAN 1593 Production Control Concepts** 3 semester hours  
A course devoted to describing the development, scope, and objectives of production control. Specific attention will be given to scheduling, control, critical path, machine loading and materials requirements planning, and other techniques, functions, and activities which are



- implicit in this aspect of material management operations.
- MAN 1594 Advanced Production Control** 3 semester hours  
An advanced course building upon the concepts developed in MAN 1593. Production forecasting, shop loading, capacity planning, shop floor control techniques, short interval scheduling, and job shop versus continuous flow systems are considered. Further attention is devoted to requirements for material planning.
- GEB 1001 Introduction to Business** 3 semester hours  
Basic study of the nature of business activity in relation to the economic society in which we live and how it is owned, organized, managed and controlled. Course content designed to give special emphasis on business vocabulary and career opportunities by surveying various areas of specialization as to personal characteristics and training.
- MAN 2000 Introduction to Management** 3 semester hours  
Reflects current theory and research in stressing the concepts and analysis of principal phases of management. Emphasizes fundamental principles of scientific organization, motivation, economic analysis and control and their application to business decisions. Integrates new developments in the behavioral sciences and quantitative techniques.
- MAN 2300 Personnel Administration** 3 semester hours  
Practices of personnel administration are studied including the formulation and application of personnel policies as a means for creating an effective working force within an organization. Covered are job analysis and evaluation, recruiting, selecting and training employees.
- MAN 2342 Principles of Supervision** 3 semester hours  
Includes principles and necessary techniques of supervision, importance and place of supervision in the business organization, and the handling of human relations with employees, fellow supervisors and higher management in business, including manufacturing and construction industries.
- MAN 2343 Women in Supervision** 3 semester hours  
This course is designed to provide business women with supervisory skills they can effectively apply throughout their careers. This course covers women in leadership and a woman in a world dominated by men with emphasis on planning, organization, staffing, directing, controlling and labor relations.
- MAN 2349 Seminar in Supervision** 1 semester hour  
Includes conference and lecture sessions covering: management fundamentals, organization dynamics. Methods of work proficiency and rules, discipline, tardiness and absenteeism as topics related to the contemporary supervisor. Students anticipating transfer should take MAN 2000.
- MAN 2500 Production Management** 3 semester hours  
A study of the various phases of production control and the elements which contribute to a successful operation. Production forecasting, product development, control of materials, routing, scheduling and follow-up are studied in sequence in terms of their significance and their relationship to production control.
- MAN 2595 Forecasting** 3 semester hours  
A course describing the nature and purpose of efforts directed toward forecasting material requirements. Content includes statistical and other forecasting techniques, simulation, linear programming, modeling, and mathematical techniques.
- MAN 2800 Small Business Management I** 3 semester hours  
An introduction to small business management covering the role of small business in our economy; development of a management philosophy for the entrepreneur including general functions of management; factors in business failure and success; problems in initiating a business including the legal, financial, facility and planning aspects.
- MAN 2801 Small Business Management II** 3 semester hours  
A continuation of small business management covering financial and administrative control, budgeting, reporting, business risks and types of insurance; development of marketing and credit policies; developing management and business operational policies including employee relations, vendor relations and inventory management; and understanding of legal government relationships.
- MAN 2809 Seminar IV: Small Business Administration (MGMNT)** 3 semester hours  
This course is designed for the individual who is interested in establishing his/her own business. Emphasis on business law, accounting, recruiting and supervising employees and decisions related to setting up and operating a small business while being employed at his/her training station. Projects will include contact with owners of small businesses and a comprehensive project on how to set up his/her own business.

## MARKETING

- MAR 1011 Principles of Marketing** 3 semester hours  
Study of company management areas dealing with the broad problem of sales. Emphasis given to the kind of decisions for which the marketing manager is responsible: pricing, advertising, and other promotion, sales management; the kind of products to be manufactured; and the marketing channels to be used.
- MAR 1101 Salesmanship** 3 semester hours  
This course is a combination of principles and techniques of selling. It recognizes why, as well as what, how and when. The principles which receive emphasis are basic and lasting; they are the principles which students will apply in business. The course seeks to describe persuasion on a moral and ethical foundation as a powerful tool which is needed universally.
- MAR 1930 Seminar I: Marketing In Perspective** 3 credit hours  
Students are expected to be working or will be assisted in securing employment in marketing related occupations. Students will have the opportunity to develop leadership skills through participation in DECA activities. Course curricula will include marketing related learning activities.
- MKA 2102 Retailing** 3 semester hours  
An introduction to the management functions unique to retail store operations. Subject areas include department store organization, low margin retailers, store location and layout, shopping centers, and merchandising.
- MAR 1302 Advertising** 3 semester hours  
Introduction of fundamental principles, practices, and common media in modern advertising. Includes activities that supplement both advertising and personal selling, such as sampling, displays, demonstrations, and other kinds of effort that render them more effective. The



course presents the marketing viewpoint and communications viewpoint. Offered Term II.

**MAR 1321 Public Relations** 2 semester hours  
Guide to good public relations, how images are created, public relations practices, special events, researching your savings market and local housing market, public relations ideas, attitudes, advertising, and customer relations.

**MAR 2240 International Marketing** 3 semester hours  
This course presents basic marketing principles from an international viewpoint. Students will gain insight to international marketing concepts by virtue of making actual visits to overseas corporations, along with overseas offices of American corporations. Scope of the course will cover prices, advertising methods and channels of distribution on an international basis. Classroom work before and after the overseas trips will be held.

**MAR 2931 Seminar II: Research in Marketing** 3 semester hours  
Students will continue working in a marketing related occupation and participate in DECA activities. Emphasis to be on developing management skills and research techniques employed in marketing. Prerequisite: MAR 1930.

**MAR 2932 Seminar III: Marketing Management** 3 semester hours  
Students will continue working in a marketing related occupation and participate in DECA activities. Students will be expected to participate in a group research project. Prerequisite: MAR 2931.

**MAR 2955 International Current Business Practices** 3 semester hours  
Basic study of the nature of business activities between nations. The course content is designed to give emphasis on actual international business activity in the form of visits to foreign business enterprises. This is accomplished by the student traveling abroad with other students accompanied by an instructor from the college. These on-site visits will be supplemented by classroom work before and after the trip abroad.

**MKA 1104 Visual Merchandising** 3 semester hours  
The relationship of display to sales promotion in retailing is studied. Basic principles of design as applied to merchandise display are considered. Individual and group projects give opportunity for practice in application. Instruction and practice in show card copywriting and lettering are included.

**MKA 1501 Introduction to Food Marketing** 3 semester hours  
This is a basic course in the study of food marketing organizations, practices, and problems with emphasis on the supermarket. Topics included are: economic importance of food marketing, history and development of food retailing, systems of food distribution, supermarket organization and management, food industry issues, and the future of the industry.

**MKA 2505 Supermarket Merchandising** 3 semester hours  
Merchandising techniques which apply to the supermarket are reviewed. Receiving emphasis: the store manager's merchandising responsibilities; an analysis of profit centers; customer motivation; consumer dynamics; product information; space management in stores sales, promotion, and displays; inventory control; pricing; advertising; brand management; and increasing store sales and profits. Prerequisite: MKA 1501—Introduction to Food Marketing.

## MATHEMATICS

For students majoring in mathematics or science, and for other students needing more than one semester of mathematics, the following sequence of courses is available: MAT 1030, 1031, 1032, or 1033, MAC 1132, 1133, 2311, 2312, MAP 2302, MAS 2103 may be taken at any time but has a prerequisite of MAC 1132. MTB 1304 is a non-sequential service type course which may be taken concurrently with any other mathematics course.

**MAT 0002 (NT) Communications in Mathematics** 3 semester hours  
A course to improve the abilities of the student who has had difficulties in arithmetic. This course will help the student learn how to read the language of mathematics; how to go about solving problems, and how to improve his/her basic skills.

**MAT 1013 Elementary Algebra** 3 semester hours  
A course to improve the abilities of the student who has had difficulties in mathematics and to help him learn the basic algebra needed for further mathematics courses. This course will also teach the student how to apply his/her knowledge of arithmetic and algebra to many problems. A course in elementary algebra. Elective credit will be granted for successful completion of this course.

**MGF 1113 General Education College Mathematics** 3 semester hours  
A general education course recommended for students not planning to major in mathematics or science. Emphasis is placed upon fundamental mathematical concepts.

**MAT 1031 Intermediate Algebra II** 1 semester hour  
Meets area 4b or 5AA degree general education requirements.

**MAT 1032 Intermediate Algebra III** 3 semester hours  
Meets area 4b or 5 AA degree general education requirements.

**MAT 1033 Intermediate Algebra** 3 semester hours  
An intermediate course in algebra, emphasizing operations with algebraic symbols, solution of equations, functional relationship, graphs, verbal problems, and selected additional topics. Credit will not be given for both this course and MTB 1334. Prerequisite: one year of high school algebra with a grade of "B" or better or successful completion of MAT 1013. Meets area 4b or 5 AA degree general educational requirements.

**MAT 1030 Intermediate Algebra I** 1 semester hour  
A sequential group of three one-hour courses in intermediate algebra which may be taken in one or more terms as an alternative to MAT 1033. (See 1033 listing for content and prerequisites.) Completion of MAT 1032 satisfies the same general education requirement as does MAT 1033. Meets area 4b or 5 AA degree general education requirements.

**MTB 1304 Mathematics with Machines** 1 semester hour  
Flow charts, the basic programming language, machine languages, familiarization with the type of problems machines can handle, development of problem-solving skills. The class meets three hours per week for 5 weeks. You may take MTB 1304 at the start of a term, after 5 weeks of the term, or the last 5 weeks of the term.

**MTB 1320 Math Topics for Nurses**  
This course provides an intensive review of mathematics operations with fractions, decimals, percents, ratios and proportions. Units and measures in apothecaries, metric,

and household systems are also discussed with a major emphasis on application for calculation of oral and parenteral drug dosages.

#### **MTB 1321 Technical Mathematics I**

Technical Math I is designed for students majoring in electronics, drafting and other engineering technologies. This course covers arithmetic fundamentals, applied geometry, topics in algebra and concepts in graphing. Credit will not be given for both this course and MAT 1033.

#### **MTB 1322 Technical Mathematics II**

This is the second course in a two-term sequence for engineering, technology majors. Topics include: systems of linear equations, quadratic equations, right triangle trigonometry, oblique triangles, vectors and polar coordinates. Credit will not be given for both this course and MAC 1133.

#### **MAC 1132 Pre Calculus Mathematics I** 3 semester hours

Topics in the theory and methods of college algebra, designed to supplement previous courses in mathematics and to provide the first semester of two-semester sequence in pre-calculus mathematics. Prerequisite: MAT 1033 or two years of high school algebra and grade "B" or better, or recommendation of the mathematics department. Meets area 4b or 5 AA degree general education requirements.

#### **MAC 1133 Pre Calculus Mathematics II** 3 semester hours

A continuation of, including topics from trigonometry and advanced topics in algebra, to prepare the students for calculus. Credit will not be given for both this course and MTB 1344. Prerequisite: MAC 1132 or recommendation of the mathematics department. Meets area 4b or 5 AA degree general education requirements.

#### **MAC 2311 Calculus and Analytical Geometry I** 6 semester hours

Topics from analytic geometry, functions, limits, derivatives, definite and indefinite integrals, parametric equations, polar coordinates, transcendental functions, partial derivatives, multiple integrals, sequences and series, L'hospital's rule and the generalized mean value theorem, improper integrals. MAC 2311 and 2312 form a continuous sequence; students enrolling in MAC 2311 are advised to complete the entire two-term sequence before transferring to another college. Prerequisite for MAC 2311: MAC 1133 or recommendation of mathematics department. Prerequisite for MAC 2312: MAC 2311. Meets area 4b or 5 AA degree general education requirements.

#### **MAS 2103 Linear Algebra** 3 semester hours

A first course in linear algebra, emphasizing the algebra of matrices and vector spaces. Recommended for students majoring in mathematics or related areas. Prerequisite: MAC 1133 and recommendation of mathematics department. Offered term I only. Meets area 4b or 5 AA degree general education requirements.

#### **MAP 2302 Differential Equations** 3 semester hours

Classification and solution of equations involving variables and their derivatives, with numerous applications. Prerequisite: MAC 2312. Meets area 4b or 5 AA degree general education requirements.

### **MEDICAL ASSISTING**

#### **MEA 1002 Introduction to Medical Assisting** 3 semester hours

An overview of Medical Assisting and related health pro-

fessions including duties, responsibilities, ethical and legal aspects of medicine, and history of medicine. Public relations and interpersonal relationships are also emphasized. Course offered Terms I & II.

#### **MEA 1010 Medical Terminology** 3 semester hours

Provides a broad survey of the language of medicine and health technologies. Emphasis is placed on the building of medical terms from word parts. Special pronunciation learning aids are available in the language laboratory to assist students in developing competency. Course offered terms I & II.

#### **MEA 1011 Clinical Terminology** 3 semester hours

Continuation of MEA 1010 with in depth study of medical terminology specifically related to the human tissues, organic systems, and disease processes. Prerequisite: MEA 1010. Course offered terms II & III-A.

#### **MEA 1100 Administrative Office Procedures** 3 semester hours

Deals with the administrative aspects and operation of a physician's office. Instruction includes: duties as receptionist; techniques of record keeping, patient interviewing, billing and collecting fees, completing insurance forms, and practice in telephone techniques. Prerequisites/Corequisites: MEA 1002 Elementary Typing skill. Course offered Term II only.

#### **MEA 2200 Clinical Practices and Procedures** 3 semester hours

Designed to orient the medical assistant to all phases of patient care in the physician's examining room. Discussion of basic principles involved and subsequent laboratory practice in procedures relating to: assisting at the physical examination and minor surgery, sterilization of instruments, taking electrocardiograms, preparation and administration of medications. Orientation to principles of immunology, physiotherapy, X-ray are also considered. Two hours of lecture and two hours of laboratory practice each week. Fee \$5.00. Approved uniform required. Prerequisites/co-requisites MEA 1002, MEA 1010. Course offered term II only.

#### **MEA 2300 Medical Office Procedures** 4 semester hours

A clinical laboratory course designed especially for the medical assisting student and/or other personnel employed in physician's offices. Laboratory studies include instruction and practice in routine urinalysis, components of the complete blood count, blood specimen collection and other common related procedures. Two hours of lecture and four hours of demonstrations and practice each week. Prerequisite: medical assisting student and/or permission of the instructor. Professional uniform required. Fee \$10.00. Course offered term I only.

#### **MEA 2800 Practicum in Medical Assisting** 5 semester hours

Student assigned to physician's office, clinic, or laboratory for a total of ten (10) hours per week. Conference meetings will be arranged on an individual or group basis at a time and place to be arranged by the student and the coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance required for placement. Fee \$8.50. Course offered Terms I, II, III-A, and on minimester basis during Terms I & II. Prerequisites: All first year courses including EMT 1051 or by special permission of Department Head. Physical Education activities are excluded as prerequisites.

#### **MEA 2810 Advanced Practicum in Medical Assisting** 5 semester hours

Student is assigned to physician's office, clinic or laboratory for a total of ten (10) hours per week. Conference meetings and rotations will be arranged on a small group



or individual basis by the student and coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance required for placement. Course offered terms I, II, III-A, and on minimester basis during terms I & II. Prerequisites: MEA 2800, 2300, APB 1600, APB 1601 (may be corequisites) or by special permission of Department Head.

## MEDICAL LABORATORY TECHNOLOGY

### MLS 1010C Medical 10 semester hours

**Laboratory Technology I**  
Orientation to a career in the clinical laboratory including ethical concepts. General skills and principles of machines and/or methods for the calculation, weighing and measuring of material needed for solution or reagent preparation. Blood specimen collection. Basic microscopy. Hematology to include hematopoiesis and factors of coagulation; quality control; manual counting of erythrocytes, leukocytes, platelets; principles, factors and tests dealing with hematopoietic conditions, both normal and abnormal; staining techniques, principles of automated counting methods; semen and spinal fluid analysis; blood parasites. Immunology to include immunoglobulins (humoral and cellular); immunity; quality control; principles, techniques, factors and conditions (normal and abnormal) as tested routinely and by special request. Course includes experiences in the classroom and in a clinical facility.

### MLS 1012C Medical Laboratory Technology IV 5 semester hours

Basic EKG, dealing with physiology, circulation of the heart and patient safety. Microbiology and parasitology quality control; principles, techniques and factors affecting: media preparation, biochemical testing, susceptibility testing, and staining; methods of concentrating specimens; inoculations, culturing and subculturing; special procedures; specimen collecting and handling; basic mycology and virology; identification of fecal parasites and conditions associated with parasitic infestation. Course includes experiences in the classroom and in a clinical facility.

### MLS 1210C Medical 10 semester hours

**Laboratory Technology II**  
Anatomy and physiology of the urinary system; principles and techniques for use of the urinometer and refractometer; quality control; principles for testing for routine and special urinary procedures; identification of urinary sediment. Anatomy and physiology, metabolism and conditions pertinent to biochemical testing; quality control; principles of manual and automated procedures to include procedures utilizing titration, colorimetry, spectrophotometry, kinetics (enzyme), flame photometry, gasometry and electrophoresis; calculations; factors affecting results. Course includes experiences in the classroom and in a clinical facility.

### MLS 1520C Medical Laboratory Technology III 5 semester hours

Immunohematology to include basic genetics; quality control; principles, techniques and factors affecting testing for identification of immunoglobulins (natural and acquired); donor selection, phlebotomy and processing including legal aspects; blood components; compatibility testing and exchange transfusion. Course includes experiences in the classroom and in a clinical facility.

### MLS 2402C Clinical 2 semester hours

**Microbiology**  
Advanced level of microbiology for the medical laboratory. Builds on MLT-C(LA) background in microbiology. Techniques in identification of specific organisms of disease including use of appropriate differential media and

chemical, immunologic and antibiotic testing. Quality-Control in microbiology. Covers bacteria, fungi and animal parasites. Equivalent to 1 hour lecture and 2 hours laboratory per week. Prerequisites: MLS 1010C and 1021 C or permission of Department Head. Fee: \$15.00.

### MLS 2605C Advanced Instrumentation 4 semester hours

Operation and maintenance of the autoanalyzer, spectrophotometer, fluorometer, densitometer, potentiometer, and particle counters, minor mechanical troubleshooting; electrophoresis theory, principles of light and electricity. Preparation of data for acquisition equipment. 4 Laboratory, 2 lecture hours per week. Prerequisite: satisfactory completion of approved MLT-C(LA) program and verification of certification. Fee \$5.00.

### MLS 2610C Advanced Medical 4 semester hours

**Laboratory Techniques**  
Study of microchemistry, steroids, enzymes, protein, lipids, hemoglobin and toxicology. Application of theories and techniques acquired in MLS 2605, Advanced instrumentation. In depth study of hematopoiesis and abnormal hematology. Prerequisite: MLS 2605C. 4 laboratory, 2 lecture hours per week. Fee: \$10.00.

## MILITARY SCIENCE

### MIS 1410 Leadership and Management 1 credit hour

Study of theory and practical application of basic leadership principles, traits, and management styles with emphasis on their effective uses within the Army.

### MIS 1300 Small Unit Tactics 1 credit hour

Study of basic offensive and defensive tactics employed by the infantry squad and platoon.

### MIS 2025 Organization of the Army 1 credit hour

Study of the organization of the United States Army with emphasis on mission, functions, organization, and equipment of the Army in the field.

### MIS 2333 Military Map Reading 1 credit hour

Study and practical application of principles of map reading and its many uses in the Army today.

## MODERN FOREIGN LANGUAGES—See French, German, Italian, Russian, Spanish

## MUSIC

### MUE 1440 String Class 1 semester hour

Development of elementary performing skill on a string instrument and a basic study of all string instruments. Examines literature and teaching techniques for group instruction of young students. Corequisite: MUT 1121, 1122, 2121, or 2127.

### MUE 1450 Woodwind Class 1 semester hour

Development of elementary performing skill on clarinet. Explores similarity to other woodwinds and examines literature and teaching techniques for group instruction of young students. Two hours weekly. Corequisite: MUT 1121, 1122, 2121 and 2127.

### MUE 1460 Brass Class 1 semester hour

Development of elementary skills on cornet. Explores similarity to other brasses and examines literature and teaching techniques for group instruction of young students. Two hours weekly. Corequisite: MUT 1121, 1122, 2121 or 2127.

### MUE 1470 Percussion Class 1 semester hour

Development of elementary performing skill on the snare drum. Basic study of all percussion instruments. Examines literature and teaching techniques for group



- instruction of young students. Corequisite: MUT 1121, 1122, 2121 or 2127.
- MUE 2402 Music for the Elementary Classroom Teacher** 3 semester hours  
Systematic study of the elements of music. Primarily for elementary education majors.
- MUH 2001 Seminar and Special International Studies** 3 semester hours  
A combination of classroom preparation and foreign travel with an emphasis on in-depth studies of major musical works.
- MUH 2111 Music History and Literature** 3 semester hours  
A survey course tracing the historical development of Western music from antiquity through the Classical period. Emphasis on major composers and their works. Recommended for second year students.
- MUH 2112 Music History and Literature** 3 semester hours  
Continuation of MUH 2111. Romantic and contemporary periods. Recommended for second year students.
- MUL 2011 The Enjoyment of Music** 3 semester hours  
Course for non-music majors, designed to enlarge the student's personal appreciation of music and to expand his knowledge of music for cultural information. Emphasis on evaluation and listening to music from the Renaissance through contemporary periods. Meets area 2 or 5 AA degree general education requirements.
- MUL 2380 Jazz & Popular Music in America** 3 semester hours  
A survey of the development of popular and jazz music with emphasis on musical styles and outstanding artists who developed these styles. This course cannot be used to satisfy the Humanities requirements for the A.A. degree.
- MUN 1100 Band** 1 semester hour  
Symphonic Band  
Wind Ensemble
- MUN 1280 Orchestra** 1 semester hour  
Broward Symphony Orchestra  
B.C.C. Youth Symphony  
B.C.C. Symphonette  
Open to all students, faculty and members of the community who play an orchestral instrument. Chairs assigned by conductor through audition. May be taken four times for transfer credit.
- MUN 1310 Concert Choir** 1 semester hour  
College Singers  
North Broward Community Chorus  
Broward Community College Choral Society  
Open to all college students by audition. Three rehearsals weekly. May be taken four times for transfer credit.
- MUN 1460 Chamber Ensemble** 1 semester hour  
Chamber Singers  
Small group whose members are selected by the director through audition. Study and performance of repertoire appropriate to the specific chamber media. Three rehearsals weekly. May be taken four times for transfer credit.
- MUN 1710 Jazz Ensemble** 1 semester hour  
Neophonic Jazz Ensemble  
Adult Jazz Band  
Corequisite: MUN 1100 or MUN 1280. Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit.
- MUO 1501 Opera Workshop** 1 semester hour  
Open to all college students by audition. The study and performance of opera literature. May be taken four times for transfer credit.
- MUR 2501 Service Playing** 2 semester hours  
Techniques and materials used in playing church services including conducting techniques from the organ console. Two hours weekly. Prerequisite: MUT 1122 and MVK 1313 or MVK 1413, or approval of instructor.
- MUT 1001 Fundamentals of Music** 3 semester hours  
A study of basic music fundamentals for the beginning music major whose background in music has been minimal. Emphasis on sight-singing and ear training.
- MUT 1121 Music Theory I** 4 semester hours  
Integrated course in written theory and analysis, sight-singing, aural training, and related keyboard skills. Emphasis on diatonic materials. Five class periods weekly. Meets area 5 AA degree general education requirements.
- MUT 1122 Music Theory II** 4 semester hours  
Continuation of MUT 1121. Prerequisite: MUT 1121. Meets area 5 AA degree general education requirements.
- MUT 2126 Music Theory III** 4 semester hours  
Continuation of MUT 1122. Concentration on chromatic materials, musical forms, and 20th century techniques. Prerequisite: MUT 1121, 1122. Five class periods weekly.
- MUT 2127 Music Theory IV** 4 semester hours  
Continuation of MUT 2126. Prerequisite: MUT 2126.
- MUT 2641 Jazz Theory and Improvisation I** 3 semester hours
- MUT 2642 Jazz Theory and Improvisation II** 3 semester hours
- MVK 1111 Piano Class** 1 semester hour  
Basic piano skills for the beginning student.
- MVK 2121 Piano Class** 1 semester hour  
Continuation of MVK 1111. Two hours weekly. Prerequisite: MVK 1111. Corequisite: MUT 1121, 1122, 2126, or 2127.
- MVV 1111 Voice Class** 1 semester hour  
Fundamentals of voice production and building of solo repertoire. Two hours weekly. Corequisite: MUT 1121, 1122, 2126, or 2127.
- ## NURSING
- NUR 1020C, 1031C, 1022C, 1023C, Nursing Fundamentals** 2 semester hours each  
Sequential courses encompassing theory and planned laboratory experiences to develop the fundamental knowledges and skills of nursing care for persons of all ages. Prerequisite or corequisites: PSY 2012, APB 1023, APB 1203 and APB 1150L. Lab Fee \$10.00 for NUR 1020C & NUR 1022C. Department approval.
- NUR 1311C, 1320C** 2 semester hours each  
Sequential courses concerning concepts of mental hygiene, prevention, treatment and rehabilitation of the emotionally ill person.
- NUR 1133C, 1110C** 2 semester hours each  
Sequential courses concerning family centered nursing care of the mother and newborn infant. Prerequisite or corequisite: SOC 2000.
- NUR 1121C, 2242C, 2241C, 2246C, 2243C, 2240C, 2244C, 2245C** 2 semester hours each  
Interchangeable courses in medical-surgical nursing. These include the reactions of the human body to disease and injury during the life cycle. Emphasis is placed on

the promotion of health and the prevention of illness and on giving patient-centered nursing care in selected health problems. Prerequisites: NUR 1020C, 1031C, 1022C, 1140C and instructor approval. Prerequisites or corequisites: DEP 2102, APB 1203L, 1204 and APB 1191L.

- NUU 2210C Transition/ Management/Disaster and Accident 4 semester hours  
Final course concerning the role of the nurse in current patterns of health care delivery. Prerequisite: Instructor approval. Lab Fee \$12.00.
- NUR 1020C Introduction to Nursing 2 semester hours
- NUR 1031C Nurse-Patient Interaction 2 semester hours
- NUR 1022C Principles Related to the Prep and ADM Medications 2 semester hours
- NUR 1021C Pre-Operative/ Asepsis/Post Operative 2 semester hours
- NUR 1121C The Child's Reaction to Illness and Hospitalization 2 semester hours
- NUR 1311C Principles of Psychiatric Nursing 2 semester hours
- NUR 1320C Nursing Management of Psychiatric Illness 2 semester hours
- NUR 1133C Maternity Nursing I 2 semester hours
- NUR 1110C Maternity Nursing II 2 semester hours
- NUR 2242 Nursing Care of Patients with Gastro Int. Disorders 2 semester hours
- NUR 2241C Nursing Care of Patients with Endocrine Disorders 2 semester hours
- NUR 2246 Nursing Care of Patients with Respiratory and Infectious Disease 2 semester hours
- NUR 2243C Nursing Care of Patients with Acute Heart Disease 2 semester hours
- NUR 2240C Nursing Care of Patients with Urology and Gynecology Problems 2 semester hours
- NUR 2244C Nursing Care of Patients with Problems of Mobility or Locomotion 2 semester hours
- NUR 2245C Nursing Care of Patients with Sensory Impairment 2 semester hours
- NUU 2210C Transition/ Management/Disaster/Accident 4 semester hours

## NUTRITION

- DIE 2202 Nutritional Diet Modifications 1 semester hour  
A summary of normal nutritional components and their usage as building blocks in the modification of disease processes by special diet therapy. A survey of special diets and servings is included. Required for nursing, dental and medical assisting students. Prerequisite/corequisite: APB 1023, 1203, or 1203L, 1204. Course offered terms I, II, III-A.
- HUN 1201 Essentials of Nutrition 3 semester hours  
Study of nutritional science, the nutrient interrelationships with attention to excesses and deficiencies. A critical study of the impact of medical science, ethnic patterns, and consumerism on food intake of population groups.

## OFFICE CAREERS

- ACC 1009 Accounting Survey I 3 semester hours  
Suggested prerequisite: MTB 1103. Instruction in standard bookkeeping procedures for small professional, service, and retail sole proprietorships. Attention is given to journalizing, posting, and preparing the trial balance and financial statements. Procedures for handling petty cash, bank deposits and withdrawals, payroll, business tax reports, and special journals are included. This course is primarily for the non-accounting major or for those who need additional background prior to taking ACC 2001.
- ACC 1029 Accounting Survey II 3 semester hours  
Prerequisite: ACC 1009. A continuation of ACC 1009 involving fiscal-year procedures beyond the simple trial balance for sole proprietorships and partnerships, with an introduction to accounting procedures for small corporate organizations.
- BTE 2943 Current Business Practices 3 semester hours  
This course is designed for use as a vehicle to organize classes for business teachers or business students for the study of specific areas of business practices in the local community or in the state of Florida. (Short field trips or travel within the state may be required.)
- LEA 2202 Procedures for Real Estate Title Closings 3 semester hours  
Course designed for persons involved in the details required in the procedure of real estate title closings while working under the supervision of an attorney. Students will study the terms of the sales contract and what actions are necessitated by the contracts, legal descriptions of real property, the completion of any and all forms necessary including instruments required by law to be recorded, and the techniques of working with clients.
- LEA 2211 Probate Practice 3 semester hours  
Course designed to prepare the legal assistants to work effectively under the supervision of a lawyer in the probate of an estate. Florida Probate Code and related taxes will be studied. Preparation of pleadings included.
- MAN 2012 Office Management 3 semester hours  
An analysis of various office departments, their organization and management, with emphasis on the methods used in selection and training of office personnel, office planning and layout; scientific analysis of office procedures, office jobs, office forms, and their relation to cost control; types and uses of office appliances; and other techniques necessary for efficient operation of the modern office. Offered term II.
- MTB 1103 Business Mathematics 3 semester hours  
Mathematics applied to negotiable instruments, payroll, discounts, profit and loss, merchandising, commissions, depreciation, taxes, securities, insurance, and other business problems.
- SES 1001 Personal Preparation for Business 3 semester hours  
This course, for both males and females, is designed to help prepare the individual for social and business success. Course content covers visual poise, wardrobe planning, personality development, personal grooming, telephone techniques, and job application.
- SES 1100 Basic Typing Part I 1 semester hour  
This typing credit, is an introduction to the keyboard with development of fundamental techniques for touch typewriting. Simple exercises in horizontal and vertical centering are included. Two laboratory hours per week are expected in addition to the three class hours. (Note: Students should register concurrently for three typing



- credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 1101 Basic Typing Part 2** 1 semester hour  
Prerequisite: ability to type 21 words a minute for 2 minutes with 5-error cut-off. This part of typing includes skill development, simple correspondence (blocked business, personal, and formal letters). Simple tabulations, simple manuscripts, enumerations and basic report forms. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 1102 Basic Typing Part 3** 1 semester hour  
Prerequisite: ability to type 27 words a minute for 5 minutes with 5-error cutoff. This credit includes skill development, postal cards, business letters and envelopes, interoffice memos, invoices, telegrams, revision marks, bound and unbound reports and manuscripts with footnotes. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 1110 Intermediate Typing Part 4** 1 semester hour  
Prerequisite: ability to type 35 words a minute for 5 minutes with 5-error cut-off. This typing credit includes skill development, word division, semiblocked letters, tables (open, ruled, boxed), news releases and manuscripts for publication. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 1111 Intermediate Typing Part 5** 1 semester hour  
Prerequisite: ability to type 39 words a minute for 5 minutes with 4-error cut-off. This part of typing includes skill development, various letter styles, billing and payroll forms, displays, reports, job applications, resumes, and fluid duplication. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 1112 Intermediate Typing Part 6** 1 semester hour  
Prerequisite: ability to type 42 words a minute for 5 minutes with 4-error cut-off. This credit includes skill development, two-page letters, odd stationery, simple financial statements, and legal papers. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 1150 Word Processing: Introduction and Theory** 1 semester hour  
An overview of word processing as a concept for modern business and the relationship of the concept to existing office and clerical work. The course is designed to provide an overview of procedures, equipment, and training needed in word processing. Career opportunities in word processing are included.
- SES 1158 Word Processing: Reprographics and Storage** 1 semester hour  
A basic course in machine duplication and various media for storage of information. Emphasis is placed on duplication processes and their relationship to efficiency and cost. Processes covered include spirit, fluid, offset, and photocopiers. An introduction to micrographics as a storage medium is included.
- SES 1159 Word Processing: Dictation and Input** 1 semester hour  
A basic course in techniques and procedures used in machine dictation. The relationship of dictation and word input to the word processing concept is included. Proficiency in dictation techniques is emphasized.
- SES 1210 Shorthand I** 3 semester hours  
Prerequisite: credit in SES 1102 Basic Typing Part 3 or equivalent. Presentation of theory of manually written shorthand with emphasis on the development of writing skill and accurate typewritten transcription of simple new material dictation. Three-laboratory hours per week are expected in addition to the three class hours. Offered terms I and II.
- SES 1211 Shorthand II** 3 semester hours  
Prerequisites: minimum grade of C in SES 1210 and credit in SES 1112 Intermediate Typing Part 6 or equivalent. Review of theory and brief forms, intensive development of shorthand writing skills and transcription skills, new material dictation with previews, and introduction to usable transcripts of short business letters. Three laboratory hours per week are expected in addition to the three class hours.
- SES 1221 Machine Shorthand I (Stenograph)** 6 semester hours  
Suggested prerequisite: SES 1102 Basic Typing Part 3, or equivalent. Basic theory of machine shorthand with speed development and rapid reading of notes. Beginning transcription skills are taught with the dictation and transcription of short paragraphs and simple letter material. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 1222 Machine Shorthand II (Stenograph)** 6 semester hours  
Prerequisites: SES 1221 and SES 1102 Basic Typing Part 3, or equivalent. A continuation of SES 1221 covering advanced theory, rapid and accurate reading of notes, dictation for speed building, and accurate typewritten transcripts.
- SES 1223 Machine Shorthand III (Stenograph)** 6 semester hours  
Prerequisites: SES 1222, SES 1112 Intermediate Typing Part 6 or equivalent, BUL 2111, and SES 2335. An advanced speed building course with vocabulary development related to court and conference reporting terms and shortcuts. Particular emphasis is placed on accurate writing at higher speed levels and on dictated and written transcription of courtroom testimony and conferences.
- SES 1271 Alphabetic Speed Writing** 3 semester hours  
Presentation of alphabetic shorthand theory and speed development up to 80 words a minute. Uses include taking class notes, telephone messages, meeting minutes, instructions, and conducting interviews. Two laboratory hours per week are recommended in addition to three class hours.
- SES 1401 Office Procedures** 3 semester hours  
Prerequisite: credit in SES 1102 Basic Typing Part 3 or equivalent. Theory and practice of filing rules and procedures, routines common to all offices (processing mail, telephone usage, handling appointments, etc.), dupli-



cating processes, discussion of careers in business, and job application procedures are included in the course, which does not require a knowledge of shorthand.

- SES 2120 Expert Typing Part 7** 1 semester hour  
Prerequisite: ability to type 45 words a minute for 5 minutes with 4-error cut-off. This typing credit includes skill development, letter series with copies, printed forms, and formal report with footnotes. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 2121 Expert Typing Part 8** 1 semester hour  
Prerequisite: ability to type 49 words a minute for 5 minutes with 3-error cut-off. This part of typing covers skill development, secretarial correspondence, statistical tabulation, stencil duplicating, space-saver reports, and art typing. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 2122 Expert Typing Part 9** 1 semester hour  
Prerequisite: ability to type 52 words a minute for 5 minutes with 3-error cut-off. This credit includes skill development, production tests, and various unarranged problems requiring decisions.
- SES 2151 Word Processing: Magnetic Typing I** 1 semester hour  
Prerequisite: SES 1112 Intermediate Typing, Part 3, or equivalent. A basic course in operating magnetic text-editing typewriters. Emphasis is placed on gaining machine proficiency in elementary applications. Two laboratory hours per week are required.
- SES 2152 Word Processing: Magnetic Typing II** 1 semester hour  
Prerequisite: SES 1112 Intermediate Typing, Part 6, or equivalent. A basic course in operating a word processing typewriter not covered in SES 2151, or, the continuation of training on the same equipment used in SES 2151. Two laboratory hours per week are required.
- SES 2153 Word Processing: Magnetic Typing III** 1 semester hour  
Prerequisite: SES 2152 Magnetic Typing II, or equivalent. An advanced course in typing on magnetic text-editing typewriters. Machine application to advanced typing problems, massive revisions and legal typing are stressed. Usage of dual storage media is included. Two laboratory hours per week are required.
- SES 2212 Shorthand III (Handwritten or Machine Systems)** 3 semester hours  
Prerequisite: minimum grade of C in SES 1211 or SES 1222 or equivalent and SES 2122 Expert Typing Part 9 or concurrent enrollment in SES 2122. Continuation of skill development for sustained rapid writing and accurate transcription of new material dictation; office standards of speed and accuracy are emphasized in dictation for usable transcripts of business letters, which are varied in subject matter, length, and difficulty. Two laboratory hours per week are expected in addition to the three class hours. (Note: this course is required of all secretarial majors whether manual shorthand or machine shorthand writers.)
- SES 2224 Machine Shorthand IV (Stenograph)** 6 semester hours  
Prerequisite: SES 1223 corequisites: REE 1000 and MEA 1010 (if not taken previously). A continuation of SES 1223 for further speed building and vocabulary development with practice on legal and medical testimony, jury charges, hearings, and congressional record material. A study is also made of the court system, courtroom and hearing procedures, legal forms, and the production of cover and deposition transcripts.
- SES 2225 Machine Shorthand V** 3 semester hours  
Prerequisite: SES 2224. This course includes speed building dictation for the development of skill to the required 225-word-per-minute level and transcription of 3-voice testimony, jury charges, courtroom testimony, congressional record material, etc. Accurate transcripts are essential.
- SES 2321 Business Machines** 3 semester hours  
Suggested prerequisite: MTB 1103. The touch system of operating 10-key machines and instruction for practical business applications is included on 10-key adding machines, electric calculators, electronic printing and display calculators.
- SES 2335 Business Communications** 3 semester hours  
Prerequisites: ENC 1103 and SES 1102 Basic Typing, Part 3, or equivalent. The study of the psychology and techniques of effective business writing, stressing the use, planning, and writing of important types of business letters; report writing; and the use of dictating equipment.
- SES 2361 Transcribing Machines I** 3 semester hours  
Prerequisites: for all students—credit in SES 1112 Intermediate Typing Part 6 or equivalent; additional prerequisite for medical assisting, or medical secretarial majors—MEA 1010; additional prerequisite for legal secretarial majors—SES 2431. Skill development for accurate transcription of recorded dictation to office standard proficiency levels is emphasized; special material related to each student's major subject area is provided.
- SES 2362 Transcribing Machines II** 3 semester hours  
Prerequisites: SES 2361 and either credit in SES 2122 Expert Typing Part 9 or concurrent enrollment in SES 2122. A continuation of SES 2361 for the further development of transcription skills on special material related to the student's major.
- SES 2402 Secretarial Procedures** 3 semester hours  
Prerequisites: SES 2212 (or SES 1223) or concurrent enrollment in SES 2212 (or SES 1223) and credit in SES 2122 Expert Typing Part 9 or concurrent enrollment in SES 2122. This course is designed for students completing their secretarial programs and includes decision-making projects and/or discussion related to the duties, responsibilities, and personal qualifications of a secretary, the efficient handling of office routine matters, an overview of the secretarial profession as a career, and procedures and techniques of acquiring satisfying, challenging positions.
- SES 2403 Advanced Education for Secretaries** 3 semester hours  
Extension of the knowledges, skills previously obtained in all fields of secretarial training. Emphasis is on mastering the more difficult routine matters and handling the unusual or unique situations encountered on the job. Prerequisite: "B" average in secretarial courses taken at Broward Community College and/or approval of the department. Offered term II.
- SES 2431 Legal Secretarial Techniques I** 3 semester hours  
Prerequisites: credit in SES 1112 Intermediate Typing Part 6 and credit in SES 2212 (or SES 1223) or concurrent enrollment in SES 2212 (or SES 1223). An introduction to legal terminology, the typing of legal docu-

ments and pleadings, and office procedures for the legal secretary. Usually offered only term I.

**SES 2432 Legal Secretarial Techniques II** 3 semester hours

Prerequisite: SES 2431. A further study of legal terminology with emphasis on dictation and transcription of legal papers. Use of the IBM Executive typewriter is included. Usually offered only term II.

**SES 2944 Practicum in Court Reporting** 6 semester hours

Prerequisite: SES 2225 or concurrent enrollment in SES 2225 and permission of the instructor or Department Head. The student is assigned to work a minimum of 100 hours in the court system and is required to produce dictated and typewritten transcripts resulting from these field experiences. Conferences are arranged on an individual basis. Not offered Term III.

## PEST CONTROL TECHNOLOGY

**ENY 1007 Economic Entomology** 3 semester hours

An introduction to the natural history, classification, habits, anatomy, and development of insects and their relatives. Emphasis will be placed on those of pest control significance. A survey of control practices will be included. One three-hour lecture per week. Term I.

**ENY 1102 Insect Identification** 3 semester hours

The systematic identification of insects and other animals of pestiferous and biological importance to the horticultural and structural pest control industries. One three-hour lecture weekly with occasional field trips. Term II.

**ENY 1220 Pesticides** 3 semester hours

The classification, mode of action, toxicity, mixing, registration, and safe application techniques of chemicals used in pest control industry. One three hour lecture per week. Term II.

**ENY 2011 Pest Control Business Administration** 3 semester hours

Studies in the basic nature of pest control services: site selection, business and labor management, production, cost analysis, insurance, laws, taxation and other business methods as they relate to pest control business will be discussed. One three-hour lecture weekly. Term II.

**ENY 2224 Household Pests and Control** 4 semester hours

A practical approach to the identification, biology, life histories, inspection procedures, and controls involving general household pests. One three-hour lecture weekly and three field trips required. Term I.

**ENY 2227 Wood Destroying Pests and Their Control** 4 semester hours

A practical approach to the identification, biology, life history, detection and control of the termites, beetles and fungi which destroy wood in structures. The operation and selection of tools and equipment will also be demonstrated and discussed. One three-hour lecture weekly and three field trips required. Term II.

**ENY 2940 Field Service I** 3 semester hours

Summer, full-time, on-the-job work experience with a pest control firm doing business in all categories. At least 30 hours per week for 6 weeks. Term III-A.

**ENY 2943 Advanced Field Service** 3 semester hours

One term of part-time employment with a pest control firm doing business in all categories. At least 12 hours per week on-the-job for 15 weeks will be required. Work experience is approved by and under the jurisdiction and supervision of the PCT faculty member. Research pro-

jects and written reports commensurate with the individual's career goals are required. Term II.

**PMA 2932 Seminar** 2 semester hours

Analysis of selected current problem areas in pest control and related subjects. Term I.

## PHARMACOLOGY

**APB 1600 Pharmacology I** 1 semester hour

Audio-visual aids are used for reference. A course designed to prepare allied health students in the fundamentals of pharmacology as related to their career fields. The classification of drugs and their effects on the human body are discussed. Dosage and solution is included.

**APB 1601 Pharmacology II** 1 semester hour

Audio-visual aids are used for reference. A course designed to prepare allied health students in the fundamentals of pharmacology as related to their career fields. Pharmacological contraindications and reactions are described. The administration of medications is detailed.

**APB 1602 Pharmacology III** 1 semester hour

Specific therapy as applied in special allied health fields is surveyed. Required for respiratory therapy students. Audiovisual aids are used for reference. A course designed to prepare allied health students in the fundamentals of pharmacology as related to their career fields.

## PHILOSOPHY

**PHI 1100 Introductory Logic** 3 semester hours

Study of the principles and evaluation of critical thinking including identification and analysis of fallacious as well as valid reasoning. Traditional, symbolic and mathematical logic will be considered and foundations will be laid for further study in each area. Prerequisites: ENC 1103 or equivalent.

**PHI 1103 Informal Logic and Scientific Method** 3 semester hours

An examination of the uses of language geared toward an understanding of correct versus incorrect reasoning; an investigation of the reasons for our sometimes being misled by arguments notoriously used by, for example, politicians and advertisers; an investigation of the methods employed by both the natural and the social sciences, an investigation of different types of scientific explanation.

**PHI 2010 Introduction to Philosophy** 3 semester hours

Consideration of fundamental questions which man asks and some of the answers which he proposes. Prerequisite: Sophomore standing. Meets area 2 or 5 AA degree general education requirements.

**PHI 2600 Ethics** 3 semester hours

Study of the basic concepts and principles of morals, moral values and judgments, as well as the leading ethical theories will be considered. Prerequisite: Sophomore standing. Meets area 2 or 5 AA degree general education requirements.

## PHYSICAL THERAPIST ASSISTANT TECHNOLOGY

**PHT 1000 Introduction to Physical Therapy** 3 semester hours

The role of the assistant in relation to the patient, the physical therapist, and other members of the health team is discussed. The philosophy of rehabilitation and therapeutic modalities are described and demonstrated. Fee: \$3.00.



- PHT 1104 Anatomy for Physical Therapist Assisting I** 2 semester hours  
Basic human anatomy with emphasis on skeletal system.
- PHT 1105 Anatomy for Physical Therapist Assisting II** 2 semester hours  
Basic human anatomy with emphasis on the structure and functions of skeletal muscle. Prerequisite: PHT 1104.
- PHT 1210C Disabilities & Therapeutic Procedures I** 3 semester hours  
Etiology, symptoms, and treatment of conditions encountered in physical medicine are discussed. Orthopedic, medical and surgical problems are covered in detail. Prerequisite: PHT 1800.
- PHT 1800 Therapeutic Modalities** 3 semester hours  
Theories and skills of hydrotherapy, radiant therapy and electrotherapy are taught and applied in the clinical setting. Massage and therapeutic exercise is included. Prerequisite: PHT 1000.
- PHT 1801 Clinical Practice I** 3 semester hours  
Application of acquired knowledge and skills in a clinical setting under close supervision is provided. Prerequisite: PHT 1800. Prerequisite or corequisite: PHT 1210C.
- PHT 2120C Applied Kinesiology** 3 semester hours  
Develops the students skill in palpating anatomical structures. Gives a basic knowledge of the laws and techniques of body mechanics. Prerequisite: PHT 1210C.
- PHT 2220C Disabilities & Therapeutic Procedures II** 3 semester hours  
The etiology, symptoms and treatment of neuromuscular diseases is emphasized. Psychiatric illness and its physical problems are discussed. Skills in therapy are developed. Prerequisite: PHT 1210C.
- PHT 2221C Rehabilitative Procedures** 3 semester hours  
Principles and practices of prosthesis and other appliances are detailed. Fitting and evaluation is taught. Prerequisite: PHT 2120C, PHT 2220C.
- PHT 2810 Clinical Practice II** 4 semester hours  
Supervised affiliation in a clinical setting is provided with the application of accumulated techniques. Prerequisite or corequisite: PHT 2120C, 2220C.
- PHT 2820 Clinical Practice III** 6 semester hours  
A practicum in hospitals and clinics and under expert supervision applying all learned knowledge and skills. Prerequisite or corequisite: PHT 2221C.

## PHYSICAL SCIENCE

- PSC 1121 Physical Sciences Survey** 3 semester hours  
A survey of the physical sciences designed to introduce the studies of astronomy, chemistry, geology, meteorology and physics to the general education student. The relationship and effects of scientific events upon civilization are studied and discussed. 3 hours weekly. Meets area 4a or 5 AA degree general education requirements.

## PHYSICS

- PHY 1001 Physics** 3 semester hours  
General physics course accompanied by an optional laboratory. Contents: mechanics, electricity, and magnetism. Intended for students in general education and technical fields. Students majoring in a technical field should take PHY 1002L concurrently with PHY 1001. Meets area 4a or 5 AA degree general education requirements.
- PHY 1002L Physics Laboratory** 1 semester hour  
Laboratory which meets for two hours per week for the

purpose of demonstrating and verifying the theories of mechanics, electricity and magnetism. The concept of heat is introduced and experiments are performed to illustrate this concept. Prerequisite or corequisite: PHY 1001. Fee \$2.00.

- PHS 2805 Acoustics** 3 semester hours  
A survey of basic topics in the physical properties of sound and music, including an in depth study of wave motion, pitch, timbre intensity, and the nature of stringed, wind, percussion, and vocal instruments. Three hours weekly. Prerequisite: MAT 1033. Prerequisite or corequisite: MUT 1121 or consent of instructor. Meets area 4a or 5 AA degree general education requirements.

- PHY 2048 General Physics** 3 semester hours  
Part one of a two-term comprehensive course in physics involving the use of the calculus in problem solving. Mechanics, heat, wave motion and sound are the topics studied during this course. Three hours weekly. Prerequisite: MAC 2311. Meets area 4a or 5 AA degree general education requirements.

- PHY 2048L General Physics Laboratory** 1 semester hour  
Laboratory experiences designed to complement the study of topics covered in PHY 2048. One two-hour period each week. Prerequisite or corequisite: PHY 2048. Lab. Fee \$2.00.

- PHY 2049 General Physics** 3 semester hours  
The second part of a two-term physics course employing the use of the calculus. Topics covered during this term are electricity, magnetism, light and modern physics. Three hours weekly. Prerequisite: PHY 2048. Prerequisite or corequisite: MAC 2312. Meets area 4a or 5 AA degree general education requirements.

- PHY 2049L General Physics Laboratory** 1 semester hour  
A continuation of laboratory experiences chosen to coincide with the topics of electricity, magnetism, light and modern physics. One two-hour period per week. Prerequisite: PHY 2048. Prerequisite or corequisite: PHY 2049. Lab Fee \$2.00.

- PHY 2053 Intermediate Physics** 3 semester hours  
A general physics course employing algebra and trigonometry to explain the quantitative aspects of mechanics, properties of matter, heat and sound. Three hours weekly. Prerequisite: MTB 1344 or MAC 1133. Meets area 4a or 5 AA degree general education requirements.

- PHY 2053L Intermediate Physics Laboratory** 1 semester hour  
Laboratory experiences designed to accompany the topics under study in PHY 2053. One two-hour period per week. Prerequisite or corequisite: PHY 2053. Lab Fee \$2.00.

- PHY 2054 Intermediate Physics** 3 semester hours  
The completion of the general physics course based upon algebra and trigonometry, electricity, magnetism, light and nuclear physics are the topics covered in this segment. Three hours weekly. Prerequisite: PHY 2053. Meets area 4a or 5 AA degree general education requirements.

- PHY 2054L Intermediate Physics Laboratory** 1 semester hour  
Laboratory experiences designed to accompany the topics under study in PHY 2054. One two-hour period per week. Prerequisite or corequisite: PHY 2054. Lab Fee \$2.00.

## POLITICAL SCIENCE

- POS 1041 National Government** 3 semester hours  
Study of theory, principles and institutions involved in



the American national government. Meets area 3 or 5 AA degree general education requirements.

**POS 1112 State & Local Government** 3 semester hours

Study of the principles and institutions of American state and local government. Meets area 3 or 5 AA degree general education requirements.

**INR 2002 Introduction to International Relations** 3 semester hours

A consideration of the concepts of sovereignty, power, security; national interest in the determination of foreign policy; the United Nations and its functions and limitations. Study of the employment of these concepts in analysis of foreign policy developments of leading nations and the emerging nations. Meets area 3 or 5 AA degree general education requirements.

**INR 2956 Seminar in International Relations** 3 semester hours

A combination of classroom preparation and foreign travel. Visits and briefings at national and international organizations and at selected seats of governments. Requirements: Permission of instructor.

**INR 2957 Seminar in U.S. Foreign Policy** 3 semester hours

A combination of classroom preparation, foreign and domestic travel to observe implementation of United States foreign policy in selected countries. Briefings overseas will be given by United States government personnel and selected agencies. Requirements: Permission of instructor.

## **POLLUTION PREVENTION AND CONTROL**

**EVS 1233 Introduction to Water Plant Operations** 4 semester hours

Includes history of water supply and treatment, characteristics of potable water, water uses-domestic and industrial and water resources glossary. Students will make several on-site plant visitations and have an extensive review of Florida water standards and regulations. A thorough study of certification standards and regulations, and professionalism are also included.

**EVS 1233L Basic Hydraulics & Lab Tests Water Plant Operations** 3 semester hours

The student will perform mathematics exercises including conversion factors as they relate to application of formulas used in daily water treatment plant operations. The student then applies these formulas to laboratory use as he/she learns water sampling techniques and physical, chemical and biological analysis used in daily plant operator routine. Prerequisite: EVS 1233.

**EVS 1234 Introduction to Wastewater Plant Operations** 4 semester hours

Includes history of wastewater treatment and disposal, characteristics of wastewater, water pollution, wastewater glossary, certification standards and professionalism, pollution control standards and personal hygiene. Extensive review of Florida Department of Pollution control regulations and testing procedures are also included. Several on-site plant visitations are incorporated.

**EVS 1234L Basic Hydraulics & Lab Test—Wastewater Plant Operations** 3 semester hours

The student performs mathematics exercises including conversion factors as they relate to application of formulas used in daily wastewater plant operations. He/she then applies the formulas to laboratory use as he/she learns wastewater sampling techniques and physical, chemical and biological analysis used in daily plant operation routine. Prerequisite: EVS 1234.

**EVS 1235 Water Plant Operations Control** 3 semester hours

The student will study in detail water supply availabilities and water treatment methods and control. Prerequisite: EVS 1233 and EVS 1233L.

**EVS 1236 Wastewater Plant Operations Control** 3 semester hours

The student will study in detail wastewater collection systems and wastewater treatment processes and control. Prerequisite: EVS 1234 and EVS 1234L.

**EVS 1238 Operations & Management—Water Treatment Plant** 3 semester hours

Detail study is made into the design, operation and management practices of a water treatment plant. Water distribution systems including water storage and transmission is thoroughly studied. Prerequisite: EVS 1233, EVS 1233L and EVS 1235.

**EVS 1239 Operation & Management—Wastewater Treatment Plant** 3 semester hours

Detail study is made into the design, operation and management practices of a wastewater treatment plant. Included is a study of the methods of effluent and sludge disposal. Prerequisite: EVS 1234, EVS 1234L, and EVS 1236.

## **PSYCHOLOGY**

**CLP 1000 Psychology of Adjustment** 3 semester hours

A basic study of personality, psychological remediation and maintenance. Focus is given to topics related to motivation, frustration, aggression, conflict, affection, development, and personal adjustment. Recommended for students who do not intend to take PSY 2012. Meets area 5 AA degree general educational requirements.

**DEP 2004 Principles of Developmental Psychology: A Life Span Approach (formerly Course catalog number DEP 1004)** 3 semester hours

This is a general life span developmental psychology offering that considers human growth from conception to death. It is designed to give a general overview of the developmental processes.

**DEP 2102 Developmental Psychology I: Child Psychology** 3 semester hours

Study of the concepts and principles of the areas of physiological and psychological growth and development in infancy and childhood. Prerequisite: PSY 2012 or CLP 1000. Meets area 5 AA degree general education requirements.

**DEP 2302 Developmental Psychology II: Adolescent and the Young Adult** 3 semester hours

The personal, social and developmental aspects of adolescence and early adulthood are reviewed in this course. A focus is placed upon the research dealing with the characteristic problems and adjustments of this life stage. Prerequisite: PSY 2012 or CLP 1000. Meets area 5 AA degree general education requirements.

**DEP 2402 Developmental Psychology III: Adulthood and Aging** 3 semester hours

This is a developmental course that focuses on cultural assessment of the psychological, affective and cognitive needs of adulthood. Particular emphasis is given to the developmental stages and passages associated with aging. Prerequisite: PSY 2012 or CLP 1000. Meets area 5 AA degree general education requirements.

**DEP 2481 Death and Dying** 3 semester hours

An examination of the historical and present perspectives of death and dying in an intensive assessment of the psychological and cultural factors that serve as the etiological basis of this phenomena. Topics include: Grief, euthanasia, eschatology, the dying person, the hospice

- systems, bereavement, and widowhood. Prerequisite: PSY 2012 or CLP 1000. Meets area 5 AA degree general education requirements.
- INP 1301 Human Relations in Business and Industry** 3 semester hours  
Introductory course to the study of human behavior, emphasizing its practical applications in business and industry. It introduces the student to personal and social adjustment mechanisms as a means of understanding the behavior of one's self and of others. Also introduces the student to current psychological applications in the fields of testing, advertising, selling, market research, morale, personnel work, employee selection and training, and supervisory practices.
- INP 2101 Applied Psychology** 3 semester hours  
The application of behavioral laws in situations calling for behavior change. The student is provided with a variety of opportunities to modify behavior by applying principles of behavior. The student then evaluates the effectiveness of his/her program. Prerequisite: PSY 2012 and PSY 2043. Meets area 5 AA degree general education requirements.
- PSY 2012 General Psychology** 3 semester hours  
Scientific approach to basic principles of human behavior, emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality. Meets area 5 AA degree general education requirements.
- PSY 2043 Advanced General Psychology** 3 semester hours  
The rationale, methods, and application of the scientific analysis of behavior. Emphasis is placed on the lawfulness of behavior. How behavioral laws are found and used in the modification of behavior. Prerequisite: PSY 2012. Meets area 5 AA degree general education requirements.
- PSY 2037 General Psychology Honors Seminar** 3 semester hours  
This is a general psychology for honors students. A consideration of the scientific approach to basic principles of human behavior. Emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence and personality is featured with special projects and programs provided to allow individual student research. Meets area 5 AA degree general education requirements.
- PSY 2931 Independent Study in Psychology** 3 semester hours  
A directed study course in the behavioral sciences. The course will be available to both majors and non majors who wish to investigate a particular problem. The student will make application for the course to the head of the Behavioral Sciences Department via an Instructor.
- SOP 2002 Social Psychology** 3 semester hours  
This behavioral science provides scientifically based constructs used in understanding social phenomena and their impact on the individual. Identification of the social and psychological variables that give human behavior a predictable base is stressed. Topics considered include: human nature, psychological development, sex role identification, love, affiliation, aggression, image management, attitudes, opinion manipulation, morality, leadership, group dynamics, attribution and construct theory. Prerequisite: Any ONE of the following CLP 1000, PSY 2012, or SOC 2000. Meets area 5 AA degree general education requirements.
- STD 2112 Relations** 4 semester hours  
A course designed to give students practice in both individual and group counseling skills. Videotape will be used often. Lecture, readings, written work and group discussion will also be utilized to understand the theory associated with such skills. It is appropriate for both the non major and the major in the helping fields. (i.e., Nursing, Teaching Counseling, Social Work, Clinical Psychology, Mental Health, etc.).
- PCO 1201 Human Skills** 3 semester hours  
The focus of this interpersonal seminar is on the student learning basic communications skills and interpersonal response styles. The student will practice techniques of active listening and congruent responding. The use of these skills to develop rapport with the client and to conduct the interview process is stressed.
- PUBLIC ADMINISTRATION**
- PAD 1002 Theories of Public Administration** 3 semester hours  
The bases of administration and administrative decision making. A general study of organizational structure and processes: the division of work, authority, status systems, communication and control. Relation of policy to administration. The origins and development of public administration.
- PAD 1416 Municipal Personnel Administration** 3 semester hours  
Examination of recruitment, examination, and promotion procedures for public service personnel. The relationship of formal and informal communication processes in lower administrative echelons as they bear on the formulation and implementation of personnel policies.
- PAD 1802 Management Practices for Smaller Cities** 3 semester hours  
Designed to give an overview of major objectives, methods and procedures in each of the "line activities" of small municipal governments, with emphasis on the staff aspects of the chief administrator such as: planning, financing, personnel, trend analysis and public relations.
- PAD 2350 Growth Management in the Public Sector** 3 semester hours  
This course is designed to be a study in the bases for and techniques of growth management. Emphasis will be placed on the legal aspects, the traditional and emerging techniques of growth management, and the relationship of politics, planning, and the public interest.
- PAD 2412 Supervisory Methods in Municipal Administration** 3 semester hours  
A program designed for supervisors and administrators stressing leadership and human relations. The thrust of the course is aimed at the creation and maintenance of a climate of participation based on communication and effective leadership.
- PAD 2441 Municipal Public Relations** 3 semester hours  
This course is designed to cover the increasingly complex area of public opinions, public attitudes, and public information regarding governmental and municipal operations. It will teach public employees to act effectively in these areas and the course provides the tools and understanding to make good public relations integral to a city's administrative practice.
- PAD 2801 Managing the Modern City** 3 semester hours  
A study designed for administrators of all sizes of cities: metropolis, suburb or village; stressing the sociology and make-up of cities, the forces of change, programming for change with close view of organization and management of administrative functions in a changing era.
- PAD 2930 Contemporary Topics in Public Administration** 3 semester hours  
These courses are designed to bring into focus those prob-



lems that are facing public administrators in Broward County each semester, and provide an opportunity to discuss these problems from the professional and academic viewpoint, working towards a better understanding of the problem and possible solutions. Each semester different topics will be reviewed and a decision made as to which subject to pursue according to public interests. The content will vary with local current issues. The material is not repetitious, and the student may repeat the course. No prerequisite needed. No need to take these in sequence.

**URP 2000 Principles and Practice of Urban Planning** 3 semester hours

This course is designed to cover the latest concepts and methods of urban planning. Included are: basic planning studies, special approaches to planning, implementation of policies and plans, regulations and renewal and the planning agency.

**FIN 2710 Municipal Finance Administration** 3 semester hours

This is not a course for city finance directors. It is a practical course in preparing and operating within a municipal budget and the various kinds of management approaches which can be undertaken to assure efficient and effective expenditures of budgeted funds. Designed for division/department heads and departmental fiscal control personnel, it will include new and innovative budget management techniques, including getting and using federal/state grants, performance budgeting and program monitoring activities.

**MAN 1340 Effective Supervisory Practices** 3 semester hours

Designed for the in-service training of supervisors employed by cities, counties and other local government. First-line supervisors will be assisted in mastering difficult responsibilities in organizing and directing work, maintaining discipline, counseling employees, handling grievances and other vital areas of their jobs.

**PURCHASING COURSES**

**MAR 2131 Purchasing I** 3 semester hours

Study of the purchasing function, organization, policies, legal aspects, ethics, source of supply, quality concepts, quantity determination, pricing cost improvement, forecasting, automation, make or buy and capital equipment, study of traffic, surplus, storekeeping, budgets, international purchasing, public purchasing, personnel, performance evaluation and public relations.

**MAR 2132 Purchasing II** 3 semester hours

Continuation of MAR 2131. This would include purchasing problems in the material management, negotiation, inventory management, and contract administration field.

**RADIATION THERAPY TECHNOLOGY**

**RAT 1001 Introduction to Radiation Therapy** 3 semester hours

To introduce the student to the clinical institution and the department. Stresses the ethics of patient-radiation therapist-technologist relationship, nursing procedures and safety precautions necessary for therapy patients, and the keeping of records.

**RAT 1021 Principles of Radiation Therapy** 2 semester hours

Examines the principles of radiation therapy, the rationale of treatment, radiosensitivity of various tissues and tumors and the radiations used for each showing the necessity of fractionation and protraction consistent with tissue tolerance.

**RAT 1023 Oncology** 2 semester hours

A study of tumors, their formation, growth, pathology and radiosensitivity with emphasis on those of concern to the radiation therapist.

**RAT 1111 Radiographic Processing** 2 semester hours

The fundamentals of taking and processing a radiograph as related to radiation therapy.

**RAT 1211 Anatomy and Physiology Self Study** 1 semester hour

Planned to review anatomy and physiology by means of film loops and cassettes. The program may be self-paced with knowledge and comprehension tested at various stages of the program.

**RAT 1611 Introduction to Radiation Physics** 1 semester hour

The study of the structure of matter and its interaction with radiation.

**RAT 1614 Radiation Physics** 2 semester hours

The production of natural and artificial radiation. Properties and measurement of various types of radiation are studied. The necessity and means of protection are examined.

**RAT 2241 Pathology and Radiobiology** 2 semester hours

Introduces the various types of pathology that will be encountered in radiation therapy. Introduces radiobiology of the cell and the various cellular responses to radiation as well as the physiological responses of the patient.

**RAT 2618 Advanced Radiation Physics** 4 semester hours

Advanced physics of ionizing radiation including measurement, dosage, absorption, isodose curves, filters, radium, treatment units and planning. Prerequisite: RAT 1611, 1614. For students in the A.S. degree program.

**RAT 2619 Dosimetry** 1 semester hour

The study of radiation dose measurement and the instrumentation used. The need for accuracy is stressed.

**RAT 1800L, 1810L, 2840L, and 2850L**

Clinics A, B, C and D are practicum courses where knowledge is applied under the supervision of Registered Radiation Therapy Technologists R.T.T. (A.R.R.T.). From minimal to advanced clinical application the student continues to expand his/her knowledge of the requirements and procedures of radiation therapy in supervised contact with the patient.

**RAT 1800L 12 Clock hours/week** 2 semester hours

**RAT 1810L 30 Clock hours/week** 5 semester hours

**RAT 2840L 12 Clock hours/week** 2 semester hours

**RAT 2850L 40 Clock hours/week** 6 semester hours

**RAT 1820L, 1830L, 2860L**

Clinics X, Y and Z are practicum courses for the Certificate Program in which the student progressively becomes familiar with and competent in the many aspects of radiation therapy technology.

**RAT 1820L 24 Clock hours/week** 4 semester hours

**RAT 1830L 24 Clock hours/week** 4 semester hours

**RAT 2860L 40 Clock hours/week** 5 semester hours

**RADIOLOGIC TECHNOLOGY**

**NMT 2002 Introduction to Nuclear Medicine** 1 semester hour

Designed to give the diagnostic and therapy technologist



an introduction to nuclear medicine. Provides an overview of the diagnostic and therapeutic procedures involved in nuclear medicine.

**RTE 1002 Introduction to Radiologic Technology** 3 semester hours

This course sets the pace for the future technologist. The history concerning the discovery, development, production and use of x and gamma radiation will be presented. Radiologic technology as a chosen profession, including the needs, criteria and demands placed on a future technologist will be studied. Familiarization with hospital organization with special emphasis on the department of radiology will be stressed and other related structure, rules, requirements, regulations and general knowledge necessary for student function in the department will be covered. Fee: \$5.00.

**RTE 1308 Radiologic Science** 3 semester hours

A detailed study of radiation hazards, effects, personnel and patient protection methods, measurement and monitoring radiation will be presented. Included are the elements of dark room chemistry, solutions and film handling. Student participation in automatic and manual processing methods will be emphasized. Fee: \$5.00.

**RTE 1455 Principles of Radiographic Exposure** 3 semester hours

Presented are the principles of radiographic exposure which will include prime factors, radiographic quality, latent image formation, radiological mathematics, screens, technical and tube rating charts, calibration and accessories. The various phenomena will be observed through practical experimentation with an activated X ray lab unit and a phantom patient of tissue equivalent absorption power. Fee: \$15.00.

**RTE 1720 Topographical Anatomy** 1 semester hour

Stresses anatomical reference points, the relative position of organs to each other and to the skeletal system. Viewing radiographs of various areas of the body. Discussing tissue density and positioning. Review of circulation to various organs as used for special procedures. Pertinent details of all of the body systems and functions are studied. Wherever applicable, pertinent pathological conditions demonstrable radiographically are discussed along with the anatomy of the involved area. Prerequisite: APB 1220, 1221. Corequisites: APB 1224, 1225, 1229L.

**RTE 1800L Clinic A (Positioning)** 2 semester hours

Provides the student observation and limited participation within the X-ray room. Film critique and panel discussion will be correlated within each procedure to provide interesting learning experience. Positioning classes are held during each procedure. Office procedure will also be included. Liability insurance and radiation monitoring service are required and are paid separately.

**RTE 1810L Clinic B (Positioning)** 2 semester hours

The student is involved in preparing the less complex selected X-ray examinations under close supervision. Film critique and lecture will reinforce the learning experience. Liability insurance and radiation monitoring service are required and are to be paid separately.

**RTE 1840L Clinic C (Positioning)** 2 semester hours

Provides increased student involvement in actual performance of X-ray studies. Technical factors and film critique will be correlated with positioning classes during the clinic.

**RTE 2123 Nursing Procedures Pertinent to X-Ray** 2 semester hours

The fundamental principles of sterile technique related

to X-ray procedures, the care and safety of the patient, such as wheelchairs and stretchers, will be emphasized. The elements of first aid in emergency patient handling are also present. Familiarization with equipment and procedures for its use within the department will be stressed.

**RTE 2320 Introduction to Radiation Therapy** 1 semester hour

Designed to give the diagnostic technologist an introduction to the field of radiation therapy. The student will explore the types of diseases which are receptive to radiation therapy and their treatment, while protecting the patient's total health. Includes the various radiation materials available, the necessity of treatment planning, and the special techniques required to deal successfully with these patients.

**RTE 2564 Positioning and Special Procedures** 4 semester hours

The student becomes acquainted with vascular and arterial radiography. The methods, equipment and contrast media which are utilized in attaining these examinations are correlated with the examination routine. Prerequisites: RTE 1002, 1308, 1455, 2123. Fee \$5.00.

**RTE 2564 Special Procedures** 3 semester hours

A presentation of the methods and materials used for the radiographic study of organs and systems not routinely visualized.

**RTE 2587 Advanced Radiological Technology** 3 semester hours

Seminars and lectures will be presented by radiologists, other physicians, and instructors with expertise in given area of radiologic technology. Emphasis will be placed on keeping the technologist current in the field with recent developments in techniques, procedures, and equipment.

**RTE 2614 Radiologic Physics** 3 semester hours

A detailed study involving the fundamentals of electrical and radiation physics is presented. The basic principles underlying the operation of X-ray equipment and auxiliary devices are explained. X-ray circuitry will be demonstrated and be available to the student for individual study. The important concepts of radiation protection for patients and personnel are stressed. Prerequisite: MAT 1013 or 1033.

**RTE 2850L Clinic D (Positioning)** 2 semester hours

Involves student rotation into advanced radiographic operations. Diversification in the types of examinations in the emergency, operating and fluoroscopic rooms, positioning, film critique, and technical factors run concurrently. Liability insurance and radiation monitoring service are required and are to be paid separately.

**RTE 2859L Internship I** 3 semester hours

**RTE 2867L Internship II** 3 semester hours

**RTE 2879L Internship III** 3 semester hours

**RTE 2990 Basic Radiography for CRT** 3 semester hours

## READING

**REA 1105 College Reading** 3 semester hours

Develops efficient reading abilities: comprehension, vocabulary, speed, and study techniques. Recommended corequisite: ENC 0013 or ENC 1033. Fee \$5.00.

**REA 1205 Speed and Advanced Reading** 3 semester hours

Increase speed, improves analytical, inferential, and critical reading abilities and teaches advanced study techniques. Prerequisite: REA 1105 or a minimum of 40th percentile on a national college reading test or instructor's approval. Three hours weekly including laboratory experience. Fee \$5.00.

**REA 2605 Special Topics: Vocabulary Development and Study Skill** 3 semester hours  
Proceed through personalized and individualized program in advanced vocabulary development. Apply techniques of time organization, effective study systems and research. Techniques applied to student's textbooks. Prerequisite: REA 1105 or REA 1205 or permission of instructor.

## REAL ESTATE COURSES

**MAN 1560 Property Management** 3 semester hours

Prerequisite: REE 1000 or REE 1040. An examination of the professional handling of income producing properties, including leasing, tenant relations, collections, advertising, maintenance, and accounting for commercial, industrial, and residential properties.

**REE 1000 Introduction to Real Estate Principles & Practices** 3 semester hours

An introduction to the basic principles, practices, and theories of real property, its economic value, legal implications, and relationship to the salesman and broker. Not to be used by candidate desiring to sit for Florida real estate exam. Offered Term I at one location. (Primarily for Secretarial Science majors.)

**REE 1001 Real Estate Economics** 3 semester hours

Prerequisite: consent of instructor. A practical study of the economic trends and factors influencing real estate. Topics include real estate market analysis, growth and structure of cities, subdividing and building, appraising and finance. National, state and local government regulations affecting the real estate market will be considered.

**REE 1040 Florida Real Estate Commission I** 4 semester hours

The Board of Real Estate, State of Florida, Course I. An introduction to the basic principles, practices and theories of real property, its economic value, and the legal aspect of real estate law as applied to salesmen. Successful completion qualifies a candidate to apply for the Board of Real Estate, State of Florida, Salesman's License exam. The course requires a \$5 Special Fee.

**REE 1101 Real Estate Appraisal I** 3 semester hours

Prerequisite: REE 1000 or REE 1040 or consent of instructor. The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market, and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style and functional utility, building cost estimates and depreciation.

**REE 1100 SREA Course I** 4 semester hours

**REE 1200 Real Estate Finance** 3 semester hours  
Prerequisite: License, REE 1000, or REE 1040. This course covers methods of financing real estate: i.e., conventional loans, government insured loans such as FHA or GI. The second half of the course includes essentials of real estate values.

**REE 1430 Legal Aspects of Real Estate** 3 semester hours

Prerequisite: REE 1000, REE 1040 or substantial real estate or escrow experience. This course covers the elementary concepts of real estate law and practice in Florida. Subjects covered include: property classes, estates, leaseholds and ownership, easements, transfers, escrows, contracts, zoning, broker's regulations, license law, and title insurance.

**REE 2041 Florida Real Estate Commission II** 3 semester hours

Nature of rights in real estate, urban development and utilization, valuation of real property, the real estate business, and government regulation. Prerequisite: REE 1040 and student must submit a notarized affidavit stating that he or she has been an active Real Estate Salesman for at least six months. Fee \$5.00.

**REE 2120 Residential Appraisal** 2 semester hours

The role of appraising, neighborhood analysis, site and building data, improvement analysis, gross rent multiplier analysis, cost approach, methods of site valuation, reproduction cost, appraising for land development, how to organize an appraisal department.

**REE 2141 Real Estate Appraisal II** 4 semester hours

Prerequisite: REE 1100. This course is the equivalent to SREA Course 201. Combination of lecture and case approach to commercial appraisal with emphasis on income approach, in particular the estimation income and expense and the capitalization of net income into a value indication. This course is offered in cooperation with the Society of Real Estate Appraisers and registration is through SREA.

**REE 2250 Real Estate Exchange and Taxation** 3 semester hours

Prerequisite: six hours in real estate subjects or license. This course is a study of the taxation in real estate investment and sales. Recent legislation concerning federal income tax which affects real estate is included. Detailed examples are given concerning exchange methods in transferring real estate ownership and its relationship to taxation.

**REE 2270 The Mortgage Broker in Mortgage Lending** 2 semester hours

The Mortgage Brokerage Act, Chapter 494, Florida Statutes; the mortgage broker in mortgage lending; history of mortgage lending; application procedure; the broker's role in closing the mortgage loan; mortgage business customs procedures; Federal Housing Authority loans; Veterans Administration loans; the role of the appraiser in mortgage lending; and final examination, State of Florida Comptroller's Office.

**REE 2271 Mortgage Loan Servicing** 2 semester hours

Loan servicing systems and regulations, assumptions, and modifications, acquisition of real estate, management of owned real estate, buying and servicing participation loans, procedures for outright loan sales, home improvement loans.

**REE 2302 Principles of Real Estate Investment** 3 semester hours

Real estate investment fundamentals depreciation, capital gain and loss, installment sales, nontaxable exchange, ownership forms, commercial leasehold financing, creative financing, financial analysis projection, land, industrial property, shopping centers, office buildings, residential property, and mobile homes parks.

**REE 2310 Real Estate Advanced Practices** 3 semester hours

Prerequisite: REE 1000 or REE 1040 or consent of instructor. An advanced course developed especially for real estate licensees or persons employed in real estate services to increase their knowledge and improve their competence in four specialized areas of real estate operations: (1) the use and completion of selected real estate forms; (2) title and escrow procedures; (3) residential construction and design; and (4) investment and commercial properties.



**REE 2400 Real Estate Law I** 2 semester hours  
Land and its elements, fixtures, easements, land description, land titles, deeds, recording and instruction notice, escrows, community property.

**REE 2435 Real Estate Law II** 2 semester hours  
Liens, mortgages, construction loans, closing mortgage loans, foreclosures and redemptions, F.H.A. loan insurance, subdivisions, building restrictions, zoning, shopping centers, condominiums.

**REE 2445 Case Problems in Real Estate Closing** 3 semester hours  
This course covers the following: proration problems; tax rate problems; area problems and property description problems; brokerage fee problems; capitalization problems, profit and loss problems and gross rent multiplier problems; interest problems; discount problems; depreciation problems and appreciation problems; state transfer tax problems; and general problems.

**REE 2450 Advanced Aspects of Real Estate Law** 3 semester hours  
Prerequisite: REE 1000, REE 1430 or real estate broker or salesman license, or practicing attorney, or escrow officer. This is a course for persons interested in the more advanced legal aspects of real estate problems. The course assumes a basic knowledge of the elements of real estate law. Subjects covered include: real estate contracts, probate proceedings, trusts, leases, tract maps, legal descriptions, litigation finance trust deed provisions, mechanic's liens, loan laws, cooperative projects, condominiums, and business regulations.

## **RESPIRATORY THERAPY TECHNOLOGY**

**APB 1260 Pulmonary Anatomy and Physiology** 3 semester hours  
This course is an in-depth study of the anatomy of the cardiopulmonary system and a review of the physiology of respiration including ventilation mechanics and control, internal and external respiration, gas exchange and acid base balance.

**APB 1294 Introduction to Cardiopulmonary Disease** 3 semester hours  
This course is designed to introduce the students to the basic concepts of cardiopulmonary disease. Included are mechanisms of altered lung structure, airway caliber, neurogenic control and pulmonary vascular function.

**APB 2296 Advanced Cardiopulmonary Pathophysiology** 2 semester hours  
An in-depth examination of the most commonly encountered cardiopulmonary diseases from the physicians clinical perspective. Emphasized are pathology, physical examination, diagnosis and clinical management.

**RET 1026 RSP Equipment** 4 semester hours  
This course reviews all of the normally used respiratory therapy equipment excepting that used for artificial mechanical ventilation of diagnostic procedures. Especially emphasized are methods of manufacturing, storing and administering oxygen; humidity and aerosol therapy, cleaning and sterilization techniques and airway management.

**RET 1264 Mechanical Ventilation** 4 semester hours  
This course describes the techniques and hazards of artificial ventilation including IPPB, IMV, CPAP and PEEP. The principles and operation of all commonly used ventilators are emphasized.

**RET 1714 Pediatric Respiratory Care** 1 semester hour  
This course emphasizes pediatric and neonatal diseases, their etiology and treatment. It encompasses the newest equipment and techniques used in monitoring and maintaining the infant patient.

**RET 1834 RSP Clinic I** 3 semester hours  
In this first clinical course, the students are oriented to, and work at, tasks of a non-critical nature. Included are oxygen and aerosol administration, chest physiotherapy, IPPB administration and incentive spirometry. Fee: \$5.00 malpractice insurance.

**RET 1835 RSP Clinic II** 3 semester hours  
This clinic course represents continuation of the activities in Clinic I. By the end of this term the student must have mastered all non-critical care duties normally performed by respiratory therapists. In addition, those students who master clinical skills more quickly will be allowed to begin a rotation through critical care areas. Fee \$5.00 malpractice insurance.

**RET 2836 RSP Clinic III** 3 semester hours  
This clinical course is designed to introduce the student to all aspects of respiratory therapy critical care. The students will work primarily with patients requiring continuous ventilatory support. Fee: \$5.00 malpractice insurance.

**RET 2837 RSP Clinic IV** 3 semester hours  
This is a continuation of the activities in Clinic III. The student's responsibility will increase as his clinical skills become more sophisticated. By the end of this term the student will assume all of the responsibilities required of critical care therapists with patients requiring ventilatory management or support. Fee: \$5.00 malpractice insurance.

**RET 2414 Pulmonary Function** 2 semester hours  
Refined techniques in spirometry gas analysis are discussed. Acid base balance and chemistry of oxygen and carbon dioxide transport are covered. Mass screening and other techniques in diagnosis of respiratory disease are given.

**RET 2418 Cardiopulmonary Diagnostics** 2 semester hours  
The cardiology portion of the course covers the anatomy, physiology and examination of the heart including EKG and arrhythmias, cardiac catheterizations monitoring techniques including CVP, Swan Ganz, arterial lines, shunt and cardiac output determinations. Additional topics are cardiac diseases and drug therapy. Pulmonary diagnostics includes diseases and drug therapy. Pulmonary diagnostics includes examination including x-rays, thorocentesis, bronchoscopy and microbiological techniques.

**RET 2286 Intensive Care Management** 2 semester hours  
This course includes nephrology, renal anatomy and physiology, fluid and electrolyte disorders, and fluid and electrotherapy. Additional topics are the management of arrest, of shock, of the airway, of the post op heart patient and of labile blood pressures.

**RET 2601 Hospital Interactions** 1 semester hour  
This course is designed to assist the student in successfully making the transition from the role of a student to that of a competent member of the health care team. The attainment of the course objectives will provide the student with an understanding and appreciation for the complexity and comprehensiveness of the health care delivery system. Such an understanding will allow the student to assume his/her rightful role within the health delivery system and enable him/her to adjust to the dynamics of the system in positive ways that will ensure his/her growth and success.

**RET 2284 Respiratory Therapy Care** 2 semester hours  
The topics of supportive ventilatory care and post ventilatory management are discussed. Emphasis is placed on the interrelationship of pathology, physiology, acid base chemistry and advanced respiratory therapy techniques.



## RELIGION

**HEB 2100 Biblical Hebrew** 3 semester hours  
Students will learn to read the Hebrew alphabet and acquire a minimum knowledge to the seven conjugations so as to identify basic word forms.

**HEB 2101 Biblical Hebrew** 3 semester hours  
This is a continuation of HEB 2100 with attempts at reading very simple passages.

**HEB 2102 Biblical Hebrew** 3 semester hours  
If HEB 2102 should be requested by demand, HEB 2101 will be a prerequisite.

**REL 1210 The Old Testament** 3 semester hours  
Reading the English Bible in various documents, and examining selected source material, with emphasis on its cultural importance today.

**REL 1211 Old Testament History** 3 semester hours  
Cultural history of the Hebrew people to the third century B.C. Prerequisites: Advanced standing or approval.

**REL 1228 The Wisdom Books of the Bible** 3 semester hours  
Limited to the study of the books Job, Proverbs, Ecclesiastes and some selected wisdom Psalms. There is no prerequisite.

**REL 1243 New Testament History** 3 semester hours  
Cultural context and the dynamics of the beginnings and spread of Christianity from Alexander of Macedon to the second century A.D. Prerequisite: Advanced standing or approval.

**REL 2010 Introduction to the Study of Religion** 3 semester hours  
An introduction to the study of religion as an academic discipline. The focus of the course is on religion, not religions; the attempt is made to acquaint the student with the problems and issues ever present in the understanding of religious phenomena in the experience of man. Meets area 2 or 5 AA degree general education requirements.

**REL 2300 World Religions** 3 semester hours  
Primarily an ideological examination of the world's most popular religions. Prerequisite: Advanced standing or approval. Meets area 2 or 5 AA degree general education requirements. (This course will occasionally be taught by television under the name "The Long Search".)

**REL 2600 Judaism & Jews** 3 semester hours  
A survey of the development of the Jewish tradition through a study of the concepts, values, and rituals of Judaism with a consideration for the Jewish influence on Western Civilization, as well as the effects of differing environments on the Jews themselves.

## RUSSIAN

**RUS 1100 Beginning Russian** 3 semester hours  
Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with Russian RUS 1101. 1 Hour language laboratory weekly. Fee \$5.00. Meets area 5 AA degree general education requirements.

**RUS 1101 Beginning Russian** 4 semester hours  
Continuation of Russian RUS 1100. Further development of the basic skills. Selected readings. Prerequisite: RUS 1100 or its equivalent. One hours language laboratory weekly. Fee: \$5.00. Meets area 5 AA degree general education requirements.

**RUS 2200 Intermediate Russian** 3 semester hours

Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in Russian prose. Conversation at an easy and enjoyable pace. Prerequisite: RUS 1101 or equivalent. Meets area 5 AA degree general education requirements.

**RUS 2201 Intermediate Russian** 3 semester hours

Emphasis on composition and comprehension and conversation. Interesting tour through Russian history, geography and literature. Aim of course to give student a necessary background in the culture of Russia and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: RUS 2220 or equivalent. Meets area 5 AA degree general education requirements.

## SOCIOLOGY

**SOC 2150 Criminology** 3 semester hours  
A study of crime and criminal behavior, and its cause and related effects on society, with emphasis given to criminal theory and the sociological implications of criminal behavior. Prerequisite: SOC 2000.

**SOC 2130 Juvenile Delinquency** 3 semester hours  
A study of juvenile and delinquent behavior and its development which focuses on the social structure of society to find patterns of delinquent activity and its causation. Prerequisite: SOC 2000.

**MAF 2400 Sociology of Human Sexuality** 3 semester hours  
A survey of the social and psychological sources of human sexuality and their impact on contemporary social attitudes and behavioral changes. Major topics include sex role ascription, sex in the media, sexual deviation, ethical considerations and sex as motivating influence in human behavior.

**MAF 2510 The Family: An Intercultural Comparison** 3 semester hours  
The study of the institution of the family utilizing historical cross cultural and sub-cultural comparisons to understand the background, evolution and current familiar structures in the world. Meets area 5 and 8 AA degree general education requirements.

**SOC 2000 General Sociology** 3 semester hours  
General analysis of the structure and functions of society and culture through a scientific consideration of the most significant generalization and concepts of man's collective behavior. Meets area 3 AA degree general education requirements.

**SOC 2020 Social Problems** 3 semester hours  
Study of the social and cultural aspects, incidence, and characteristics of selected social problems. Prerequisite: SOC 2000. Meets area 3 AA degree general education requirements.

**SOC 2270 Social Impact of Technology: Connections** 3 semester hours  
This course explores the changes in society that can be attributed to the automation, cybernation, and the computer revolution. Technology's effect on the basic institutions of the family, economic, government, religion, and education are considered with reference to consequences upon the individual. Meets area 3 AA degree general education requirements.

**SOC 2422 Social Organizations: A Cross Cultural Study of Institutions** 3 semester hours  
A study of the institutions of societies and how our society is organized. Special emphasis is on theories of so-

cial organization, social change, and the exploration of each institution in world societies. Prerequisite: SOC 2000. Meets area 3 or 8 AA degree general education requirements.

**SOC 2740 Contemporary Race and Ethnic Studies** 3 semester hours

A study of minority dominant relations with emphasis upon ethnic, racial, and religious minorities. Prerequisite: SOC 2000.

**SOC 2905 Independent Study in Sociology** 3 semester hours

A directed study course in the behavioral sciences. The course will be available to both majors and non majors who wish to investigate a particular problem. The student will make application for the course to the head of the Behavioral Science Department via an Instructor.

**SOC 2940 Sociology Field School I** 1 semester hour

This course is designed to provide an on scene study of sociological topics from the various perspectives provided in a field school setting. Laboratory, research and observational techniques are used in providing the learning experiences of this course. Prerequisite: Permission of the instructor. Meets area 8 AA degree general education requirements.

**SOC 2941 Sociology Field School II** 2 semester hours

See course description for SOC 2940.

**SOC 2942 Sociology Field School III** 3 semester hours

See course description for SOC 2940.

## SPANISH

**SPN 1000 Elementary Spanish Conversation** 3 semester hours  
(Institutional credit only)

A custom-made course for those residents in the community who require a cursory knowledge of Spanish to help them communicate with Spanish-speaking people.

**SPN 1100 Beginning Spanish** 3 semester hours

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with SPN 1101. 1 Hour language laboratory weekly. Fee: \$5.00. Meets area 5 AA degree general education requirements.

**SPN 1101 Beginning Spanish** 4 semester hours

Continuation of SPN 1100. Further development of the basic skills. Selected readings. Prerequisite: SPN 1100 or its equivalent. One hour language laboratory weekly. Fee: \$5.00. Meets area 5 AA degree general education requirements.

**SPN 1130 Elementary Spanish Accelerated** 3 semester hours

This is a condensed SPN 1100-SPN 1101 course, using basic texts as used in those courses and especially designed for students presenting credit covering regular two-semester course but who, because of time lapse or insufficient preparation, may find the intermediate level too advanced. Meets area 5 AA degree general education requirements.

**SPN 1170 Spanish Study Travel** 3 semester hours

A course designed for students who wish to combine the study of Spanish with subsequent travel to a Spanish-speaking region. Prerequisite: Spanish SPN 1100 or SPN 1000 or permission of instructor.

**SPN 2200 Intermediate Spanish** 3 semester hours

Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in Spanish prose. Conversa-

tion at an easy and enjoyable pace. Prerequisite: SPN 1101 or SPN 1130 or equivalent. Meets area 5 AA degree general education requirements.

**SPN 2201 Intermediate Spanish** 3 semester hours

Emphasis on composition and comprehension and conversation. Interesting tour through Spanish history, geography and literature. Aim of course to give student a necessary background in the culture of Spain and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: SPN 2200 or equivalent. Meets area 5 AA degree general education requirements.

**SPN 2240 Intermediate Spanish Conversation** 3 semester hours  
(Institutional credit only)

Course may be taken in conjunction with SPN 2200 or SPN 2201 but cannot displace either one of those courses as a college parallel requirement. The purpose of this course is to permit that student who wishes to increase his comprehension and speaking facility in Spanish to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required 2201 course would allow. Prerequisite: SPN 1100-SPN 1101 or its equivalent.

**SPN 2400 Advanced Composition and Conversation** 3 semester hours

For students wishing to attain greater proficiency in spoken and written Spanish. Strongly recommended for majors. Conducted entirely in Spanish. Conversation and composition based on selected readings and a variety of contemporary topics. Prerequisite: SPN 2201 or its equivalent. Meets area 5 AA degree general education requirements.

**SPN 2401 Advanced Composition and Conversation** 3 semester hours

For students wishing to attain greater proficiency in spoken and written Spanish. Strongly recommended for majors. Conducted entirely in Spanish. Conversation and composition based on selected readings and a variety of contemporary topics, together with readings in contemporary prose and poetry. Prerequisite: SPN 2201 or equivalent. Instructor approval. Meets area 5 AA degree general education requirements.

**SPW 2010 Studies in Spanish Literature and Culture** 3 semester hours

Course enables student to read intelligently classical masterpieces in the literature of Spain from middle ages to nineteenth century as well as contemporary prose and poetry. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: SPN 2201 or equivalent. Instructor approval. Meets area 2 or 5 AA degree general education requirements.

**SPW 2011 Studies in Spanish Literature and Culture** 3 semester hours

Course enables student to read intelligently classical masterpieces of the literature of the nineteenth and twentieth centuries with emphasis on the contemporary. Humanities credit. Prerequisite: SPN 2201 or equivalent. Instructor approval. Meets area 2 or 5 AA degree general education requirements.

## SPECIAL SERVICES

**ENC 9000 English** 3 semester hours

This course includes a study of basic grammar and usage as it applies to readings and discussions of relevant literature. It will also encompass a survey of the fundamentals of composition.

**ISC 9021 Special Services Natural Science** 3 semester hours

An individualized program designed to help the student



- to understand the aspects of environment which man can or cannot control. The student will see man's interdependence with plants and animals; the student will learn body care, and he/she will come to understand factors of inheritance. In addition thereto, the student will come to recognize the application of science in the world of business and industry.
- MAT 9013 Mathematics** 13 semester hours  
An individualized program for the development of skills in the operations of arithmetic; many fundamental skills and concepts of business mathematics are included. Basic algebraic skill and concepts are stressed. The course is designed to meet the individual needs of the student. Problems related to family spending, business usage, to application in industry, and to use in travel and in sports. Lectures, individualized programs, workbooks are all used in presenting the varied topics designed to meet individual needs for general everyday use, and for his/her entry into the mathematics of the career of his/her choice.
- REA 9000 Developmental Reading** 3 semester hours  
A special course for students with reading handicaps that inhibit success in achievement of life goals. This course will offer special work in vocabulary development through practice in word attack skills, syllabification, roots, prefixes and suffixes. Comprehension will be developed through practice in locating main idea, recognition of supporting details, paragraph development and writing summaries of materials read. Special emphasis will be placed on the development of eye acuity, reasonable rate of speed, and formation of proper study habits.
- SPC 9000 Speech** 3 semester hours  
This course has been designed toward special goals to help the student develop an awareness of the function of effective oral communication in contemporary society. Special emphasis is placed upon the relationship of career goals, speech habits, listening habits, vocabulary, grammar, voice and intelligibility as they may influence the student's career or job placement. Techniques and materials used emphasize the building of skills necessary for effective oral communication of the student's ideas and feelings to a listener in groups and individual interactions.
- STD 9100 Social Science (Human Dev/Human Relations)** 3 semester hours  
An integrated study of the development of the self with special emphasis upon the development of positive feelings of worth. Understandings in the psychological, sociological, and biological aspects of growth and development will be stressed. Attention will be given to how human beings solve their problems, how they relate to one another, and how the basic ideas of ethical conduct and aesthetic appreciation are developed. Emphasis upon the relationship of all these factors affecting solutions to problems as perceived by students will be stressed.
- STD 9104 Personal Social Planning** 1 semester hour  
These are planning sessions designed to help the student acquire functional data about himself/herself in order for him/her to make more realistic self-appraisals and to determine attainable goals and specific goal direction. Group counseling and some sensitivity training will be incorporated into these sessions.
- SPEECH**
- SPC 1024 Introduction to Speech Communication** 3 semester hours  
The beginning course in speech is designed to give each student the opportunity to study and to practice the principles and methods involved in communication while he/she participates as a speaker and as a listener. Upon completion of the course, the student should expect to have attained proficiency in the abilities requisite to effective oral communication. Meets area 5 AA degree general education requirements.
- SPC 2300 Introduction to Interpersonal Communication** 3 semester hours  
Upon completion of this course the student should demonstrate an understanding of the theory and practice of interpersonal communication in small groups and in one-to-one situations. The focus of the course will be on self-awareness, conflict communication, communication in organizations, listening skills, assertive communication, and nonverbal communication.
- SPC 2330 Nonverbal Communication** 3 semester hours  
This course explores the various facets of nonverbal communication. The following nonverbal cues will be emphasized: movement, space, distance, physical characteristics, dress, object language, eye contact, signs, paralanguage, and environmental cues. The focus of the course will be the role that these cues play on communication for the sender and receiver.
- SPC 1511 Argumentation and Debate** 3 semester hours  
Upon completion of this course the student should achieve proficiency in the principles of argumentation including analysis, evidence, inference, and refutation, as they pertain to the debate situation in a democratic society. The student will have had the opportunity to participate in intramural and inter-collegiate debate.
- SPC 1594 Forensic Laboratory** 1 semester hour  
Upon completion of this course the student should have acquired the ability to use advanced debate techniques in a manner which allows him/her to compete successfully in inter-collegiate forensic competition. This course may be taken in sequence for one hour credit each semester for a total of four hours credit.
- SPC 1050 Voice and Diction** 3 semester hours  
Through observation, study and practice the student should acquire an understanding of the speech mechanism, a knowledge of its proper use, and improvement of individual voice and diction.
- SPC 1600 Public Speaking** 3 semester hours  
Upon completion of this course the student should have acquired an understanding of, and ability to use, techniques of public communication including structure and delivery of the public message. Meets area 5 AA degree general education requirements.
- SPC 1440 Intro. to Group Discussion & Conference Techniques** 3 semester hours  
Upon completion of this course the student should be better able to take an active role in society using group discussion and conference techniques to resolve various human problems.
- LIN 1200 The Phonetics of American English** 3 semester hours  
Upon completion of this course the student should have acquired a knowledge of the sounds of American English, the use of the international phonetic alphabet, and the recognition of acceptable American English pronunciation.
- ORI 1000 Introduction to Oral Interpretation** 3 semester hours  
Upon completion of this course the student should have gained a knowledge of and presentational ability in the art of oral interpretation as applied to prose, poetry, drama and readers theatre.
- ORI 1310 Readers Theatre** 3 semester hours  
Upon completion of the course the student will have an understanding of the selection, staging, and editing of



dramatic literature. The student should develop interpretative insight and master the needed vocal skills for successful presentation. A performance course.

**ORI 1950 Readers Theatre Lab** 1 semester hour

Upon completion of performance in a readers theatre production, a student may earn one hour credit per semester. Participants will be selected through arranged auditions and will be enrolled at that time. A student may earn up to four hours credit.

**SPA 2020 Introduction to Speech Disorders** 3 semester hours

Upon completion of this course the student should have an understanding of the types, causes and therapeutic methods relative to prime speech disorders with emphasis on pre-school and elementary school populations.

**SPA 2030 Introduction to Audiology** 3 semester hours

Upon completion of this course the student will have an understanding of the types, causes and treatment relative to prime hearing disorders with emphasis on pre-school and elementary school populations.

**SPA 2336 Intro to Manual Commun With/For Hearing Impaired** 3 semester hours

Upon completion of this course students will have acquired the ability to communicate with the deaf and hard of hearing through the use of the manual method. An understanding of the development of that method and of the communicative and psychological problems of the hearing impaired will be investigated. The course is open to all students.

**SPA 2337 Intermediate Manual Communication Skills** 3 semester hours

Upon completion of this course the students will have attained a vocabulary of approximately 600 signs and an in depth understanding of the linguistics of American English Sign Language. Prerequisite: SPA 2336 or instructor's approval.

**SPA 2338 Manual Communication With/For The Deaf III** 3 semester hours

Upon completion of this course students will have further developed their abilities in communicating with the deaf and hard of hearing using manual communication methods. An in depth study of the linguistics of American Sign Language and other sign systems will be conducted. The emphasis of this course will be on increasing speed and complexity in communication and in receptive and expressive fingerspelling. Prerequisite: SPA 2337 or instructor's approval.

**RTV 2000 Introduction to Radio and Television** 3 semester hours

An introduction to the broadcast media through which the student should gain an understanding of the historical, technical, legal, and critical aspects of radio and television media.

**RTV 2220 Television Production I** 3 semester hours

From this course the student will acquire understanding of the theory and practice of television program production and directing with emphasis on creative forms of production. Prerequisite: RTV 2000 or permission of the instructor.

**STATISTICS**

**STA 2013 Elementary Statistics** 3 semester hours

First course in statistical methods dealing with such topics as collecting, grouping, and presenting data; measures of central tendency and variation; theoretical distributions; probability; tests of hypotheses, regression, and correlation. A student owned pocket calculator is re-

quired. Prerequisite: any college mathematics course or two years of high school algebra with grade of "C" or better.

**THEATRE**

**THE 2000 Live Theatre Appreciation** 3 semester hours

A course designed to afford an opportunity for members of the community to attend local theatre productions and to discuss the dramaturgy as to its aesthetic and cultural effects upon life today. Extra expense for the course includes play scripts and tickets to plays and/or musicals. Contact instructor.

**THE 2002 Theatre in Western Culture Humanities** 3 semester hours

A course designed to present a general approach to the development of the theatre arts in western culture through an historical and contemporary study of dramaturgy. Meets area 2 or 5 AA degree general education requirements.

**THE 2051 Children's Theatre Production** 3 semester hours

Laboratory credit for students participating in the children's theatre program. This includes the rehearsal and production period which continues the entire sixteen-week academic period. Prerequisite: by audition for the children's theatre play. This is a performance course.

**THE 2052 Children's Theatre Production for Spec Assistants** 3 semester hours

Laboratory credit for special student assistants to the children's theatre program. This will give the student director, stage manager, costume designer, etc. the extra credit for the hours of preparation, rehearsal and production. By permission of the instructor.

**THE 2100 History of the Theatre** 3 semester hours

An evolutionary study of the theatre from 5th century B.C. to the present day.

**THE 2375 Contemporary Drama** 3 semester hours

Course designed to acquaint the student with plays written from the beginning of realism (Ibsen) to present day.

**THE 2700 Ballet in Western Culture** 3 semester hours

A course designed to present the growth of ballet as we know it from its earliest birth in the Italian courts of the Renaissance during the 15th century through its encouragement and development by Catherine de Medici and Louis XIV, the Sun King.

**TPA 1290L Theatre Productions** 1 semester hour

**TPA 1291L Theatre Productions** 1 semester hour

**TPA 1292L Theatre Productions** 2 semester hours

**TPA 1293L Theatre Productions** 2 semester hours

**TPA 1294L Theatre Productions** 3 semester hours

**TPA 1295L Theatre Productions** 3 semester hours

Participation by the student as technician in the dramatic and musical productions of the college.

**TPA 2060 Set Design** 3 semester hours

The research and execution of the visual environment of the play. Layouts will be prepared for an assigned production project. Pencil and ink drawings, ground plans, elevations and models will be executed to scale in prep-

aration for construction of the set. Prerequisite: THE 2002 or THE 2100 and TPA 2200. By permission of instructor only.

**TPA 2200 Stagecraft** 3 semester hours  
Course designed to investigate the principles of stagecraft, lighting, props and set construction. Open to first semester freshmen.

**TPA 2220 Introduction to Stage Lighting** 3 semester hours

A course designed to introduce the drama student to the historical background of theatrical lighting technology and design as well as an introduction to the tools and concepts used by the lighting technician of today. The student will be introduced to the basics of electricity and how it has advanced with the equipment used in the area of lighting for the stage from the most primitive equipment to the most modern computer system. The student will also be introduced to the people involved in the development of the technology and design concepts in the field of stage lighting. Prerequisite: TPA 2200.

**TPA 2250 Makeup for Stage and Television** 3 semester hours

The theoretical and practical application of all types of straight and character makeup for the stage and television. Open to freshmen.

**TPP 1190L Theatre Productions** 1 semester hour

**TPP 1191L Theatre Productions** 1 semester hour

**TPP 1192L Theatre Productions** 2 semester hours

**TPP 2193L Theatre Productions** 2 semester hours

**TPP 2194L Theatre Productions** 3 semester hours

**TPP 2195L Theatre Productions** 3 semester hours

Participation by the student as actor in the dramatic and musical productions of the college.

**TPP 2130 Acting I** 3 semester hours

The concentrated study of body movement to communicate thought and idea. Open to freshmen.

**TPP 2150 Acting III** 3 semester hours  
Advanced techniques of acting. Prerequisite: TPA 2250, TPP 2130, TPP 2700.

**TPP 2300 Directing** 3 semester hours

Course designed to investigate the problems of choosing and analyzing the script, casting, rehearsal, costuming, makeup, organization management of the educational theatre. Prerequisites: TPA 2250, TPP 2130, TPP 2700, TPP 2150, THE 2375.

**TPP 2530 Fencing for the Stage** 1 semester hour

This course is designed for the actor to learn the usage of weapons as they pertain to the period and style of the play. Open to male or female. This course will not satisfy the HPR activity credit requirement.

**TPP 2700 Acting II** 3 semester hours

Course designed to assist the beginning actor in controlling his/her role in the play. Exercises related to flexibility and control on stage will be taken from dramatic literature, classical to contemporary. A study of dialects will assist the actor in versatility. The course is designed for drama majors and minors. Prerequisite: TPP 2130.

**TPP 2510 Ballet Movement for the Stage** 2 semester hours

A course designed to teach the beginning actor ballet terminology as it applies to the classical ballet. Each basic movement and step will be practiced as sufficiently

as the student's ability will enable him/her to progress. This movement will be utilized as it applies to the needs of the actor. Open to male or female. A student need not have studied ballet to enroll in this course. (This course will not satisfy the HPR activity credit requirement.)

**TPP 2511 Ballet Movement for the Stage Continued** 2 semester hours

Continuation of DAA 2840. Further development of basic skills in ballet movement for the novice actor or actress. Each movement and step will be practiced as sufficiently as the student's ability will allow him/her to progress. Prerequisite: DAA 2840. (This course will not satisfy the HPR activity credit requirement.)

**TPP 2512 Ballet Movement for the Stage Advanced** 2 semester hours

Advanced classical ballet movement for the actor or actress. Prerequisite: DAA 2841. (This course will not satisfy the HPR activity credit requirement.)

## **TOURISM INDUSTRIES ADMINISTRATION PROGRAM**

**HFT 1700 Introduction to Tourism Industries Administration** 3 semester hours

An overview to show the history, organization, problems, opportunities and possible future trends in the many areas which comprise the travel and tourism industries. Emphasis is on the economic benefits and social implications of tourism. This course would be beneficial to the purchaser of tourism services as well as the marketer.

**HFT 1790 Tourism Industries Administration Operations Practice** 3 semester hours

Work experience (average 15 hours/wk.) in approved segment of the tourism industries coordinated with a weekly on-campus seminar. Faculty makes regular appraisals on the learning progress through on-site visitations and consultation with the students and their supervisors. Research projects and written reports commensurate with the individual's career goals are required.

**HFT 2730 Tour Packaging** 3 semester hours

How to create, develop and sell package tours. Methods of customizing tours through the proper matching of destinations with market segments. Prerequisite: HFT 1700 or instructor approval.

**HFT 2791 Tourism Industries Administration Management Practicum** 3 semester hours

Management practicum continuation of HFT 1790 with emphasis shifted from skill level duties to managerial functions.

**HFT 2430 Accounting for Travel Agents** 3 semester hours

A study of the basic principles and practices of accounting for Travel Agencies with applications for managerial decisions.

**HFT 2600 Legal Aspects of Hotel and Tourism Operations** 3 semester hours

Nature and function of our legal system as it applies to the operation of an inn. Innkeeper-guest relationship, contracts, torts, civil rights and insurable risks are emphasized.

## **TRAFFIC MANAGEMENT COURSES**

**TRA 1030 Introduction to Transportation and Traffic Management** 3 semester hours

An introduction to traffic management covering federal regulations, freight classification, freight rates and tariffs, shipping documents, special freight services, and freight claims.



**TRA 1100 Transportation and Traffic Management I** 3 semester hours

The fundamentals of construction and filing of tariffs with emphasis in freight rate structure. In addition, methods of routing and handling traffic including terminal facilities, demurrage, weight, warehousing, and packaging. Prerequisite: TRA 1030 or actual experience in the field and consent of instructor.

**TRA 2110 Transportation and Traffic Management II** 3 semester hours

Advanced rate study covering imports and exports, combination through rates, intermediate rates, milling in transit, loss and damage, overcharges and undercharges, classification and rate committee procedure. Prerequisite: TRA 1100.

**TRA 2120 Transportation and Traffic Management III** 3 semester hours

Transportation law—a study of the Interstate Commerce Commission regulations on tariff, procedures, and practices before the Interstate Commerce Commission, damages awarded under the regulations, and review of the Commission decisions. Prerequisites: TRA 2110.

**TRA 2230 Warehousing, Distribution and Material Handling** 3 semester hours

The principles of warehousing and distribution in relation to sales, services and transportation conditions. The use of storage and warehousing as a part of sales distribution. Warehousing contracts, warehouseman's liability insurance and service, methods of material handling. Pallet loads, conveyor or systems and other time and labor saving devices.





## Administrative Boards

### State Board of Education

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### District Board of Trustees

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### Past Members

#### District Board of Trustees (1968-1975)

Clem E. Bininger	John H. Payne
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#### College Advisory Committee (1959-1968)

Clem E. Bininger	John H. Payne
W.W. Cadwell	Jules J. Polachek
Lloyd C. Cassels	Judson A. Samuels
Robert E. Ferris	Florence Tustison

### Directory of Correspondence

A. HUGH ADAMS, *President*  
Policies, representatives for the College in public addresses and information, public relations, faculty, physical property, general college business, fund raising, endowments, and gifts.

CLINTON D. HAMILTON  
*Executive Vice-President*  
General operational concerns

*Vice-President for Academic Affairs*  
Curriculum, course of study, faculty activities, and general academic regulations.

ALAN V. BIELEN  
*Vice-President for Business Affairs*  
Student accounts and fees, campus planning, sales and service for staff and students, contracts, grounds and plant maintenance.

GEORGE W. YOUNG,  
*Vice-President for Student Development*  
Student activities, student orientation and information, student discipline and regulations, student organizations, counseling, student loans, scholarships, workshops, student employment, and student health.

GLEN A. ROSE,  
*Registrar and Director of Admissions*  
Catalogs, entrance requirements, applications, prospective student questions, transfers, schedule of classes, transcripts, academic records, veteran and selective service questions, and evaluation of permanent records for graduation.

WILLIS N. HOLCOMBE  
*Provost, Central Campus*  
Matters specifically concerning the Central Campus.

CARL M. CRAWFORD  
*Provost, North Campus*  
Matters specifically concerning the North Campus.

ROY A. CHURCH, *Provost, South Campus*  
Matters specifically concerning the South Campus.

ALBERT ROBERTSON,  
*Director of Development and Federal Programs*  
Fund raising, endowments, gifts, bequests, establishment of trusts, charitable giving, and estate planning.

### State Community College Coordinating Board (SCCCB)

Mrs. Ida S. Baker  
Fort Myers, Florida

Mr. John R. Blue  
Bradenton, Florida

Mr. Standish Crews  
Vero Beach, Florida

Mr. Robert E. Hudson, *Chairman*  
Palatka, Florida

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Mrs. Margaret B. Roach  
Fort Lauderdale, Florida

Mrs. Marjorie P. Sangaree  
Chipley, Florida  
Mr. Rick Cooper-Nurse  
Lauderdale Lakes, Florida

## College Administration

A. HUGH ADAMS, B.S., M.S., Ed.D.

*President*

CLINTON D. HAMILTON, A.B., M.A., Ph.D.

*Executive Vice President*

GEORGE W. YOUNG, B.S., M.S., Ph.D.

*Vice President for Student Development*

ALAN V. BIELEN, B.A., M.Ed., Ed.D.

*Vice President for Business Affairs*

*Vice President for Academic Affairs and Director of  
Community Services*

REX BRUMLEY, B.S., M.A.

*Director of Athletics*

ISAAC CALL, B.A., M.A.

*Director of Learning Resources*

BRUCE D. IVEY, B.S., M.Ed., Ph.D.

*Assistant to the President*

GRADY W. DRAKE, B.S., B.S. in L.S.

*Director of Libraries*

V. KIRKWOOD MURRAY, B.A.

*Director of Personnel*

ALBERT FIELDS, B.S.B.A.

*Director of Internal Auditing*

DONALD HULMES, L.L.B., J.D.

*Attorney*

WILLIAM C. STUCKRATH, JR., B.S.

*Director of Physical Plant*

ALBERT ROBERTSON, B.A., M.Ed., Ed.S.

*Director of Development*

GLEN A. ROSE, B.S., M.P.H., Ed.D.

*Registrar*

ROY E. FREEMAN, B.S., M.S.

*Director of Data Systems*

CLETUS SIEFKER, B.S.

*Director of Accounting*

THEODORE TAYLOR, B.S., M.A., Ed.D.

*Director of Special Services*

MANTHA MEHALLIS, B.S., M.A.A., Ph.D.

*Director of Institutional Research and Systems Plan-  
ning*

CAROL J. FINDLEY, B.S., M.A., Ed.Sm, Ed.D.

*Director of Interinstitutional Business*

WALTER F. THOMASON, B.A., M.A.

*Director of Cooperative Education*

JOHN M. WYNN, B.A., M.A.

*Director of Financial Aid*

W. HALL WHALEY, JR., B.S.

*Comptroller*

*Director of Purchasing*

ANN ELLEN CHANDLER, B.S., M.A., D.Phil. et Litt.

*Director of Cultural Affairs, Special Programs &  
Bailey Hall*

*Director of Auxiliary Services*

EDEE GREEN

*Director of College Relations*

THOMAS RYAN, B.A., M.A.

*Director of Student Activities*

JUDITH VAN ALSTYNE

*Special Assistant for Women's Affairs*

ROBERT MEINHOLD, B.B.A., M.B.A.

*Associate Registrar*

MARTHA SYPHER, B.S.

*Assistant Registrar*

## Central Campus Administration

WILLIS N. HOLCOMBE, II, B.A., M.Ed., Ph.D.

*Provost*

LARRY A. McFARLANE, B.A., M.S.S., Ph.D.

*Dean of Academic Affairs*

THOMAS E. BROWN, B.A., M.P.A.

*Dean of Business Affairs*

KATHARINE P. TYMESON, B.A., M.S.W.

*Dean of Student Development*

*Coordinator of Community Services*

## North Campus Administration

CARL M. CRAWFORD, B.S., M.Ed., Ed.D.

*Provost*

PATRICIA DYER, A.B., M.S., Ed.D.

*Dean of Academic Affairs*

LEONARD BRYANT, JR., B.S., M.A., Ed.D.

*Dean of Student Development*

DONNA K. GRADY, M.B.A.

*Coordinator of Community Services*

LAWRENCE ELLIS, B.A., M.A.

*Campus Librarian*

## South Campus Administration

ROY A. CHURCH, B.S., M.Ed., Ed.D.

*Provost*

ADRIAN MESA, B.S., M.S.

*Campus Librarian*

JERRY H. SEARS, A.A., B.F.A., M.Ed.

*Coordinator of Community Services*

## Southeast Florida Educational Consortium

Dr. Richard H. Konkel

*Executive Director*

Southeast Florida Educational Consortium

Miami-Dade Community College

*District Administration*

11011 Southwest 104 Street

Miami, Florida 33176

(305) 596-1131

## Emergency Calls

DAY: Contact Vice-President for  
Student Development  
Area Code Number 305  
Telephone Number 467-6700  
Extension 222

NIGHT: Contact Registrar  
Area Code Number 305  
Telephone Number 467-6700  
Extension 260-262

## Directory of Academic Personnel

Listed below are College and Campus personnel. Normally, Department Heads should be contacted by students who have questions about courses or similar matters. The normal appeal route is as follows: from Department Head to Division Chairperson, to Campus Dean of Academic Affairs, to Campus Provost, to College Vice-President for Academic Affairs, to College Executive Vice-President, and to the College President.

### College Officers:

A. Hugh Adams  
*President*

Clinton D. Hamilton  
*Executive Vice-President*

*Vice-President for Academic Affairs*

### Central Campus Officers: 475-6500

Willis N. Holcombe  
*Provost*

Larry A. McFarlane  
*Dean of Academic Affairs*

Katharine Tymeson  
*Dean of Student Development*

Thomas E. Brown  
*Dean of Business Affairs*

Division of Business Administration and Economics:

Philip Trees  
*Division Chairperson*  
*Department Heads:*

Frank Inciardi  
*Business Administration*

Marguerite Lloyd  
*Casualty Insurance*

Richard Goodwin  
*Marketing Management*

Theresa O. Hayes  
*Secretarial Science*

Division of Communications:

John Pawlowski  
*Division Chairperson*

*Department Heads:*

Betty Adkins  
*English*

Gail Ellyson  
*Communications for Second  
Language Students*

Max Hall  
*Journalism*

Marina Burdick  
*Modern Foreign Languages*

Margaret Porter  
*Reading*  
George Cavanagh  
*Speech*

Division of Humanities:  
Jimmy Woodle  
*Division Chairperson*

*Department Heads:*

Lawrence Tobe  
*Art*

Kenneth Kapelinski  
*Theatre*

William Edwards  
*Music*

Division of Health, Physical Education and Recreation:

Elaine Gavigan  
*Division Chairperson*

*Department Heads:*

Leroy Wheat  
*Aquatics, Theory, and Recreation*

Clinton Morris  
*Team, Individual and Dual Sports*

Division of Mathematics and Science:  
Richard Hill, Jr.

*Division Chairperson*

*Department Heads:*

W. Holt Harner  
*Biological Science*

Dudley Palmer  
*Landscape and Pest Control*

Gordon Chesser  
*Mathematics*

Wm. G. Bailey  
*Physical Sciences*

Division of Social Sciences:

Stewart M. Brown  
*Division Chairperson*

*Department Heads:*

Max W. Harper  
*History*

Neil Shea Crispo  
*Behavioral Sciences*

Division of Allied Health Technology:

Keith Samuels  
*Division Chairperson*

*Department Heads:*

Constance Ziel Carey  
*Dental Assisting*

Elizabeth White  
*Emergency Medical Technology*

Thelma Audet  
*Medical Assisting*

Barbara Kremp  
*Medical Laboratory Technology*

Susan Pennachia  
*Nursing*

Lester Lubin  
*Physical Therapist Assistant*



John Prince  
*Respiratory Therapy*

Division of Engineering Technology:

Roger Everett  
*Division Chairperson*

*Department Heads:*

Lorenz Minicone  
*Contracting & Civil Engineering*

M.J. Ellis  
*Data Processing*

Burton Greenstein  
*Electronics*

Raul Perez  
*Architecture*

Division of Public Services:

L. Ray Dieterich  
*Division Chairperson*

*Department Heads:*

John M. Bailey  
*Food Services*

Charles Redmond  
*Fire Science*

Criminal Justice Institute:

Robert Lacey  
*Director*

*Department Heads:*

Sidney Rocker  
*Career Development*

Douglas MacGregor  
*Corrections*

James F. McGowan  
*Police Science*

Michael Slepecky  
*Police Training*

**North Campus Officers: 972-9100**

Carl M. Crawford  
*Provost*

Patricia A. Dyer  
*Dean of Academic Affairs*

Leonard Bryant  
*Dean of Student Development*

Division of Allied Health Technology:

Ann Romaglia - *Nursing*  
*Department Head*

Division of Business Administration:

Colin Battle  
*Division Chairperson*

*Department Head:*

T. Jane S. Lusk  
*Secretarial Science*

Division of Communications:

Donna Wilkinson  
*Division Chairperson*

*Department Heads:*

Shelby Lee  
*English*

Pearl Nitka  
*Reading*

Division of Engineering:

*Department Heads:*

Sam Oppenheimer  
*Electronic Technology*

John Brown  
*Air Conditioning Technology*

Al Gomez  
*Data Processing Technology*

Division of Humanities:

Thomas Cavendish  
*Division Chairperson*

*Department Heads:*

Karen Roberts  
*Art*

Thomas Cavendish  
*Music*

Division of Health, Physical Education and Recreation:

William Porterfield  
*Division Chairperson*

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 ation  
 Youth Symphony Association

# GLOSSARY

## Definitions of Terms

- A.A.**—Associate in Arts degree (See description under "VI Programs of Study")
- A.S.**—Associate in Science degree (See description under "VI Programs of Study")
- Academic Average**—Total of grades on all college courses attempted, exclusive of repeats.
- Accreditation**—Certification that the college has met established standards and is nationally recognized by the regional accrediting association.
- Activity Hour**—A non-class time set aside in the early afternoon for student activities and various presentations.
- Academic Suspension**—Student must leave college for one major term when a student reaches minus 20 quality points below a "C" average.
- Advanced Placement**—Earning of college credits prior to enrollment at the Community College by passing certain examinations, as those by the College Entrance Examination Board.
- Advanced Placement**—Earning of college credits prior to enrollment at the Community College by passing certain examinations, as those by the College Entrance Examination Board.
- Articulation Agreement**—Agreement between Florida's public junior/community colleges and universities assuring junior-level status to students who complete general education and graduation requirements in university parallel programs in community colleges.
- Audit**—Regular credit courses taken for non-credit.
- Cancelled Class**—Insufficient number of students enrolled or other reasons for not holding class.
- Career Programs**—Two-year Associate in Science Degree programs with courses designed to prepare the student for a specialized occupation.
- Class Period**—Normally a clock hour per week per credit hour carried.
- Closed Class**—Class that has been filled to capacity or needs special permission to enter.
- College Level Examination Program**—CLEP is credit by examination by College Entrance Examination Board tests in specified subjects, with such credit applicable toward a degree.
- Continuing Education**—A variety of subjects offered at numerous locations to members of the community in short, non-credit courses, with nominal expense to the student.
- Corequisite**—A course required to be taken at the same time as another course.
- Credit By Examination**—College credit in specified subjects granted by successful completion of local or national tests.
- Credit Hour**—A semester hour of credit usually equal to the number of hours per week the class meets per term. There are a number of exceptions.
- Dual Enrollment**—A student enrolled at two educational institutions concurrently.
- Early Admission**—By special approval high school seniors may enroll in college classes for credit prior to their high school graduation, with the credits later applicable toward a college degree.
- Fee**—A non-refundable financial charge for services rendered, as for admission, laboratory, special tests and graduation.
- Full-Time Student**—Enrollment for twelve (12) or more semester hours in Term I or II or six (6) or more semester hours in Term I or II or six (6) or more semester hours in Term IIIA or IIIB.
- General Education**—Thirty-six (36) semester hours of basic liberal arts courses required as foundation in the university parallel Associate in Arts Degree programs.
- Grade**—Alphabetical measure of academic success ranging from superior to failure.
- Grade Point**—The value ranging from 4 to 0 for grades "A" to "F" for all courses attempted, used in determining an academic average.
- Grade Point Average (GPA)**—Dividing total quality points earned by total semester hours attempted, resulting in a decimal figure ranging from 4.00 downward.
- Graduation Evaluation**—Every student is required to have a graduation evaluation one term prior to graduation. A graduation evaluation is done by the counseling office to assure that all of the requirements have been filled. Students are responsible for making the arrangements to have them done.
- Grant**—Funds awarded for college expenses to qualified students in financial need.
- HPR**—Health & Physical Recreation.
- Independent Study**—Capable students may acquire course credit at their own rate through non-classroom student-faculty interaction.
- Non-Credit**—A course for which no college credit can be granted.
- Open College**—Department name where courses are offered by TV, Radio, Newspaper and independent study.
- Part-Time Student**—Enrollment for less than twelve (12) semester hours in Term I or II or for less than six (6) semester hours in Term IIIA or IIIB.
- Prerequisite**—A course which must be satisfactorily completed before taking the next higher level related course.
- Probation**—A status under which a student attends the college with a less than satisfactory academic overall average.
- Project Ahead**—Army Help for Education and Development by which U.S. Army personnel are provided admission, counseling and credit repository to continue their education, even at several institutions.
- Provisional Student**—One seeking a degree who has not met all the necessary requirements of admission.
- Quality Points**—Is the value obtained by multiplying the grade point by the number of semester hours.
- Quarter Hour**—Is two-thirds of a semester hour.
- Residency**—To qualify for in-state tuition a student must sign a notarized statement as to having resided in the state of Florida twelve (12) calendar months prior to the start of classes.

**Scholarships**—Financial assistance via tuition and fee payment granted by donors to certain qualified recipients, usually for some specified purpose.

**Semester**—Half of a normal school year, the usual college year has two semesters, fall and spring, usually 16 weeks in length.

**Semester Hour**—"See credit hour."

**Special Services**—Support, counseling, testing, tutoring and other services provided to students qualified due to educational, economic, cultural, language or physical disadvantage under a federally funded program.

**Special Student**—Student who does not have a high school diploma or GED.

**Student Activities**—Various projects, endeavors, contests, and functions of an extra-curricular nature engaged in by students under college sanction.

**Student Classification**—As to full-time or part-time, regular or special, freshman or sophomore, audit or credit, career or university parallel, etc.

**Student I.D.**—The most commonly used form of identification is the "Fee Card" which is the receipt received when paying for classes.

**Student Load**—Number of credit hours carried each term.

**Study Hours**—Normally a minimum of two hours of

study is required for each hour the class meets.

**Summer Term**—The summer term is divided into terms IIIA and IIIB which are approximately 6 weeks in length.

**Suspension**—Student status when terms of academic or other probationary period expires without removal of the cause of probation and the student is no longer permitted to attend college.

**TBA**—To Be Arranged.

**Transcript**—Official record in Registrar's Office of all college courses taken by the student.

**Transfer Student**—One who comes from or goes to another educational institution for academic pursuit.

**Transient Student**—One taking one or a few classes at one educational institution to complete degree requirements and major course work at another institution.

**Tuition**—Financial charge for each credit hour of instruction.

**University Parallel**—Courses of study leading to Associate in Arts and advanced degrees requiring general education and usually certain pre-professional subjects.

**Withdrawal**—Removal from a class and/or college via completion of proper forms in the Registrar's Office.





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Certificate Programs .....	74	* Veterinary Medicine, AA degree program .....	35
Courses .....	158	Where to go for Help .....	10
Service Clubs .....	29	Withdrawals .....	22, 23
Sites and Buildings .....	12	Workstudy Programs .....	20
Small Business Administration, Certificate .....			
Program .....	72	* See program sheets available in Campus Counseling .....	
Social Science, Division of .....	109	Office.	

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RETURNING BCC STUDENT  
LAST TERM \_\_\_\_\_ YR \_\_\_\_\_

Name if different than in previous enrollment.  
Previously:  credit,  audit, or  non-credit

CRT OPERATOR	TERM
DATE	
RECEIPT NO.	AMOUNT

**SHADED NUMBERS MUST BE COMPLETED BEFORE APPLICATION WILL BE PROCESSED.**

PLEASE TYPE OR PRINT IN INK / BE SURE TO COMPLETE BOTH SIDES OF APPLICATION / NEW BCC STUDENTS AND PREVIOUS AUDIT STUDENTS "TAKING CREDIT CLASSES" SUBMIT A \$10.00 (Check or Money Order) NON-REFUNDABLE APPLICATION FEE WITH THIS APPLICATION / THE \$10.00 APPLICATION FEE IS REQUIRED ONLY WITH YOUR FIRST APPLICATION.

**Personal Information**

**1** SOCIAL SECURITY NO. \_\_\_\_\_ **2**  Male  
 Female

**4** LEGAL NAME \_\_\_\_\_  
Last First Middle or Maiden

**6** ADDRESS \_\_\_\_\_  
Street  
City State Zip

**3** BIRTH DATE \_\_\_\_\_  
Month/Day/Year

BIRTHPLACE \_\_\_\_\_  
State/Country

**5** COUNTRY OF CITIZENSHIP \_\_\_\_\_

**7** HOME PHONE \_\_\_\_\_  
BUSINESS PHONE \_\_\_\_\_

**8** RACE (This information is needed for reporting to H.E.W.)  
 American Indian or Alaska Native  Black (not of Hispanic origin)  Cuban National (Hispanic)  Hispanic  Caucasian/White (not of Hispanic origin)  Asian or Pacific Islander

**9** Language spoken in the home other than English \_\_\_\_\_

**10** **NON U.S. CITIZENS ONLY**  
 Student  Visitor  Cuban Refugee  Resident Immigrant Alien  Vietnamese Refugee

Students and Visitors must submit the "International Student Requirements" form before consideration for admission can be made. Contact the Admissions Office at 467-6700

Resident Immigrant Aliens must indicate their official card number below. Verification by college personnel is required. I.D. No. \_\_\_\_\_ BCC staff initials \_\_\_\_\_ date \_\_\_\_\_

**11 Educational Background**

If BCC is your first college, your high school transcript reflecting the graduation date should be submitted during the term you plan to attend.

HIGH SCHOOL ATTENDED OR SOURCE OF GED \_\_\_\_\_  
Name of School  
City/State

GRADUATED \_\_\_\_\_  
 COMPLETED GED \_\_\_\_\_  
 RECEIVED CERTIFICATE OF ATTENDANCE \_\_\_\_\_  
 NONE OF THE ABOVE \_\_\_\_\_

**COLLEGES OR UNIVERSITIES ATTENDED: NOTE - DEGREE SEEKING STUDENTS:** Transcripts from all institutions are required.

**1.** Name \_\_\_\_\_ Degree Received \_\_\_\_\_  
Year Attended \_\_\_\_\_ State \_\_\_\_\_

**2.** Name \_\_\_\_\_ Degree Received \_\_\_\_\_  
Year Attended \_\_\_\_\_ State \_\_\_\_\_

**12 College Status**

BCC IS MY FIRST COLLEGE  
RETURNING BCC STUDENTS CHECK BOX NO. 1 IN ITEM 13.

**Transfer and/or Transient Students**

I HAVE ATTENDED ANOTHER COLLEGE AND I AM:  
 Eligible to return  On Probation, but eligible to return.  
 On Suspension Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

**14 I Want COURSES FOR:**  COLLEGE CREDIT  
 AUDIT (all classes)  
 AUDIT AND CREDIT - complete a credit to audit form at registration

**15 I Will ENTER IN TERM:** (check one) Students leaving this area blank will be assigned to the next appropriate term.  
 Fall (Aug. - Dec.)  Winter (Jan. - May)  IIIA - Summer (May - June)  
 IA or  IB mini term  IIA or  IIB mini term  IIIB - Summer (June - Aug)

**16 Degree Number Required** (See reverse side) I AM SEEKING AN: (See the back of application for a listing of the different BCC Degrees.)

Associate in Arts Degree in \_\_\_\_\_ This is a university transfer program.  
 Associate in Science Degree in \* \_\_\_\_\_ technical program.  
 Certificate Program (specify) \_\_\_\_\_  
 Associate in General Studies \_\_\_\_\_  
 Other Personal Objectives \_\_\_\_\_

\*Allied Health Applicants - Admission to the college does not constitute an admittance to any of the Allied Health Programs. Each student must submit a letter of intent to the Division of Allied Health.

**17 I Will Attend**  Central Campus  North Campus  South Campus  Downtown Campus  
 Broward County School Board Full Time Teacher: Ask for School Board Card.  Full-Time BCC Employee

**18 FLORIDA RESIDENT STUDENTS MUST HAVE THIS AFFIDAVIT NOTARIZED. FEES ARE ASSESSED BY THE STUDENT'S RESIDENCY.**  
BONA FIDE RESIDENT, as used here, means that the applicant (or his parent/legal guardian if applicant is less than 18 years of age) must be a United States Citizen (or have been admitted to the country as an Immigrant) and shall have lived here consecutively for at least one year immediately prior to the time of entering Broward Community College.

Student 18 years of age or older \_\_\_\_\_ or \_\_\_\_\_  
Parent or Legal Guardian if Student is under 18 years of age - If legal guardian, documentary proof required.  
I certify that I have been a bona fide Florida resident and have lived in Florida at least ONE YEAR CONSECUTIVELY since (Documentary proof may be required.) \_\_\_\_\_ Month / Day / Year  
Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

X \_\_\_\_\_ Signature of Applicant/Parent\* (to be signed in the presence of a notary)  
X \_\_\_\_\_ Signature of Notary Public (seal and stamp of notary required)

**GOOD CONDUCT AND CITIZENSHIP**

APPLICANTS WHO HAVE EXPERIENCED DISCIPLINARY PROBLEMS AT EDUCATIONAL INSTITUTIONS OR WITH OTHER AUTHORITIES (NOT INCLUDING MINOR TRAFFIC VIOLATIONS) MUST STATE CIRCUMSTANCES INVOLVED ON A SEPARATE SHEET AND SUBMIT WITH THIS APPLICATION. THIS INFORMATION WILL NOT NECESSARILY EXCLUDE BEST OF MY KNOWLEDGE. I AGREE TO ABIDE BY ALL RULES AND REGULATIONS OF BROWARD COMMUNITY COLLEGE. I AGREE THAT IF MY CREDENTIALS ARE NOT COMPLETE WITHIN THREE WEEKS AFTER REGISTRATION OR IF ANY INFORMATION IS FOUND TO BE FALSE, I MAY BE SUSPENDED FROM CLASSES WITHOUT A REFUND OF ANY FEES PAID.

**19** X Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

PRINT  
Faint  
Medium/Minimum  
550



PLEASE SELECT YOUR MAJOR FIELD UNDER YOUR EDUCATIONAL OBJECTIVE and mark ANY CHANGE on your personal data card.

NO. 000 - NON-DEGREE STUDENTS (Please mark all 3 zeros)

**ASSOCIATE IN ARTS DEGREE PROGRAMS (A.A.) - MAJOR FIELD**

No.							
001	Administration Systems	014	Education (Elementary)	030	Latin American Studies	046	Physical Therapy
002	Agricultural Science	015	Education (Secondary)	031	Law	047	Physics
003	Architecture	016	Engineering	032	Law Enforcement	048	Political Science
004	Art	017	English	033	Mathematics	049	Psychology
005	Astronomy	018	Fashion Design in Home Econ.	034	Medical	050	Radio and Television
006	Biology	019	Fashion Merchandising in Home Ec.	035	Medical Technology	051	Recreation
007	Building Construction	020	Food and Nutrition Science	036	Marketing Management	052	Religion
008	Business Administration	021	Foreign Language	037	Music	053	Secretarial Science
009	Business Education	022	Forestry in Forest Products Tech.	038	Music Education	054	Social Welfare
010	Chemistry	023	Forestry in Forest & Wild Life	039	Nursing	063	Sociology
011	Child Development in Home Econ.	024	Geology	040	Oceanography	055	Speech
012	Chiropractic	025	Health Education	041	Occupational Therapy	064	Speech Pathology - Audiology
059	Corrections	026	History	042	Optometry	058	Tourism Industries Admin.
062	Computer Systems Science	027	Home Economics Education	043	Pharmacy	065	Veterinary Medicine
012	Dental	028	Housing and Interior Design	044	Physical Education (Men)	057	A.A. Degree in Liberal Arts (Undecided Major)
013	Drama	029	Journalism	045	Physical Education (Women)		

**ASSOCIATE IN SCIENCE DEGREE PROGRAMS (A.S.) - MAJOR FIELD**

No.							
100	Accounting	112	Data Processing (Business Option)	125	Market Management in Distribution & Marketing	131	Radiologic Technology
144	Air Conditioning & Refrigeration	113	Data Processing	124	Mechanical Engineering	138	Real Estate
103	Air Traffic Controller	146	Engineering - Scientific Option	125	Medical Assisting	132	Respiratory Therapy
101	Airline Careers	147	Dietetic Technician	139	Medical Laboratory	157	Savings and Loan Career
104	Architectural	114	Electronic Technology	156	Medical Transcriptionist	134	Secretarial, Executive, General, Legal, Medical
105	Aviation Administration	160	Emergency Medical Technology	127	Nursing	135	Secretarial Teacher Aide Education
106	Banking Career	141	Fashion Merchandising	140	Pest Control Technology	151	Security Administration
119	Business Admin. - General	118	Fire Science	153	Physical Therapy Assisting	136	Teacher Aide
107	Commercial Art	161	General Management	128	Police Science	142	Tourism Industries Admin.
109	Contracting & Civil Engineering	155	Home Furnishing Marketing	149	Pollution Prevention Control	158	Veterinary Medical Assisting
143	Corrections	162	Hospital Accounting	129	Public Administration	199	Other
154	Court Reporting	121	Hotel-Restaurant-Institution Admin.	130	Purchasing Management		
110	Criminal Justice	122	Insurance Careers	152	Radiation Technology		
145	Crime Scene Technology	123	Landscape Technology	159	Radiation Therapy Technology		

**ASSOCIATE IN GENERAL STUDIES (A.G.) - 190**

**CERTIFICATE PROGRAMS - SPECIALIZED AREAS**

No.							
214	Accounting	212	Corrections	211	Income Tax Preparation	205	Secretarial
222	Banking Certificate (Basic)	216	Credit Union	215	Medical Assisting	207	Secretarial, Advanced
223	Banking Certificate (Advanced)	201	Data Processing	205	Merchandising	200	Secretarial, Certified Professional
224	Banking Certificate (Standard)	217	Dental Assisting	226	Motion Picture Technology	219	Security Administration
225	Banking Certificate (General)	202	Fire Science	209	Police Science	213	Small Business Administration
221	Building Construction	203	Food Service	227	Pre School & Day Care Center	229	Traffic Management
204	Clerical Typist	218	Group Living Home Mgt.	228	Radiation Therapy Technology	220	Wastewater Control Operator
						299	Other

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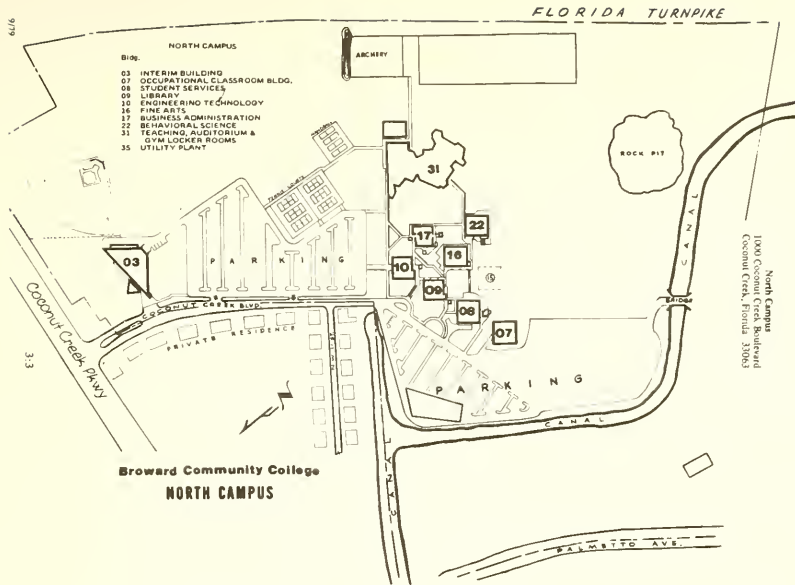
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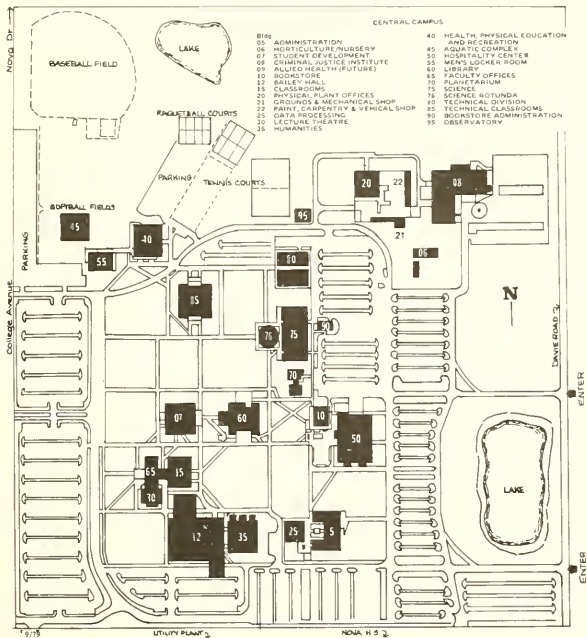
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Central Campus  
3501 Southwest Davie Road, Ft. Lauderdale, FL 33314





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