


BECAUSE COLLEGE COUNTS...



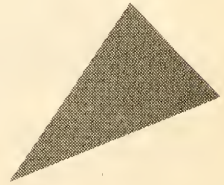
***BROWARD
COMMUNITY
COLLEGE
1988-89***

SHAPING YOUR FUTURE



Digitized by the Internet Archive
in 2011 with funding from
LYRASIS Members and Sloan Foundation

<http://www.archive.org/details/collegcatalog198889brow>



SHAPING YOUR FUTURE

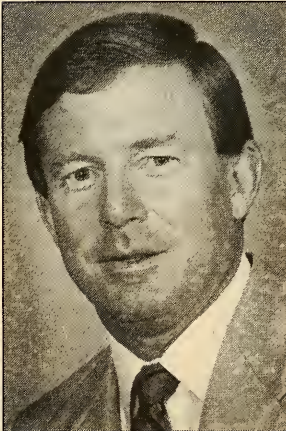




OFFICE OF THE PRESIDENT

From the President

WELCOME TO BROWARD COMMUNITY COLLEGE



With your enrollment at Broward Community College, you are starting one of the most exciting and rewarding times of your life. Broward Community College is committed to helping you to reach your personal, academic, and career goals.

For nearly 30 years, Broward Community College has provided students with the opportunity and skills to excel. Our graduates who have transferred to upper division universities have performed as well or better than native students. Students who enter the job market after completing career programs at BCC are sought after by local employers.

In this era of increasing technological change, education is the key to success. We invite you to share in our commitment to excellence.

Take advantage of your opportunities at BCC; we are here to help you succeed. Because College Counts.

Willis N. Holcombe
President

Board of Trustees

BROWARD COMMUNITY COLLEGE
is fortunate to have the leadership
that comes from an experienced and
dedicated Board of Trustees.

**This group of outstanding local citizens
comprise the legal governing body of
the College and are appointed by the
Governor of the State of Florida.**



Mr. Charles W. Lantz
Hollywood, Florida

Mr. David W. Duke, Jr.
Ft. Lauderdale, Florida

Mrs. Margaret L. Roach, Chairperson
Ft. Lauderdale, Florida

Mr. Michael B. Curran
Ft. Lauderdale, Florida

Mrs. Elinor A. Wilkov, Vice Chairperson
Hollywood, Florida

General Catalog 1988-89

BROWARD COMMUNITY COLLEGE

A. HUGH ADAMS
(CENTRAL CAMPUS)
3501 Southwest Davie Road
Davie, FL 33314
305-475-6865

FORT LAUDERDALE CENTER
College Administration Offices
225 East Las Olas Boulevard
Fort Lauderdale, FL 33301
305-761-7465

NORTH CAMPUS
1000 Coconut Creek Boulevard
Coconut Creek, FL 33066
305-973-2240

JUDSON A. SAMUELS
SOUTH CAMPUS
7200 Hollywood Pines Blvd.
Pembroke Pines, FL 33024
305-963-8835

CENTER FOR HEALTH SCIENCE EDUCATION
3501 Southwest Davie Road
Davie, FL 33314
305-475-6770

ACCREDITATION

*Broward Community College is accredited by
The Commission on Colleges of the
Southern Association of Colleges and Schools*

MEMBER OF

*American Association of Community and Junior Colleges
American Association for Higher Education
American Council on Education
American Technical Education Association, Inc.
Association of Community College Trustees
Association of Governing Boards
College Entrance Examination Board
Florida Association of Colleges and Universities
Florida Association of Community Colleges
Institute of International Education
National Association of Foreign Student Affairs
Southern Association of Colleges and Schools
Southern Association of Community and Junior Colleges*

BROWARD COMMUNITY COLLEGE IS
*An Equal Opportunity Employer
An Equal Opportunity Educator*

NOTE: *BCC application attached to inside back cover.*

WHERE TO GO FOR HELP

Academic Standing, Probation, Suspension, Reinstatement	Advisor/Counselor Registrar
Adding, Dropping or Changing Courses	Counseling-Advisement Office or Registrar
Admissions, Registration, Academic Records	Registrar
Advisor or Counselor, Assignment of	Counseling-Advisement Office
Alumni	Development Office
Books and Classroom Supplies	Bookstore
Career Information	Career Center and Counseling
Closed Class Enrollment Form	Instructor, Dept. Head, Div. Chair
College Bills, Payment or Adjustments	Bursar's Office
Credit Overload Form	Advisor/Counselor
Evaluation of Permanent Records for Graduation	Counseling, Registrar
Gifts and Donations	Development Office
Grade Concerns	Dept. Head, Registrar
Help With Personal Problems	Counseling-Advisement Office
IN CASE OF ACCIDENT REPORT TO:	Instructor, Security
Loans and Scholarships	Financial Aid
Lost and Found	Counseling-Advisement Office
Parking Permit	Security
Part Time Jobs	Career Center
Permission to Organize a Club	Vice President for Student Development Director of Student Activities
Public Relations-Promotional Events	Director of College Relations
Reserving College Facilities	Campus Provost
Student Activities, General	Student Activities Office
Student Grievances	Counseling/Dean of Students
Student Work on Campus	Financial Aid
Testing & Test Interpretation	Counselor
Transfer (in or out) Admissions	Registrar, Director of Admissions
Tutoring	Learning Resources Center
Waiver of Requirements Form	Advisor/Counselor, Dept. Head
Withdrawal from College	Registrar

TABLE OF CONTENTS

	PAGE
I Calendars and Final Exam Schedules	6-14
II General Information	15-18
A. College Background	17
1. The College	17
2. History	17
3. Philosophy	17
4. Purposes	17
5. Accreditation	18
6. Equal Opportunity Policy	18
7. Sites and Buildings	18
8. Southeast Florida Consortium	18
B. Admissions and Registration	19-29
1. Admissions	19
a. General Admissions Requirements	19
b. Dual Enrollment/Early Admission	19
c. Special Student Admission	20
d. Student Fulfilling Requirements for Another College (Transient Students)	20
e. Health Science Education Students	20
f. Transfer Students	20
g. International Students	20
h. Florida Residency Requirements	21
i. Recency of Credit	22
2. Assessment Academic Advisement, and Registration	22
a. Academic Advisement and Assessment	22
b. Who Shall be Assessed	22
c. Assessment Procedures	23
d. Registration	23
e. Orientation	23
3. Financial Services, Veterans Affairs & Handicap Services	23-25
a. Financial Assistance	23
b. Academic Scholarships	23
c. Scholarship Library	24
d. Types of Assistance Available	24
e. Tuition Waivers	25
f. Veterans Benefits	25
g. Disabled Student Services	25
4. Student Fees	26-29
C. Student Support Services	30-31
1. Bookstores	30
2. Library Consortium	30
3. Counseling	30
4. Food Services	30
5. Health Services	30
6. Learning Resources	30
7. Libraries	31
8. Academic Intervention Services	31
D. Student Life	32-33
1. Cultural Activities	32
2. Intercollegiate & Intermural Sports	32
3. Student Organizations	32
a. Interest Clubs	32
b. Service Clubs	32
c. Religious Clubs	33
d. Scholastic Honorary Groups	33
e. Professional and Academic Groups	33
f. Alumni Association	33
g. Student Government	33
h. Recreational Activities	33
4. Student Publications	32
III Academic Regulations	35-46
A. College Regulations	37
1. Academic Honors	37
2. Academic Load	37
3. Audit	37
4. Cancellation of Previous Record	37
5. Class Attendance	37

6. Classification of Students	37
7. Conduct	37
8. Examinations & Tests	37
9. Grades and Records Policy	37
10. Graduation Requirements	38
11. Graduation Honors	38
12. Repeating Courses	38
13. Scholastic Standards	38
14. Semester Hour	39
15. Semester System	39
16. Transcripts	39
17. Withdrawals & Refunds	39
B. State Regulations	40-41
1. The Gordon Rule (6A-10.30)	40
2. CLAST (College Level Academic Skills Test)	40
3. College Preparatory Program	41
C. Special Programs	42-46
1. Advanced Placement and Clep	42
2. Career Planning	42
3. Career Planning and Placement Services	42
4. Cooperative Education/Experiential Learning	42-43
5. Foreign Study	43
6. Open College	44
7. Honors Institute	44
8. Academic Intervention Services	46
IV PROGRAMS OF STUDY	47-51
A. Associate of Arts Degree	49
1. Philosophy of General Education	49
2. General Information	49
3. Degree Requirements	50
4. General Education Requirement/Associate of Arts Degree	50
B. Associate of Science Degrees/Certificates	52
1. General Information	52
2. Associate of Science Degree Programs	52
3. Certificate Programs	52
4. Associate of Science in General Studies Degree	53
5. Division of Continuing Education/Community Services	54
6. Center for Health Science Education	55
a. Continuing Education for Health Related Professions	56
b. Dental Assisting Program	57
c. Diagnostic Medical Sonography (Ultrasound)	58
d. Dietetic Technician Program Nutrition Care Services	58
e. Emergency Medical Services Program	59
f. Medical Assisting Program	60
g. Medical Laboratory Technology Program	62
h. Nursing Technology	63
i. Physical Therapist Assistant Program	64
j. Radiation Therapy Technology	65
k. Radiologic Technology Program	66
l. Respiratory Therapy Program	67
7. Automotive Technology	70
8. Aviation Technology	72
9. Professional Pilot	73
10. Business Technology	75
a. Business Administration	76
1. Accounting	76
2. General Business	76
3. Insurance	76
4. International Business	76
5. Real Estate	76
6. Banking	77
b. Computer Sciences	79
c. Court and Conference Reporting	80
d. Hotel-Motel Administration	80
e. Insurance Careers Program	80
1. Agents Qualification	80
2. Chartered Property and Casualty Underwriter	80
f. Legal Assisting	81
g. Management	81

1. Materials Management	81
2. Purchasing Management	82
3. General Management	82
h. Marketing	83
1. Airline Marketing	83
2. Fashion Marketing	83
a) General Marketing	84
i. Office Information Systems	85
1. Administrative Assistant	85
2. Airline Specialist	85
3. Legal Secretary	85
4. Medical Office Specialist	85
5. Office Specialist	85
6. Information/Word Processing	86
j. Restaurant and Food Service Administration	86
k. Tourism Industries Administration	86-87
l. Certificate Programs	88
1. Accounting	88
2. Advanced Secretarial	88
a) Accounting	88
b) Executive Secretary	88
c) General Secretary	88
d) Insurance	88
e) Legal Secretary	88
f) Medical Secretary	89
g) Real Estate Option	89
3. Clerk Typist	89
4. Food Service	89
5. Income Tax Preparation	89
6. Professional Secretary	90
7. Secretary	90
8. Marketing	91
9. Small Business Administration	91
10. Criminal Justice	92
a. Criminal Justice A.S. Degrees	92
1. Law Enforcement Emphasis	92
2. Correction Emphasis	92
3. Crime Scene Technology	92
b. Fire Science A.S. Degree	93
c. Certificates	93
1. Police Science	93
2. Corrections	94
3. Fire Science Technology	95
11. Engineering Technology	95
a. Architectural Technology	95
b. Building Construction Certificate	95
c. Contracting and Civil Engineering Technology	95-96
d. Electronic Engineering Technology	96
e. Interior Design	96-97
f. Building Construction (Associate of Arts)	97
12. Landscape Technology	97
13. Pest Control Technology	99
14. Social and Behavioral Sciences	100
a. Early Childhood Education and Management	100
V Course Information	101
A. Department Course Information	103
B. Florida's Statewide Course Numbering System	107-108
C. Course Titles/Directory/Index	109-120
D. Course Descriptions	121-201
VI VIP's/Miscellaneous	203-223
A. Administrative Boards	205-208
1. Distinguished Service Award	216
2. BCC Foundations	216
3. Honorary Board of Trustees	217

4. Scholarship Donors	217
D. Glossary	219-220
E. Index	221-223
F. MAPS	224

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.





CALENDARS AND FINAL EXAM SCHEDULES



1988

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

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

1989

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

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

College Calendar 1988-89

TERM I

	Term I	Term IA	Term IB
	Aug 24-Dec 20	Aug 24-Oct 20	Oct 21-Dec 20
*REGISTRATION AND ADVISEMENT			
8:30 AM TO 7:00 PM M-Th			
8:30 AM TO 4:30 PM F			
1. Currently enrolled students	Jun 6-Aug 19	Jun 6-Aug 19	Jun 6-Oct 21
2. Saturday Registration (8:30 AM - Noon)	Aug 20 & Aug 27		
3. Late Registration	Aug 22-Aug 26		
4. CLASSES BEGIN 8:00 AM	Aug 24	Aug 24	Oct 21
5. DROP & ADD (8:30 AM TO 7:00 PM)	Aug 29-30	Aug 24-25	Oct 21-24
**Last Day for 100% Refund	Aug 30	Aug 25	Oct 24
HOLIDAY (Labor Day)			
No classes day or evening	Sept 5	Sept 5	
HOLIDAY (Fall Holiday)			
No classes day or evening	Sept 21	Sept 21	
MIDTERM	Oct 20	Sept. 22	Nov 21
LAST DAY FOR STUDENTS TO WITHDRAW FROM ANY CLASS			
	Oct 26	Sept 26	Nov 23
LAST DAY TO CHANGE FROM CREDIT TO AUDIT			
	Oct 26	Sept 26	Nov 23
HOLIDAY (Veteran Day)			
No day or evening classes	Nov 11		Nov 11
HOLIDAY (Thanksgiving)			
No evening classes	Nov 24		Nov 24
No day or evening classes	Nov 24-25-26		Nov 24-25-26
LAST DAY OF CLASSES	Dec 20	Oct 20	Dec 20
FINAL EXAMINATIONS	Dec 14-20	Last Class Meeting	Last Class Meeting
GRADUATION	Dec 20	Oct 20	Dec 20
GRADES DUE IN THE CAMPUS REGISTRAR'S OFFICE BY 3:00 PM	Dec 21	Oct 21	Dec 21

*Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times.

*All CAMPUS registrations offices will be closed from Dec. 26 thru 30 with the exception of the Fort Lauderdale center which will remain open for registration from 8:30 AM to 4:30 PM each day.

College Calendar 1988-89

TERM II

	Term II	Term IIA	Term IIB
	Jan 5-May 5	Jan 5-Mar 2	Mar 3-May 5
*REGISTRATION AND ADVISEMENT			
8:30 AM TO 7:00 PM M-Th			
8:30 AM TO 4:30 PM F			
1. Currently enrolled students	Nov 2-Dec 23	Nov 2-Dec 23	Nov 2-Mar 2
2. Saturday Registration (8:30 AM to 12:00 PM)	Jan 7 Dec 26-Jan 6		
3. Late Registration	Jan 5	Jan 5	Mar 3
4. CLASSES BEGIN 8:00 AM	Jan 5	Jan 5	Mar 3-6
5. Drop & Add (8:30 AM to 7:00 PM)	Jan 9-11	Jan 5-6	Mar 6
Last Day for 100% Refund	Jan 11	Jan 6	Mar 6
HOLIDAY (Martin L. King's Birthday)			
No classes day or evening	Jan 16	Jan 16	
MIDTERM	Mar 2	Feb 2	Apr 6
LAST DAY FOR STUDENTS TO WITHDRAW FROM ANY CLASS			
	Mar 8	Feb 6	Apr 10
LAST DAY TO CHANGE FROM CREDIT TO AUDIT			
	Mar 8	Feb 6	Apr 10
HOLIDAY (Spring Break)			
No day or evening classes	Mar 20-Mar 25		Mar 20-Mar 25
LAST DAY OF CLASSES	May 4	Mar 2	May 4
FINAL EXAMINATIONS			
	Apr 28-May 4	Last Class Meeting	Last Class Meeting
GRADUATION	May 5	Mar 2	May 5
GRADES DUE IN THE CAMPUS REGISTRAR'S OFFICE BY 10:00 AM			
	May 5	Mar 3	May 5

*Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times.

College Calendar 1988-89

TERM III

	Term III	Term IIIA	Term IIIB
	May 8-Aug 4	May 8-Jun 20	Jun 22-Aug 4
*REGISTRATION AND ADVISEMENT (8:30 AM TO 7:00 PM)			
1. Currently enrolled students	Apr 4-May 6	Apr 4-May 6	Apr 4-Jun 21
2. CLASSES BEGIN 8:00 AM	May 8	May 8	Jun 22
3. LATE REGISTRATION - DROP & ADD (8:30 AM TO 7:00 PM)	May 8-9	May 8-9	Jun 22-23
**Last Day for 100% Refund	May 9	May 9	Jun 23
HOLIDAY (Memorial Day)			
No classes day or evening	May 29	May 29	
MIDTERM	Jun 20	May 26	Jul 14
No day or evening classes	Jun 21		
LAST DAY FOR STUDENTS TO WITHDRAW FROM ANY CLASS			
	Jun 23	May 31	Jul 17
LAST DAY TO CHANGE FROM CREDIT TO AUDIT			
	Jun 23	May 31	Jul 17
HOLIDAY (Independence Day)			
No day or evening classes	Jul 4		Jul 4
LAST DAY OF CLASSES	Aug 4	Jun 20	Aug 4
FINAL EXAMINATIONS	Jul 31-Aug 4	Last Class Meeting	Last Class Meeting
GRADUATION	Aug 4	Jun 20	Aug 4
GRADES DUE IN THE CAMPUS REGISTRAR'S OFFICE BY 3:00 PM			
	Aug 7	Jun 21	Aug 7

Alternate Friday classes are divided as follows:

IIIA

Monday and Wednesday classes will meet on May 12, 26, and June 9, 1989.
Tuesday and Thursday classes will meet on May 19, and June 2, 16, 1989.

IIIB

Monday and Wednesday classes will meet on June 23, July 7, July 21, 1989 and Aug. 4, 1989.
Tuesday and Thursday classes will meet on June 30, July 14, and July 28, 1989.

*Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times.

BROWARD COMMUNITY COLLEGE 1988-89

FINAL EXAMINATION SCHEDULE FOR CLASSES IN TERM I

All examinations will be held in regular classrooms unless students are notified to the contrary by the Instructor. Term I and IB Examinations may have room conflicts. Please double-check with Instructor.

WEDNESDAY, DECEMBER 14, 1988

08:00-10:00 am for classes meeting on Monday at 08:00 am.
10:10-12:10 pm for classes meeting on Monday at 11:00 am.
12:20-02:30 pm for classes meeting on Monday at 01:00 pm.
02:30-04:30 pm for classes meeting on Monday at 02:00 pm.

THURSDAY, DECEMBER 15, 1988

08:00-10:00 am for classes meeting on Tuesday at 08:00 am.
10:10-12:10 pm for classes meeting on Tuesday at 11:00 am.
12:20-02:20 pm for classes meeting on Tuesday at 12:30 pm.
02:30-04:30 pm for classes meeting on Tuesday at 03:30 pm.

FRIDAY, DECEMBER 16, 1988

08:00-10:00 am for classes meeting on Wednesday at 09:00 am.
10:10-12:10 pm for classes meeting on Wednesday at 10:00 am.
12:20-02:20 pm for classes meeting on Wednesday at 12:00 pm.
02:30-04:30 pm for classes meeting on Wednesday at 03:00 pm.

SATURDAY, DECEMBER 17, 1988

09:00-12:00 noon for classes meeting on Saturday

MONDAY, DECEMBER 19, 1988

09:00-11:00 am for classes meeting on T & R at 12:00 pm
11:10 am-01:10 pm for classes meeting on T & R at 10:00 am
01:20-03:20 pm for classes meeting on T & R at 03:30 pm
04:00-06:00 pm for classes meeting M W & F at 4:00 pm

TUESDAY, DECEMBER 20, 1988

08:00-10:00 am for classes meeting on Thursday at 09:30 am.
10:10-12:10 pm for classes meeting on Thursday at 09:00 am.
12:20-02:20 pm for classes meeting on Thursday at 01:00 pm.
02:30-04:30 pm for classes meeting on Thursday at 02:00 pm.

TERM IA, IB, 1988-89 The last class meeting is for final examination.

NIGHT EXAMINATIONS WILL BE HELD DURING EXAMINATION WEEK AT THE NORMAL CLASS HOUR.

Any classes not covered by the above schedule will have their examination time designated by the instructor.

BROWARD COMMUNITY COLLEGE 1988-89

FINAL EXAMINATION SCHEDULE FOR CLASSES IN TERM II

All examinations will be held in regular classrooms unless students are notified to the contrary by the Instructor. Term II and IIB Examinations may have room conflicts. Please double-check with Instructor.

FRIDAY, APRIL 28, 1989

08:00-10:00 am for classes meeting on Monday at 08:00 am.
10:10-12:10 pm for classes meeting on Monday at 11:00 am.
12:20-02:20 pm for classes meeting on Monday at 01:00 pm.
02:30-04:30 pm for classes meeting on Monday at 02:00 pm.

SATURDAY, APRIL 29, 1989

09:00-12:00 pm for classes meeting on Saturday

MONDAY, May 1, 1989

08:00-10:00 am for classes meeting on Wednesday at 09:00 pm
10:10 am-12:10 pm for classes meeting on Wednesday at 10:00 am
12:20-02:20 pm for classes meeting on Wednesday at 12:00 pm
02:30-04:30 pm for classes meeting Wednesday at 3:00 pm

TUESDAY, MAY 2, 1989

08:00-10:00 am for classes meeting on Tuesday at 08:00 pm
10:10 am-12:10 pm for classes meeting on Tuesday at 11:00 am
12:20-02:20 pm for classes meeting on Tuesday at 12:30 pm
02:30-04:30 pm for classes meeting Tuesday at 3:30 pm

WEDNESDAY, MAY 3, 1989

08:00-10:00 am for classes meeting on Thursday at 09:30 am.
10:10-12:10 pm for classes meeting on Thursday at 09:00 am.
12:20-02:20 pm for classes meeting on Thursday at 01:00 pm.
02:30-04:30 pm for classes meeting on Thursday at 02:00 pm

THURSDAY, MAY 4, 1989

09:00-11:00 am for classes meeting on T & R at 12:00 am.
11:10-01:10 pm for classes meeting on T & R at 10:00 am.
01:20-03:20 pm for classes meeting on T & R at 03:30 pm.
04:00-06:00 pm for classes meeting on T & R at 04:00 pm.

TERM IIA, IIB, 1988-89 The last class meeting is for final examination.

NIGHT EXAMINATIONS WILL BE HELD DURING EXAMINATION WEEK AT THE NORMAL CLASS HOUR.

Any classes not covered by the above schedule will have their examination time designated by the instructor.



GENERAL INFORMATION



COLLEGE BACKGROUND

The College

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

The College District Board of Trustees is the legal governing body for the operation of the College. It is constituted as a corporate body with all powers necessary and proper for governance and operation. Members of the Board of Trustees are appointed by the Governor, approved by four members of the Cabinet, and confirmed by the Florida State Senate. The College operates under statutory authority and rules of the State Board of Education. The State Board of Community Colleges (SBCC), which is subject to the overall supervision of the State Board of Education, exercises responsibility for state wide leadership in overseeing and coordinating the individually governed public community colleges.

History

In 1959 the Florida State Legislature authorized the establishment of the Junior College of Broward County. With the appointment of a local Advisory Committee under State Board of Education Regulations in October of that year, the College began to develop. Dr. Joe B. Rushing undertook his responsibilities as the first President on April 7, 1960, and the following autumn, with an enrollment of 701 students the College opened its doors in buildings formerly used by the Naval Air Station at the Fort Lauderdale/Hollywood International Airport. From this beginning the College has experienced solid growth in facilities, number of students, and quality of programs.

When the first permanent building was completed in August 1963, the College moved to its present Central Campus location on Southwest Davie Road in Davie.

Dr. Rushing resigned as President in 1965. His successor was Dr. Myron Blee. Dr. A. Hugh Adams, became the third President, assuming his duties on April 15, 1968.

Dr. Adams retired December 31, 1986, and the district Board of Trustees appointed Dr. Willis N. Holcombe President effective January 1, 1987.

In May 1968, to be compatible with State terminology, the College changed its name to Broward Junior College. In July, the Florida Legislature, in Special Session, withdrew the state junior colleges from the governance of the boards of public instruction. Thus the Advisory Board of Broward Junior College became the governing District Board of Trustees. In September 1970, the Board changed the name of the college to Broward Community College - a name that more aptly represents the comprehensive nature of the college programs.

Currently Broward Community College has four main campuses, several centers, and numerous off-campus facilities. In addition to Hugh A. Adams (Central Campus) on Southwest Davie Road in Davie, the College has North Campus on Coconut Creek Boulevard in Coconut Creek and the Judson A. Samuels South Campus on Hollywood Boulevard in Pembroke Pines. The fourth campus, the Allied Health Center Campus, has its Administrative Offices on Southwest Davie Road, but, offers courses on each of the other three locations.

The College also has several centers. The Fort Lauderdale Center is the site of the College Administrative Offices. The Von D. Mizell Center, on Sistrunk Boulevard in Fort Lauderdale provides classes and counseling/advisement. Tigertail Lake, on Ravenswood Road in Fort Lauderdale, is leased from the County for various instructional and recreational purposes.

The College has been conducting study-travel tours to foreign countries since 1974. With the establishment of the Division of International/Intercultural Education in 1977, the College offers students the opportunity to study for a semester in various countries, including Spain, England, and Israel.

Broward Community College, beginning with a small university parallel program, has expanded its curricula to include many technical and occupational programs. Additional university-parallel courses are offered at numerous locations in Broward County and in other parts of the world.

Philosophy

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 purposeful, gratifying, and useful lives in a democratic society. Paramount to such education are study programs designed to fit the varied educational and vocational goals of the students, as well as programs to 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 all students at their individual levels 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 desire to pursue post secondary one-year or two-year technical, occupational, and/or health education programs for job market entry, for supplementing of skills and knowledge, and for responding to needs in new areas of technology.
3. To provide programs which will enrich their cultural lives and enhance their personal well being.
4. To serve as a cultural center for Broward County and South Florida.
5. To offer experiences in international and intercultural education to enable participants to have a global awareness.
6. To provide special services, programs, courses, seminars, workshops, and conferences (credit or non-credit) for persons with special needs such as the older adults, handicapped, economically deprived, and others.
7. To serve as a community resource center in cooperation with a broad spectrum of community groups, organizations, and agencies in identifying, resolving, and meeting community needs.

ACCREDITATION

Broward Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. It is also authorized by the Florida Department of Education.

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 and equal educational opportunity, 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.

Sites and Buildings

A. Hugh Adams (Central Campus), which is located west of the Florida Turnpike and south of State Road 84 on Southwest Davie Road in Davie, covers approximately 150 acres. Currently, Central Campus has thirty-two buildings that include a planetarium, an observatory, and the Ralph R. Bailey Concert Hall. Central Campus also has an aquatic complex and athletic fields. The grounds are landscaped, and parking spaces are adequate to handle current enrollments. A perimeter road aids in keeping traffic problems to a minimum.

North Campus, which is adjacent to the Florida Turnpike at Exit 20 and south of Coconut Creek Parkway in Coconut Creek, covers approximately 113 acres. North Campus has eleven buildings that include the multipurpose OMNI. Landscaping and site improvements continue as the campus expands. A mathematics/science building is under construction.

The Judson A. Samuels South Campus, which is located west of the Florida Turnpike on Hollywood/Pines Boulevard at 72nd Avenue in Pembroke Pines, covers approximately 103 acres. The campus has three buildings, including the joint use BCC/South Regional Library that was completed in October 1983. The twenty acres of land facing Hollywood Boulevard are landscaped to create a park-like setting, and improvements continue as expansion occurs. Leased facilities used for classes and offices are located at the Pines Center east of 72nd Avenue on Hollywood/Pines Boulevard.

The Fort Lauderdale Center, which is located on east Las Olas Boulevard in downtown Fort Lauderdale occupies about 60,000 square feet in the old Landmark First National Bank Building. It houses the Administrative Offices, classrooms, and seminar rooms.

The Copans Road Center offers classes and counseling/adviseement at its location on Copans Road in Pompano Beach.

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. Since that date, other public and private institutions have joined the Consortium. 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, FL 33176.

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

ADMISSIONS AND REGISTRATION

Admissions

Admission to the College is based on a number of considerations, not 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.

The steps in applying for admission to Broward Community College are as follows:

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. After a review of all required information submitted by the students, the College Registrar's Office will notify the applicants of the decision regarding their 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 the College's ideals of scholarship and standards of conduct might be put in jeopardy by such admission.

General Admissions Requirements

1. Applicants must properly complete the Application for Admission form.
2. Applicants must have graduated from an approved high school or have received an equivalency diploma (GED). To earn a GED, a person must make an average score of 45 with no score less than 40. Applicants interested in taking the GED should contact one of the Broward County Adult/Vocational Centers. These Centers are part of the School Board of Broward County, not Broward Community College. Individuals not meeting the above requirements may qualify for Special Student Admission. (See section on Special Student Admission.)
3. Applicants must pay the \$20.00 Application Fee (for credit and audit students enrolling in credit courses). This fee is nonrefundable.
4. Official transcripts of all educational records are required from every applicant who plans to earn a degree or certificate at Broward Community College.
 - a. High school graduates (no previous college) must submit an official high school transcript indicating date of graduation.
 - b. Transfer students who have attended another college or university must submit all transcripts from all institutions of higher education attended.
5. Students indicating non-degree-seeking status at Broward Community College are not required to submit official transcripts of their educational records. Students must meet the general admissions requirements as noted above, and if they have previously attended a college or university, must be eligible to return. Students indicating non-degree-seeking status on the application are affirming that they meet these requirements when

they sign the official Broward Community College Application for Admission. Non-degree-seeking students may change their status by a written request submitted to the campus Registrar's Office. When this situation occurs, all transcripts required, as noted above in No.5, must be in the Registrar's Office prior to the degree-seeking student's next registration.

6. Complete information on the Application for Admission is required. Incomplete information will cause rejection of the application. False information will subject applicants 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.

7. All students entering college credit programs shall be provided with counseling which shall include tests or assessment procedures designed to measure achievement of college-level communications and computation competencies. The college may limit the admission of students whose level of achievement in communications and computation skills are below those defined by the college as required for successful performance in college-level credit programs.
8. Students whose attendance at the College was interrupted may apply for readmission and, if readmitted, will be subject to the rules and regulations that are in effect at the time of application for readmission. Students out for more than one year must update their residency affidavit at the time of registration.

The College Calendar lists registration dates. Students enrolling in a course after instruction has begun are at a distinct disadvantage. They are responsible for assignments and instructions missed. The College calendar should be consulted for the last date to register for class.

Dual Enrollment/Early Admission/ Dual Credit

Superior high school students who meet the following requirements may attend Broward Community College prior to 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 3.0 and have the written recommendation of their high school principals and guidance directors. Dual enrollment students attend 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 an overall high school grade point average of at least 3.0 and have obtained the written recommendation of their high school principals and guidance directors may be admitted to the early admission program. Early 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 for two consecutive terms and the high school's conferring a diploma recognizing graduation from high school. Students can not use college prep courses to meet high school graduation requirements.

DUAL CREDIT - Superior high school juniors and seniors who enroll in special courses through Broward Community College for both high school and college credit. Because high school credit is earned, application fees and tuition are waived, and textbooks are provided free of charge. Juniors and seniors are eligible to participate in the Dual Credit Program if they have a cumulative grade point average of 3.0 or better.

Please note: Policy No. 5106 of the School Board of Broward County stipulates that a student must complete 2 consecutive terms of at least 12 semester hours each with an average of "C" or higher in order to receive a High School diploma.

Special Student Admission (Students without a High School Diploma or General Equivalency Diploma)

Applicants not eligible under any of the above conditions who are 18 years old or older may be provisionally admitted on probation to non-AA degree programs. This probation condition remains until they have completed 12 semester hours credit (usually 4 courses) and have earned at least a "C" average. Meeting this requirement is considered by the College as sufficient evidence of equivalency to a high school diploma or the General Equivalency Diploma. Upon successful completion of this requirement, the student's special status will be changed to that of regular student, while those not making the "C" average on the first 12 hours will be suspended for at least one term. A student suspended under this policy may apply for readmission to the College after one term and may be readmitted to specific college programs as prescribed by Florida Statute 240.321. Applicants may contact a campus counselor/advisor for the details of the alternatives available for readmission.

Students Fulfilling Requirements For Another College (Transient Students)

Students attending other colleges or universities who wish to earn credits to transfer to those institutions may be admitted to the College as transient students. These students must present an official statement from the institution they have been attending which certifies that they are in good standing, and that the credits they earn at this College will be accepted as part of their programs there. Such students are not required to file transcripts of their 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.

2. Courses submitted that are not parallel with courses listed in the College Catalog will be evaluated, and credit toward graduation will be granted as approved by the Registrar.
3. All credits transfer in but may not be accepted depending on degree program. In any event, see your academic advisor for further information.
4. Failure to report previous college level work attempted constitutes a falsification of application and subjects students to loss of all credits earned. Suspension may result.
5. Transfer students will not be admitted to the College if they are not eligible for readmission to the institution where they have been attending college. Students transferring from other institutions or providing advanced standing for educational experience in the armed forces must meet the requirements for graduation as specified in the 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.

Health Science Education Students

ADMISSION REQUIREMENTS:

There are additional admission requirements for health science programs. Students must submit the Registration College Application as well as an Allied Health Application. Please refer to Allied Health Section for further information.

International Students

Broward Community College is committed to cooperating in advancing the educational endeavors of international students, particularly those in the Caribbean and 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, students 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 applicants for admission from foreign countries are evaluated in accordance with the general regulations governing admission.

1. Students must submit a completed International Student Application for Admissions.
2. Students must submit a complete academic record from the first year of secondary school at 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, or appropriate scores certified by an English Language Institute is required prior to admission.

4. A statement of financial support is 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 \$9,000-10,000 per year.

5. International 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 the Immigration Form I-538 signed by the appropriate official in the institution they originally enrolled for or are attending.
- c. Submit a letter of good standing if currently enrolled.
- d. Submit an official final transcript verifying they have been enrolled as a full-time student and have earned at least a 2.0 grade point average.

Students provisionally accepted who do not 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 1 academic year.
- c. Students may not enroll 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 a 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.

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

Florida Residency Requirements

Determination of resident status for tuition purposes. Students shall be classified as residents or nonresidents for the purpose of assessing tuition fees at Broward Community College.

(1) As defined under this section:

- (a) The term "dependent child" means any person, whether or not living with his/her parent, who is eligible to be claimed by his/her parent as a dependent under the Federal Income Tax Code.
- (b) A "legal resident" or "resident" is a person who has maintained his/her residence in this state for the preceding year, has purchased a home which is occupied by him/her as his/her residence, or has established a domicile in this state pursuant to s. 222.17.
- (c) The term "parent" means the natural or adoptive parent or legal guardian of a dependent child.
- (d) A "resident for tuition purposes" is a person who qualifies as provided in sub-section (2) for the in-state tuition rate; a "nonresident for tuition purposes" is a person who does not qualify for the in-state tuition rate.

(2) (a) To qualify as a resident for tuition purposes:

1. A person, or if that person is a dependent child, his/her parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to his/her qualification.
2. Every applicant for admission to Broward Community College shall be required to make a statement as to his/her length of residence in the state and, further, shall establish that his/her presence or, if he/she is a dependent child, the presence of his/her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.
- (b) However, with respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 months immediately prior to the child's qualification, provided the child has resided continuously with such relative for the 5 years immediately prior to the child's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.
- (c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

(3) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he/she has provided such evidence related to legal residence and its duration as may be required by the college.

(4) With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for 5 consecutive years prior to enrolling or re-enrolling at Broward Community College.

(5) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:

(a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person's spouse continues to be domiciled outside of this state, provided such person maintains his/her legal residence in this state.

(b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.

(c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

(6) Any nonresident person, irrespective of sex, who marries a legal resident of this state, or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this state.

(7) A person shall not lose his/her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his/her parent's or parents' serving, in the Armed Forces outside this state.

(8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his/her resident tuition status because he/she or, if he/she is a dependent child, his/her parent or parent establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

(9) Any person who ceases to be enrolled at or who graduates from Broward Community College while classified as a resident for tuition purposes and who subsequently abandons his/her domicile in this state

shall be permitted to re-enroll at Broward Community College as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has re-established his/her domicile in this state within 12-months of such abandonment and continuously maintains the re-established domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any person.

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.

Recency of Credit

College courses completed more than ten (10) years prior to the date of enrollment (or readmission) at Broward Community College may require validation by examination. Please see program requirements or your advisor for further details.

Assessment Academic Advisement, and Registration

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 of 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. Students may self-advise for ensuing semesters but are encouraged to return for advisement if they encounter academic problems, plan a change in educational goals, or desire to consult periodically with an Academic Advisor or Counselor on the accuracy of their self-advisement. Students must return for a graduation evaluation prior to their last term at Broward Community College.

Who Shall be Assessed:

1. All first-time-in-college degree-seeking-students shall be assessed as to their communication and computation competencies (English, Reading and Mathematics). This includes students who identify themselves as seeking the following degrees: Associate of Arts - A.A., Associate of Science - A.S., and Certificates.
2. All non-degree seeking students will be required to take the placement examination upon completion of 12 credits unless an exception is granted by the campus Dean of Student Development. Degree-seeking students who seek admission counseling will be encouraged to take appropriate courses that will enable them to meet their academic and personal goals.
3. Non-degree seeking students wishing to take basic skills courses (Reading, English and Mathematics) must take the placement examination.

4. Returning and transfer students who are not planning to seek a degree, who seek admission counseling will be encouraged to take appropriate courses that will enable them to meet their academic and personal goals.

Assessment Procedures:

All degree-seeking students who have not had previous college work as determined by their application forms must be assessed and advised for courses in the Counseling/Advisement Office. All returning, transfer and non-degree seeking students will be advised to contact the Counseling/Advisement Office for assistance in the registration process.

1. If a degree-seeking student has taken the S.A.T. or ACT, MAPS or ASSET previously, the student should make an appointment with the Counseling/Advisement Office for advisement and registration. The student will not have to be tested further.
2. If a degree-seeking student has not taken the S.A.T., A.C.T., MAPS or ASSET, he/she must be tested prior to advisement and registration. Placement in appropriate courses will be based on the results of the test. Previous school records and the student's academic and career goals will also be used in determining proper course selection.
3. All non-degree seeking students will be required to take the placement examination upon completion of 12 credits unless an exception is granted by the campus Dean of Student Development.
4. Tests utilized in the assessment process: Cut off scores for all tests have been determined by the State Board of Education and the appropriate academic departments and student development staff. If a student's score, falls below the cutoff score, the student must enroll in and successfully complete the appropriate college preparatory course prior to enrolling in college level courses in that area. Students who must take college preparatory courses must begin taking these courses immediately and must maintain continuous enrollment until they complete all required college preparatory courses. Students enrolled in college preparatory courses may enroll in their college level courses.

Placement testing for students who have English as their second language is available through Special Services in the Test Center. The Comprehensive English Language Test (C.E.L.T) is used for English placement.

Referral for individual testing must be made by a Counselor, Advisor, or faculty member. The student returns to the Counseling Office for interpretation of the test results and advisement for course selection.

Registration

After students complete the class schedule form through either counseling or self-advisement, the next step is registration. The student takes his schedule of courses to the Registration Office where it is entered onto the computer. The completed registration form 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 the date shown on the registration slip.

Schedules may be changed as often as necessary at no charge to the student. Check dates of registration in the College Calendar.

Orientation

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

Orientation materials are available in the Counseling/Advisement Office for students. The Student Handbook is available in the Student Life Office.

Financial Services, Veterans Affairs & Handicap Services

Financial Assistance

The purpose of the student financial services program at Broward Community College is to provide needed funds and financial counseling to students who can benefit from further education but who cannot afford to attend college without financial assistance.

Parents and students are expected to contribute toward the student's educational expenses according to their means, taking into account their income, assets, number of dependents and other relevant information. Financial aid is offered after a determination is made that the resources of the family are insufficient to meet the student's educational expenses.

All students applying for financial aid must complete a Broward Community College Financial Aid Application and declare a major field of study with the Registration Offices. Students applying for any of the Federal and State programs must complete a CSS Financial Aid Form (FAF).

Application packets containing the required forms are available at each campus Student Financial Services Office and at all Broward County high school guidance offices.

The priority deadline date is April 15th for the following academic year, however, applications will be accepted after April 15th and will be considered on the basis of available funds. Students must reapply for funds each year. (There is no priority deadline for Pell Grants and Guaranteed Student Loans).

For complete information on all financial assistance programs and application procedures, students are encouraged to request a copy of "Money Talk", a financial services handbook which is available at all campus Financial Services offices.

Academic Scholarships

Full time students with a minimum 3.0 cumulative GPA, who wish to apply for a scholarship, may complete an Academic Scholarship Application. These applications along with "Academic Scholarships", a brochure listing complete information on potential donors and application

procedures, are available at all campus Financial Aid Offices. Priority consideration will be given to students who apply for financial aid.

Scholarship Library

The Student Financial Services Office on Central Campus provides a library of scholarship source books for students interested in seeking out additional sources of assistance. **Student Financial Services Office Locations:**

Central Campus	North Campus	South Campus
1st Floor	2nd Floor	2nd Floor
John Payne Hall	Admin. Bldg.	Schlesinger Hall
(Bldg. 7)	(Bldg. 48)	(Bldg. 71)
475-6573	973-2330	963-8845

Types of Assistance Available

Federal Assistance Programs

Pell Grants provide free money to eligible students who are enrolled for 6 credit hours or more. As it is the base upon which all other aid is awarded, every student is required to apply for a Pell Grant.

Supplemental Educational Opportunity Grants (SEOG) are available on a very limited basis to eligible students. Priority is given to full-time students with the greatest financial need.

College Work Study (CWS) is a program which provides part-time jobs for students to enable them to earn part of their college expenses while gaining valuable experience. Normally students work 15 hours per week and receive minimum wage in a variety of jobs both on and off campus. Priority is given to full-time students.

Guaranteed Student Loans (GSL) are low-interest loans made directly by participating banks, credit unions, or other lenders. Loans are available to students taking at least 6 credits, up to a maximum of \$2,500 per year. Repayment of new loans will begin 6 months after graduation or withdrawal from school at 8 percent interest.

State Programs

Florida Student Assistance Grants (FSAG) are awarded by the State of Florida to needy full-time students. Two year residents of Florida applying before the April 15th deadline, may apply by checking the appropriate box on the FAF. Students will receive their tentative award determination directly from Tallahassee.

Florida College Career Work Experience Program (CCW) jobs provide challenging part-time employment opportunities with outside employers and agencies for eligible needy students. Students who have resided in Florida for 24 consecutive months are eligible for consideration. Students must complete a BCC Financial Aid Application and CSS Financial Aid Form (FAF) or GSL Needs Test in order to be considered.

Florida Undergraduate Scholars Fund is for residents of Florida who have demonstrated outstanding high school achievement may receive a \$500 scholarship. Applications

are available in high school guidance offices and Broward Community College Financial Services Offices.

Private Sources

Donor Scholarships

Many civic and professional organizations in Broward County donate scholarship funds to Broward Community College. Normally these scholarships require a minimum 3.0 GPA and full-time attendance. Interested students should complete a BCC Academic Scholarship Application Form and submit it to the Financial Services Office.

Financial Assistance Programs

B.C.C. Student Assistants Program (BSA) provides part-time jobs for students in various departments on each campus. Students must be enrolled for at least 12 credits, and maintain a minimum 2.0 grade point average. Normally students work 15 hours per week and receive minimum wage.

Short Term Loans are available on a limited basis in cases of financial emergency. Application must be made at a campus Financial Aid Office. **Repayment must be made before the end of the term in which the loan is made.**

Broward Community College Tuition Scholarships are available for students demonstrating academic excellence, proving high financial need, performing service to the College, or experiencing a financial hardship.

Unless otherwise stated, tuition scholarships are limited to a maximum of 32 credit hours per academic year for a maximum of 64 total credits. Students who withdraw from classes paid by a tuition scholarship may be required to make repayment.

All scholarships are awarded each year on the basis of available funds. Unless otherwise indicated below, eligible students apply by completing an Academic Scholarship Application.

BCC Scholarship Categories are as follows:

Athletic Scholarships

Qualified members of BCC athletic teams are eligible to be recommended by the Director of Intercollegiate Athletics for tuition scholarships based on their service to the College.

Scholars Awards

Students who graduate in the top 10% of their high school graduating class, from a Broward County high school, may be recommended to the Scholars Program Selection Committee. Students selected for this award must maintain a minimum 3.25 term GPA and complete a minimum of 12 credit hours per major term. A special application and required recommendations must be submitted to the Honors Program Coordinator.

Principals Honors Scholarships

These scholarships are awarded to academically superior graduating seniors from Broward County high schools and adult centers, based upon the recommendation of the school principal. Students must maintain a minimum 3.0 GPA and complete a minimum of 12 credit hours per major term.

Earl Nightingale Scholarships

Tuition scholarships are awarded to students demonstrating academic excellence in the area of marketing or sales, on the recommendation of the Business Administration Department.

Merit Award

These awards may be granted to high achievement students based on their academic accomplishments, talents, academic promise or service to the College. Application is made to the Director of Financial Aid and is based upon the recommendation of a faculty member.

Need Scholarships

These scholarships will pay tuition for disadvantaged students who need financial assistance in order to attend BCC. Selections for these scholarships are at the discretion of the Director of Financial Aid or his/her designate. A BCC Financial Assistance Application and Financial Aid Form (FAF) must be submitted.

Fire Rescue Scholarships

In consideration of the establishment of the Judson A. Samuels Campus at North Perry Airport, eligible Broward County Aviation Division employees are entitled to a tuition scholarship for fire rescue training. Application is made directly to the Broward County Aviation Division.

Tuition Waivers

BCC Tuition Waiver Categories are as follows:

Early Admission Waivers

Superior public high school students who have completed the 11th grade, have an overall high school GPA of at least 3.0, and have obtained the written recommendation of both their high school principal and guidance director, may be admitted to the early admission program and have their tuition, matriculation, application and all other fees waived up to a maximum of 24 semester hours.

Dual Credit Waivers

Broward County public high school 11th or 12th grade students with a minimum 3.0 GPA who are enrolled in BCC courses for which they will also earn credit toward their high school diploma, are eligible to have their tuition, matriculation, application, and all other fees waived.

Senior Citizen Waivers

Florida residents who are at least 60 years of age are eligible for a waiver of application and matriculation fees on a space available basis. Qualified senior citizens may register for classes after the end of the drop and add period of any term registration. This privilege shall only apply to courses for which there are no established selective admissions criteria. Applications are available in the Financial Aid Office on each campus.

Special Risk Waivers

Any dependent child of a special risk member, as defined in FS 121.021, shall have matriculation and tuition fees

waived, if the special risk member was killed in the line of duty. Students are eligible until their 25th birthday.

Waivers will not be granted for audited courses.

Veterans Benefits

Broward Community College is committed to providing services to veterans who have served honorably in the United States armed forces and their eligible dependents. There are VA advisors on each campus to provide assistance with all phases of VA paper work, act as a liaison between the student and the Veterans Administration in St. Petersburg, and provide benefit counseling. BCC is approved for veterans' training in Associate Degree programs. In addition to being subject to the College's academic standards as outlined in the College Catalog, students receiving veterans benefits must also comply with the VA standards of progress. Payment of benefits cannot be continued after a student has been on academic probation for two consecutive terms. Students needing assistance can contact a VA Advisor on Central Campus at 475-6552, on North Campus at 973-2313, and on South Campus at 963-8868.

For complete information on eligibility for veteran and dependent benefits and application procedures, students are encouraged to request a copy of "Veterans Affairs Information", a handbook which is available from each campus VA Advisor.

Disabled Student Services

As an Equal Access/Equal Opportunity Community College, BCC seeks to comply with all relevant laws enacted at every level of government to provide services for students with special needs. Disabled students are assured participation in all College activities and services. Individuals who plan to attend BCC should contact the Disabled Services Advisor on the campus they wish to attend. These students will be assisted in adapting to the college environment, and information will be given on how to utilize most effectively all aspects of Broward Community College. Some of the services available are note-taking, specialized testing, interpreters for the deaf, readers for the visually impaired, and tutoring/counseling for Learning Disabled students. Specialized equipment is also available to assist disabled students in pursuing their academic objectives. Students receiving assistance from Vocational Rehabilitation or Blind Services are required to apply for financial assistance at Broward Community College.

Students with disabilities who need assistance may contact a Handicap Services Advisor on Central Campus at 475-6527, on North Campus at 973-2313, and on South Campus at 963-8868.

For complete information on disabled student services, available equipment and other aids, students are encouraged to request a copy of "Disabled Student Services", a handbook which is available from each campus Disabled Student Services Advisor.

Student Fees

Fees (matriculation, tuition, registration, and 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. When fees are not paid in full by the assigned due date the schedule of classes will be voided and the student must reregister.

Pre-addressed payment envelopes are available, when registering, for payment of fees by mail. Care should be taken to mail the payment in sufficient time to be received by the assigned due date. The fee schedule will be mailed to the student when a return address is supplied.

Fees and Charges for Noncredit Courses

The College, through the Community Service Office and other academic departments, offers noncredit 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 each course. These fees are due and payable according to the terms indicated within these documents.

Terms I, I-A, and I-B, or II, II-A, and II-B, or III, III-A, and III-B

	Matriculation	Tuition	Per Semester Hour
Florida Students	\$22.95	\$0	\$22.95
Non-Florida Students	22.95	25.00	47.95

(Fees subject to change)

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

Special Course Fees:

ATF Courses

Fees for ATF courses for tuition, matriculation, and special fees are paid to Broward Community College. Fees for flight hours with the fixed base operators are paid directly to the operator. They are subject to change and vary between different flight training contractors. The Aviation Technology Department can advise at any given time what the fee is for any course with a particular contractor for the current term.

Special

Course #	Course Title	Fee
ATF1100	Primary Flight	\$25.00
ATT2600	Flight Simulator Training SE	75.00
ATT2630	Flight Simulator Training ME	100.00

ATM Courses

Students must register for the following ATM Courses as a block during the particular term. Enrollments for individual ATM Courses will not be permitted.

ATM1001, 1011, 1061,	
FAA General Curriculum	975.00
1071, 1091	
ATM1311, 1331, 1351,	
FAA Airframe Curriculum	1010.00
1431, 1461	
ATM1401, 1371, 1411,	
FAA Airframe Curriculum	713.00
1451	
ATM2111, 2121, 2151	
FAA Powerplant Curriculum	650.00
ATM2202, 2101, 2501,	
FAA Powerplant Curriculum	642.00
2551	
HPRD Activity Fee:	2.00

For the Following HPRD courses:

DAA1160, DAA1200, DAA1300, DAA1374, DAA1560,	
DAA1600, DAA2201, DAA2561, DAA2601, DAA2700,	
HLP1939, PEL1041, PEL1121, PEL1211, PEL1321,	
PEL1341, PEL1441, PEL1621, PEL2342, PEM1011,	
PEM1102, PEM1107, PEM1121, PEM1131, PEM1146,	
PEM1405, PEM1431, PEM1432, PEM1461, PEM2132,	
PEM2462, PEM1930, PEM2122, PEN1121, PEN2113,	
PEN2123, PEN2122, PEN2322.	

Applied Music Fees

For the Following Music Courses: 50.00

MVB1211, MVB1212, MVB1213, MVB2222, MVB2223,	
MVB1214, MVB2224, MVB1215, MVB2225, MVK1211,	
MVK2221, MVK1213, MVK2223, MVK2224, MVO1211,	
MVO2221, MVP1211, MVP2221, MVS1211, MVS1212,	
MVS2221, MVS1213, MVS2223, MVS1214, MVS2224,	
MVS1215, MVS2225, MVS1216, MVS2226, MVS2227,	
MVS2228, MVV1211, MVV2221, MVV1211, MVV2221,	
MVS2222, MVW1212, MVW2222, MVW1213, MVW2223,	
MVW1214, MVW2224, MVW1215, MVW2225.	

For the Following Music Courses: 100.00

MVB1311, MVB2321, MVB1411, MVB2421, MVB1312,	
MVB2322, MVB1412, MVB2422, MVB1313, MVB2323,	
MVB1413, MVB2423, MVB1314, MVB2324, MVB1414,	
MVB2424, MVB1315, MVB2325, MVB1415, MVB2425,	
MVK1311, MVK2321, MVK1411, MVK2421, MVK1313,	
MVK2323, MVK1413, MVK2423, MVK2324, MVK2424,	
MVO1311, MVO2321, MVO1411, MVO2421, MVP1311,	
MVP2321, MVP1411, MVP2421, MVS1311, MVS2321,	
MVS1411, MVS2421, MVS1312, MVS2322, MVS1412,	
MVS2422, MVS1313, MVS2323, MVS1413, MVS2423,	
MVS1314, MVS2324, MVS1414, MVS2424, MVS1315,	
MVS2325, MVS1415, MVS2425, MVS1316, MVS2326,	
MVS1416, MVS2426, MVS2327, MVS2427, MVS2328,	
MVS2428, MVV1311, MVV2421, MVV1311, MVV2321,	
MVW1411, MVW2421, MVW1312, MVW1412, MVW2321,	
MVW1411, MVW2422, MVW1313, MVW2323, MVW1413,	
MVW2423, MVW1314, MVW2324, MVW1414, MVW2424,	
MVW1315, MVW2325, MVW1415, MVW2425.	

General Course Fees

Course #	Course Title	Fee
ATM2930	Bell Helicopter Maintenance	1405.00
ATM2940	Helicopter Maintenance Overhaul	1430.00
APB1150L	Modern Principles of Biology Laboratory	15.00
APB1190L	Human Anatomy & Physiology Lab I	15.00
APB1191L	Human Anatomy & Physiology Lab II	15.00
ARC1126C	Architectural Drafting I	5.00
ARC1701	Survey of Architectural History I	5.00

ARC2020C	Architectural Communications I	5.00		Functions II	10.00
ARC2122C	Architectural Drafting II	5.00	DES1100C	Dental Materials	10.00
ARC2140	Materials & Methods of Construction	5.00	DES1210L	Dental Radiology	10.00
ARC2154	Architectural Drafting II	5.00	EET1015C	D.C. Circuits	10.00
ARC2201	Theory of Architecture	5.00	EET1025C	A.C. Circuits	10.00
ARC2681	Environmental Technology	5.00	EET1105C	Linear Techniques I	10.00
ART1202C	3 D Design	10.00	EET2120C	Linear Techniques II	10.00
ART1330C	Life Drawing	30.00	EET2326	Electronic Communications	10.00
ART1480	Computer Art	20.00	EMS1119L	Skills EMT Lab	10.00
ART2110C	Ceramics I	25.00	EMS1059	First Responder	4.00
ART2401C	Beginning Printmaking	25.00	EMS2219L	Paramedic Lab I	10.00
ART2402C	Advanced Printmaking	25.00	EMS2229L	Paramedic Lab	10.00
ART2701C	Sculpture	25.00	EMS2551	Advanced Cardiac Life Support	47.00
ART2932C	Special Topics Ceramics	25.00	ENC0020	Fundamentals of Composition	5.00
ECN2742	Contractor's License Preparation	7.00	ENC0080	Basic Review for College English	5.00
BOT1010L	General Botany Lab	15.00	ENC1101	Composition	5.00
CET1112C	Digital Techniques	10.00	ESL0141	Intermediate English	5.00
CET1123C	Microprocessors I	10.00	ESL0181	Introduction to Comprehension of English	5.00
CET2131C	Microprocessors II	10.00	ESL1241	Developmental Composition	5.00
CET2186C	Peripheral Devices	10.00	ESL1341	Developmental Composition II	5.00
CGS1000	Fundamentals of Data Processing	3.00	ETD1614C	Electronic Drafting	10.00
CGS1510L	Electronic Spreadsheet #1 Beginning	4.00	ETD1121C	Civil Drafting I	5.00
CGS1511L	Electronic Spreadsheet #2 Intermediate	4.00	ETD2122C	Civil Drafting II	5.00
CGS1512L	Electronic Spreadsheet #3 Advanced	4.00	ETE2150	Linear Circuits	10.00
CGS1540L	Database Management Beginning	4.00	FOS2100	Experimental Foods	25.00
CGS1541L	Database Management Intermediate	4.00	FSS1240	Classical Cuisine	25.00
CGS1542L	Database Management Advanced	4.00	FSS2242	International Cuisine	25.00
CGS1571C	General Software Topics I	4.00	GER1000	Elementary German Conversation	5.00
CGS1572C	General Software Topics II	4.00	GER1100	Elementary German Conversation I	5.00
CGS1573C	General Software Topics III	4.00	GER1101	Elementary German Conversation II	5.00
CHM1030	Chemistry for Health Sciences	10.00	GLY1010L	Physical Geology Lab	7.00
CHM1033L	Chemistry for Health Science Lab	10.00	HBR1100	Beginning Hebrew I	5.00
CHM1045L	General Chemistry Lab I	10.00	HBR1101	Beginning Hebrew II	5.00
CHM1046L	General Chemistry Lab II	10.00	ITA1000	Italian Language Lab	5.00
CHM2210L	Organic Chemistry Lab I	15.00	LIT2100	The Film as Literature	12.00
CHM2211L	Organic Chemistry Lab II	15.00	MAT0002	Developmental Arithmetic I	5.00
CIS1930	Special Topics 1 Computer Applications	4.00	MAT0024	Developmental Algebra I	5.00
CIS1930	Special Topics 2 Computer Applications	4.00	MCB2013L	Microbiology Laboratory	25.00
CIS1930	Special Topics 3 Computer Applications	4.00	MEA2200	Clinical Practices	5.00
CIS2930	Field Project	12.00	MEA2201	Clinical Practices	5.00
CJT2110	Criminal Investigation II	5.00	MEA2202	Introduction to Cardiology Procedures	5.00
CJT2120	Forensic Photography	10.00	MEA2300	Basic Medical Lab	10.00
CJT2130	Criminalistics Practicum	10.00	MEA2301	Medical Office Lab	10.00
COP1120	COBOL I	12.00	MEA2800	Externship Medical Assisting	10.00
COP1160	R.P.G. Programming	12.00	MEA2810	Advanced Externship Medical Assisting	10.00
COP1170	Programming in BASIC	12.00	MLS2360	Advanced Hematology	5.00
COP1200C	FORTRAN Programming	12.00	MLS2402C	Clinical Microbiology	15.00
COP1210C	PASCAL Programming	12.00	MLS2605C	Advanced Instrumentation	10.00
COP1220	"C" Programming	12.00	MLS2610C	Advanced Medical Lab Tech	10.00
COP1341	UNIX	12.00	MTB1304	Mathematics and Machines	6.00
COP2121	COBOL II	12.00	NSP2715	Emergency Nursing	20.00
COP2201	Advanced FORTRAN Programming	12.00	NSP2770	Operating Room Nursing	20.00
COP2222C	Advanced "C" Programming	12.00	NSP2860	Refresher Nursing	10.00
COP2400C	Assembly Programming	12.00	NUR1021L	Nursing Process Clinical Lab	20.00
COP2401C	CICS/COBAL Programming	12.00	NUR1421L	Health Care of Women Lab	5.00
DEA1022C	Prefinical Orientation	15.00	NUR1524L	Nursing Care of the Psychiatric Patient Lab	5.00
DEA1800C	Clinical Practices and Procedures I	15.00	NUR1730L	Ped. Nsg. & Common Elements of Nsg. Care Clinical Lab	5.00
DEA1800L	Clinical Practices and Procedures I Lab	15.00	NUR2220L	Medical Surgical Nursing I Clinical Lab	5.00
DEA1804C	Clinical Practices and Procedures II	15.00	NUR2221L	Medical Surgical Nursing II Clinical Lab	5.00
DEA1804L	Clinical Practices and Procedures II Lab	15.00	NUR2222L	Medical Surgical Nursing III Clinical Lab	5.00
DEA1821L	Dental Auxillary Expanded				

NUR2223L	Medical Surgical Nursing IV Clinical Lab	15.00	RTE2616	Radiologic Physics II	5.00
NUR2001L	Nursing Transition I Clinic	20.00	RTE2847L	Clinical Education IV	10.00
NUR2412L	Nursing Transition II Clinic	20.00	RTE2857L	Clinical Education V	10.00
NUR2203L	Nursing Transition III Clinic	20.00	RTE2869L	Clinical Education VI	10.00
NUR2801L	Nursing Transition IV Clinic	20.00	RUS1100	Russian Language Lab	5.00
ORH2021	Plant Propagation	5.00	RUS1101	Beginning Russian	5.00
OST1103	Typing 1	2.00	SON2131	Sonography of Heart & Chest I	5.00
OST1104	Typing 2	2.00	SON2132	Sonography of Heart & Chest II	5.00
OST1105	Typing 3	2.00	SPN1000-		
OST1113	Typing 4	2.00	1101	Spanish Lab	5.00
OST1114	Typing 5	2.00	SPN2240	Intermediate Spanish Conv.	5.00
OST1115	Typing 6	2.00	ZOO1013L	General Zoology Lab	15.00
OST1141	Computer Programming	2.00			
OST2123	Typing 7	2.00			
OST2124	Typing 8	2.00			
OST2125	Typing 9	2.00			
OST2601	Transcribing I	2.00			
OST2602	Transcribing II	2.00			
OST2731	Word Processing 1	4.00			
OST2732	Word Processing 2	4.00			
OST2733	Word Processing 3	4.00			
OST2734	Word Processing 4	4.00			
OST2735	Word Processing 5	4.00			
OST2736	Word Processing 6	4.00			
PEL1041	Recreation Games	10.00			
PEL1141	Archery	5.00			
PEL1111	Beginning Bowling	31.00			
PEL2112	Intermediate Bowling	31.00			
PEL2142	Intermediate Archery	5.00			
PEL2442	Intermediate Racquetball	31.00			
PEM1011	Therapeutic Physical Education	10.00			
PEM1341	Beginning Rollerskating	32.00			
PEM2341	Intermediate Rollerskating	26.00			
PEN1311	Beginning Snowskiing	TBA			
PEN1211	Beginning Water Skiing	52.00			
PEN1171	Swimming Fitness	17.00			
PEN2136	Scuba Diving	40.00			
PEN2312	Intermediate Snowskiing	TBA			
PGY2101C	Photography I	20.00			
PGY2102	Photography II	20.00			
PGY2610	Photo Journalism	10.00			
PGY2650-	PGY2750C Video Art	30.00			
PHT1000L	Introduction to Physical Therapy	10.00			
PHT1103L	Anatomy for Physical Therapist I	5.00			
PHT1800L	Therapeutic Modalities	15.00			
PHY1001L	Applied Physics Lab	7.00			
PHY1001L-	PHY2054L Physics Lab	7.00			
POL0061	Arson and Incendiary Devices	1.00			
PSC1191L	Physical Sciences Survey Lab	7.00			
PSY2012L	General Psychology Lab	3.00			
PSY2043	Advanced Psychology	5.00			
RAT1111L	Radiographic Processing Lab	10.00			
RAT1800L-					
2870L	Clinic	4.00			
REA1105	College Reading I	5.00			
REA1205	Advanced College Reading	5.00			
REE1040	Florida Real Estate Commission I	5.00			
REE2041	Florida Real Estate Commission II	5.00			
RTE1418L-					
1526L	Imaging	10.00			
RTE1614	Radiographic Physics	5.00			
RTE1804L-					
1827L	Clinical	10.00			
RTE2473	Radiographic Quality Assurance	5.00			
RTE2385	Radiology Biology and Pathology	10.00			
RTE2527L	Radiographic Anatomy Positioning IV	5.00			

Miscellaneous Fees (Not Refundable):

Allied Health Liability Insurance (All Allied Health students who enroll in one or more courses that have a clinical component must pay a liability insurance fee. This fee is due at the time of registration each year.)	12.50
Application	20.00
*Checks returned and not honored	10.00 or 5%
Duplicate Fee Card (except when completely withdrawing from all College classes)	1.00
Graduation	7.00
Special Requests for Diplomas	10.00
FAA Examination Administration (per sitting)	10.00
*Library Fines, lost books, and reprocessing books As Required	
Lost HPRD locks	0.85
Lost HPRD towels Per Current Year's Contract	
*Traffic Violation and Penalties:	
1. No valid parking decal	
First violation	3.00
Second violation	10.00
Third violation	15.00
Unauthorized Handicapped Parking	25.00
2. Parking Violations:	
First violation	3.00
Second violation	10.00
Third violation	15.00
Unauthorized Handicapped Parking	25.00
3. All moving violations:	
Ignoring stop signs, speeding, reckless driving, and driving on walkways etc.	5.00

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

*Students must pay fines prior to any subsequent registration or prior to release of their records.

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.

Experiential Learning Fees

Portfolio Orientation (Includes Advisement, Workshop, Catalog)	5.00 Per Semester Hour
Portfolio Evaluation	7.00
Licenses, Certificates (not requiring faculty evaluation)	3.00
College Level Examination Program	
General Exam (\$30.00)	1.00
Subject Exam (\$15.00)	1.00
Departmental Final Exams (Key Scored)	5.00
Proficiency Tests and/or Evaluations	5.00
Site Visitations	7.00
Assessment requiring any combination of above up to	7.00
Clinical Evaluations	7.00
Advanced Placement (for each separate report from ETS when credit is granted)	5.00

Student Support Services

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, intellectual, 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.

Bookstores

The Broward Community College Bookstores are owned and operated by the 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 Hugh A. Adams (Central Campus) Bookstore is located in Building 18 (next to the Hospitality Center).

The North Campus Bookstore is located in Building 48 (Hospitality Center).

The South Campus Bookstore is located in Building 71 (Schlesinger Hall).

The bookstores are normally open from 7:45 a.m. to 7:15 p.m. on Mondays through Thursdays and from 7:45 a.m. to 3:30 p.m. on Fridays. Extended hours are in effect at the beginning of each term. Hours during the summer months are from 7:45 a.m. to 3:30 p.m.

Library Consortium

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 an inter-library loan arranged at their home campus library. The procedure for arranging an inter-library loan is as follows: Students present a valid fee receipt or student ID for the current registration period; faculty present current staff identification.

Counseling

Broward Community College considers students to be uniquely talented human beings with individual abilities, potentials, interests, needs, and life styles. College years are vital stepping stones to the future and the major decisions students must make are foundations on which life will be built.

The Counseling Center provides opportunities for students to grow as "whole" persons, to explore their attitudes and interests as they affect emotional and academic life and

to accept responsibilities as mature, healthy individuals. Students 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 students' effectiveness as students and as persons. 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, senior citizens, and all others to discuss their particular needs.

Food Services

The Robert E. Ferris Center (Building 19), the Hospitality Center on Hugh A. Adams (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. A student lounge, recreational areas, and the Student Activities Office, are also located in the Hospitality Center. On North Campus the student lounge and food facility are located in the Student Services Building (Building 48). On the South Campus, the student lounge and food facilities are located in Schlesinger Hall (Building 71).

Health Services

Medical and hospital facilities are not provided. In case of accident or illness, students should report to the Health Center which, on Hugh A. Adams (Central Campus), is located on the first floor of Building 7, and on North Campus, on the first floor of Building 48.

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, and 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 prerecorded color TV programs for supplementing classroom instruction. College personnel produce many of their own supplemental video tape materials in a color production studio.

4. Learning Laboratories

Direct service to students is provided through a Learning Laboratory on each of the Broward Community College campuses. Each of these is equipped with the necessary

audiovisual materials and equipment for providing remedial, supplemental, and enrichment instructional experiences to students.

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. An 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. The libraries are generally closed on legal and academic holidays. Students must show a Broward Community College library card to borrow material. These cards are issued at the libraries only upon presentation of current paid fees receipts. *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 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, but they must return material to that library from which they borrowed it.

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 Hugh A. Adams (Central Campus) Library, on the second floor of Building 17, is conveniently located in the center of the campus. It has a book collection of 148,000 volumes and about 3,000 new volumes are added each year.

The North Campus Library in Building 49, is in close proximity to the classrooms, offices, and student center. This library has 66,000 volumes and about 1,500 new volumes are added each year.

Students at the South Campus are served by a library formed by the recent merging of the campus library with the (public) South Regional Library of the Broward County Library System. This collection, located in building 72 immediately west of Schlesinger Hall, makes available about 125,000 volumes for student research. South Campus students have access to other campus libraries, but must present their Broward Community College ID cards to be issued a Broward Community College library card.

Academic Intervention Services

Department of academic intervention services — The Academic Intervention Services Program provides academic and personal support services to selected students assisting them in fulfilling their educational objectives. Program participants receive career, academic, and personal counseling along with individualized programmed learning center experiences, tutoring, financial aid information, work-study job placement and referrals for enhancement of educational goals. The program also coordinates the collegewide placement and assessment program. Additional information relative to specifics can be obtained from the Program Director.

Student Life

Cultural Activities

MUSIC — College Singers, North Broward Community Chorus, Pop Chamber Singers, Concert Choir, Opera Workshop, Jazz Ensemble, Neophonic Jazz Ensemble, Symphonic Band, and Youth Symphony/Orchestra, 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.

FINE ARTS GALLERY — The Fine Arts Gallery supports and enhances the academic programs offered by the Art Departments of Broward Community College. Art exhibitions, lectures, and shows by artists of regional, national, and international acclaim are among the programs offered to the college and the community.

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 music, drama and art activities, many speakers are presented each year, and the members of the College community speak frequently to civic, church, and cultural groups. Various student groups, through the Student Life program, sponsor events of interest during the College year. The Buehler Planetarium presents two weekly shows to the public and many special shows to public schools and civic groups.

Intercollegiate & Competitive Intramurals

The purpose of the Intercollegiate Athletic program is to maintain a comprehensive, well-balanced program under the policies and regulations of the Florida Community College Activities Association (FCCAA), and the National Junior College Athletic Association (NJCAA). Eligibility for, and participation in, all Intercollegiate Athletic programs shall be without regard to race, color, age, creed, national origin or sex as defined in Title IX of the Higher Education Act of 1974. The Intercollegiate Athletic program is considered to be an integral part of the educational program of the College.

Competitive Intramural programs, at the College, are to provide an opportunity for students to participate in the team sports activities of their choice. Participation is entirely voluntary, and all students are invited to participate.

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 Affairs and the Director of Student Life. 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 and leadership. Included are the following:

1. Honorary Societies
2. Departmentally affiliated organizations

3. Intercollegiate athletics
4. Student Council
5. Special Interest Clubs
6. Fraternities and Sororities
7. Student newspapers

The above groups center their purposes around an interest, profession, or services. 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 six or more students may start a club pertaining to their particular interest by obtaining a "Petition for Registration" at the Student Life office.

Student Publications

The Observer: The College Newspaper

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

Interest Clubs

Alpha Eta Rho
Alpha Phi Omega
American Institute of Architecture
The American West Indian Club
Brain Bowl
Broward Collegiate Art Society
B.U.S.H. (horticulture club)
Chess Club
DECA
Delta Psi Omega (drama)
E.A.G.L.E. (handicapped)
Fla. Nursing Student Assoc.
Flight Team
Gamers Club
Hotel Management Association
Ice Hockey Club
International Club
Jaycees
Karate and Judo Club
Phi Theta Kappa (honor Society)
Physical Therapy Assistants
RSVP (Political Science)
Sailing Club
Society of Brotherhood Elite
Speak Easy (drama)
Substance Abuse
Tau Kappa Epsilon
Young Republicans

For any information concerning these clubs, call the Student Life Office.

Service Clubs

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

Religious Clubs

InterVarsity Christian Fellowship
Hillel—Jewish Student Union
Baptist Campus Ministries
Catholic Campus Ministries
The Gift of Life (bible study)

For any information concerning these clubs, call the Student Life Office.

Scholastic Honorary Groups

National Drama Society
Phi Rho Pi—National Honor Society for Forensics
Phi Theta Kappa—A National Scholastic Honor Society with approximately 700 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 junior and community colleges. Invitation for admission depends on a student's achieving a 3.5 cumulative academic grade point average.

Professional and Academic Groups

Student Nurses Association of Florida
International Foreign Language Organization
D.E.C.A.—Marketing
B.U.S.H.—Horticulture Society
Alpha Eta Rho (Eta Pi Chapter)—International Aviation Fraternity
H.S.M.A. of Broward Community College—Hotel and Sales Manager Association
Brain Bowl
Student Speakers Bureau
Phi Beta Lambda - Business
Radiation Therapy Club
Allied Health

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 a socially-oriented organization.

Student Government

Student Council organizations operate on Central, North, and South campuses. Students are encouraged to participate in these organizations to make them a truly representative voice of the students.

Recreational Activities

The recreational Activities Department selects activities which will provide enjoyment and physical recreation during students' college careers, contribute to students' 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 half court basketball, table tennis, tennis, volleyball, roller skating, golf, miniature golf, bowling, racquetball, ice skating, billiards, cross country, sailing, canoeing, foosball, wind surfing and recreational games. A Recreational Activities Program is offered at all three campuses.





ACADEMIC INFORMATION



ACADEMIC REGULATIONS

College Regulations 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 average 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.

Academic Load

To be considered full-time, students must carry a minimum load of 12 hours. Usually the offices of Social Security, Railroad Retirement, and 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.

Audit

Students must complete a card requesting to audit a course at the time they register.

Students who are 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 prior to the deadline date published in the college calendar. Students may take a course previously audited for credit at a later date but they may not petition for credit on the basis of the previous audit.

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. Students interested in having this policy applied in their case should contact a counselor and the Dean of Academic Affairs for further information and details.

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 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.

Classification of Students

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

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. Students, through the act of registration at Broward Community College, obligate themselves 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's Offices. 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 students to obtain these publications and to be thoroughly familiar with their contents.

Examinations and Tests

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

Grades and Records Policy

1. Final grades for each term are recorded and preserved. Reports are submitted to students at the close of term.
2. The following grades are used to calculate the grade point average. (gpa)

GRADE POINTS PER SEMESTER HOUR

Grades		Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0
XF	Failure-excessive absences	0
	-unofficial withdrawal	
the following grades do not effect the g.p.a.		
I	Incomplete	0
W	Official Withdrawal	0
X	Audit	0
NC	Non-credit course	0
*NG	No Grade Assigned	

	(Special Services, specialized B.A. courses, Allied Health Care courses, and self-paced courses)	0
NR	Grade not received	0
S	Satisfactory	0

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

Grade point averages for graduation and honors are calculated only on college level academic work.

- An "I" grade may be assigned when students fail to complete course requirements because of emergencies such as serious illness. To have an "I" grade removed, students 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.
- Grade point averages are computed on all work attempted at all colleges.

Graduation 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. Students will be mailed an "eligibility to graduate form," to allow them to pay their graduation fee. Diplomas are ordered in accordance with the date established in the College Catalog. Late payment will result in the late ordering of the diploma.

There is no ceremony for Term I and Term III graduates. Term III graduates may participate in the following Term I ceremony. Their diplomas will be mailed to them after a final graduation check is made by the Registrar's Office to confirm that they have successfully completed their graduation requirements for their degree as stated in the College Catalog. Students not meeting their degree requirements will be contacted by the Registrar's Office. If a student misses a major term he/she must meet the degree requirements of the catalog in effect when the student reenrolls.

There is a formal graduation ceremony for Terms I and II. Only diploma covers will be issued at the 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.

The degree requirements are as follows:

- Earn at least 60 semester hours of approved credit excluding 4 hours of HPRD activity courses which are required for the A.A. Degree and the number of hours as listed in the College Catalog for the A.S. Degree.
- Achieve an average grade of "C" (2.0) or above on all work attempted.
- Complete 24 credit hours at Broward Community College, including the last 12.
- Pay graduation fee. (The graduation fee is not refundable).
- Fulfill all financial obligations to the college.

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.

Hours and grade points earned in College Preparatory Courses will not count toward an A.A. Degree and will not count toward the A.S. Degrees.

Students may graduate either under the catalog in effect when they first enrolled if attendance has been consecutive, or the one in effect at the time of their graduation. If attendance has been broken, students must meet the requirements of the catalog in effect when they re-enrolled, provided attendance has been consecutive, or the one in effect at the time of graduation.

STUDENTS SHOULD SEE PAGE 37 FOR STATE CLAST REQUIREMENTS.

Graduation Honors

Students must complete a minimum of 40 semester hours at Broward Community College to be eligible for graduation with honors. The calculation of the grade point average for honors includes not only the Broward Community College record but any previous credit transferred to Broward Community College.

Students may graduate with honors in three grade-point categories:

- Honors: Cumulative grade point average of 3.250-3.499.
High
- Honors: Cumulative grade point average of 3.500-3.749.
Highest
- Honors: Cumulative grade point average of 3.750-4.000.

Students who earn the Honors Certificate are also recognized at graduation. The Honors Certificate requires 15 credits of Honors course work.

Repeating Courses

Responsibility for loss of credit because of duplication of courses rests with the students. Repetition of a course removes the previous grade from students' records only for the purpose of calculating grade point average. The original grade remains, but 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 students' grade point averages after the A.S. and A.A. degrees are awarded.

Scholastic Standards

To complete certificate and degree programs, students must average at least "C" (2.0) on all academic work attempted.

When a student's term average is less than 2.0, he/she will receive an academic warning. During any subsequent term, he/she will be placed on academic probation if he/she has attempted 12 or more hours but has earned less than a 2.0 degree grade average. Any student on academic probation will receive an academic suspension at the end of any term thereafter if he/she has 20 or more quality points below a "C" (2.0) cumulative average. Any student on academic probation who does not successfully complete 50 percent of the total hours attempted for any two

consecutive terms will receive an academic suspension for one term. However, no student maintaining a 2.0 term average will be suspended.

Any student returning after academic suspension will be on probation while he/she has 20 or more quality points below the term 2.0 average. After any academic suspension, the student is required to discuss his/her academic progress and scheduling needs with a counselor before registering again. Any student failing to maintain a 2.0 term average during that probationary period will be dismissed for twelve (12) months. To reapply following a twelve-month dismissal, the student must petition the Academic Standards Committee with sound reasons for readmittance.

Transfer students are subject to these same academic regulations. In addition to these regulations, students on scholarships or federal, state or other financial aid programs are subject to the special regulations associated with the respective programs.

Hours attempted are calculated at the end of drop-add and include A, B, C, D, F, XF, and W. Incomplete grades (I) and audit grades (X) will not be included in the calculation of hours attempted.

Semester Hour

The unit of credit is the semester hour, representing 15-16 hours of instruction. Generally, two hours of laboratory work count as one hour of class work. The schedules in Terms I-A, I-B, II-A, II-B, III-A, and III-B are adjusted to include the same time equivalent as is used in the longer terms.

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 also 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.

Transcripts (No Charge)

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 who have not fully satisfied admission requirements. A request for 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.

Official Withdrawals

The College permits withdrawal from a course without receiving a grade penalty (a "W" will be assigned) during the first 55% of the term. The withdrawal dates for each term are listed in the College Calendar. Any student who fails to officially withdraw, and stops attending his/her course(s) may be assigned a grade of "XF".

If a student withdraws from a course(s) during the term he/she must apply to the instructor(s) for permission to reenter the course and do all work required for full credit.

This permission normally will be granted at the discretion of the instructor.

Withdrawals and Refund Policies Charges:

1. Under the following conditions students may receive 100% refund of matriculation, tuition, and laboratory fees, student activities and financial aid fees:
 - a. Students who withdraw or drop a course or courses through the last day of the drop and add period.
 - b. At the time he/she is administratively withdrawn, a student who was not eligible for academic reasons.
 - c. Students who register for a particular course which is cancelled (refund of fees paid for that course)
 - d. Students entering the Armed Forces on a regular and extended tour of active duty (Students must present an official copy of their Armed Forces orders to the Registrar to receive refund.)
 - e. Deceased students. (Parents, legal guardians, executors of estates, or trustees of trust funds may receive refund.)
 - f. Under other extenuating, documented conditions or circumstances which lead to a complete withdrawal, designated college officials may authorize refunds up to 100%.
2. To be withdrawn officially from the College, students must have completed the proper forms as prescribed by the Registrar on or before the designated date.

STATE REGULATIONS (THE GORDON RULE)

State Rule 6A-10.30, known as the Gordon Rule, requires that students graduating with an Associate of Arts degree meet the following provisions in the areas of writing and mathematics:

WRITING—All students must complete a minimum of 24,000 words of writing in specifically designated courses. Students shall complete 12,000 words under the guided instruction provided in the six (6) credit hours of English Composition. This can be satisfied by taking ENC1101, and ENC1102 or ENC2210.

The remaining 12,000 words shall be completed in four (4) humanities writing courses designated by a "W". It is in these courses that the principles of effective college writing should be practiced and reinforced. In all writing courses, a grade of "C" or better is necessary to meet the A.A. degree

CLARIFICATION OF "OPTIONAL WRITING" DESIGNATION FOR AREA 9 COURSES

Students who enroll in "Optional Writing" courses have the option of registering for writing credit to fulfill graduation and/or Gordon Rule requirements. For any course, students may reasonably expect essay tests, in-class writing, and formal presentations. (An "Optional Writing" designation should not be interpreted as having the option to write.

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

WHAT KIND OF EXIT TEST WILL IT BE?

The State of Florida has developed a test of college-level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. A Passing score on the test is required by Florida statutes and rules of the State Board of Education **IN ORDER TO RECEIVE AN A.A. DEGREE AND BE ADMITTED TO UPPER DIVISION STATUS IN THE STATE UNIVERSITY SYSTEM.**

The CLAST is administered to community college students who are completing Associate of Arts degree programs and to community college students who are completing Associate of Science degree programs and are seeking admission to upper division programs in state universities in Florida, as well as to university students who are completing their sophomore year.

requirement. The completion of the designated writing courses meets Areas 1 and 9 of the A.A. degree General Education Requirements.

MATHEMATICS—All students must complete six (6) credit hours of college level algebra or above. For most students, this requirement may be met by taking MAT1033 and MGF1202. Other options are detailed in Area 4B of the A.A. degree General Education Requirements. In all mathematics courses, a grade of "C" or better is required to meet the A.A. degree requirement.

Meeting the requirements of State Rule 6A-10.30 is required of all students whether they attend State universities or community colleges, and must be completed by the end of the sophomore year.

STUDENTS WHO DO NOT PASS ALL FOUR COMPONENTS OF THE TEST WILL NOT BE AWARDED THE ASSOCIATE OF ARTS DEGREE, THEY MAY BE ADMITTED PROVISIONALLY TO UPPER DIVISION STATUS IN STATE UNIVERSITIES IN FLORIDA, IF THREE OF THE FOUR TEST COMPONENTS ARE PASSED.

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges.

Effective for any term beginning after August 1, 1984, the State Board of Education will establish minimum CLAST score standards for the award of the Associate of Arts degree and for admission to upper division status in state universities in Florida.

The Counseling and Advisement office located on each campus can tell students how and when to apply to take the CLAST. These offices can also provide a list of CLAST skills and can tell where the communication and computation skills are taught in the curriculum.

Counseling Office Telephone numbers are the following:

Central Campus	305-475-6520
North Campus	305-973-2305
South Campus	305-963-8875

COLLEGE PREPARATORY PROGRAM

As an open door institution, Broward Community College is committed to the philosophy that all students be offered the opportunity to achieve to their maximum potential. To attain this goal, BCC offers a College Preparatory Program consisting of specific courses in the areas of Mathematics, English, Reading and ESL (English as a second language). The purpose of these courses is to help students develop the entry-level skills necessary to achieve success in their college-level programs.

I. WHAT IS IT?

The College Preparatory Program consists of a core of courses designed to help students develop the entry-level skills necessary to achieve success in their college-level programs. According to State Rule 6A-10.315, effective June 6, 1985, all state university or community college students in Florida who do not meet the competency levels required on the college placement test, must take College Preparatory courses. These courses are available in English, Reading, Mathematics, and ESL.

II. WHICH COURSES ARE INCLUDED?

MAT0002, ENC0012, ESL0481, REA0001, MAT0024, ENC0020, ENC0080, ESL1141

III. WHO SHOULD TAKE COLLEGE PREPARATORY COURSES?

College Preparatory courses are *required* on the basis of individual student Placement Test scores (SAT, ACT, ASSET, or Florida MAPS).

IV. HOW DO COLLEGE PREPARATORY COURSES COUNT?

College Preparatory Courses:

- 1- carry credit, but the credits cannot be used to satisfy degree requirements.
- 2- *do* count toward veteran's benefit and financial aid requirements.
- 3- are *not* figured into a student's overall Grade Point Average (GPA).

V. WHAT ARE THE STEPS TO ENTER THE COLLEGE PREPARATORY PROGRAM?

- 1- Student already possessing a Placement Test (SAT, ACT, ASSET, or Florida MAPS) score, should call Counseling and Advisement for an appointment.
- 2- Students who are degree-seeking or who wish to take a Mathematics, English or Reading class and do not have a placement test score, should call the Counseling Office to make an appointment to take the placement test.
- 3- Students whose native language is not English should contact the Counseling Office for an appointment.

VI. WHEN MUST STUDENTS ENROLL IN COLLEGE PREPARATORY COURSES?

Students required to take College Preparatory Courses must begin their coursework immediately and maintain continuous enrollment until all courses are successfully completed. Students are not required to take more than one College Preparatory Course a term.

VII. HOW MANY TIMES CAN STUDENTS ENROLL IN COLLEGE PREPARATORY COURSES?

Students may not enroll for more than three semesters in each college prep skill area bases on State regulations, i.e., ENC0012 and ENC0020 are the same college prep English skill area; MAT0002 and MAT0024 are the same college prep mathematics skill area. "Enroll" means being registered in a course beyond the semester Drop/Add date.

SPECIAL PROGRAMS

Advanced Placement and Clep

A) 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 courses for grades of 3 or better.

B) College Level Examination Program (CLEP)

Students who score at the 50th 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.

Career Planning

The Career Planning course offered by the Cooperative Education Department is an important first step for the student who is seeking this information.

SLS 1321—Career Planning Workshop—is a two-semester-hour course designed for students who desire help in choosing a career. Students will learn the on-going process of life/career planning through self-exploration and exploration of the world of work.

SLS 1341—Employability Skills—is a one-semester-hour course designed to teach the process of locating, applying for, and keeping a job.

Career Planning and Placement Services

Career planning and placement services are available to all students and alumni of Broward Community College as well as to residents of Broward County. Centers are located at Hugh A. Adams (Central Campus) on the second floor of John Payne Hall (Student Services Building), at North Campus on the second floor of Building 48 (Student Services Building), and at Judson A. Samuels South Campus on the first floor of Schlesinger Hall. The Career Centers provide students with information about full- and part-time job openings, assistance in choosing and planning a career, career information, and information about other colleges and universities. A career-information library, a cooperative education program, and specialized testing are included in the Career Centers.

Cooperative Education

What is Cooperative Education?

Cooperative Education (Co-op) is an academic program that combines on-campus study with directly related work experience in area business, industrial or government agencies.

How does Co-op Program Operate?

There are three (3) different Co-op plans offered at B.C.C.

1. *Part-time Work Experience*

Part-time or full-time paid work experience providing initial entry-level training.

2. *Co-op Internship*

Part-time unpaid experience providing entry-level training, often in Social Service Agencies, Schools and the broadcast industry.

3. *Co-op for Working Adults*

Full-time paid work experience providing intermediate to advanced training. Current employment meeting program requirements may be used. Job duties may be modified or enhanced in cooperation with the employer.

What can be gained from the Co-op Program?

As a Co-op student you can:

1. earn academic credit;
2. gain practical experience and job knowledge;
3. test your career decision;
4. make valuable contacts in your professional field;
5. earn an income through work in your field.

Who is Eligible for the Co-op Program?

All students who have completed one full-time semester or at least twelve (12) credit hours are eligible to enter the Co-op Program provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing (Students who do not meet this criterion may apply for special entry into the program through the Department Head of Cooperative Education).

When to apply for the Co-op Program?

Students may apply as soon as they have been accepted for enrollment by the College, even though they will not be eligible to receive a work assignment until after they have completed the minimum twelve (12) credit hours in the college.

What are the Application Procedures?

1. Complete the Co-op application form available in the Department of Cooperative Education on each campus.
2. Arrange for an interview with the campus Co-op coordinator.
3. Get accepted by an employer as a Co-op student/employee/intern/volunteer.
4. In cases where the student's current job has been determined to be related to his/her major, obtain the employer's (supervisor's) permission to take Co-op.

Career Planning Courses

The Career Planning courses offered by the Cooperative Education/Experiential Learning Department help students explore career fields, identify academic majors, understand college life and become more marketable in the employment market.

SLS 1321 Career Planning Workshop 2 semester hours

This course is a study of the career decision making process. The student will learn the skills necessary for career decision making as it applies to their individual characteristics. (Including values, interests, abilities, goals, strengths, etc.)

SLS 1341 Employability Skills 1 semester hour

This course is a study of the methods and techniques used in the job search process with particular emphasis on resume writing, interview techniques, employment communications, and job search strategies.

SLS 1101 College Success Skills 1 semester hour

This course is designed for first-time-in-college students who desire help in learning and adopting methods to promote their success in school. The course is a combination of study skills (note-taking, test-taking, text-reading, memory techniques) and life skills (time-management, health, money, resources); and it also provides an introduction to college life.

Experiential Learning

What is Experiential Learning?

The Experiential Learning Program, developed primarily for working adults, is designed to recognize the academic value of what you have learned through your experiences outside the college classroom. This learning - referred to as prior experiential learning - may result from such activities as work experience, employment-related training programs and seminars, volunteer work, travel, military service or intensive self-directed study. In short, it is a way of recognizing your learning regardless of the circumstances under which it was acquired.

What is Meant by Assessment?

Assessment refers to the process used to determine what and how much you know. Your assessment may involve one or more of the following:

- written or performance tests
- the preparation of a portfolio which describes your learning and how it was acquired
- the evaluation of your certificates and licenses
- interviews with faculty members.

The method of assessment is decided upon by the college faculty members responsible for the courses for which you wish to receive credit.

Note: Keep in mind that not all Broward Community College courses are "assessable" courses. That is, even though you may feel that you have the appropriate background and knowledge, the particular course for which you wish to be evaluated may not be available for this purpose.

What can be gained from this Assessment Program?

Credit which you receive can provide you with a headstart toward your academic goal, whether it is a Certificate, an Associates Degree, a Bachelor's Degree or beyond. Instead of relearning what you already know, you will be able to concentrate your time and energy on learning what you do not yet know.

If you are planning to attend classes part-time, perhaps during the evening, this program may enable you to achieve your educational goal within a reasonable time, while still maintaining your home and work responsibilities.

What are the steps in the assessment process?

1. After being accepted by the college through the Registrar's Office, decide on your academic program with the help of a counselor.
2. Apply for assessment by completing the necessary forms available at the Department of Cooperative Education and Experiential Learning on any campus.

3. Consult with your Experiential Learning Advisor who will help you to determine the courses for which you may choose to seek academic credit. This usually requires that you closely examine the course descriptions in the College catalog. In this "catalog search" you may find several course descriptions which you react to by saying "I know that" or "I can already do what that course is designed to teach"

4. Discuss your responsibilities in the assessment process.

For instance, you may be instructed to

- meet with a specified instructor for an oral or written examination.
- prepare for a written exam by reviewing textbooks
- inform your employer that an instructor will be visiting you at your work site
- bring Certificates and Licenses to the Experiential Learning Advisor so that they can be authenticated.

5. Pay necessary fees. You pay for the assessment process and not the credit. It is possible that you may not receive academic credit in all of the areas requested, but the cost of assessment remains the same. See p. 34.

The assessment process may take from several hours to several months, depending upon the amount of credit requested and methods of assessment required. When the process is completed, results will be forwarded to the Experiential Learning Advisor, who will then inform the Registrar's Office of the amount of credit granted and entered on your transcript; failure to receive credit will not be noted on your transcript.

Foreign Study Program

Broward Community College provides students with opportunities to enroll in overseas academic programs. It is recognized that students will benefit from the added dimension to their education by participating in a foreign study experience. Broward Community College has conducted study programs in foreign locations since 1974, and students participating in these programs receive transferable college credit. Broward Community College offers several overseas academic programs for students of all ages. Both short-term (summer) and long-term (semester) programs are offered. Examples of study abroad programs offered at Broward Community College include:

SEMESTER-IN-SPAIN PROGRAM: The Broward Community College Center in Spain was established in 1979 to provide students with an opportunity to study for several months in a foreign country at reasonable cost. Students live and attend classes in the beautiful city of Seville, Spain, and earn 15-18 semester hours credit by participating in the program. Unlike other programs in Spain, the Broward program does not require proficiency in Spanish; any student may participate as the language of instruction is English. Students participating in the Spain Program may choose from several housing options including Spanish families, residencias, dormitories, and pensions. The approximate cost is \$2500 per semester, including air fare.

COLLEGE CONSORTIUM FOR INTERNATIONAL STUDIES (CCIS)—Broward Community College is an active member of the College Consortium for International Studies, a national organization founded for the purpose of providing high quality international/intercultural programs abroad. As a result of this membership in CCIS, Broward offers semester-length academic programs in over a dozen countries including

England, France, Germany, Ireland, Italy, and Israel. Students earn Broward Community College credits when they enroll in any of these programs.

SUMMER FOREIGN-STUDY PROGRAM: Broward Community College also conducts several short-term overseas academic programs in foreign locations during the summer terms. These courses, which are open to any interested person in the community as well as to currently enrolled students, provide an excellent opportunity to combine the foreign travel experience with academic instruction. By taking advantage of group rates and favorable arrangements with area travel agents, the College is able to offer these overseas academic programs at considerable savings. All foreign-study courses combine on-campus instruction with the foreign travel experience. Participants typically earn six semester hours of credit in a variety of subjects and many courses are of an interdisciplinary nature. These courses are fully accredited and may be applied toward a degree at Broward Community College or used for other purposes such as certificate renewal and/or incentive awards for public school teachers. Approximately five different study-tours are offered each summer, with opportunities to study in Europe, the Middle East, Mexico, and the Orient.

Open College

Open College is an academic unit of Broward Community College offering opportunities to begin or continue academic work to those persons who may find it difficult to attend regularly scheduled classes on campus. Most Open College courses require only two visits to campus, for the midterm and final examinations.

The variety of courses offered through Open College allows students to make significant progress toward degrees from Broward Community College. A student seeking an Associate of Arts degree may complete most of the Area Requirements for graduation through Open College. Similarly, a student seeking an Associate of Science degree may complete through Open College as many as half of the courses required for graduation. Open College courses are offered in accounting, anthropology, business, composition, data processing, government, health, history, literature, music, philosophy, psychology, science, spanish and sociology. The Open College courses are applicable to all Associate of Arts, Associate of Science, and Certificate degrees as well as teacher certification.

Open college courses are academically equivalent to courses taken on campus. The same credits are awarded on successful completion of the courses. Further, the level of work required of students is also equivalent to that of on-campus courses. All open college courses transfer to four-year colleges and universities.

Course requirements include lectures on television or audio tapes in place of the formal classroom sessions typical of the on-campus courses. For Open College students who miss television programs or who want to review a program, video tapes of the programs are available and can be reviewed by appointment at the Learning Resources Centers. In cooperation with Open College, the Broward County Regional Libraries (Main, East, and West), as well as the Coral Springs, Deerfield Beach, Hallandale, and Mizell Libraries have videotapes and audio tapes of Open College courses. Thus, students may use all or any part of the taped lessons at their convenience during the open hours of the

libraries. These tapes do not circulate. Textbooks and study guides are also elements of the courses and some may also include additional or optional materials.

Courses Offered by Open College

ACG	2001	Principles of Accounting I
ACG	2011	Principles of Accounting II
AMH	2010	History of the United States
AMH	2020	History of the United States
ANT	2000	Introduction to Anthropology
APB	1150	Modern Principles of Biology
AST	1002	Horizons in Astronomy
BUL	2111	Business Law I
CLP	1000	Psychology of Adjustment
COC	1020	Computer Literacy
CRW	1001	Creative Writing
DEP	2102	Child Psychology
DEP	2481	Death and Dying
ECO	2013	Principles of Economics I
ECO	2023	Principles of Economics II
ENC	1101	English Composition I
ENC	1102	English Composition II
ENC	2210	Technical Report Writing
ENL	2330	Introduction to Shakespeare
FIN	1100	Personal Finance
GEB	1011	Introduction to Business
GLY	1010	Physical Geology
HES	2000	Personal & Community Health
LIT	2110	World Literature I
LIT	2935	Studies in the Novel
MAF	2001	The Family Portrait
MAN	2021	Introduction to Management
MAR	1011	Principles of Marketing
MUL	2011	Music Appreciation
PHI	2010	Introduction to Philosophy
PHY	1001	Applied Physics I
PHY	1002	Applied Physics II
POS	1041	National Government
PSY	2012	General Psychology
SPN	1100	Beginning Spanish I
SPN	1101	Beginning Spanish II
SYG	2000	General Sociology

The specific courses offered by Open College each term are listed in the registration offices, in the Quarterly newspaper and at the Open College offices. Students must consult one of these sources for the sequence numbers of the courses and other information necessary for enrollment. Students may take one or more Open College courses exclusively or in combination with on-campus courses.

As an added convenience, Open College students may register by mail. An application and registration form may be secured by calling the Open College office at 475-6603.

Honors Institute

The Honors Institute at Broward Community College includes both special classes that are reserved for Honors students and "Honors Option" classes that may be taken by individual students for Honors credit.

The core of the Honors Institute program consists of special classes reserved for the Honors students; these classes feature in-depth studies, independent research, and creative approaches to problem solving. Special Honors classes are offered on all campuses in many areas, including: Anthropology, Biology, English Composition, History, Literature, Psychology, Sociology, Speech, and Interdisciplinary Studies.

Supplementing the core program are the "Honors Option" classes which may be taken by individual Honors students for Honors credit. Such credit is awarded to students who make a grade of A+ and satisfactorily complete an assigned Honors project. All campuses offer "Honors Option" classes in a variety of areas, such as: Art, Accounting, Botany, Calculus, Computer Science, Constitutional Law, Engineering Physics, Modern Foreign Languages, Organic Chemistry, Theatre, and Zoology.

The Honors Certificate

The Honors Certificate is awarded to students who earn at least fifteen credits in Honors classes, including three credits in the Honors Interdisciplinary seminar, and who demonstrate computer literacy and competency in a foreign language.

National Dean's List

Full-time students earning a 4.0 grade point average in any one term are awarded a President's List Certificate. These students are then nominated by the Honors Institute for the National Dean's List.

Scholarships

One hundred "Scholar's Awards" are presented annually to selected students who rank in the top 10 percent of their graduating class in a Broward county high school. These scholarships provide admission into the Honors Institute plus full tuition at Broward Community College for two years. They may be continued for an additional two years at Florida Atlantic University or Florida International University. Additional scholarships for use at Broward Community College and upper division universities are available for other outstanding students in the Honors Institute.

Phi Theta Kappa

The national scholastic honor society, Phi Theta Kappa, has a chapter on each campus of Broward Community College. Students earning at least a 3.5 grade point average are nominated for membership. The society provides opportunities for leadership and scholarship as well as fellowship with other students of high academic standing.

Social and Cultural Events

Special social activities, ranging from picnics to theatre parties, are provided for students in the Honors Institute. Honors students are encouraged to attend and to participate in the many cultural events presented by Broward Community College. Whenever possible, reduced fares are made available to students in the Honors Institute.

The Brain Bowl

Students in the Honors Institute program have the opportunity to compete for a place on the Broward Community College Brain Bowl Team. Regional and state winners of the annual Florida Community College Brain Bowl receive cash prizes and earn scholarships to upper division universities.

Honors Studies Abroad

Honors students who participate in the Broward Community College Semester Program Abroad, including Spain, England, France, and Israel, may earn honors credit by special arrangement with the Honors Director.

Honors Alumni Association

Graduates of the Honors Institute are eligible for membership in the Honors Alumni Association. The organization meets regularly, publishes a newsletter, and provides a network system for members. The members are invited to

Honors Institute events, and the Honors Alumni Association provides a scholarship to an outstanding student in the Honors Institute.

At least one of the following history courses is offered each year during Terms I and II. Only students who have qualified under the Colleges Honors Program may enroll in these courses.

- AMH2010 HON History of the United States I
- AMH2020 HON History of the United States II
- EUH1000 HON Western Civilization I
- EUH1001 HON Western Civilization II

At least one of the following Behavioral Science courses is offered once during each academic year as indicated. Only students who have qualified under the College's Honors Program may enroll in these courses.

- IDS2190 HON Ascent of Man
Term I only. May be taken in lieu of
ANT2000 in Honors Class for behavioral science credit.
- PSY2012 HON Gen Psychology
Term II only
- DEP2004 Developmental Psychology
- SYG2000 General Sociology

The following English courses are offered. Only students who have qualified under the college's honors program may enroll in these courses.

- ENC1101 HON English Composition 3
- ENC1102 HON English Composition 3
- ENC2210 HON English Composition 3

At least one of the following courses is offered during Terms I and II of each academic year:

- AML2012 HON American Literature I
- AML2023 HON American Literature II
- ENL2013 HON British Literature I 3
- ENL2023 HON British Literature II 3
- LIT2110 HON World Literature I 3
- LIT2120 HON World Literature II 3
- IDS1936 HON Interdisciplinary Seminar 3

For explanation of content see individual course listings.

To remain in the program, students 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.

This Biology course is designed primarily for non-science majors, is offered at least once during each academic year. Only students who have qualified under the Colleges Honors Program may enroll in this course.

- APB1150 HON Modern Principles of Biology 3
Semester Credits

Content is explained in the individual course listings.

ACADEMIC INTERVENTION SERVICES

Department of Academic Intervention Services — The Academic Intervention Services Program provides academic and personal support services to selected students assisting them in fulfilling their educational objectives. Program participants receive career, academic, and personal counseling along with individualized programmed learning center experiences, tutoring financial aid information, work-study job placement and referrals for enhancement of educational goals. Additional information relative to specifics can be obtained from the Program Director.



PROGRAMS OF STUDY



ASSOCIATE OF ARTS DEGREE

Philosophy of General Education

General Education at Broward Community College is that combination of college-level courses which will provide students with the social, technical, and academic competencies they will need to participate effectively in a democratic society and in a global community.

This foundation should also include an appreciation for and an understanding of one's role as an individual in a modern and rapidly changing society, and the complex workings of the physical universe.

General Education also serves as a foundation for the specific academic and technical programs at the community college and for further education toward a baccalaureate degree.

General Information

The Associate of 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 students receive the Associate of Arts Degree from Broward Community College, their degree will, in most cases, meet the lower division requirements of a university and will admit them 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.

Students are encouraged to contact the specific institution to which they wish 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.

FAMU	Florida A and M University
FAU	Florida Atlantic University
FIU	Florida International University
FSU	Florida State University
UCF	University of Central Florida
UF	University of Florida
UNF	University of North Florida
USF	University of South Florida
UWF	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.

The Associate of Arts Programs are as follows:

Program Number/ Option	Program Title
001	Agricultural Sciences
067	Anthropology
002	Architecture

003	Art
004	Astronomy
005	Biology
007	Business Administration
009	Chemistry
062	Computer Science/Office Information Systems
	<u>Criminal Justice:</u>
065/3	Corrections emphasis
065/2	Law Enforcement emphasis
020	Dietetics (Food and Nutrition Sciences)
071	Economics
014	Elementary Education
016	Engineering
017	English
070	Fashion Merchandising
021	Foreign Languages
073	Forestry
060	Graphic Design
026	History
074	Home Economics
058	Hospitality Management
028	Interior Design
069	International Studies
029	Journalism
057	Liberal Arts (Undecided Major)
050	Mass Communications (Radio-Television)
033	Mathematics
035	Medical Technology
066	Physical Education
047	Physics
048	Political Science
011	Pre-Chiropractic
065/1	Pre-Criminal Justice
012	Pre-Dental
075	Pre-Electronic Engineering Technology
024	Pre-Geology
031	Pre-Law
034	Pre-Medical
037	Pre-Music
038	Pre-Music Education
039	Pre-Nursing
041	Pre-Occupational Therapy
042	Pre-Optometry
043	Pre-Pharmacy
046	Pre-Physical Therapy
056	Pre-Veterinary Medicine
049	Psychology
051	Recreation
052	Religion
015	Secondary Education
054	Social Welfare
063	Sociology
055	Speech
064	Speech Pathology-Audiology
013	Theatre

STUDENTS SHOULD SEE PAGE 40 FOR STATE CLAST REQUIREMENTS.

Degree Requirements

(University Parallel)

To graduate, students 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 40 hours required for general education (Areas 1-6), 6 credits of those 40 hours must be approved International/Intercultural courses. Excluded are special technical courses and college preparatory courses. In selecting among Broward Community College's general education offerings and elective courses, students would be wise to consider catalog suggestions of the upper-level institution to which they intend to transfer.

General Education Requirements — Associate of Arts Degree

Area 1 English Composition 6 semester hours
(Required of all students)
ENC1101, and ENC1102, or ENC2210.
Any student who has a need to develop oral communication skills or whose program of study requires or suggests Speech should enroll in SPC1024. This course will be in addition to the required six hours.

Students who complete both ENC1102 and ENC2210 may use ENC 1102 to satisfy 6 semester hours of area 9. A grade of "C" or better in the course must be achieved to satisfy the requirement.

Area 2 Humanities 6 semester hours
You may choose only one course from each category. (A, B, C, D, E, F, or G)

A. LIT2030 Great Ideas Poetry, LIT2020 Lit Short Story, LIT2311 Lit Sc Fiction, LIT2100 Film as Lit, LIT2390 Male/Fem Image Lit, LIT2350 Afro-American Writers, LIT2341 Mystery Fiction, LIT2110 World Lit, LIT2120 World Lit, ENL2013 British Lit, ENL2023 British Lit, AML2012 American Lit, AML2023 American Lit, ENL2330 Intro to Shakespeare, LIT2935 Seminar in Literature, LIT2950 through 2955 Travel/Seminar in Literature.

B. FRW2100 St French Lit, FRW2101 St French Lit, GEW2010 St Ger Lit, GEW2011 Ger Lit & Cult, SPW2010 St Spanish Lit, SPW2011 Studies in Spanish Literature & Culture II

C. ARH2000 Art Appreciation, ARH2050, ARH2051

D. THE2002 Theatre Appreciation

E. MUH2111 Mus Hist Lit, (MUH2112 Mus Hist Lit, MUL2011 Mus West Cult Music Major Only)

F. PHI2010 Intro to Phil, PHI2600 Ethics

G. REL2010 Intro Religion, REL2300 World Religion

Area 3. Social and Behavioral Sciences 6 semester hours
(Select TWO courses from any ONE of the following sequences: A, B, C, D, or E)

A. WOH2040 Twentieth Century, EUH1000 Western Civ, or EUH1001 Western Civ

B. AMH2010 US History, AMH2020 US History

C. LAH1004 Two Americas, LAH1005 Two Americas

D. POS1041 National Govt, POS1112 State/Local Govt, or INR2002 International Relations

E. ANT2000 Intro to Anthro, SYG2000 General Soc, SYG2441 Social Institutions, SYG2010 Social Problems

Area 4. Science and Mathematics 13 semester hours
(Be certain you have proper prerequisites)

A. Science—any 7 semester hours from the following areas: physical science, astronomy, biology, chemistry, geology, or physics, except courses especially designed for technical education curricula. All students must take one course in a Laboratory Science.

B. Mathematics—6 semester hours from the following list provided that MGF1202 (or its sub-courses) and STA2013 are not both included: MAT1033, MGF1202 (MGF1204, 1205, 1206), STA2013, MAC1132, MAC1133, MAC2311, MAC2301, MAC2302, MAC2312 (MAC2303, 2304), MAS2103, MAP2302. A grade of "C" or better in the courses must be achieved to satisfy the requirement.

Area 5. Additional Requirements 9 semester hours
According to requirements in a respective field, any courses from A through I.

A. Modern Foreign Languages. Beginning in 1987 students entering the junior year at a university will be required to have had two years of foreign language in high school or two semesters of foreign language in college.

B. CLP1000 Psych of Adj, PSY2012 Gen Psych, PSY2043 Adv Gen Psych, DEP2102 Child Psych, DEP2302 Adolescent Psych, DEP2402 Adult & Age, DEP2481 Death & Dying, INP2101 Applied Psych, SOP2002 Social Psych

C. SYG2421 Family

D. ECO2013 Prin ECO I & ECO2023 Prin ECO II

E. SPC1024 Intro Speech Comm, SPC1600 Public Speaking

F. GEO1000 Intro to Geo, GEA2000

G. MUT1121 Theory I, MUT1122 Theory II

H. PHI1100 Logic

I. 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). No exemptions shall be permitted from this HPRD activity requirement because of age, veterans status or medical reasons. (NOTE: Students with medical restrictions or physical limitations must, with a physician's approval participate in any HPRD activity class on a modified basis or participate in any HPRD class specifically designated for the medically

restricted with permission of the HPRD Department Chair. Students with total activity restriction may enroll in designated HPRD lecture classes with medical verification which is approved by the HPRD Department Chair.)

Area 7. Electives 20 semester hours

Any combination of college level 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 college preparatory, Physical Education activity courses, and courses designed especially for technical education curricula. When choosing electives, students should give careful attention to their major field of study and to the requirements of the institution to which they plan to transfer. Certain technical/occupational courses can be used to satisfy this area requirement.

Area 8. International/Intercultural ... 6 semester hours

Of the 40 hours required for general education requirements (Areas 1-5), 6 credits must be earned in approved International/Intercultural courses. Any combination of courses from the general education offerings that contain a major international or intercultural content and emphasis including appropriate courses taken under Areas 2, 3, 5, and 7 may be used to satisfy this requirement, including the following:

ANT2000, ANT2100, ANT2211, ANT2320,
 ANT2920, ANT2921, ANT2922, ARA1100,
 ARA1101, ARH2000, ARH2004, ARH2050,
 ARH2051, ART2890, ART2892, ART2895,
 CCJ2631, CHI1100, CHI1101, CPO2142,
 ECS2390, ENL2013, ENL2023, EUH1000,
 EUH1001, FRE1000, FRE1100, FRE1101,
 FRE1170, FRE2200, FRE2201, FRE2240,
 FRE2400, FRE2401, FRW2100, FRW2101,

GEA2000, GER1000, GER1100, GER1101,
 GER1170, GER2200, GER2201, GER2240,
 GEW2010, GEW2011, HBR1100, HBR1101,
 HIS2955, HIS2956, HUM2700, INR2002,
 INR2956, ISC1451, ITA1000, JPN1100,
 JPN1101, LAH1004, LAH1005, LIT2020,
 LIT2110, LIT2120, LIT2950, LIT2951,
 LIT2952, LIT2953, MAR2240, MAR2955,
 MAR2956, MKA2955, MKA2956, MNA2601,
 MUH2001, MUL2011, POR1100, POR1101,
 REL2300, REL2600, REL2601, RUS1100,
 SYG2421, SYG2441, SYG2940, SYG2941,
 SPN1000, SPN1100, SPN1101, SPN1170,
 SPN2200, SPN2201, SPN2240, SPN2400,
 SPN2401, SPW2010, SPW2011, THE 2000,
 WOH2040

Area 9. Humanities Writing Requirement ... 12 semester hours

Any combination of courses from Areas 2, 3, 5, and 7 designated as a Writing Course on the term schedule. Students shall write a minimum of 3,000 words per course in a variety of assignments germane to the content of the course. A grade of "C" or higher in the courses must be achieved to satisfy this requirement. Prerequisite: A grade of "C" or higher in ENC1101.

CLARIFICATION OF "OPTIONAL WRITING" DESIGNATION FOR AREA 9 COURSES

Students who enroll in "Optional Writing" courses have the option of registering for writing credit to fulfill graduation and/or Gordon Rule requirements. For any course, students may reasonably expect essay tests, in-class writing, and formal presentations. (An "Optional Writing" designation should not be interpreted as having the option to write.)

ASSOCIATE OF SCIENCE DEGREE/ CERTIFICATE

General Information

The Associate in Science degree offers 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.

When students decide to follow an Associate in Science Degree program, they are not preparing themselves for transfer to a state university. If later they decide to attend a university, they may be required to do additional work at the freshman or sophomore level in order to earn enough credit hours to transfer.

The Associate in Science Degree program provides courses in two basic areas. One area contains specialized courses for the program.

The second area includes 15 credits in general education courses. General education courses are designed to help students develop as well-rounded individuals capable of thinking and acting as mature, educated, and enlightened citizens. It is believed that courses in general education broaden knowledge and will enhance overall employment potential. All Associate in Science degree students are required to complete ENC 1101 and at least three credits of mathematics at or above the level of MAT 1033. Two credits of Physical Education activities are also required.

Students can obtain additional information about the program from counselors and advisors in the Counseling Offices or by contacting the department chairman responsible for the program. Some 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 THE STUDENT. HE/SHE MUST COMPLETE ALL OF THE COURSES AS SPECIFIED IN THE PROGRAM FOR THE DEGREE.

Program sheets are available for all Associate in Science and Certificate programs in the Counseling and Advisement Offices on Central, North, South, Allied Health and the Downtown campuses and are described in pages _____ in this catalog.

Associate of Science Degree Programs

Program Number/ Option	Program Division
100	Accounting
163	Airline Marketing Careers
134/2	Airline Specialist
104	Architectural Technology
168	Automotive Service Technology
105	Aviation Science Management
173	Aviation Maintenance Tech
106	Banking and Financial Inst.
119	Business Administration/Management
111	Computer Integrated Manufacturing
112	Computer Information Systems Analyst
113	Computer Programmer Analyst
109	Contracting and Civil Engineering
154	Court Reporting Administration
110/2	Criminal Justice/Corrections Emphasis
110/3	Criminal Justice/Crime Scene Technology

110/1	Emphasis Criminal Justice/Law Enforcement Emphasis
146	Dental Assisting
147	Dietetic Technician
166	Early Childhood Education
114	Electronic Engineering Technology
160	Emergency Medical Technology
134/1	Executive Secretary Administration
141	Fashion Marketing Management
118	Fire Science Technology
161/3	General Management
190	General Studies
155	Home Furnishings Technology
121	Hotel-Motel Administration
122-2	Insurance: Chartered Property and Casualty Underwriters
122-3	Insurance Agents Qualification
122	Insurance Management
170	Interior Design Technology
115	International Business Management
123	Landscape Technology
110/3	Law Enforcement
172	Legal Assisting
134/4	Legal Secretary Technology Administration
127/1	LPN Transition
126	Marketing Management
161/1	Materials Management
125	Medical Assisting
139	Medical Laboratory Technology
134/5	Medical Secretary Administration
127	Nursing Technology
134/6	Office Systems Specialist
140	Pest Control Technology
153	Physical Therapy Assistant
107	Professional Pilot
161/2	Purchasing Management
153	Radiation Therapy Assistant
159	Radiation Therapy Technology
131	Radiologic Technology
167	Radiologic Technology Special Program for Degree
138	Real Estate Management
165	Restaurant and Food Service Administration
132	Respiratory Therapy Technology
142	Tourism Industries Administration
134/3	Word Processing Management

Certificate Programs — Specialized Areas

Program Number/ Option	Program Title
214	Accounting
232	Airframe
235	Airframe and Power Plant
223	Bell Jet Ranger Maintenance
221	Building Construction
204	Clerk-Typist
212	Corrections
217	Dental Assisting
230	Diagnostic Medical Sonography (Ultrasound)

205	Emergency Medical Technology
240/3	Fashion Marketing
202	Fire Science
203	Food Service
240/1	General Marketing
234	Helicopter Maintenance
211	Income Tax Preparation
240/2	International Marketing
215	Medical Assisting
208	Paramedic
209	Police Science
233	Power Plant
228	Radiation Therapy Technology
207/7	Real Estate
236	Respiratory Therapy Technology
237	Secretarial
207	Secretarial, Advanced
207/1	Secretarial, Advanced: Accounting
207/2	Secretarial, Advanced: Executive
207/3	Secretarial, Advanced: General
207/4	Secretarial, Advanced: Insurance
207/5	Secretarial, Advanced: Legal
207/6	Secretarial, Advanced: Medical
206	Secretarial, Certified Professional
213	Small Business Administration

General Studies Degree

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 which may range from literature to electronics, 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 students elect 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 62 or more credits in courses numbered 1000-2999 in the College Catalog, of which at least 15 are general education.
3. Earn a 2.0 grade point average or better in the 60 or more academic credits presented for graduation.
4. Complete ENC1101, or its equivalent through test performance or transfer.
5. Complete 3 credit hours of Mathematics at the level of MAT1033 or higher.
6. Complete 2 credit hours in HPD activities.
7. Complete a graduation evaluation, apply for graduation, and pay the graduation fee consistent with published College deadlines.
8. Fulfill all financial obligations to the College.
9. Students who have received or are eligible for the Associate of Arts or Associate of Science degree may not be awarded the Associate of General Studies Degree.

DIVISION OF CONTINUING EDUCATION/ COMMUNITY SERVICES

Continuing Education/Community Services is a vital element of the total program at Broward Community College. The division has the primary purpose of emphasizing the community — its needs, its desires, its people. With a director located at each campus (North, Central, South and Allied Health) the Division of Continuing Education/Community Services extends the College into the community through credit and noncredit offerings and outreach programs which reach beyond the traditional limits of the College.

Continuing Education/Community Services Programs are designed to provide: Opportunities for individuals wanting to upgrade their present skills or to explore new occupational fields; Cultural and Community Enrichment Studies for groups and individuals seeking to enhance the quality of living in the community; Personal Enrichment 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. 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 Broward Community College campuses or may be brought to condominium clubhouses, civic centers, libraries, or where the target group has an available facility. Courses are also conducted at business, industry, or government facilities.

Continuing Education/Community Services Programs are offered on a credit or noncredit basis. Registration procedures are simplified to meet group or individual needs. Instructors are highly qualified professional men and women from the Broward Community College faculty and other educators with outstanding background and experience in their fields. Fees are in keeping with the community college concept of providing quality instruction at minimal cost.

Under the aegis of Community Instructional services funding each campus supports a Center for Program Development designed to work with community-based groups or organizations concerned with special problems of the community in the areas of environmental, health, safety, human relations, governmental, education, child rearing, and consumer economics/homemaking. Special targeted groups of the population, including women, the elderly, the unemployed or under-employed are served through creative programming and other unique and cooperative arrangements. For information and assistance in using the resources of the college, please call the campus nearest you.

Central Campus	475-6600
North Campus	973-2205
South Campus	963-8815
Allied Health	475-6768

CENTER FOR HEALTH SCIENCE EDUCATION

Department Name	Prefix
Continuing Education	NSP
Dental Assisting Technology	DEA, DES
Dietetic Technology	DIE, HUN
Emergency Medical Services	EMS
Medical Assisting Technology	MEA
Medical Laboratory Technology	MLS
Nursing Technology	NUR,
Physical Therapist Assistant Technology	PHT
Radiation Therapy Technology	RAT
Radiologic Technology (x-ray)	RTE
Diagnostic Medical Sonography (ultrasound)	SON
Respiratory Therapy	APB, RET

Center for Health Science Education Policies

Student Substance Abuse Policy Statement

A Student who is unable to perform clinical activities as assigned with reasonable skill and safety to patients by reason of illness, or use of alcohol, drugs, narcotics, chemicals, or any other type material, or as a result of any mental or physical condition, shall be required to submit to a mental or physical examination. The physician or health care practitioner must possess expertise to diagnose the impairment and be approved by the department. Cost of the examination will be borne by the student. Failure to submit to such an examination may result in dismissal from the program.

Registration/Audit:

A student must be registered in the course to attend class. No student may audit any health science course without the permission of the appropriate health science Department Head.

Concurrent Enrollment:

A student must register for theory and the corresponding lab and/or clinical course. If the student fails or withdraws from the clinical course, he/she may remain in the theory course. Following the completion of the theory course, the student must register for the clinical course as designated by the Department Head. The student may have to wait for the availability of clinical space.

If the student withdraws from the theory, he/she must withdraw from the clinical/lab course. The student must later register for the theory and clinical/lab course as designated by the Department Head. The student may have to wait for the availability of space.

Withdrawal:

A student who withdraws from a health science course must contact the Department Head at the time of withdrawal. If a student wishes to continue in the program at a later date, he/she must follow the Readmission Policy. The student may have to wait for the availability of space.

Transfer:

Students who wish to transfer health science credits from another college should contact the appropriate department for a copy of the procedures and policies. No student can obtain a Health Science A.S. Degree unless they have completed 24 credit hours at BCC including the final 10 credits in the appropriate major.

Attendance:

Each instructor determines the attendance policy for each class, and communicates this policy to all students attending class. It is the student's responsibility to attend class.

Clinical attendance is mandatory. It is the students responsibility to contact the instructor or clinical area in case of an emergency or illness.

Cheating:

If a student is discovered cheating, that student may be expelled or suspended from the program.

In submitting written work during any course, the student should be aware of the policy on plagiarism adopted by the health science faculty.

Center for Health Science Education Programs

The Center for Health Science Education has two major academic divisions: Programs for Initial Professional Preparation and Programs for Post-Professional Development. Programs which prepare students for entry into specific health professions include: Dental Assisting, Dietetic Technology, Emergency Medical Services, Medical Assisting, Medical Laboratory Technology, Nursing Technology, Physical Therapist Assistant Technology, Radiation Therapy Technology, Radiologic Technology(x-ray), Diagnostic Medical Sonography(ultrasound), and Respiratory Therapy.

Programs for post-professional development are those which enroll credentialed health professionals whose goals are to increase their knowledge and skills in various health related topics and courses. All courses/programs are offered by the Division of Continuing Education for Health Related Professionals.

Admission Requirements and Procedures:

1. Students must fulfill general admission requirements to the college.
2. Students must complete an Allied Health Admissions Application for desired Allied Health Program(s). Separate application must be made to each program. Applications may be obtained by calling 475-6770.
3. Transcripts for previous college work (including BCC) should be sent to the appropriate department.
4. Students must have a minimum grade point average of 2.0 for all college/school work attempted unless waived by the department.
5. Students are selected into programs based on established criteria for each program in accordance with Equal Access/Equal Opportunity standards and date of completed application received by the specific departments.
6. The number of students selected is limited and varies with the availability of clinical facilities, state licensure regulations, and other related criteria.
7. Students are notified in writing of acceptance or provisional acceptance. Some students may be notified by telephone because of late application or due to students who have withdrawn their application.

Transportation:

Students must have reliable transportation to and from B.C.C., and to and from the assigned clinical facility. No transportation is provided by the college or clinical facility. The student assumes all risks and responsibilities for travel to and from clinical sites and field trips.

Complaint/Grievance Procedure:

A formal process for resolving complaints/grievances has been established. A student wishing to formally complain or grieve should first obtain a copy of the Complaint/Grievance Procedure form. Complaint/Grievance forms may be obtained from the office of the Department Head or Executive Director of the Center.

THE STUDENT MUST INITIATE ACTION WITHIN SIXTEEN (16) WEEKS OF THE ALLEGED OCCURRENCE. A STUDENT SHOULD ALWAYS, BEFORE INITIATING THIS PROCESS, DISCUSS THE ISSUES WITH THE INVOLVED PARTIES, I.E., INSTRUCTOR, DEPARTMENT HEAD.

Uniforms:

Uniforms that meet the approval of the appropriate Health Science Department must be furnished by the students. Information regarding their purchase is given to each applicant following admission to a program. Failure to adhere to the appropriate dress code will result in dismissal from the clinic.

Liability Insurance:

All health science students are required to carry professional Liability Insurance each term that they are in a clinical setting. The fee of \$12.50 per year is due at the time of registration.

Accident and Personal Health Insurance:

It is recommended that all students in health science programs carry accident insurance and personal health insurance due to the inherent risk of exposure to disease.

Health Examination:

A complete physical health form must be submitted upon notification of acceptance. Final acceptance into the program will be contingent upon the results of the medical form.

Continuation In Program:

Continuation in health science programs is dependent upon maintaining the course grades and GPA as specified by each department. The departments also reserve 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 the selected health science career or demonstrates behavior deemed to be potentially detrimental to patient's safety and well being.

Readmission:

Each health science department has established specific readmission policies. The student who wishes readmission consideration should check with the appropriate department for specific criteria and procedures.

Catalog Requirement:

It is important that you know the catalog requirements under which you will graduate. Health science students have three options:

If you have been attending continuously (Term I & II each year), you may graduate under the catalog year you entered the college or the one in effect at the time of graduation.

If you have interrupted your attendance by one or more terms (not including Terms IIIA or IIIB), you must meet the requirement of either the catalog year you re-enrolled or the one in effect at the time of graduation.

Health Science students may also graduate under the catalog year in which they entered the health science program.

It is very important that you see either an academic advisor or an health science department head if you are unsure of your catalog year.

Continuing Education For Health Related Professions

This Continuing Education Program provides educational opportunities for health related professionals who desire to increase their knowledge and skills based on a continuum. The program supports and assists in implementing the philosophy and purpose of the College, primarily through continuing education offerings for health care providers including dentists, dental assistance, dental hygienists, dietitians, licensed practical nurses, medical assistants, medical laboratory personnel, registered nurses, radiographers, physical therapists and assistants, respiratory therapists, and psychological services licensees.

Continuing Education for Health related Professions is an approved provider for the American Association of Medical Assistants, Florida State Board of Dentistry, Provider Number P000020, American Association of Medical Assistants, American Association of Respiratory Care Provider #SP103760, Medical Laboratory Personnel HRS Provider #JP7000003-02-0, Florida State Board of Nursing Provider Number 27C0093, Psychological Services Department of Professional Regulations Provider #S-27-85, and Radiologic Technology HRS Provider #32000006.

We believe in appropriate interprofessional collaboration in programming that fosters interaction among health care practitioners in order to provide improved quality health care. The concept of learning as a continuous process of formal and informal educational learning experiences is supported. Continuing Education is viewed as supplemental to formal education and, therefore, most appropriate as short-term, noncredit offerings.

Offerings are available at all Broward Community College campus sites and off campus sites as well. Day, Evening and Saturday offerings are scheduled to provide opportunity for continuing education through seminars, workshops, short- and long-term courses and special educational programs. Credit courses and Home Study courses are also available. Contracted instructional services are available to meet the special needs of individual institutions, agencies, or groups.

Noncredit and credit courses are announced to the community in the publication Continuing Education For Health Related Professions. Additional flyers for individual offerings are mailed periodically.

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 require 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 of Science Degree. The optional program is designed to meet the individual needs of the student.

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 Dental Assisting National Board Examination.

Criteria for Admission to Dental Assisting Program:

1. Applicants must fulfill the general requirements for admission to the Allied Health programs (See Requirements for Admission to Allied Health Programs and Procedure for Applying for admission.).
2. A satisfactory personal interview with Dental Assisting Department faculty is required.

Requirements for the Certificate of Achievement in Dental Assisting:

1. Completion of 50 semester hours of credit and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in ANY course required for the Dental Assisting Certificate.
2. Completion of the following courses in general education:

	Semester Hours
SPC1024 Introduction to Speech	3
ENC1101 Composition	3

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

*DEA1022 Preclinical Orientation to Dental Assisting	4
*DEA1022L Preclinical Laboratory	3
*DEA1000 Introduction to Dental Assisting ...	1
*DES1021 Dental Anatomy and Physiology ...	3
*DES1100 Dental Materials	2
*DES1100L Dental Materials Laboratory	1
*DEA1820C Expanded Functions I	3
*DEA1300 Preventive Dentistry	2
*DEA1800 Clinical Practices and Procedures I	1
*DEA1800L Clinical Practices Laboratory	3
*DEA1821 Expanded Functions II	1
*DEA1821L Expanded Functions II Laboratory	1
*DES1210 Dental Radiology	2
*DES1210L Dental Radiology Laboratory	1
*DEA1130 Allied Dental Theory	4

*DEA1200 Practice Administration of the Dental Office (1)	2
*DES2300 Dental Psychology	1
*DEA1804 Clinical Practices and Procedures II	1
*DEA1804L Clinical Practices Laboratory	6
Total Semester Hours	42

Associate of Science Degree in Dental Assisting

Requirements for the Associate of Science Degree in Dental Assisting:

1. Completion of 78 semester hours of credit with 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 a minimum of 24 semester hours at the College, including the final 10 credits in the appropriate major.

First Year

	Semester Hours
<i>Term I</i>	
*DEA1022 Preclinical Orientation to Dental Assisting	4
*DEA1022L Preclinical Laboratory	3
*DEA1000 Introduction to Dental Assisting ...	1
*DES1021 Dental Anatomy and Physiology ...	3
*DES1100 Dental Materials	2
*DES1100L Dental Materials Laboratory	1
*DEA1300 Preventive Dentistry	2
*DES1210 Dental Radiology	2
*DES1210L Dental Radiology Laboratory	1
*DEA1820C Expanded Functions I	3
Total Semester Hours	22

Term II

*DEA1800 Clinical Practices and Procedures I	1
*DEA1800L Clinical Practices Laboratory	3
*DEA1821 Expanded Functions II	1
*DEA1821L Expanded Functions II Laboratory	1
DEA1130 Allied Dental Theory	4
DES2300 Dental Psychology	1
DEA1200 Practice Administration of the Dental Office(1)	2
SPC1024 Introduction to Speech	3
ENC1101 Composition	3
Total Semester Hours	19

Term IIIA

*DEA1804 Clinical Practices and Procedures II	1
*DEA1804L Clinical Practices II Laboratory/ Clinicals	6
Total Semester Hours	7

(1)Satisfactory completion of a typing competency examination is necessary for course completion.

*Requires a pre- or co-requisite. See the course description in this catalog.

Second Year

Term I

*ENC1102	Composition or	
*ENC2210	Technical Report Writing	3
CHM1033	Chemistry for Health Sciences	3
*APB1190	Human Anatomy and Physiology I	3
*APB1190L	Human Anatomy and Physiology I lab	1
*MAT1033	Intermediate Algebra	3
	Physical Education Activity	1
	Total Semester Hours	14

Term II

*DEA2940	Dental Practicum	3
*APB1191	Human Anatomy and Physiology II	3
*APB1191L	Human Anatomy and Physiology II lab	1
PSY2012	General Psychology	3
SYG2000	General Sociology	3
	Physical Education Activity	1
	Total Semester Hours	14

* Requires a pre- or co-requisite. See the course description in the catalog.

Diagnostic Medical Sonography (Ultrasound)

The Diagnostic Medical Sonography Certificate Program prepares individuals meeting certain qualifications to work with medical practitioners in the management, control and care of patients referred for ultrasound studies.

Clinical education is done in local clinics and hospitals. On completion of the 12 month course, students will be eligible to write the exams of the American Registry of Diagnostic Medical Sonographers.

Criteria for Admission to Diagnostic Medical Sonography:

1. 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.).
2. Graduate of an accredited two year radiologic technology program with preference given to Registered Radiographers or a minimum of a two year Allied Health Degree. 3.0 GPA required.
3. Candidates for admission who only have a two year degree must be interviewed by Program Head and Department Head.

Requirements for a Certificate in Sonography:

1. Completion of required courses with a grade point average of 2.0 or better. No grade lower than a "C" will be acceptable in Sonography courses.
2. Completion of the following courses (the program is sequential and full time):

Semester Hours

Term I

*SON2211	Medical Sonographic Physics I	3
*SON2111	Abdominal Sonography I	3
*SON2121	OB/GYN Sonography I	3

*SON2131	Heart/Chest Sonography I (Optional) (1)	3
*SON2851L	Clinic A (24 hrs/week)	3
	Total Semester Hours	15

Term II

*SON2212	Medical Sonographic Physics II	3
*SON2112	Abdominal Sonography II	3
*SON2122	OB/GYN Sonography II	3
*SON2132	Heart/Chest Sonography II (Optional) (1)	3
*SON2861L	Clinic B (24 hrs/week)	3
	Total Semester Hours	15

Term III

*SON2141	Carotid, Thyroid, Eye, Breast Sonography	3
*SON2871L	Clinic C (32 hrs/week)	4
	Total Semester Hours	7

1 Course may be taken as audit, for grade, or not at all.

*Requires a pre- or co-requisite. See course description in the catalog.

Dietetic Technician Program Nutrition Care Services

This Dietetic Technician Program prepares students to function under the supervision of the registered dietitian. Typical duties include: assessment of the patient situation, interviews, menu planning, diet instruction for routine modifications and employee training. The program is approved by the American Dietetics Association, the national professional accreditation organization.

The Dietetic Technician Programs accepts 12 transfer credits from Atlantic Vocational Center for the student completing the Dietetic Manager's Program. At program entrance, the student needs to confer with the Coordinator of the Dietetic Technician Program.

Criteria for Admission to the Dietetic Technician Program:

1. 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.).
2. A satisfactory personal interview with the Coordinator of the Dietetic Technician Program is required.

Requirements for a Dietetic Technician A.S. Degree:

1. Completion of 64 semester hours of credit with a grade point average of 2.0 or better.
2. Completion of courses in the major field (A grade of "C" or better must be earned in each major course).

Nutrition Care Services First Year

Term I

(1)HUN1201	Essentials of Nutrition	3
------------	-------------------------	---

Semester Hours

(1)FSS 1221	Volume Foods	3
APB1150	Principles of Biology	3
APB1150L	Principles of Biology Lab	1
ENC1101	Composition	3
	Physical Education Activity	<u>1</u>
	Total Semester Hours	14

Term II

*DIE 2412	Nutrition Counseling & Education	3
*DIE 1270	Nutrition Clinical Practice II	3
SYG 2000	General Sociology	3
*ENC 2210	Technical Report Writing	3
EDF 2210	Educational Psychology	<u>3</u>
	Total hours	15

Term IIIA

HSA2111	Health Care Facilities	3
*MAT1033	Intermediate Algebra	<u>3</u>
	Total Semester Hours	6

Second Year

Semester Hours

Term I

*DIE2222	Nutritional Care in Community and Institutions	3
*DIE2271	Nutrition Clinical Practice III	3
(1)HFT 1210	Supervisory Development	3
(1)FSS 2301	Dietary Department Operations	2
(1)FSS 2307	Dietetic Seminar	1
	Elective	<u>3</u>
	Total Semester Hours	15

Term II

*DIE 2243	Applied Nutrition	3
*DIE 2272	Nutrition Clinical Practice IV	4
HFT 2220	Organization and Personnel Management	3
	Physical Education activity	1
	Elective	<u>3</u>
	Total Semester Hours	14

*Requires a pre- or co-requisite. See course description in the catalog.

(1) These courses are waived for the student completing the Dietetic Manager's Program at Atlantic Vocational Center.

Emergency Medical Services Program

Broward Community College has developed a three-stage program in Emergency Medical Services to meet the needs of the community. Certificate programs for the EMT and Paramedic are included in the two-year Associate of Science Degree Program. Satisfactory completion of the Basic EMT Certificate Program will enable the student to take the Florida State EMT Examination.

Satisfactory completion of the advanced courses in the Paramedic Certificate Program will enable students to take the Florida State Paramedic Examination.

Those desiring an Associate of Science Degree may elect

to take additional general academic and specialized EMS courses.

Applicants to the Emergency Medical Services program must fulfill the general requirements for admission to the college and complete the application process at the Emergency Medical Services Department. The selection of students is based upon the student meeting the Allied Health Admission requirements and the following additional factors:

1. Eighteen years of age at the time of application
2. A minimum Grade Point Average of 2.0 in all college courses previously attempted.
3. Freedom from any physical or mental defects or diseases which might impair candidate's ability to perform duties.
4. Freedom from any addiction to alcohol or any controlled substance.
5. Satisfactory personal interview with the Emergency Medical Services Department Head when requested.
6. Complete Employment History Form; complete Experience Documentation Form if Paramedic student.

Enrollment in all EMS courses is limited. Courses may not be audited if State certificate 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 take the certification examination.

Emergency Medical Services Certificate Programs

These programs are designed solely for individuals who desire credentials at the EMT and/or Paramedic level. Individuals seeking admission to the certificate program must contact the Emergency Medical Services Department for permission to register in EMS courses.

EMT CERTIFICATE PROGRAM

A priority for admission into the EMT Certificate Program 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

All other interested individuals will be assigned class space as available.

A certificate of achievement will be awarded upon completion of the following courses.

		Semester Hours
EMS 1119	Emergency Medical Technician, Basic	6
EMS 1119L	EMS Skills Lab	1
EMS 1431	EMS Clinical	<u>2</u>
	Total Semester Hours	9

PARAMEDIC CERTIFICATE PROGRAM

Florida State certified EMT's are eligible to apply for the Paramedic Certificate Program.

In addition to meeting the admission requirements for the college, the Allied Health Center Campus and the EMS Department, the student must:

1. Hold a current EMT Certificate from the State of Florida. The EMT state license must be one year old at the time the student completes the Paramedic Program.

2. Acceptable reading and math test scores or satisfactory completion of appropriate courses.

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

1. Have been active members of an emergency/rescue squad.

2. Have 3 acceptable recommendations from their present ambulance administrator, medical director, or other supervisor.

3. Have demonstrated the ability to function in emergency situations as ambulance attendants, firemen, military corpsmen, emergency department or intensive care unit technicians, or nurses (critical care).

4. Are associated with an ambulance or rescue service, that is equipped or will be equipped in the near future for advanced emergency care, such as hospital/vehicle radio communications, cardiacscope/defibrillator, intravenous supplies, and drugs.

5. EMS degree seeking students who have completed the Anatomy and Physiology courses APB1190, 1190L, 1191, 1191L.

All other interested individuals will be assigned class space as available.

A certificate of achievement will be awarded upon completion of the following courses:

	Semester Hours
EMS2219 Paramedic I	6
EMS2219L Paramedic I, Skills Lab	1
EMS2435 Paramedic I, Clinical	2
EMS2229 Paramedic II	6
EMS2229L Paramedic II, Skills Lab	1
EMS2436 Paramedic II, Clinical	2
Total Semester Hours	18

Associate of Science in Emergency Medical Services

Admission into the Emergency Medical Services Degree Program requires academic approval and notice of acceptance from the EMS Department at Broward Community College.

Requirements for the Associate of Science Degree in Emergency Medical Services are the following:

1. Completion of 73 hours of credit and a grade point average of 2.0 or better.
2. Completion of all EMS courses with a grade of "C" or better.

In addition to the EMT and Paramedic courses included in the certificate programs, the student must complete the following courses to earn an Associate of Science Degree in Emergency Medical Services.

ENC1101	Composition	3
*ENC1102	Composition or	
*ENC2210	Technical Report Writing	3
PSY2012	General Psychology	3
*MAT1033	Intermediate Algebra	3
	Social Science Elective	3
MEA1010	Medical Terminology	3
*APB1190	Human Anatomy & Physiology I ...	3
*APB1190L	Human Anatomy & Physiology I Lab	1
*APB1191	Human Anatomy & Physiology II	3
*APB1191L	Human Anatomy & Physiology II Lab	2
APB1600	Pharmacology I	1
*EMS2513	Crisis Intervention	3
*EMS2514	Emergency Medical Technician Assessment	3
*EMS2421	Rescue Internship/Practicum	5
*EMS2311	Leadership/Practicum	2
	Elective (1)	3
	Physical Education Activity	2
	Total Semester Hours	46

* Requires a pre- or co-requisite. See course description in catalog.

(1) EMS Electives:

*EMS2361	Aquamedic Injury Management
*EMS2331	Emergency Care in Flight
*EMS2511	Emergency Respiratory Therapy
*EMS2512	Endotracheal Preceptor/Practicum
*EMS2515	Emergency Care of Children
*EMS2517	OB Preceptor/Practicum

Medical Assisting Program

The role of the Medical Assistant within the physician's office is becoming more varied, demanding, and complex. Duties and responsibilities may encompass those skills of administrator, clinician, or technician. In many instances, the medical assistant functions in all three areas while being a public relations specialist.

The Medical Assisting Program is a two-level curriculum. The first year of study constitutes the basic Medical Assisting curriculum for which a certificate will be awarded upon satisfactory completion. Those desiring the Associate of Science Degree may elect to take the second year of general academic studies. The optional program is designed to meet the individual needs of students.

The Medical Assisting Degree and Certificate Programs are AMA/CAHEA*/AAMA accredited. Graduates are eligible to take the National Certification Examination for Medical Assistants immediately upon graduation.

The placement of students into externships in physicians' offices offers maximum flexibility and has been especially designed to meet the individual needs of the students, thus allowing for the development of specific skills within a chosen interest or specialty area. Students enrolled in externships will be required to spend a total of three hundred hours.

Criteria for Admission into Medical Assisting Program:

1. Applicants must fulfill the general requirements for admission to Allied Health programs (See Requirements for Admission to Allied Health Programs and Procedures

for Application).

2. 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.

a. Applicants without signed typing tests should go to the Business Administration Department (Central Campus) and make arrangements to take this test in the typing lab.

b. Applicants meeting all admission criteria except their typing skill may receive a preliminary acceptance until proof of their typing skill is on file with the Medical Assisting Department.

*Committee on Allied Health Education and Accreditation.

Medical Assisting Certificate of Achievement

Requirements for the Certificate of Achievement in Medical Assisting:

1. Completion of 36 semester credit hours and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in ALL courses designated as MEA.

	Semester Hours
MEA1010 Medical Terminology	3
*OST1113 Intermediate Typing 4 (1)	1
MEA1005 Introduction to Medical Assisting	2
MEA2200 Clinical Practices I	1
MEA1812 Pharmacology for the Medical Assistant	1
MEA1102 Administrative Office Procedures	2
MEA1101 Medical Law and Ethics	2
MEA2201 Clinical Practices II	1
MEA2202 Introduction to Non-Invasive Cardiology Procedures	1
*MEA1011 Clinical Terminology	3
*OST2256 Medical Transcribing	3
*MEA1813 Radiology for the Medical Assistant	2
*MEA2800 Externship	5
*MEA2300 Medical Office Lab Procedures I	2
*MEA2301 Medical Office Lab Procedures II	2
*MEA2810 Advanced Externship	5
CPR and First Aid (2)	2
Computer Science or Word Processing Electives	3
Total Semester Hours	39

*Requires a pre- or co-requisite. See course description in catalog.

(1) Students who do not meet prerequisites will have to take qualifying typing courses. As a prerequisite to receive a grade in SES 1110, Medical Assisting students are required to pass three timed writings of 45 WPM each. Each timed writing of five minutes will have no more than five errors. Even if all assignments have been passed and a "A" average is achieved in the class, a grade will not be assigned until the speed requirements have been met.

An original copy of the typing test verifying a 45 WPM proficiency should be put on file in student's folder in the Medical Assisting Department. This copy should be signed and dated by the instructor administering the test.

(2) CPR and First Aid will be taught through Continuing Education in Term I. Specifics will be announced.

Associate of Science Degree in Medical Assisting

Requirements for the Associate of Science Degree in Medical Assisting:

Completion of 67 semester hours of credit (as listed) and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in all courses designated as MEA.

First Year

		Semester Hours
<i>Term I</i>		
MEA1010 Medical Terminology		3
*OST1113 Intermediate Typing 4 (1)		1
MEA1005 Introduction to Medical Assisting		2
MEA2200 Clinical Practices I		1
MEA1102 Administrative Office Procedures		2
MEA1101 Medical Law and Ethics		2
MEA2201 Clinical Practices II		1
MEA2202 Introduction to Non-Invasive Cardiology Procedures		1
MEA1812 Pharmacology for the Medical Assistant		1
CPR and First Aid (2)		2
Computer Science or Word Processing Elective		3
Total Semester Hours		17

Term II

*MEA1011 Clinical Terminology	3
*OST2256 Medical Transcribing	3
*MEA1813 Radiology for the Medical Assistant	2
*MEA2800 Externship	5
*MEA2300 Medical Office Lab Procedures I	2
*MEA2301 Medical Office Lab Procedures II	2
Total Semester Hours	17

Term IIIA

*MEA2810 Advanced Externship	5
Total Semester Hours	5

Second Year

Term I

		Semester Hours
ENC1101 Composition		3
*MAT1033 Intermediate Algebra		3
*CHM1033 Chemistry for Health Sciences		3
*APB1190 Human Anatomy and Physiology I		3
*APB1190L Lab		1
Physical Education Activity		1
Total Semester Hours		14

Term II

*OST2335 Social Science Elective	3
Business Communications or	

*ENC2210	Technical Report Writing (3)	3
ACG1003	Accounting Survey I	3
*APB1191	Human Anatomy & Physiology II	3
*APB1191L	Human Anatomy & Physiology II	
	Lab	1
	Physical Education Activity	<u>1</u>
	Total Semester Hours	14

*Requires a pre- or co- requisite. See course description in catalog.

(1) Students who do not meet prerequisites will have to take qualifying typing courses. As a prerequisite to receive grade in SES1110, medical assisting students are required to pass three timed writings of 45 WPM each. Each timed writing of five minutes will have no more than five errors. Even if all assignments have been passed and an "A" average is achieved in the class, a grade will not be assigned until the speed requirements have been met.

An original copy of the typing test verifying a 45 WPM proficiency should be put on file in student's folder in the Medical Assisting department. This copy should be signed and dated by the instructor administering the test.

(2) CPR and First Aid will be taught through Continuing Education in Term I. Specifics will be announced.

(3) Completion of ENC1101 and ENC2210 or SES2335 will satisfy the requirements for a degree in Medical Assisting Technology at this institution. However, students planning to transfer to a university should complete ENC1101 and ENC2210 since SES2335 may not be acceptable for transfer credit.

Medical Laboratory Technology Program

The Medical Laboratory Technology Associate Degree Program (MLT-AD) was developed specifically to enable the Medical Laboratory Technician-Certificate (MLT-C)* graduates to continue their 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. They will be eligible to take a national certifying examination for Medical Laboratory Technician and the Florida State Licensure Examination for Clinical Laboratory Technologist.

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

The MLT-C Program at Sheridan Vocational-Technical Center is affiliated with this program. Applicants must satisfy requirements for admission to the College and submit verification of graduation from an approved MLT-C program within the previous five years. Applicants whose MLT-C graduation is pending will need the recommendation of their MLT-C instructor. MLT-C credentials must be approved by the Medical Laboratory Technology Coordinator.

The program reserves the right to require applicants who are not recent graduates of the approved program at Sheridan Vocational-Technical 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

graduates. Students with limited areas of insufficient competence will be able to take supplemental courses at Sheridan Vocational-Technical Center to raise their knowledge and skills to the required entry level for the MLT-AD program. When competencies are demonstrated in all areas on retesting, the student will be accepted in the program. Graduates of medical laboratory programs which are not accredited by CAHEA (NAACLS) who are interested in pursuing entrance into the MLT-AD program should contact the Experiential Learning Department on Central Campus to determine eligibility for credits at the MLT-C level. Students who are on the waiting list for the MLT-C program at Sheridan Vocational-Technical Center may be admitted to the MLT-AD program at Broward Community College on verification by Sheridan that they have met the entrance requirements of the MLT-C program. These students may not take courses prefixed with MLS until they have completed the MLT-C program, but may take all other courses required for the MLT Associate Degree.

Upon acceptance into the program MLT-C graduates may have the 30 credits for MLS 1010C, MLS 1021C, MLS 1210C and MLS 1520C awarded (fee \$30.00). Students must complete 40 or 43 semester hours credit at the College to satisfy the Associate of Science degree requirements for graduation. Once accepted into the Medical Laboratory Technology program, students may select one of two curriculum tracks toward the Associate Degree. Track I is designed essentially for students not interested in transferring to a university for further study. Track II has more university parallel credits for students who plan to eventually apply them toward earning a Baccalaureate Degree in Medical Technology or a related science. Track II contains 30 university parallel credits.

Students who are not interested in acquiring career entry skills prior to earning a Baccalaureate Degree in Medical Technology may take the Pre-Medical Technology (A.A. Degree) program (see Counseling Program Sheet). The A.A. Degree does not require the first year in the MLT-C program.

* Formerly: Certified Laboratory Assistant (CLA).

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

1. Completion of 70(Track II) or 73(Track I) 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
*MLS2605	Medical Laboratory Instrumentation	
	2
*MLS2605L	Medical Laboratory Instrumentation	
	Laboratory	2
*MLS2610	Clinical Chemistry	1
*MLS2610L	Clinical Chemistry Laboratory	1
*MLS2402	Clinical Microbiology	1
*MLS2402L	Clinical Microbiology Laboratory	1
*MLS2360	Clinical Hematology	<u>1</u>
*MLS2360L	Clinical Hematology Laboratory	<u>1</u>
	Total Semester Hours	10

3. Completion of the following courses in related area:

MLS1010C	Medical Laboratory Technology I	10
MLS1210C	Medical Laboratory Technology II	10
MLS1520C	Medical Laboratory Technology III	5

These 1000 level courses are equivalent to those offered in a 12-month CAHEA approved MLT-C Program and will be awarded upon verification of successful completion of the MLT-C Program within the last five years (\$30.00). These courses are not offered by the College and may be taken at Sheridan Vocational-Technical Center.

4. Completion of the following courses in general education:

ENC1101	Composition	3
*MAT1033	Intermediate Algebra or	
*MAC1132	Pre-Calculus Mathematics I	3
(1)CHM1045	General Chemistry I	3
CHM1045L	General Chemistry I Lab	1
*CHM1046	General Chemistry II	3
*CHM1046L	General Chemistry II Lab	1
	Behavioral Science Elective	3
*ENC2210 or	Technical Report Writing	3
*ENC1102	Composition	
	Physical Education Activities	2
	Total Semester Hours	22

Students may elect one of the following tracks to complete their requirements for the A.S. Degree (See preceding "Medical Laboratory Program" section for explanation of tracks.):

Track I	(73 Semester hours)	
*APB1190	Human Anatomy & Physiology I ...	3
*APB1190L	Human Anatomy & Physiology I	
	Lab	1
*APB1191	Human Anatomy & Physiology II	3
*APB1191L	Human Anatomy & Physiology II	
	Lab	1
SYG2000	General Sociology	3
	Total Semester Hours	11

Track II	(70 Semester hours)	
(2)*MAC1132	Pre-Calculus Mathematics II or	
*MAC1133	(if MAT1033 not required)	3
(3)APB1150L	Principles of Biology Lab	1
*ZOO1013	General Zoology	3
*ZOO1013L	General Zoology Lab	1
	Total Semester Hours	8

*Requires a pre- or co-requisite. See course description in catalog.

- General Chemistry is offered as either a two-semester sequence (CHM1045-1046) or as a three-semester sequence (CHM1040-1041-1046). Placement is determined by a placement exam.
- Six hours of math courses are required for Track II. All students must take either MAT 1033 and MAC 1132 or MAC 1132 and MAC 1133.
- Students who wish to qualify to take the Florida Clinical Laboratory Technologist Examination must also take APB1150 or another 3 credit biology course.

Department of Nursing Technology

The Associate Degree Program in Nursing Technology 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 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.

The Department of Nursing Technology offers an Associate Degree in Nursing Science to both Licensed Practical Nurses (LPNs) and those who have no previous nursing education. The LPN-RN Transition Track recognizes the LPN's nursing knowledge and skills. This is designed for the LPN who feels qualified to participate in an accelerated track. The Generic track is for the applicant who has no previous nursing education or the LPN who does not wish to enroll in an accelerated track. Also, the Generic Track has a special option for Emergency Medical Technician/ Paramedic (EMT/PM) nursing students who work a 24-hours-on and 48-hours-off schedule.

The program combines studies in general education and nursing education at the College with selected clinical experiences in hospitals and other community facilities. Nursing courses require students to spend 20 to 36 hours per week in the classroom and clinical experiences.

Students are scheduled for both day and evening clinicals throughout the program. It is expected that students will have made arrangements to meet these hours.

Criteria for Admission to the Nursing Program

1. Applicants must complete general requirements for admission to Health Science Programs. (See Requirements for Admission to Health Science Programs and Procedures for Application.)

2. Complete the following courses with a grade of C or better:

	Semester Hours
CHM 1033	Chemistry for Health Science 3
APB 1190	Human Anatomy & Physiology I ... 3
APB 1190L	Human Anatomy & Physiology I
	Lab
 1
	Total Semester Hours
 7

- Reading: Pass assessment at eleventh grade or above.
- Mathematics: pass assessment at 80% or above.
- Cumulative grade point average of 2.0 or better.
- LPN/RN Transition Track students need a current Florida LPN License. LPN's who are interested in the LPN/RN Transition Track will be required to pass (50 percentile or above) the NLN/PN Comprehensive Test prior to submitting the application.

Graduates will receive an Associate of Science Degree in Nursing which meets the academic requirements for eligibility to write the National Council Licensure Examination (NCLEX) for licensure as a Registered Nurse.

STUDENTS IN THE NURSING PROGRAM WHO HAVE BEEN CONVICTED OF A FELONY CHARGE MAY BE DENIED THE OPPORTUNITY TO WRITE THE NCLEX BY THE FLORIDA STATE BOARD OF NURSING. CLARIFICATION ON THIS ISSUE IS THE RESPONSIBILITY OF THE STUDENT.

BILITY OF THE STUDENT. INQUIRIES SHOULD BE DIRECTED TO THE FLORIDA STATE BOARD OF NURSING.

Requirements for the Associate of Science Degree in Nursing:

1. Completion of 86 hours of credit and a cumulative 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
ENC1101	Composition	3
*ENC1102	Composition or	
*ENC2210	Technical Report Writing	3
	Social Science Elective	3
PSY2012	General Psychology	3
*DEP2102	Child Psychology or	
DEP2004	Human Development	3
*MAT1033	Intermediate Algebra or higher	3
	Physical Education Activities	2
	Total Semester Hours	20

3. Completion of the following courses in related areas:

*APB1190	Human Anatomy & Physiology I	3
*APB1190L	Human Anatomy & Physiology I Lab	1
*APB1191	Human Anatomy & Physiology II	3
*APB1191L	Human Anatomy & Physiology II Lab	1
*CHM1033	Chemistry for Health Sciences	3
**HUN1202	Essentials of Nutrition & Diet Therapy	3
**APB1600	Pharmacology I	2
**MCB2013	Microbiology	3
**MCB2013L	Microbiology Lab	1
	Total Semester Hours	20

4. Completion of courses in major field of Nursing:
GENERIC TRACK

*NUR1021	Nursing Process	6
*NUR1021L	Nursing Process Clinical Lab	4
*NUR1421	Health Care of Women	3
*NUR1421L	Health Care of Women Clinical Lab	2
*NUR1524	Nursing Care of the Psychiatric Patient	3
*NUR1524L	Nursing Care of the Psychiatric Patient Clinical Lab	2
*NUR1730	Pediatric Nursing & Common Elements of Nursing Care	3
*NUR1730L	Pediatric Nursing & Common Elements of Nursing Care Clinical Lab	2
*NUR2220	Medical-Surgical Nursing I	3
*NUR2220L	Medical-Surgical Nursing I Clinical Lab	2
*NUR2221	Medical-Surgical Nursing II	3
*NUR2221L	Medical-Surgical Nursing II Clinical Lab	2
*NUR2222	Medical-Surgical Nursing III	3
*NUR2222L	Medical-Surgical Nursing III Clinical Lab	2
*NUR2223	Medical-Surgical Nursing IV	3

*NUR2223L	Medical-Surgical Nursing IV Clinical Lab	3
	Total Semester Hours	46

5. Completion of courses in major field of Nursing: LPN-RN TRANSITION TRACK.

***NLN-PN	Comprehensive Test - 50 percentile	13
*NUR 2001	Nursing Transition I	9
*NUR2001L	Nursing Transition I Clinical Lab	3
*NUR2412	Nursing Transition II	9
*NUR2412L	Nursing Transition II Clinical Lab	3
*NUR2203	Nursing Transition III	4
*NUR2203L	Nursing Transition III Clinical Lab	1
*NUR2801	Nursing Transition IV	2
*NUR2801L	Nursing Transition IV Clinical Lab	2
	Total semester credits	46

*Requires a pre- or co-requisite. See course description in catalog.

**APB1600, HUN1202 and MCB2013, 2013L are to be taken with nursing courses.

*** Upon successful completion of NUR 2001 and NUR 2001L, 13 equivalent credits will be awarded for the NLN-PN Comprehensive Test.

ANY STUDENT, INCLUDING THE READMITTED STUDENT, WHO FAILS FOUR (4) OR MORE NURSING CREDITS WILL BE DISMISSED FROM THE NURSING PROGRAM.

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.

The program provides the student with the opportunity to develop competency in technical skills relative to physical therapy through planned clinical, classroom and laboratory experiences. The graduate will be prepared to participate in providing a variety of services under the direction and guidance of a supervising physical therapist.

The 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.

Criteria for Admission in the Physical Therapist Assistant Program:

Applicants must fulfill the general requirements for admission to Health Science programs (See Requirements for Admission to Health Science Programs and Procedures for applying for admission). For further information, call 475-6770.

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

1. Completion of a minimum of 73 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 or APB courses.
3. Completion of a minimum of 24 semester hours of residence at the College of which at least 10 hours must

First Year

Term I

		Semester Hours
*PHT1000	Introduction to Physical Therapy ...	3
*PHT1000L	Introduction to Physical Therapy Lab	1
CHM1033	Chemistry for Health Sciences	3
*APB1190	Human Anatomy & Physiology I ...	3
*APB1190L	Human Anatomy & Physiology I Lab	1
*MAT1033	Intermediate Algebra	3
MEA1010	Medical Terminology	3
HLP1939	Health Fitness	2
	Total Semester Hours	18

Term II

PHT1800	Therapeutic Modalities	2
PHT1800L	Therapeutic Modalities Lab	2
*APB1191	Human Anatomy & Physiology II	3
*APB1191L	Human Anatomy & Physiology II Lab	1
PHT1103	Anatomy for the PTA	3
PHT1103L	Anatomy for the PTA Lab	1
EMS1031	Emergency Medical Science	3
MEA1812	Pharmacology for the Medical Assis- tant	1
	Total Semester Hours	16

Term IIIA

PHT1210	Disabilities & Therapeutic Practice I	2
PHT1210L	Disabilities & Therapeutic Practice I Lab	1
*PHT1801	Clinical Practice I	3
	Total Semester Hours	6

Second Year

Term I

		Semester Hours
PHT2120	Applied Kinesiology	2
PHT2120L	Applied Kinesiology Lab	1
PHT2810	Clinical Practice II	4
PHT2220	Disabilities & Therapeutic Practice II	2
PHT2220L	Disabilities & Therapeutic Practice II Lab	1
ENC1101	Composition	3
PSY2012	General Psychology	3
	Total Semester Hours	16

Term II

PHT2221	Rehabilitative Procedures	2
PHT2221L	Rehabilitative Procedures Lab	1
PHT2820	Clinical Practice III	6
	Behavioral Science Elective	3
PHT2931	Transition Seminar	2
*ENC1102	Composition or	
*ENC2210	Tech Report Writing	3
	Total Semester Hours	17

* Requires a pre- or co-requisite. See course description in catalog.

(1) Open only to those students who have been officially admitted to the Physical Therapist Assistant program.

Radiation Therapy Technology

The Radiation Therapy Technology program prepares individuals to assist the Radiation Therapist with the management, control and care of patients receiving Radiation Therapy. Clinical education is done in local hospitals. The Radiation Therapy Technology program is approved by the Joint Review Committee on Education in Radiation Therapy Technology.

One Year Certificate Program

Criteria for Admission to Radiation Therapy Certificate Program:

Applicants must fulfill the general requirements for admission to Allied Health Programs (See requirements for admission to Allied Health Programs and Procedures for Applying for Admission.). In addition, the Radiation Therapy Program requires the applicants to be either a Registered Nurse, a Radiologic Technologist (ARRT), or be registry eligible for nursing or radiography.

Requirements for a Certificate in Radiation Therapy:

Successfully complete 31 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 Radiation Therapy Technology courses.

Certificate Program

Term I

		Semester Hours
RAT1001	Introduction to Radiation Therapy	3
RAT1021	Principles of Radiation Therapy I	3
RAT2840L	Clinic	3
RAT1211	Anatomy & Physiology	2
RAT2021	Principles of Radiation Therapy II	2
RAT2617	Advanced Radiation Physics I	2
	Total Semester Hours	15

Term II

*RAT1023	Oncology	2
*RAT2850L	Clinic	3
*RAT2619L	Dosimetry and Computer Treatment Planning	3
*RAT2618	Advanced Physics II	2
*RAT2241	Pathology and Radiobiology	2
	Total Semester Hours	12

Term III

*RAT2860L	Clinic	4
	Total Semester Hours	4

* Requires a pre- or co-requisite. See course description in catalog.

Associate of Science Degree in Radiation Therapy

Criteria for Admission to Associate of Science Degree Program:

Applicants must fulfill the general requirements for admission to Allied Health Programs (See requirements for

admission to Allied Health Programs and Procedures for Applying for Admission).

Requirements for A.S. Degree in Radiation Therapy:

Complete 68 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 Radiation Therapy Technology courses.

First Year

		Semester Hours
<i>Term I</i>		
RAT1001	Introduction to Radiation Therapy	3
RAT1021	Principles of Radiation Therapy I	3
*APB1190	Human Anatomy & Physiology I	3
*APB1190L	Human Anatomy & Physiology I Lab	1
CHM1033	Chemistry for Health Sciences	3
*MAT1033	Intermediate Algebra (I)	3
	Total Semester Hours	16
<i>Term II</i>		
RAT1023	Oncology	2
RAT1111	Radiographic Process	1
RAT1111L	Radiographic Process Lab	1
RAT1614C	Radiation Physics	2
RAT1800L	Clinic	2
*APB1191	Human Anatomy & Physiology II	3
*APB1191L	Human Anatomy & Physiology II Lab	1
	Physical Education Activity	1
	Total Semester Hours	13
<i>Term III</i>		
RAT1930L	Radiation Therapy Seminar (Term IIIA)	2
RAT1810L	Clinic	3
	Total Semester Hours	5

Second Year

		Semester Hours
<i>Term I</i>		
*RAT2617	Advanced Radiation Physics I	2
*RAT2021	Principles of Radiation Therapy II	2
*RAT2840L	Clinic	3
	Behavioral Science Elective	3
ENC1101	Composition	3
	Physical Education Activity	1
	Total Semester Hours	14
<i>Term II</i>		
*RAT2241	Pathology and Radiobiology	2
*RAT2618	Advanced Radiation Physics II	2
*RAT2850L	Clinic	3
*RAT2619	Dosimetry and Computer Treatment Planning	3
*ENC2210	Technical Report Writing	3
SPC1600	Public Speaking	3
	Total Semester Hours	16
<i>TERM III</i>		
*RAT2860L	Clinic	4
	Total Semester Hours	4

* Requires a pre- or co-requisite. See course description in

catalog.

Radiologic Technology Program

The Radiologic Technologists assist Radiologists and other Physicians by operating x-ray equipment and preparing patients for diagnostic x-rays. He or she takes films, called radiographs, of internal parts of the body to seek evidence of disease or injury or to provide other significant medical information. The Radiographer adjusts x-ray equipment, positions the patient and determines proper voltage, current and exposure time for each radiograph. The Radiographer may also process x-ray film, perform radiographs in surgery, and perform other tasks as assigned.

Associate of Science Degree for Radiologic Science Graduates

Broward Community College provides a means for graduates of hospital based two year programs who are currently registered Radiologic Technologists, Nuclear Medicine Technologists, Radiation Therapy Technologists and Diagnostic Medical Sonographers to pursue an Associate Degree through the Experiential Learning/Cooperative Education department. To qualify, the applicant must submit a copy of their A.R.R.T. or A.R.D.M.S. certificates plus a copy of the transcripts from the program attended.

Requirements for Associate of Science Degree

1. Submit completed Credit Request Form for Previous Training or Experience. Form should be obtained through the Department Head's Office. Applicants will be awarded 44 credits (fee \$44.00) for previous training or experience.
2. Submit completed Broward Community College application along with the \$20.00 application fee and original transcripts.
3. Complete 23 hours of credit (as listed below):

	Semester Hours	
ENC1101	Composition	3
*ENC2210	Technical Report Writing	3
*MAT1033	Intermediate Algebra	3
SPC1600	Public Speaking	3
	Computer Science Elective	3
PSY2012	General Psychology	3
	Social Science Elective	3
	Physical Education	2
	Total Semester Hours	23

* Requires a pre- or co-requisite. See course description in catalog.

Associate of Science Degree in Radiologic Technology

Clinical Practice for the two year Radiologic Technology program is performed in local hospitals toward the satisfactory completion of the program. Individuals will be eligible to write the exam of the American Registry of Radiologic Technology and be certified by the State of Florida as a CRT (Advanced) upon completion of the program. Employment opportunities exist on a national scale.

Criteria for Admission into Radiologic

Technology:

1. Applicants must fulfill the general requirements for admission to Allied Health Programs (See requirements for admission to Allied Health Programs and Procedures for Applying for Admission.).

Requirements for A.S. Degree in Radiologic Technology:

1. Complete 73 hours of credit (as listed) in a two year (six semester) period with a Grade Point Average of 2.0 or better.
2. Complete 48 credits of RTE Courses (as listed) in the two year period (six semester). Complete 28 Credits of General Education Courses on a part-time basis after completing the RTE Courses and becoming licensed as a Radiologic Technologist in the State of Florida.
3. No grade lower than a "C" will be acceptable in Radiologic Technology courses.

First Year

Term I		Semester Hours
RTE1510	Radiographic Anatomy and Positioning I	2
RTE1510L	Radiographic Anatomy and Positioning Lab	1
RTE1002	Radiologic Technology I	2
RTE1111L	Nursing Procedures Lab	1
RTE1804L	Clinical Education I	2
CHM1033	Chemistry for Health Sciences	3
*MAT1033	Intermediate Algebra	3
	Total Semester Hours	14

Term II

RTE1512	Radiographic Anatomy and Positioning II	2
RTE1512L	Radiographic Anatomy and Positioning II Lab	2
*RTE1418C	Principles of Imaging I	2
*RTE1614C	Radiographic Physics I	2
*RTE1814L	Clinical Education II	2
*APB1190	Human Anatomy & Physiology I	3
*APB1190L	Human Anatomy & Physiology I Lab	1
	Total Semester Hours	13

Term III

*RTE1526	Radiographic Anatomy and Positioning III	1
*RTE1526L	Radiographic Anatomy and Positioning III Lab	1
*ENC1101	Composition	3
*APB1191	Human Anatomy and Physiology III	3
*APB1191L	Human Anatomy and Physiology III Lab	1
*RTE1827L	Clinical Education (Term III-B)	2
	Total Semester Hours	11

Second Year

Term I		Semester Hours
*RTE2527	Radiographic Anatomy and Positioning IV	2
*RTE2527L	Radiographic Anatomy and Positioning IV Lab	1
*RTE2616	Physics II	2

*RTE2847L	Clinical Education IV	3
*RTE2547	Imaging II	2
*RTE2547L	Imaging II Lab	1
	Physical Education Activity	1
	Total Semester Hours	12

Term II

*RTE2385	Radiation Biology	2
*RTE2546	Positioning V	2
*ENC1102	Composition or Tech Report Writing	3
*ENC1210	Clinical Education V	3
*RTE2857L	Behavioral Science Elective	3
	Physical Education Activity	1
	Total Semester Hours	14

Term III

*RTE2570	Survey of Imaging Modalities	2
*RTE2473	Radiographic Quality Assurance	1
*RTE2869L	Clinical Education VI	3
	Computer Science Elective	3
	Total Semester Hours	9

* Requires a pre- or co-requisite. See course description in catalog.

Respiratory Therapy Program

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

This is a two level program. Students who complete the portion of the program designated as the first year receive a certificate and are qualified candidates for the Respiratory Therapy Certification Examination.

Students who complete the second year will receive an Associate of Science Degree in Respiratory Therapy. The degree satisfies the requirements established by the National Board For Respiratory Care and qualifies the graduate as a candidate for the national registry examination.

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 dismissal from the program.

Criteria for Admission to the Respiratory Therapy Program:

1. 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.).
2. Completion of the courses listed as prerequisites for admission to the Respiratory Therapy Program. These courses must be completed with grades of "C" or better.

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

1. Completion of 73 hours of credit and a grade point average of 2.0 or better. No grade lower than a "C" will be acceptable in Respiratory Therapy courses.

Prerequisite Courses

	Semester Hours
*APB1190	Human Anatomy & Physiology I ... 3

*APB1190L	Human Anatomy & Physiology I	
	Lab	1
*CHM1033	Chemistry for Health Sciences	3
*MAT1033	Intermediate Algebra	3
	Total Semester Hours	10

THE THERAPIST PROGRAM

Admission to this program is limited to those completing the above listed courses and others by special departmental approval.

First Year

Term I		Semester Hours
APB1260	Pulmonary Anatomy and Physiology	
	ogy	3
RET1026	Respiratory Therapy Equipment	3
RET1026L	Respiratory Therapy Equipment	
	Lab	1
*APB1191	Human Anatomy & Physiology II	3
*APB1191L	Human Anatomy & Physiology II	
	Lab	1
MEA1010	Medical Terminology	3
	Total Semester Hours	14

Term II

*APB1294	Introduction to Cardiopulmonary	
	Disease	3
*RET1264	Mechanical Ventilation	3
*RET1264L	Mechanical Ventilation Lab	1
*RET1834	Clinic I	3
APB1650	Pharmacology	1
APB1600	Pharmacology	2
	Total Semester Hours	13

Term IIIA

*RET2414	Pulmonary Function	2
*RET1714	Pediatric Respiratory Care	1
*RET1835	Clinic II	3
	Total Semester Hours	6

Completion of all of the above listed courses with a "C" or better qualifies the student as a candidate for the Respiratory Therapy Certification (CRTT) and the Certified Pulmonary Function Technician (CPFT) exams.

Semester Hours

Term I

ENC1101	Composition	3
*MCB2013	Microbiology	3
*MCB2013L	Microbiology Lab	1
*APB2296	Advanced Cardiopulmonary Pathophysiology	2
*RET2418	Cardiopulmonary Diagnostics	2
*RET2836	Clinic III	3
	Physical Education Activity	1
	Total Semester Hours	15

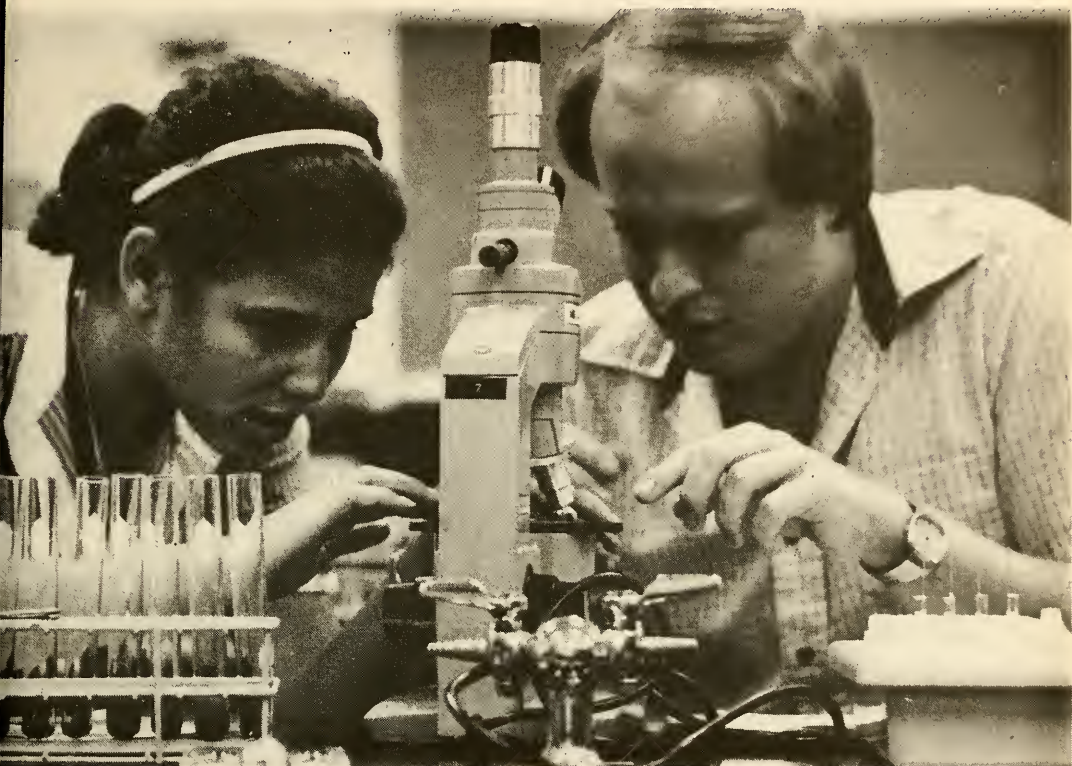
Term II

	Social Science Elective	3
*ENC1102	Composition (1) or	
	Technical Report Writing	3
*ENC2210	Technical Report Writing	3
*RET2284	Respiratory Care	2
*RET2286	Intensive Care Management	2
*RET2837	Clinic IV	3
*RET2601	Hospital Interactions	1
	Physical Education Activity	1
	Total Semester Hours	15

Completion of the program qualifies the student as a candidate for the Registered Respiratory Therapist examination (RRT).

* Requires a pre- or co-requisite. See course description in catalog.

(1) Completion of ENC1101 and ENC2210 will satisfy the requirements for a degree in Technology at this institution. However, students contemplating transfer to a university should complete ENC1101 and ENC1102.



AUTOMOTIVE TECHNOLOGY

(South Campus only)

The Automotive Technology Program is offered jointly through Broward Community College, Sheridan Vocational Technical Center and South Florida Automobile Dealerships.

This program is designed to provide up to date training for beginning service technicians. Students learn through classroom lectures, laboratory sessions on State-of-the-Art products and practical training through alternating cooperative education work sessions at sponsoring automobile dealerships.

Enrollment is limited and selections are made for classes on the basis of academic abilities and acceptance by a sponsoring dealership.

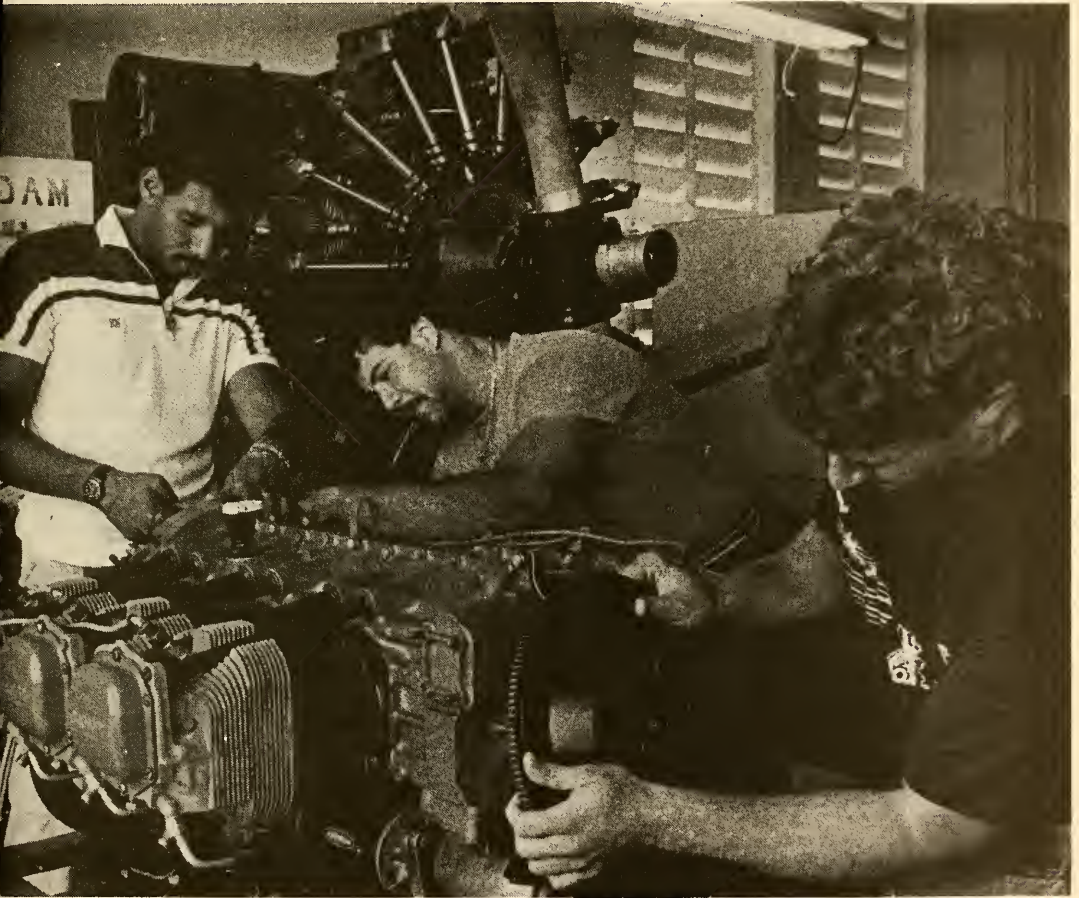
First Year

<i>Term I</i>	Semester Hours	AER2949	Social Science Elective	3
AER1000	Integrated Auto Systems		Cooperative Education	3
AER1004	Power Plant Overhaul		Total Semester Hours	12
ENC1101	Composition I			
AER2943	Cooperative Education (9 weeks) ...			
	Total Semester Hours			
<i>Term II</i>				
PHY1001	Applied Physics			
AER1100	Automotive Electrical Systems			
AER2112	Computer Engine Control & Drivability			
ENC2210	Technical Report Writing			
AER2944	Cooperative Education (9 weeks) ...			
	Total Semester Hours			
<i>Term III</i>				
AER1131	Transmissions and Drive Systems			
MTB1321	Technical Mathematics I			
AER2945	Cooperative Education (9 weeks) ...			
	Total Semester Hours			

<i>Term II</i>	AER2120	Steering and Suspension Systems	3
	AER2171	Heating and Air Conditioning Theory	3
	AER2705	Diesel Engine Fundamentals	3
	AER2150	Engine Tune Up and Emission Control	3
		Physical Education Activities	2
		Total Semester Hours	14
		Total Program Semester Hours	65

Second Year

<i>Term I</i>	Semester Hours
AER2160	Automotive Service & Parts Dept. Management
AER2121	Brake Systems and Chassis Repair



AVIATION TECHNOLOGY

AVIATION PROGRAMS

Education in aviation prepares students for employment in one of the most rapidly growing segments of the 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 of Science degree. They are the following:

1. *Aviation Science Management*, which prepares students for employment or advancement in management positions.
2. *Aviation Maintenance Technology*, which leads to FAA Airframe and Powerplant Certificates and employment with the airlines or within the General Aviation sector.
3. *Career Pilot*, which prepares students for FAA ratings as Private Pilot, Commercial Pilot, and Instrument Flight.

The ground school program is fully approved by the FAA and the College is certified as an FAA Air Agency under Federal Air Regulations Part 141 (certificate no. PS. 705-1).

AVIATION SCIENCE MANAGEMENT

The Aviation Administration program is designed for students who would like to work in the aviation industry, but not primarily as pilots. Selected theoretical aviation knowledge is provided together with general business management and specialized aviation management courses.

First Year

	Semester Hours
<i>Term I</i>	
ATT1100	Aeronautical Science 3
ASC1100	Navigational Science I 3
ASC1011	History of Aviation 3
ENC1101	Composition 3
(1)MAC1132	Pre-Calculus I 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 16

<i>Term II</i>	
*ASC1210	Meteorology 3
*ENC1102	Composition or
*ENC2210	Technical Report Writing 3
POS1041	National Government 3
(1)STA2013	Elementary Statistics 3
(2)	Elective <u>3</u>
	Total Semester Hours 15

<i>Term IIIA</i>	
AVM2410	Airport Management 3
POS1112	State and Local Government <u>3</u>
	Total Semester Hours 6

Second Year

	Semester Hours
<i>Term I</i>	
(1)AVM2301	General Aviation Marketing 3
ECO2013	Principles of Economics I 3
(3)ACG2001	Principles of Accounting I 3
ASC2870	Aeroscience Safety <u>3</u>
	Total Semester Hours 12

<i>Term II</i>	
AVM2512	Airline Management 3
*ECO2023	Principles of Economics II 3
(3)*ACG2011	Principles of Accounting II 3
*PHY1001	Applied Physics 3
*PHY1001L	Applied Physics Lab <u>1</u>
	Total Semester Hours 13
	Total Program Semester Hours 61

*Requires a pre- or co-requisite. See course description in catalog.

- (1) MTB1321-1322 may be taken if the student does not plan to transfer to an upper division university or college.
- (2) Suggested Elective: Humanities.
- (3) Students seeking employment with the Federal Aviation Administration should substitute the following courses for those marked with (3): ASC1550 Aerodynamics, ASC2110 Navigation Science, and ATT2120 Instrument Flight Theory.

Note: Students accepted into the FAA Air Traffic Control Co-op Program will enroll in AT 2890 Directed Studies in ATC and ASC2949 Co-op Work Experience.

AVIATION MAINTENANCE TECHNOLOGY

The Aviation Maintenance Technology Program leads to the Associate of Science Degree and the Federal Aviation Administration Airframe and Powerplant Mechanic certificate.

The plan of study complies with the Federal Aviation Regulations, Part 147, for an approved mechanics school (certificate no. 705233 and, in addition, offers the advantage of contemporary aviation technical courses, supplemented by college level general academic courses.

First Year

	Semester Hours
<i>Term I</i> (General)	
ATT1100	Aeronautical Science 3
*ATM1001	Mathematics, Physics, Theory of Flight and Aircraft Drawings 2
*ATM1061	Materials and Processes, Corrosion Control 3
*ATM1071	Federal Air Regulations & Weight & Balance 2
*ATM1011	Basic Electricity 3
*ATM1091	Aircraft Servicing Operations and

ENC1101	Fluid Lines and Fittings	2
	Composition	3
	Total Semester Hours	18

Term II

(Airframe)

*ATM1331	Aircraft Structural & Sheet Metal Fabrication	4
*ATM1351	Aircraft Welding, Assembly & Rigging	4
*ATM1461	Aircraft Electrical Systems	4
*ENC2210	Technical Report Writing	3
	Total Semester Hours	15

Term III

(Airframe)

*ATM1411	Ice/Rain/Fire Protection, Hydraulics & Pneumatics	2
*ATM1431	Aircraft Instruments and Aircraft Communications & Navigational Equipment	1
*ATM1451	Aircraft Environmental & Aircraft Fuel Systems	3
*ATM1401	Landing Gear/Position/Warning & Airframe Inspection	3
*ATM1371	Test/Review/Practical	1
POS1041	National Government Physical Education Activities	2
ATM1311	Aircraft Wood, Fabric & Finishes	2
	Total Semester Hours	17

Second Year

Term I

(Powerplant)

		Semester Hours
*ATM2121	Engine Electrical Systems/Ignition Systems	4
*ATM2151	Propellers and Propeller Systems, Trouble Shooting and Engine Run	3
*ATM2501	Engine Fuel & Metering System, Induction/Exhaust System, Lubricating/Cooling System	6
MAT1033	Intermediate Algebra or	
MGF1202	General Education Math II	3
	Total Semester Hours	16

Term II

(Powerplant)

*ATM2101	Engine Installation, Operation & Inspection/ Engine Instruments, Engine Fire Protection	2
*ATM2111	Aircraft Reciprocating Engines & Overhaul	6
*ATM2202	Turbine Engines & Turbo Engine Systems/Trouble Shooting & Engine Run	3
*ATM2551	Test/Review/Practical	3
	General Ed Elective (area 2-5)	3
	Total Semester Hours	17
	Total Program Semester Hours	83

Note: Students may enter the program during any term but must register for the ATM courses as a block during a particular term. Enrollments for individual ATM courses will not be permitted.

Professional Pilot

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 Aviation Technology. The average of the student's final grades in ATT1100 and ASC1100 must be 80 or more in order to be eligible to take the FAA written examination for private pilot. The average for the final grades in ASC1550, ASC1610, and ASC2870 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 ASC1210, ASC2110 and ATT2120 must be 80 or more in order to be eligible to take the FAA written examination for an instrument rating.

First Year

Term I

		Semester Hours
ATT1100	Aeronautical Science	3
ASC1100	Navigational Science	3
*ATF1100C	Primary Flight	4
ENC1101	Composition	3
MAT1033	Intermediate Algebra	3
	Total Semester Hours	15

Term II

*ASC1210	Meteorology	3
*ASC1550	Aerodynamics	3
*ASC1610	Aircraft Engines, Structures & systems	3
ASC1010	History of Aviation	3
*MGF1202	College Mathematics	3
	Total Semester Hours	15

Term III

*ATF2201C	Intermediate Flight	3
*ENC2210	Technical Report Writing	3
	Physical Education Activity	1
	Total semester Hours	7

Second Year

Term I

		Semester Hours
*ASC2110	Navigational Science II	3
*ATT2120	Instrument Flight Theory	3
*ASC2870	Aviation Safety	3
*ATF2202C	Advanced Flight	3
(1)ATT2600	Flight Simulator Training	1
	Physical Education activity	1
	Total Semester Hours	14

Term II

*ATF2306C	All Weather Flight	3
	Gen. Education Elective Area 2-5	3
*PHY1001	Applied Physics	3
*PHY1001L	Applied Physics Lab	1
(2)	Aviation Elective	2-3
	Total Semester Hours	12-13

*Requires a pre or co-requisite. See course description in catalog.

(1)ATT2600 may be repeated up to three times and a total of three credits granted.

(2)Students may select AVM2512, AVM2301, AVM2410, or ATF2500C.

Pending review by Academic Affairs Committee.



BUSINESS TECHNOLOGY

Education for business prepares students academically and vocationally while developing the social and economic attitudes which are essential for success in a democratic economic system. It offers an understanding of business, knowledge of business methods, competency in skills, and the development of character and personality that will help students adapt to a dynamic economic system.

The Division of Business Technology offers programs in the following areas:

ACCOUNTING
BANKING AND FINANCIAL INSTITUTIONS
FASHION MARKETING
GENERAL BUSINESS
LEGAL ASSISTING
HOTEL-MOTEL ADMINISTRATION
INSURANCE
 Agents Qualification (License Examination 2-20)
 General Insurance
 Property and Casualty Insurance
MARKETING
MATERIALS MANAGEMENT
PURCHASING MANAGEMENT
REAL ESTATE
RESTAURANT/FOOD SERVICES
TOURISM

The Department of Computer Science/Offices Information Systems offers the following programs:

ADMINISTRATIVE ASSISTANT
CLERK-TYPIST
COMPUTER SCIENCE-BUSINESS OPTION
COMPUTER SCIENCE-SCIENTIFIC OPTION
COURT REPORTING
LEGAL SECRETARY
MEDICAL SECRETARY
OFFICE SPECIALIST
WORD PROCESSING

The programs of study offered by each department are of three categories. These are the following:

ASSOCIATE OF ARTS degree programs covering suggested courses for the first two years of a four-year university program leading to a Bachelor's degree. Program sheets are available from the Office of Student Development.

ASSOCIATE OF SCIENCE degree programs offer specialized courses to develop or improve skills that enable students to enter the job market upon completion. These programs normally require two years of full-time study. Program sheets are available from the Office of Student Development.

CERTIFICATES are granted for specialized one-year programs. Special programs may be developed for groups of students with specific requirements. Program sheets are available from the Office of Student Development.

Day and evening classes are offered for the convenience of the student. The employed student can select courses to attain higher skills, knowledge and understanding in an area of study. Students with extensive business backgrounds may be eligible to receive academic credit for such experience. For more information, contact Cooperative Education and Experiential Learning Departments on any campus.

BUSINESS ADMINISTRATION

The Associate of Science in Business Administration has six career options.

1. CORE COURSES (required for all options):

	Semester Hours
ENC1101	Composition 3
*ENC2210	Technical Report Writing 3
SPC1600	Public Speaking 3
*MAT1033	Intermediate Alg. or higher 3
MTB1103	Business Mathematics 3
MAN2000	Introduction to Management or
GEB1011	Introduction to Business 3
FIN1100	Personal Finance 3
*ACG2001	Principles of Accounting I 3
ACG2011	Principles of Accounting II 3
BUL2111	Business Law I 3
*BUL2112	Business Law II 3
ECO2013	Principles of Economics I 3
COC1300	Fundamentals of Data Processing 3
COP1170C	Programming in BASIC 3
	Physical Education Activity 2
	Total Core Course Semester Hours 44

2. ONE OF THE FOLLOWING SPECIALIZATION OPTIONS:

Option #1 Accounting

The Accounting program is designed for those students who intend to seek 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, and general business management.

*ACG2100	Intermediate Accounting I 3
*ACG2360	Cost Accounting 3
TAX2000	Income Tax I 3
*TAX2010	Income Tax II 3
**Business Electives 6
Elective 3
	Total Option Semester Hours 21

Option #2 General Business

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

MAR1011	Principles of Marketing 3
MAN2342	Principles of Supervision 3
*SES2335	Business Communications 3
TAX2000	Income Tax I 3
**Business Electives 6
Elective 3
	Total Option Semester Hours 21

Option #3 Insurance

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.

*RMI2010	Principles of Risk and Insurance ... 3
*RMI2219	Property and Marine Insurance ... 3
*RMI2112	Casualty, Health and Life Insurance
 3
RMI1001	Intro to Risk and Insurance 3
**Business Elective 6
Elective 3
	Total Option Semester Hours 21

Option #4 International Business

Upon successful completion of this program, students will be prepared to enter sales, management training, and clerical entry-level jobs in a variety of types of organizations including: manufacturers, wholesalers, exporters, banks, freight forwarders, transportation firms, and importers.

MNA2601	International Business Environment
 3
FIN2600	Finance of International Trade 3
MAR2240	International Marketing 3
##Foreign Language 6
**Business Elective 3
Elective 3
	Total Option Semester Hours 21

Option #5 Real Estate

This degree is designed for students interested in a career in Real Estate. Successful completion of the first course, REE1040, satisfies the educational requirement of the State Board of Real Estate, as a prerequisite to sitting for the Real Estate Salesman's examination.

REE1040	FREC I 4
*REE1101	Intro to Real Estate Appraisal I or 3
	or
*REE1100	SREA I 4
*REE1200	Real Estate Finance 3
*REE2041	FREC II or 5 or
*REE2302	Principles of Real Estate Invest-
	mentv 3
**Business Elective 6
Elective 3
	Total Option Semester Hours 22-25

BUSINESS ELECTIVES: ACG2110, TAX2000, ECO2023, MAN2001, MAN2100, MAN2342, MAN2701, MAR1011, MAR1101, MAR2131, REE2140, RMI1001, SES2335.

Banking and Financial Institutions

The Associate of Science Degree in Banking prepares students for careers in banking and financial services. This program is offered under the auspices of the American Institute of Banking, as part of the American Bankers Association. AIB provides career related education to chapter member bank employees and employees of other financial institutions. A student following this program may also earn AIB Diplomas.

1. A grade point average of 2.0 or better.
2. General Education courses:

Semester Hours

ECO2013	Principles of Economics I	3
ENC1101	Composition	3
PSY2012	General Psychology	3
	General Education Elective Area 1-5	3
	Area 4B Mathematics	3
	Physical Education Activities	2
	Semester hours	17

3.48 hours of the following:

ACG2001	Principles of Accounting or	
ACG1003	Accounting Survey I	3
*ACG2011	Principles of Accounting II	3
BAN2213	Analyzing Financial Statements ...	3
GEB1011	Introduction to Business	3
FIN1100	Personal Finance	3
	Elective	3
BUL2111	Business Law I	3
*BUL2112	Business Law II	3
ECO2220	Money and Banking	3
BAN1004	Principles of Banking	3
BAN2240	Consumer Lending	3
BAN2155	International Banking	3
BAN2784	Trust Management	3
BAN2401	Trust Department Organization ...	3
MAN2342	Principles of Supervision	3
BAN1742	Bank Management	3
*OST2335	Business Communications	3
BAN1254	Real Estate Documentation	3
BAN2761	Retail Banking	3
BAN2214	Consumer Credit Analysis	3
	Semester hours	48
	Total Program hours	65

4. Alternative electives for students who have completed any of the above courses without receiving credit from an accredited institution: OST1211, OST1103, OST1104,

OST1105, MAR1101, MTB1103, ACG2011, ACG2360, TAX2000, OST2320, MAN2021, ECO2023, REE1040, MKA2102, BAN2411, BAN1222, BAN1208, BAN1423, BAN1403, BAN2412.

*Requires a pre or co-requisite. See course description.

Listed below are the AIB Diplomas and Certificates available through the American Institute of Banking for more information please see the AIB catalog or contact your AIB bank representative.

Professional Banking Diplomas:

•*General Banking:* This 18 AIB credit introductory diploma is designed to provide an overview of banking and banking functions.

•*Consumer Credit:* This 25 AIB credit diploma provides the knowledge and skills needed by those planning to specialize in consumer credit.

•*Commercial Lending:* This 25 AIB credit diploma provides the knowledge and skills needed by those wishing to specialize in commercial lending.

•*Mortgage Lending:* This 25 AIB credit diploma provides the knowledge and skills needed by those wishing to specialize in mortgage lending.

Banking Skills Certificates:

•*Customer Service Skills:* This 12 AIB credit certificate is designed for entry level and more experienced bank staff in trust and securities services areas. More specifically, it is geared for securities processing, trust operations, and corporate securities services personnel who need to not only learn specific job-related skills, but gain an overview of the securities business as well.

•*Securities Services Skills:* This 14 AIB credit certificate is designed for entry level and more experienced bank staff in trust and securities services areas. More specifically, it is geared for securities processing, trust operations, and corporate securities services personnel who need to not only learn specific job-related skills, but gain an overview of the securities business as well.

•*Supervisory Skills:* This 12 AIB credit certificate prepares new and potential first-level supervisors by integrating sound management concepts with practical experience.

Accelerated Banking Certificate

•This six AIB credit certificate gives professionals new to the banking industry a comprehensive overview of key areas of banking.

COMPUTER SCIENCES

Computer Sciences has two career options. These are:

Option #1 Computer Sciences Engineering**

The Computer Sciences-Scientific/Engineering Option is designed for students seeking entry level programmer positions in system software, software engineering, and technical/scientific programming, as well as those presently employed in data processing desirous of advancement.

First Year

	Semester Hours
<i>Term I</i>	
ENC1101	Composition 3
*MAT1033	Intermediate Algebra 3
CGS1000	Fundamentals of Data Processing 3
*COP1170C	Programming in BASIC 3
	Science 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 16

Term II

*ENC2210	Technical Report Writing 3
*MAC1132	Pre-Calculus I 3
ECO2013	Principles of Economics I 3
*COP1120C	COBOL I 3
	Science 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 16

Term IIIA or IIIB

*CIS2321	System Development & Design 3
*COP2400C	Assembly Programming <u>3</u>
	Total Semester Hours 6

Second Year

	Semester Hours
<i>Term I</i>	
*MAC1133	Pre-Calculus II 3
COP1200	FORTRAN Programming 3
*COP2121C	COBOL II 3
	Social Science <u>3</u>
	Total Semester Hours 12

Term II

*PHY1001	Applied Physics 3
*PHY1001L	Applied Physics Lab 1
*COP1160	RPG Programming 3
*COP2401C	CICS/COBOL Programming 3
	#Elective 3
	Total Semester Hours <u>13</u>
	Total Program Semester Hours 63

*Requires a pre or co-requisite. See course description.

Suggested Electives: SPC1024, COP2201C, ACG2001.

*ACG2011, CIS2949, COP1220C, COP1341C, COP1210C.

Option #2 Computer Sciences Business Option**

The Computer Sciences-Business Option program is designed for students who seek immediate employment in the field and for those presently employed in business data

processing desirous of advancement.

First Year

	Semester Hours
<i>Term I</i>	
ENC1101	Composition 3
MTB1103	Business Mathematics 3
CGS1000	Fundamentals of Data Processing 3
*COP1170C	Programming in BASIC 3
##ACG2001	Principles of Accounting 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 16

Term II

*ENC1102	Composition or
*ENC2210	Technical Report Writing 3
*MAT1033	Intermediate Algebra or
*MAC1132	Pre-Calculus I 3
*COP1160C	RPG Programming 3
*COP1120C	COBOL I 3
*ACG2011	Principles of Accounting II 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 16

Term IIIA or IIIB

##ECO2013	Principles of Economics I 3
*COP2400C	Assembly Programming <u>3</u>
	Total Semester Hours 6

Second Year

	Semester Hours
<i>Term I</i>	
*STA2013	Elementary Statistics 3
*CIS2321	System Development & Design 3
*COP2121C	COBOL II 3
	Social Science <u>3</u>
	Total Semester Hours 12

Term II

COP1200C	FORTRAN Programming 3
*COP2401C	CICS/COBOL Programming 3
CIS2949	Co-op Work Experience 3
	Science 3
	Elective 3
	Total Semester Hours <u>15</u>
	Total Program Semester Hours 65

* Requires a pre- or co-requisite. See Course Description in catalog.

** Courses should be taken in the sequence and term suggested unless approved by the department chairman.

ACG2001, ACG2011 and ECO2013 are considered as part of the 36 credit hours required in the major field. ACG1003 and ACG1004, while not transferable, may be substituted for ACG2001 and ACG2011.

Suggested Electives: MAN2021, MAN2343, GEB1011, SPC1024 or Humanities, COP1210C, COP1220C, COP1160C.

COURT AND CONFERENCE REPORTING

The Court and Conference Reporting program prepares students for careers in the field of high-speed verbatim reporting of business meetings, conventions, legal hearings, courtroom proceedings, and depositions. The program is designed to prepare graduates to sit for the State of Florida CSR examination and to meet the standards set forth by the National Shorthand Reporters Association, which sponsors the RPR examination.

The curriculum includes basic courses in computer compatible machine shorthand theory and speed development to the level of 225 words per minute.

Students who complete two semesters of machine shorthand theory with a speed of 100 to 150 words per minute may use this high speed notetaking skill in general, legal, or other specialized office career programs. This program is only offered at South Campus.

First Year

	Semester Hours
<i>Term I</i>	
ENC1101	Composition 3
*OST1113	Intermediate Typing 4 1
*OST1114	Intermediate Typing 5 1
*OST1115	Intermediate Typing 6 1
*OST1221	Machine Shorthand I 6
*MAT1033	Intermediate Alg. or Higher 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 16
<i>Term II</i>	
BUL2111	Business Law I 3
GEB1011	Introduction to Business 3
*OST1222	Machine Shorthand II 6
*OST2335	Business Communications 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 16

Term III

*OST1223	Machine Shorthand III 6
	Total Semester Hours 6

Second Year

	Semester Hours
<i>Term I</i>	
*ENC1102	Composition II or
*ENC2210	Technical Report Writing 3
MEA1010	Medical Terminology 3
*OST2731	Word Processing Appl. I 1
*OST2224	Machine Shorthand IV 6
PSY2012	General Psychology <u>3</u>
	Total Semester Hours 16
<i>Term II</i>	
*MEA1011	Clinical Terminology 3
*OST2225	Machine Shorthand V 3
*OST2944	Practicum in Court Reporting 6
	General Education Elective (area 2- 5) <u>3</u>
	Total Semester Hours <u>15</u>
	Total Program Semester Hours 69

* Requires a pre- or co-requisite. See course description in catalog.

HOTEL-MOTEL ADMINISTRATION

The rapid 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, the department recognizes that the graduates working within these industries will have personal obligations of public trust to society, and this has included a broad range of General Education requirements to help students form an ethical and philosophical base. Judicious use of the practicum periods further enhances the value of the graduates to employers, allowing them to enter the industry on a leadership basis.

First Year

	Semester Hours
Term I	
HFT1210	Supervisory Development 3
FSS1221	Volume Foods 3
SPC1024	Introduction to Speech 3
	**Elective 3
	Physical Education Activity 1
	Total Semester Hours 13
Term II	
HFT1941	Operations & Service Practicum 6
*HFT2220	Organization & Personnel Manage- ment 3
*ENC1101	Composition 3
MTB1103	Business Mathematics 3
	Physical Education Activity 1
	Total Semester Hours 16
Term IIIA or IIIB	
*MAT1033	Intermediate Alg. or Higher 3
	Social Science Elective 3
	Total Semester Hours 6

Second Year

	Semester Hours
Term I	
*HFT2500	Marketing 3
HFT2942	Management & Control Practicum 6
*ENC2210	Technical Report Writing 3
MAR1101	Salesmanship or
ACG2001	Principles of Accounting I 3
	Total Semester Hours 15
Term II	
HFT2511	Group Business & Conventions Mar- keting & Management 3
*HFT2460	Financial Management or
FSS2500	Food Service Costing & Controls ... 3
ACG1003	Accounting Survey I or
ACG2011	Principles of Accounting II 3
PSY	Psychology Elective 3
	**Elective 3
	Total Semester Hours 15
	Total Program Semester Hours 65

* Requires a pre- or co-requisite. See course description in

catalog.

** Students are to select from the following courses 9 semester hours that will be most congruent with their career goals:

HFT1700	Introduction to Tourism Industry & Administration 3
HFT2600	Legal Aspects of Hotel Tourism Operations 3
HFT2290	Seminar: Contemporary Problems in Administration 3
*HFT2730	Tour Packaging 3
FOS2100	Experimental Foods 3

Insurance Careers Program

The insurance careers program has two options leading to an Associate of Science Degree in Insurance.

1. CORE COURSES:

	Semester Hours
ENC1101	Composition 3
*ENC1102	Composition or
*ENC2210	Technical Report Writing 3
SPC1024	Introduction to Speech 3
RMI1001	Introduction to Risk and Insurance 3
PSY2012	General Psychology 3
	Area 4B Mathematics 3
(1)Business Electives 9	
	Elective 3
	Physical Education Activities 2
	Total Core Semester Hours 32

Option #1. Agents Qualification

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 general insurance agency or company experience should take RMI1001 prior to enrolling in the Agents Qualification Program.

(2)*RMI2600	(2) Agents Qualification Course 17
	(3)Electives — Any other insurance courses 13
	Total option semester hours 30

*Requires a pre or corequisite. See course description.

Option #2 Charter Property and Casualty Underwriter

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.

RMI2510	Principles of Risk Management & Insurance 3
RMI2511	Personal Loss Exposure and Their Treatment 3
RMI2512	Commercial Liability Loss Exposure and Treatment 3

RMI2513	3
MAN2015	Management	3
RMI2517	Insurance Issues & Professional Ethics	3
RMI2514	Insurance Company Operations	3
RMI2515	The Legal Environment of Insurance	3
APA1311	Accounting and Finance	3
ECO2032	Insurance Economics	3
Total Option Semester Hours		30
Total Program Semester Hours		62

*Requires a pre or corequisite. See course description.

(1)Business Electives to be selected from GEB1011, MAR1101, MAR1011, ACG2001, BUL2111, *BUL2112, MAN2021, FIN2010, ECO2013, *ECO2023, CGS2510L/CGS2512L, or CGS1540L/CGS1542L.

(2)This course will consist of 240 hours of instruction. No refund will be given after the first class meeting. No credit will be granted unless the entire 17 credit-hour sequence is completed.

(3)See catalog for insurance courses. It is highly recommended that the Insurance Electives include RMI2521, RMI2522 and RMI2523 (which may be taken in any order) and that this series of courses be started concurrently with or immediately following completion of RMI2600.

Legal Assisting

Legal Assisting is a program designed for students seeking a career in a law-related field as a paraprofessional and for legal secretaries presently employed who wish to advance in their work.

Upon successful completion of this program, a student will be able to work under the supervision of an attorney and perform many vital functions as a legal assistant. A legal assistant may not practice law, give advice or collect fees.

Legal assistants work in law firms, legal departments of major corporations, government agencies (federal, state and local), real estate departments of large businesses, trust departments of banks, brokerage houses, and insurance companies.

This program is only offered at central campus.

First Year

		Semester Hours
<i>Term I</i>		
LEA2000	Introduction to Legal Assisting	3
LEA1011	Law Library	3
ENC1101	English Composition	3
	Area 4B Mathematics	3
BUL2111	Business Law I	3
Total Term Semester Hours		15
<i>Term II</i>		
SPC1600	Public Speaking	3
*OST2335	Business Communications	3
*BUL2112	Business Law II	3
LEA1151	Torts, Liability and Claims	3
LEA2201	Procedures for Real Estate Title Closing	3

Word Processing/Software Application Course	3
Total Term Semester Hours	18

Second Year

Term I

	Semester Hours	
LEA1311	Corporations	3
LEA1601	Criminal Litigation	3
LEA2014	Legal Writing and Drafting	3
PSY2012	General Psychology	3
ACG1003	Accounting Survey I	3
Total Term Semester Hours		15

Term II

LEA2211	Probate Practice	3
LEA1501	Domestic Relation Law	3
CCJ1250	Constitutional Law	3
#General Education Elective (select 2)		
ENC2210	Technical Report Writing	(3)
MTB1103	Business Mathematics	(3)
RMI1001	Intro to Risk & Insurance	(3)

- OR -

Term III

#LEA2940	Legal Assisting Practicum	6
(Taken in place of electives, but after having completed all other courses in the program.)		15
Total Semester Hours		15
Total Program Semester Hours		68

* Requires a pre- or co-requisite. See course description in catalog.

MANAGEMENT

The Associate of Science Degree in Management has three career options. These are:

1. Core Courses (required for all options):

	Semester Hours	
ENC1101	Composition	3
SPC1024	Introduction to Speech	3
ECO2013	Prin of Economics I	3
CGS1000	Fundamentals of Data Processing	3
ACG2001	Principles of Accounting I	3
*ACG2011	Principles of Accounting II	3
MAN2021	Introduction to Management	3
MAN2500	Production Management	3
*OST2335	Business Communications	3
*ACG2360	Cost Accounting	3
STA2013	Elementary Statistics	3
*MAT1033	Intermediate Algebra or higher	3
	Physical Education Activities	2
Total Core Semester Hours		38

2. One of the following specialization options:

Option #1 Materials Management

This program is designed for those students interested in the field of production. Emphasis is placed on purchasing,

production, inventory control, and materials handling. This program is offered in coordination with APICS and prior approval from the division director at Central Campus is required. This option is only offered at Central Campus.

MAR2131	Purchasing I	3
*MAR2132	Purchasing II	3
MAN1590	Fundamentals of Materials Management	3
MAN1591	Inventory Control for Material Management	3
MAN1592	Material Handling and Packaging	3
MAN1593	Production Control Concepts	3
MAN2595	Forecasting	3
	Elective	3
	Total Option Semester Hours	24

Option #2 Purchasing Management

This program 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).

MAR2131	Purchasing I	3
*MAR2132	Purchasing II	3
MAN2342	Principles of Supervision	3
*ECO2023	Principles of Economics II	3
INP1301	Human Relations in Business	3
BUL2111	Business Law I	3
*BUL2112	Business Law II	3
	Elective	3
	Total Option Semester Hours	24

Option #3 General Management

This program is designed for those students seeking careers or advancement in the area of line management.

MAN2342	Principles of Supervision	3
BUL2111	Business Law I	3
*ECO2023	Principles of Economics II	3
INP1301	Human Relations in Business and Industry	3
(1)Business Electives		6
	Electives	6
	Semester Hours	24
	Total Program Semester Credits	62

* Requires a pre- or co-requisite. See course description in catalog.

Because Electives can be satisfied by any 6 credit hours taken from the specialization options of any of the Associate of Science Degree programs of the Business Administration Division. Special consideration should be given to courses in electronic spreadsheets and data base management.

Department of Marketing

The marketing programs are designed for those students seeking careers in the marketing occupations such as airline marketing, corporate marketing manager, independent retail owner, retail buyer, marketing research, advertising, wholesaling, and service industries. The student is given the opportunity to join and participate in DECA activities. Students may obtain program sheets from the Student Development Offices.

Airline Marketing Careers

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 positions. The purpose of the program is threefold: (1) To provide a planned program for the recent high school graduates who aspire to be flight attendants or to be involved in other related airline marketing positions such as reservations agents or customer service agents, but because of their age, may lack the education and/or life experiences sought by airline recruiters; (2) To provide the necessary courses which will better qualify such persons in securing such a position; (3) To provide additional course work which will enable these persons 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

	Semester Hours
<i>Term I</i>	
ENC1101	Composition 3
ASC1010	History of Aviation 3
GEB1011	Introduction to Business 3
	Area 4B Mathematics 3
MAR1011	Principles of Marketing 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 16
<i>Term II</i>	
HSC1400	First Aid & Safety 3
ATT1100	Aeronautical Science 3
MAR1011	Salesmanship 3
SPC1024	Introduction to Speech 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 16
<i>Term III</i>	
AVM2410	Airport Management <u>3</u>
	Total Semester Credits 3

* Requires a pre- or co-requisite. See course description in catalog.

(1)Any 3 credit hour course in Business Administration (Typing course[s] recommended).

Fashion Marketing

The Associate of Science degree is a two-year program preparing students for employment in the fashion business. After completion of the program, students will be capable of assuming management responsibilities.

This program is a combination of campus instruction and practical work experience in a related fashion marketing position in the community. Through individual instruction, the students develop a better comprehension of "self" and their ability to identify with the fashion world. Students are encouraged to be employed in a marketing-related occupation. Cooperative Work Experience credit may not be substituted for MAR1930, MAR2931, and MAR2932. Students are given the opportunity to participate in DECA.

First Year

	Semester Hours
<i>Term I</i>	
ENC1101	Composition 3
MAR1101	Salesmanship 3
MKA1402	Fashion Merchandising 3
MAR1930	Seminar I: Marketing in Perspective 3
MKA1431	Fashion Sales Promotion 3
	Physical Education Activity <u>1</u>
	Total Semester Credits 16
<i>Term II</i>	
MAR2931	Seminar II: Research in Marketing 3
SPC1600	Public Speaking 3
MKA1104	Visual Merchandising 3
MAR1011	Principles of Marketing 3
MTB1103	Business Mathematics 3
	Physical Education Activity <u>1</u>
	Total Semester Credits 16
<i>Term IIIA or IIIB</i>	
CGS1000	Fund. of Data Processing 3
	Area 4B Mathematics <u>3</u>
	Total semester credits 6

Second Year

	Semester Hours
<i>Term I</i>	
ACG2001	Prin. of Accounting I 3
ECO2013	Prin. of Economics I..... <u>3</u>
MKA1411	Textiles 3
	Fashion Marketing Elective 3
	Total semester credits 12
<i>Term II</i>	
*OST2335	Business Communication 3
	Elective 3
*ECO2023	Principles of Economics II 3
	Total semester credits 12
	Total Program Semester Hours 62

* Requires a pre- or co-requisite. See course description in catalog.

Marketing

This program is designed for the student seeking careers

in marketing occupations. (Examples: retailing, advertising, buying, selling, wholesaling, banking, credit, international marketing, import/export, and services.) Emphasis is placed on required skills, responsibilities and attitudes necessary for marketing occupations. Students will have the opportunity to participate in Delta Epsilon Chi (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 MAR1930, MAR2931, MAR2932. This program may be taken concurrently with the Marketing Certificate Program.

First Year

		Semester Hours
<i>Term I</i>		
ENC1101	Composition	3
MAR1101	Salesmanship	3
MAR1930	Seminar I: Marketing in Perspective	3
MAR1011	Principles of Marketing	3
	Physical Education activity	1
	Total semester credits	13
<i>Term II</i>		
*OST2335	Business Communication	3
MAR1302	Advertising	3
MTB1103	Business Math	3
*MAR2931	Seminar II: Research in Marketing	3
	Physical Education activity	1
	Total semester credits	13
<i>Term IIIA or IIIB</i>		
CGS1000	Fund. of Data Processing	3
	Area 4B Mathematics	3
	Total semester credits	6

Second Year

Semester
Hours

Term I

MAR2932	Seminar III: Marketing Management	3
ACG2001	Principles of Accounting I	3
BUL2111	Business Law I	3
MAR2240	International Marketing	3
*ECO2013	Principles of Economics I	3
	Total semester credits	15

Term II

	Elective	3
MAN2342	Principles of Supervision or	
MAN2021	Principles of Management	3
MKA2102	Retailing	3
SPC1600	Public Speaking	3
*ECO2023	Principles of Economics II	3
	Total semester credits	15
	Total Program Semester Hours	62

* Requires a pre- or co-requisite. See course description in catalog.

OFFICE INFORMATION SYSTEMS

The Associate of Science in Office Information Systems provides a broad background in office skills with accompanying general business administration subjects enabling individuals to assume a wide range of responsibilities in industry, government, services, and the professions. The Associate of Science program has six options.

1. Core Courses (Required for all options):

	Semester Hours
ENC1101 Composition	3
*ENC2210 Technical Report Writing	3
GE1101 Introduction to Business	3
MTB1103 Business Mathematics	3
BUL2111 Business Law I	3
ACG1003 Accounting Survey or	
ACG2001 Principles of Accounting I	3
MAT1033 Intermediate Alg. or Higher	3
General Education Elective(areas 2-5)	3
CGS1000 Fundamentals of Data Processing	3
*OST1113 Intermediate Typing 4	1
*OST1114 Intermediate Typing 5	1
*OST1115 Intermediate Typing 6	1
OST2335 Business Communications	3
OST2601 Transcribing Machines I	3
PSY2012 General Psychology	3
Physical Education Activities	2
Total Core Course Semester Hours	41

2. One of the following options:

Option #1 Administrative Assistant

This option is for individuals planning immediate employment in office positions requiring advanced skill in shorthand, typing and word processing. Emphasis is placed on preparing individuals to assume much of the responsibility of the executive in the office.

OST1401 Office Procedures	3
MAN2012 Office Management	3
*OST1212 Shorthand II	3
*OST2213 Shorthand III	3
OST1701 Word Processing: Introduction & Theory	3
*OST2402 Secretarial Procedures	3
*OST2123 Expert Typing 7 and	
*OST2124 Expert Typing 8 and	
*OST2125 Expert Typing 9 or	
*OST2731 Word Processing Applications 1 and	1
*OST2732 Word Processing Applications 2 and	1
*OST2733 Word Processing Applications 3	1
Total Option Semester Hours	21

Option #2 Airline Specialist

Individuals planning to work in office positions relating to airlines should follow this option.

SPC1024 Introduction to Speech	3
*OST1212 Shorthand II	3
*OST2731 Word Processing Applications 1 and	1
*OST2732 Word Processing Applications 2 and	1
*OST2733 Word Processing Applications 3	1
OST1401 Office Procedures	3
Elective	3
AVM2512 Airline Management or	

MAN2012 Office Management	3
*OST2402 Secretarial Procedures	3
Total Option Semester Hours	24

Option #3 Legal Secretary

Individuals planning to work in legal offices as secretaries should follow this option. Emphasis is placed upon providing advanced office skills in typing and shorthand as well as legal techniques and procedures used in law offices.

*BUL2112 Business Law II	3
*OST1212 Shorthand II	3
*OST2213 Shorthand III	3
*OST2431 Legal Techniques I	3
*OST2432 Legal Techniques II	3
*OST2402 Secretarial Procedures	3
*OST2123 Expert Typing 7 and	
*OST2124 Expert Typing 8 and	
*OST2125 Expert Typing 9 or	
*OST2731 Word Processing Applications 1 and	1
*OST2732 Word Processing Applications 2 and	1
*OST2733 Word Processing Applications 3	1
Total Option Semester Hours	21

Option #4 Medical Office Specialist

This option is for those individuals planning to work in medical offices as office specialist. Emphasis is placed upon keyboarding skills, medical and clinical terminology, and medical office procedures.

OST1401 Business Elective	3
*OST2123 Office Procedures	3
*OST2124 Expert Typing 7 and	
*OST2125 Expert Typing 8 and	
*OST2731 Expert Typing 9 or	
*OST2732 Word Processing Applications 1 and	1
*OST2733 Word Processing Applications 2 and	1
*OST2733 Word Processing Applications 3	1
MEA1005 Introduction to Medical Assisting	2
MEA1010 Medical Terminology	3
*MEA1011 Clinical Terminology	3
MEA1103 Administrative Office Procedures	2
MEA1101 Medical Law and Ethics	2
Total Option Semester Hours	21

Option #5 Office Specialist

This area is for those individuals preparing to work in various positions other than secretarial. Emphasis is placed upon preparing individuals to work in areas of supervision, data, and word processing.

*OST2123 Expert Typing 7 and	
*OST2124 Expert Typing 8 and	
*OST2125 Expert Typing 9 or	
*OST2731 Word Processing Applications 1 and	1
*OST2732 Word Processing Applications 2 and	1
*OST2733 Word Processing Applications 3	1
*BUL2112 Business Law II	3
MAN2342 Principles of Supervision	3
MAN2012 Office Management	3
OST1401 Office Procedures	3
OST1701 Word Processing: Introduction & Theory	3
Business Elective	3
Total Option Semester Hours	21

Option #6 Information/Word Processing

This option is for individuals seeking advanced skills in the area of word processing. Managerial skills, word processing applications, and an internship in word processing are emphasized in this option.

OST1701	Word Processing: Introduction & Theory	3
*OST2123	Expert Typing 7 and	
*OST2124	Expert Typing 8 and	
*OST2125	Expert Typing 9 or	
*OST2731	Word Processing Applications 1 and	1
*OST2732	Word Processing Applications 2 and	1
*OST2733	Word Processing Applications 3	1
*OST2734	Word Processing Applications 4 and	1
*OST2735	Word Processing Applications 5 and	1
*OST2736	Word Processing Applications 6 and	1
OST1401	Office Procedures	3
SES2946	Practicum in Information Word Processing	3
MAN2012	Office Management	3
	Total Option Semester Hours	21
	Total Program Semester Hours	62

* Requires a pre- or co-requisite. See course description in catalog.

If OST1221 and OST1222 Machine Shorthand I and II are substituted for Gregg Shorthand I and II, the total credit hours will be increased by 6.

Restaurant and Food Service Administration

The rapid 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 the 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, the graduates working within these industries will have personal obligations of public trust to society. Thus the department has 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 enhances the value of the graduates to employers, allowing them to enter the industry on a leadership basis. This program is only offered at Central Campus.

First Year

		Semester Hours
<i>Term I</i>		
FSS1221	Volume Foods	3
ENC1101	Composition	3
HFT1210	Supervisory Development	3
SPC1024	Introduction to Speech	3
	Physical Education	1
	Total Semester Hours	13

Term II

*ENC2210	Technical Report Writing	3
*MAT1033	Intermediate Alg. or Higher	3
HFT1941	Operations & Service Practicum	6
*FSS1240	Classical Cuisine	3
	Physical Education Activity	1
	Total Semester Hours	16

Term III

FSS1120	Food & Beverage Purchasing	3
*FSS2242	International Cuisine	3
	Total Semester Hours	6

Second Year

Semester
Hours

Term I

ACG2001	Principles of Accounting I	3
HFT2942	Management & Control Practicum	6
**Electives (field related)	6
	Total Semester Hours	15

Term II

*ACG2011	Principles of Accounting II	3
*HFT2460	Financial Management	3
FSS2614	Food & Beverage Merchandising ...	3
	Social Science Elective	3
	Elective (field related)	3
	Total Semester Hours	15
	Total Program Semester Hours	65

* Requires a pre- or co-requisite. See course description in catalog.

** Electives: Students are to select 9 credits that will be the most congruent with their career goals:

FSS2500	Food Service Costing & Controls ...	3
FOS2100	Experimental Foods	3
FSS1287	Dining Room & Lounge Operations	3
FSS1288	Fast Food Operations	3
HFT2290	Seminar: Contemporary Problems in Administration	3
FSS2201	Applied Food Service Sanitation ...	1
HFT2444	Systems Mgmt for Hospitality and Tourism Industries	1
HFT1320L	Engineering and Maintenance Lab	1

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 becoming one of the three or four 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 Associate in Science degree and the transfer Associate in Arts degrees are offered. This program is only offered at Central Campus.

First Year

	Semester Hours
<i>Term I</i>	
#*HFT1700	Introduction to Tourism Industries
	Administration 3
HFT1210	Supervisory Development 3
MTB1103	Business Mathematics 3
*ENC1101	Composition 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 13
<i>Term II</i>	
*MAT1033	Intermediate Algebra or Higher 3
ACG1003	Accounting Survey I 3
	Elective 3
*ENC2210	Technical Report Writing 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 13
<i>Term IIIA</i>	
HFT2220	Organization & Personnel Manage- ment 3
GEO	Geography <u>3</u>
	Total Semester Hours 6

Second Year

	Semester Hours
<i>Term I</i>	
*HFT2730	Tour Packaging 3
HFT2600	Legal Aspects of Hotel Tourism
	Operations 3
*HFT2500	Marketing 3
	Foreign Language 3
	Elective <u>3</u>
	Total Semester Hours 15
<i>Term II</i>	
GEB2949	Co-op Work Experience or Elective 3
HFT2430	Travel Agency Management 3
HFT2511	Group Business & Conventions Man- agement 3
	Foreign Language <u>3</u>
	Total Semester Hours 12
<i>Term IIIA</i>	
*OST1401	Office Procedures or Elective 3
MAN2012	Office Management <u>3</u>
	Total Semester Hours 6
	Total Program Semester Hours 65

* Requires a pre- or co-requisite. See course description in catalog.

It is recommended that students 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 HFT1700.

CERTIFICATE PROGRAMS

Certificates are granted to those individuals completing the course requirements in specialized areas. These programs usually require one year of full-time study.

Accounting

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.

	Semester Hours
Term I	
ENC1000 Fundamentals of Writing or	
ENC1101 Composition	3
MTB1103 Business Mathematics	3
***ACG1003 Accounting Survey I or	
***ACG2001 Principles of Accounting I	3
*OST1103 Basic Typing I and	
*OST1104 Basic Typing II and	
*OST1105 Basic Typing III or	
CGS1000 Fundamentals of Data Processing	3
TAX2000 Income Tax I	<u>3</u>
	Total Semester Hours
	15
Term II	
*ENC2210 Technical Report Writing	3
FIN1100 Personal Finance or	
ECO2013 Principles of Economics I	3
***ACG2001 Principles of Accounting I or	
***ACG2011 Principles of Accounting II	3
COP1170C Programming in BASIC or	
COP1120C COBOL I	3
*OST2320 Business Machines	<u>3</u>
	Total Semester Hours
	15
	Total Certificate Semester Hours ...
	30

* Requires a pre- or co-requisite. See course description in catalog.

** If ACG1003 is taken in Term I, then ACG2001 is required.

*** Students should take ACG2001 if they have 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 ACG2001.

Advanced Secretarial

Options:

- Accounting
- Executive Secretary
- General Secretary
- Insurance
- Legal Secretary
- Medical Secretary
- Real Estate

This program is designed especially for students who earned above average grades in business courses in high school, such as two years of shorthand and two years of typewriting or the VOE three-hour block program plus other business courses such as English, business mathematics, bookkeeping, office practices, etc. These 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.

Requirements are:

1. Core Courses (required for all options):

*OST2123	Expert Typing 7 and	1
*OST2124	Expert Typing 8 and	1
*OST2125	Expert Typing 9	1
*OST2213	Shorthand III	3
ENC1101	Composition	3
OST2335	Business Communications	3
*OST2402	Secretarial Procedures	3

Six Hours from the following: 6

#ACG1003	Accounting Survey I	
#ACG1004	Accounting Survey II	
#ACG2001	Principles of Accounting I	
OST1401	Office Procedures	
	Total Core Semester Hours	21

2. One of the following options.

Option #1 Accounting

#ACG1003	Accounting Survey I or	
*ACG1004	Accounting Survey II or	
#ACG2001	Principles of Accounting I or	
*ACG2011	Principles of Accounting II	3
MTB1103	Business Mathematics or	
*OST2320	Business Machines	3
TAX2000	Income Tax I	3
CGS1000	Fundamentals of Data Processing	<u>3</u>
	Total Option Semester Hours	12

Option #2 Executive Secretary

GEB1011	Introduction to Business	3
*OST2601	Transcribing Machines I	3
MTB1103	Business Mathematics or	
*OST2320	Business Machines or	
*OST2731	Word Processing Applications 1 and	
*OST2732	Word Processing Applications 2 and	
*OST2733	Word Processing Applications 3	3
MAN2012	Office Management or	
MAN2342	Principles of Supervision	<u>3</u>
	Total Option Semester Hours	12

Option #3 General Secretary

GEB1011	Introduction to Business	3
MTB1103	Business Mathematics or	
*OST2601	Transcribing Machines I	3
*OST2320	Business Machines or	
*OST2731	Word Processing Applications 1	1
*OST2732	Word Processing Applications 2	1
*OST2733	Word Processing Applications 3	1
	Total Option Semester Hours	15

Option #4 Insurance

RMI1001	Introduction to Risk and Insurance	3
BUL2111	Business Law I	3
GEB1011	Introduction to Business	3
MTB1103	Business-Mathematics or	
*OST2320	Business Machines	<u>3</u>
	Total Option Semester Hours	12

Option #5 Legal Secretary

*OST2431	Legal Secretary Techniques I	3
*OST2432	Legal Secretary Techniques II	3
REE1040	FREC I	4
BUL2111	Business Law I	3
BUL2112	Business Law II	<u>3</u>
	Total Option Semester Hours	16

Option #6 Medical Secretary

MEA1002	Introduction to Medical Assisting	3
MEA1010	Medical Terminology	3
*MEA1011	Clinical Terminology	3
OST2601	Transcribing Machines I	3
*MEA1100	Office Practices and Procedures	3
Total Option Semester Hours		15

Option #7 Real Estate Option

REE1040	FREC I	4
BUL2111	Business Law I	3
*BUL2112	Business Law II	3
MTB1103	Business Mathematics or	
*OST2320	Business Machines	3
Total Option Semester Hours		13
Total Certificate Semester Hours		33-37

* Requires a pre- or co-requisite. See course description in catalog.

Students who had a year of high school bookkeeping may be exempted (without credit) from taking ACG1003 and may either take ACG2001 or enroll in ACG1004 for Term II.

Clerk-Typist

The Clerk-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 basic clerical and typing skills necessary for satisfactory performance on the job, including an employable typing rate and the development and understanding of desirable work habits and social attitudes. Students should plan the program with the advice of the department chairman.

		Semester Hours
Term I		
ENC1101	Composition	3
GEB1011	Introduction to Business	3
*OST1113	Intermediate Typing 4	1
*OST1114	Intermediate Typing 5	1
*OST1115	Intermediate Typing 6	1
*OST1401	Office Procedures	3
Total Semester Hours		15

Term II

*OST2123	Expert Typing 7	1
*OST2124	Expert Typing 8	1
*OST2125	Expert Typing 9	1
*OST2731	Word Processing Applications 1 and	1
*OST2732	Word Processing Applications 2 and	1
*OST2733	Word Processing Applications 3 or	1
*OST1701	Word Processing: Introduction and Theory	3
ACG1003	Accounting Survey I or	
ACG2001	Principles of Accounting I	3
Business Elective		3
Total Semester Hours		15

Term III

*OST2601	Transcribing Machines I	3
Elective		3
Total Semester Hours		6
Total Certificate Semester Hours		36

* Requires a pre- or co-requisite. See course description in

catalog.

Food Service

Designed for recent high school graduates seeking a start in the Food Service/Lodging Industries above the normal entry level jobs. This program is equally important to currently employed individuals desiring to upgrade and update their knowledge. All courses may be used toward the Associate of Arts degree.

		Semester Hours
Term I		
FSS1120	Food & Beverage Purchasing	3
FSS2500	Food Service Costing & Control	3
*FSS1288	Fast Food Operation	3
HFT1210	Supervisory Development	3
FSS1221	Volume Foods	3
*HFT2220	Organizational & Personnel Management	3
HFT2942	Management & Control Practicum	6
FSS2614	Food & Beverage Merchandising	3
Food Service or Related Elective		3
Total Certificate Semester Hours		30

Note: Students whose major areas of interest lie in School Food Service, Hospitals, Extended Care Facilities, etc. should make the following substitutions:

HUN1201	Essentials of Nutrition	3
HCA2422	Health Care Facilities & Delivery Systems	3
FSS2301	Dietary Department Operations or	
HFT2942	Management & Control Practicum	6
FSS1221	Volume Foods	3

To be awarded the Certificate, students must complete their 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.

Income Tax Preparation

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.

		Semester Hours
Term I		
MTB1103	Business Mathematics	3
ACG2001	Principles of Accounting	3
TAX2000	Income Tax I	3
BUL2111	Business Law I	3
**Business Elective		3
Total Semester Hours		15
Term II		
*ACG2011	Principles of Accounting II	3
*TAX2010	Income Tax II	3
*BUL2122	Business Law II	3
**Business Electives		6
Total Semester Hours		15
Total Certificate Semester Hours		30

* Requires a pre- or co-requisite. See course description in catalog.

**** Suggested Business Electives:**

REE1040	FREC I	3
OST2335	Business Communications	3
*OST2320	Business Machines	3
ECO2013	Principles of Economics I	3
*ECO2023	Principles of Economics II	3
FIN1100	Personal Finance	3

BUL2111	Business Law I
ACG1003	Accounting Survey I or
ACG2001	Accounting Principles I
OST2402	Secretarial Procedures
ECO2013	Principles of Economics I
MAN2021	Introduction to Management
INP1301	Human Relations in Business & Industry

Professional Secretary

In cooperation with the Professional Secretaries International organization, the following certificate program is offered as an aid to those secretaries preparing to sit for the Certified Professional Secretary examination. However, it is a program that should be of considerable aid to any secretarial position.

A certificate from Broward Community College is granted upon the completion of 39 hours.

	Semester Hours
BUL2111 Business Law I	3
ACG1003 Accounting Survey I	3
*OST2402 Secretarial Procedures	3
OST2335 Business Communications	3
*ECO2013 Principles of Economics I or	3
MAN2021 Introduction to Management	3
INP1301 Human Relations in Business & Industry	3
*OST2123 Expert Typing 7	1
*OST2124 Expert Typing 8	1
*OST2125 Expert Typing 9	1
##*OST2213 Shorthand III	3
MAN2021 Introduction to Management or	3
MAN2012 Office Management	3
MAN2343 Women in Supervision	3
+Elective	3
OST2391 CPS Exam Preparation I	1
OST2392 Behavioral Science in Business	1
OST2392 CPS Exam Preparation II	1
OST2393 Business Law	1
OST2393 CPS Exam Preparation III	1
OST2394 Economics & Management	1
OST2394 CPS Exam Preparation IV	1
OST2395 Accounting I	1
OST2395 CPS Exam Preparation V	1
OST2396 Office Administration & Communication	1
OST2396 CPS Exam Preparation I	1
OST2396 Office Technology	1
Total Certificate Semester Hours	39

* Requires a pre- or co-requisite. See course description in catalog.

Students may satisfy the six credit foreign language requirement by demonstrating proficiency through examination. Contact the Experiential Learning Department.

*** Business Electives can be satisfied by any 6 credit hours taken from the specialization options of any of the Associate of Science Degree programs of the Business Administration Division. Special consideration should be given to courses in electronic spreadsheet and data base.

A minimum of 15 semester hours of course work must be completed on this certificate program. A maximum of 24 semester hours may be acquired through Experiential Learning credits, including up to five of the following courses if the relevant parts of the CPS examination are passed:

* Requires a pre- or co-requisite. See course description in catalog.

If students select OST1224 and OST1222 Machine Shorthand rather than Gregg or other handwritten shorthand, the schedule of other courses will have to be adjusted accordingly. See department chairman.

***** Recommended Electives:**

ENC1101	Composition	3
CGS1000	Fundamentals of Data Processing	3
COP1170C	Programming in BASIC	3
OST1701	Word Processing: Intro. & Theory	3
*OST2731	Word Processing: Applications 1 and 1	1
*OST2732	Word Processing: Applications 2 and 1	1
*OST2733	Word Processing: Applications 3	1

Secretary

The Secretarial Certificate is designed for those students who desire to enter secretarial work at the junior level upon completion of a one-year program. Students receive college-level instruction as preparation 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 social attitudes.

Semester Hours

Term I

ENC1101	Composition	3
*OST1113	Intermediate Typing 4	1
*OST1114	Intermediate Typing 5	1
*OST1115	Intermediate Typing 6	1
*OST1401	Office Procedures	3
MTB1103	Business Mathematics	3
GEB1011	Introduction to Business	3
Total Semester Hours		15

Term II

*OST2601	Transcribing Manches	3
ACG1003	Accounting Survey I or	3
ACG2001	Principles of Accounting I	3
*OST2123	Expert Typing 7	1
*OST2124	Expert Typing 8	1
*OST2125	Expert Typing 9	1
*OST2213	Shorthand III	3
*OST2402	Secretarial Procedures	3
Total Semester Hours		15

Term III

*OST2320	Business Machines	3
*OST2335	Business Communications	3
Total Semester Hours		6
Total Certificate Semester Hours		36

* Requires a pre- or co-requisite. See course description in catalog.

Department of Marketing

The Marketing Certificate is a one-year program (30 semester hours) designed to prepare students for immediate employment in the area of marketing. It will also meet the needs of those students who already have a two or four year degree but wish to make themselves more attractive in the job market.

1. Core Courses (Required for all options)

	Semester Hours
ACG2001	Principles of Accounting I 3
BUL2111	Business Law I 3
CGS1000	Fundamentals of Data Processing * 3
ECO2013	Principles of Economics 3
ENC1101	Composition or
ENC2210	Technical Report Writing 3
GEB1011	Introduction to Business or
MAN2021	Introduction to Management (with <u>3</u> permission of Dept. Head)
	Total Core Course Semester Hours 18

2. One of the following specialization options

Option 1: General Marketing

	Semester Hours
MAR1011	Principles of Marketing 3
MAR1101	Salesmanship 3
MAR1302	Advertising 3
MAR1930	Seminar I or
MKA2102	Retailing <u>3</u>
	Total Option Semester Hours 12

Option 2: International Marketing

	Semester Hours
MAR1011	Principles of Marketing 3
MAR2240	International Marketing 3
MNA2601	International Business Environment 3
MAR2956	International Marketing - Overseas, or
MAR1930	Seminar I <u>3</u>
	Total Option Semester Hours 12

Option 3: Fashion Marketing

	Semester Hours
MAR1101	Fashion Marketing 3
MKA1104	Visual Merchandising 3
MKA1402	Fashion Merchandising 3
MKA1411	Textiles <u>3</u>
	Total Option Semester Hours 12
	Total Certificate Semester Hours ... 30

* Requires a pre- or co-requisite. See course description.

SMALL BUSINESS ADMINISTRATION

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:

ACG2001	Principles of Accounting I 3
MAN2809	Seminar IV: Small Business Admin- istration 3
MAN2800	Small Business Management I 3
MAN2801	Small Business Management II 3
MAN2342	Principles of Supervision 3
	(1)Related Elective 3
	(1)Business Electives <u>12</u>
	Total semester credits 30

(1) The following electives should be selected with the advice of the Department Head of Business Administration: MAR1302, GEB1011, MAR1101, RMI1001, MTB1103, MAR1011, BUL2111, MAR2131, MAN2021, MKA2102, HFT2500 or courses in computer appreciation.

CRIMINAL JUSTICE

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 Criminal Justice 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.

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 offering, Option #2 for Law Enforcement emphasis at senior universities (only 3rd and 4th years), and Option #3 for 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 the 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 Criminal Justice Standards and Training Commission Training Certificate which authorizes the basic Police Academy, the Auxiliary Academy, Police Career Development courses, and a Corrections Academy to meet the local needs.

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 are taken by all Criminal Justice students. Core subjects are English, Mathematics, Political Science, Psychology, Sociology, and Constitutional Law. Other subjects, as listed, are taken to suit the requirements of the option selected by the students. All degrees and options have the following requirements.

1. Completion of at least 24 hours 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. Students are responsible for completing all graduation requirements.
3. Removal of all admission requirements.
4. Attendance at all official graduation exercises.

CRIMINAL JUSTICE (Associate of Science)

1. Completion of 62 semester hours of credit (option 1) or 64 semester hours (option 3) and a grade point average of 2.0 or better.
2. Completion of the following general education requirements:

	Semester Hours
ENC1101	Composition 3
ENC1102	Composition or
ENC2210	Technical Report Writing 3
MAT1033	Intermediate Algebra or Higher 3
POS1041	National Government or

POS1112	State and Local Government 3
PSY2012	General Psychology 3
SYG2000	General Sociology 3
	#SYG/PSY Elective 3
	Physical Education Activities 2
	Total General Education Semester Hours 23

Option #3 Crime Scene Technology students take 3 hours of SYG/PSY electives.

2. Completion of option requirements:

Option #1 Law Enforcement Emphasis

	SYG/PSY Elective 3
CCJ1020	Introduction to Criminal Justice 3
CCJ1250	Constitutional Law 3
CCJ1410	Police Administration I 3
CCJ1420	Police Administration II 3
CCJ1220	Criminal Law 3
CCJ1230	Criminal Evidence and Procedures 3
CJT2100	Criminal Investigation I 3
CJT2110	Criminal Investigation II 3
SFC1024	Introduction to Speech 3
	#Electives 9
	Total Option Semester Hours 39

#Electives may be chosen from CCJ2120, CGS1000, Sociology, Psychology, Science or Humanities.

Option #2 Corrections Emphasis

	SYG/PSY Elective 3
CCJ1250	Constitutional Law 3
CCJ1300	American Corrections 3
CCJ1440	Confinement Facilities 3
CCJ2330	Probation and Parole Procedures ... 3
CCJ2350	Correction Casework 3
CCJ2933	Corrections Seminar 3
	#Electives 18
	Total Option Semester Hours 39

Three hours of electives may be chosen from CCJ1020, CCJ2122 or CJT2100. Fifteen hours of electives may be chosen from CGS1000, Sociology, Psychology, Science or Humanities.

Option #3 Crime Scene Technology

CCJ1020	Introduction to Criminal Justice 3
CCJ1250	Constitutional Law 3
CCJ1220	Criminal Law 3
CCJ1230	Criminal Evidence and Procedures 3
CCJ1410	Police Administration I 3
CJT2100	Criminal Investigation I 3
CJT2110	Criminal Investigation II 3
CJT2120	Forensic Photography 3
CJT2130	Criminalistics Practicum 3
PHI1100	Logic or
PHI2010	Intro to Philosophy 3
	Science and Laboratory 8
	#Elective 3
	Total Option Semester Hours 41

The three hours of elective credit may be chosen from FFP2240, Science or Humanities.

Electives may be chosen from CCJ2120, CGS1000, Sociology, Psychology, Science or Humanities.

Fire Science (Associate of Science)

70 semester hours of credit with a grade point average of 2.0 or better must be completed for this degree.

First Year

	Semester Hours
Term I	
EMS1119 Emergency Medical Technician Basic	6
EMS1119L Emergency Medical Technician Skills Lab	1
EMS1431 Emergency Medical Technician Clinical	2
FFP1400 Fireground Tactics & Strategy	3
**FFP1000 Intro to Fire Science	3
Physical Education Activity	<u>1</u>
Total Semester Hours	16
Term II	
FFP2500 Hazardous Materials I	3
FFP1203 Fire Protection Theory and Application	3
*FFP2402 Application of Fireground Tactics II	3
FFP2240 Arson and Fire Investigation	3
FFP1100 Fire Administration I	3
Physical Education Activity	<u>1</u>
Total Semester Hours	16
Term III	
FFP2130 Fire Department Supervision	3
Fire Science Elective	<u>3</u>
Total Semester Hours	6

Second Year

	Semester Hours
Term I	
*FFP2501 Hazardous Materials II	3
*FFP2101 Fire Administration II	3
ENC1101 Composition	3
SFC1024 Intro to Speech	3
Elective	<u>3</u>
Total Semester Hours	15
Term II	
*ENC2210 Tech Report Writing	3
MAT1033 Intermediate Alg. or Higher	3
PSY2012 General Psychology	3
FFP1320 Fire Protection Through Bldg Construction	3
POS1112 State and Local Government	<u>3</u>
Total Semester Hours	15
Total Program Semester Hours	68

* Requires a pre- or co-requisite. See course description in catalog.

** 200-hour Certification Course will automatically satisfy FFP1000. Students should present their certificates to the Experiential Learning Department to obtain credit. BCC does not offer FFP1000.

Fire Science Electives to be selected from:

FFP2640	Fire Hydraulics	3
FFP2240	Arson and Fire Investigation	3
FFP2600	Fire Apparatus and Procedures	3
FFP2150	Techniques of Instruction in Fire Service	3

EMS If required by respective fire departments, 3 credits of EMS State Certification will be accepted toward the fire science elective.

Certificate Program

This Certificate program is designed for students considering entry level positions in Law enforcement or Corrections. They are also appropriate for in-service officers who wish to upgrade their knowledge for promotional requirements as may be established by their departments or agencies.

All subjects successfully completed in the certificate program may be transferred to meet the requirements of the appropriate Associate of Science degree option should the student decide to continue their education.

POLICE SCIENCE (Certificate Program)

This program is designed to assist working police officers in achieving 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. This program is for police officers only.

**Semester
Hours**

POS1041	National Government or	
POS1112	State and Local Government	3
CCJ1020	Introduction to Criminal Justice	3
CCJ150	Constitutional Law	3
CCJ1410	Police Administration I	3
CCJ1420	Police Administration II	3
CCJ1220	Criminal Law	3
CCJ1230	Criminal Evidence	3
CJT2100	Criminal Investigation I	3
CJT2110	Criminal Investigation II	3
SYG2000	General Sociology	<u>3</u>
Total Certificate Semester Hours		30

Corrections (Certificate Program)

	Semester Hours
POS1041	National Government or
POS1112	State and Local Government 3
CCJ1020	Introduction to Criminal Justice 3
CCJ1250	Constitutional Law 3
CCJ1300	American Corrections 3
CCJ1440	Confinement Facilities 3
CCJ2330	Probation and Parole Procedures ... 3
CCJ2350	Correctional Casework 3
CCJ2933	Correctional Seminar 3
SYG2000	General Sociology 3
PSY2012	General Psychology 3
	Total Certificate Semester Hours ... 30

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.

ENGINEERING TECHNOLOGY

1. The following programs of study are offered in the Engineering Technology area:

- Architecture (A.A. and A.S. degrees)
- Interior Design (A.S. degree)
- Building Construction and Civil Engineering Technology (A.A., A.S. and Certificate)
- Electronic Engineering Technology (A.S. degree)

2. Program sheets are available for all A.A., A.S. and Certificate programs and should be consulted by the student.

3. Transfer Credit

If a student wishes to use a technical course taken at another accredited post-secondary institution in lieu of a required BCC course, a course waiver form must be completed and approved by the appropriate department head.

Architectural Technology (Associate of Science)

First Year

<i>Term I</i>		Semester Hours
ARC1126	Architectural Drafting I	3
*PHY1001	Applied Physics	3
*PHY1001L	Applied Physics Lab	1
*ENC1101	Composition	3
MTB1321	Technical Mathematics I	3
	Physical Education Activity	<u>1</u>
	Total Semester Hours	14

<i>Term II</i>		Semester Hours
*ARC2020C	Architectural Communications I ...	3
*ENC2210	Technical Report Writing	3
*MTB1322	Technical Mathematics II	3
ARC2201	Theory of Architecture	3
#	Elective	3
	Physical Education Activity	<u>1</u>
	Total Semester Hours	16

<i>Term IIIA</i>		Semester Hours
ARC2140	Materials and Methods	<u>3</u>
	Total Semester Hours	3

Second Year

<i>Term I</i>		Semester Hours
*ARC2122	Architectural Drafting II	3
*ETG2530	Strength of Materials	2
*ETG2530L	Strength of Materials Lab	1
*MTB1304	Mathematics with Machines	1
*SUR2001	Surveying	1
*SIR2001L	Surveying Lab	2
	Elective	<u>3</u>
	Total Semester Hours	13

<i>Term II</i>		Semester Hours
*ARC2154	Architectural Drafting III	3
*BCN2614C	Construction Planning and Estimat- ing	3
BCN2561	Mechanical and Electrical Systems	3
	Elective	3
	Elective	<u>4</u>
	Total Semester Hours	16

Total Program Semester Hours 62

* Requires a pre- or co-requisite. See course description in catalog.

Suggested Electives: ART1201C, GEB1011, *ETC2334, *ETC2410, *ETI1720.

Students enrolled in the cooperative Work Experience Program should enroll in one of the following courses during their work period:

- OST2390 Work Experience I
- OST2391 Work Experience II

Building Construction (Certificate)

This program is designed to provide ongoing educational opportunities for existing and prospective members of the construction trades.

	Semester Hours	
BCN1272	Plans Interpretation	2
BCN1610	Estimating Fundamentals	2
BCN1616	Advanced Estimating	2
BCN1930	Special Topics	2
BCN1750	Financing	2
BCN1721	Planning and Cost Control	2
BCN1740	Building Construction Law	2
BCN2704	Building Construction Insurance ..	2
BCN2230	Materials and Methods	2
BCN2712	Building Construction Supervision ..	<u>2</u>

Total Certificate Semester Hours ... 20

BCN2742 Contractors Licence Prep (May be substituted for any 4 semester credits with departmental approval)

Contracting and Civil Engineering Technology

The Contracting and Civil Engineering Technology program prepares students for employment as an Engineering Aide. The courses emphasize fundamentals and techniques of construction of buildings, utilities, highways and bridges.

First Year

<i>Term I</i>		Semester Hours
*ETC1250	Materials and Processes	2
*ETE1223L	Materials Testing Lab	1
ETD1121C	Civil Drafting I	3
MTB1321	Technical Mathematics I	3
	Elective	3
	Physical Education Activity	<u>1</u>
	Total Semester Hours	13

<i>Term II</i>		Semester Hours
#	Technical Elective	3
EVS2231	Water Supply	3
*MTB1322	Technical Mathematics II	3
*ENC1101	Composition	3
*PHY1001	Applied Physics	3
*PHY1001L	Applied Physics Lab	1
	Physical Education Activity	<u>1</u>
	Total Semester Hours	17

Term IIIA

01L	Surveying Lab	<u>2</u>
Total Semester Hours			3

Second Year

<i>Term I</i>		Semester Hours	
*ETG2530	Strength of Materials 2	
*ETG2530L	Strength of Materials Lab 1	
*ETD2122C	Civil Drafting II 3	
SUR2200C	Route Surveying 3	
*ENC2210	Technical Report Writing 3	
#	Technical Elective <u>3</u>	
Total Semester Hours			15

<i>Term II</i>		Semester Hours	
*ETC2410	Structural Design 3	
BCN2614C	Planning and Estimating 3	
BCN2561	Mechanical and Electrical Systems 3	
#	Technical Elective 3	
	Humanities <u>3</u>	
Total Semester Hours			15
Total Program Semester Hours			63

* Requires a pre- or co-requisite. See course description in catalog.

Suggested Technical Electives: BCN2742, ARC2031, BCN1930, BCN1740, BCN1750.

Electronic Engineering Technology (1)

(Associate of Science)

This program prepares persons to work as engineering assistants, field service personnel technicians, and as research assistants. This degree will transfer to those upper level institutions offering BET and BSET degrees. Courses should be taken in the sequence and term suggested unless approved by the Department Chairman. The program is accredited by the Technology Accreditation Board for Engineering and Technology (TAC/ABET).

First Year

<i>Term I</i>		Semester Hours	
EE1015C	DC Circuits 5	
CET1112C	Digital Techniques 5	
ENC1101	Composition I 3	
(2)MTB1321	Technical Mathematics I 3	
	Physical Education Activity <u>1</u>	
Total Semester Hours			17

<i>Term II</i>		Semester Hours	
*ETE1002C	AC Circuits 5	
*EET1105C	Linear Techniques I 5	
*ENC2210	Technical Report Writing 3	
(2)*MTB1322	Technical Mathematics II 3	
	Physical Education Activity <u>1</u>	
Total Semester Hours			17

<i>Term IIIA</i>		Semester Hours	
*CET1317C	Technical Basic 3	
*CET1123C	Microprocessors I <u>4</u>	
Total Semester Hours			7

Second Year

<i>Term I</i>		Semester Hours	
*PHY2053	General Physics I 3	
*PHY2053L	General Physics Lab 1	
*EET2120C	Linear Techniques II 4	
*EET2123C	Circuit Analysis 4	
*ECM2104	Calculus for Electronics <u>4</u>	
Total Semester Hours			16

<i>Term II</i>		Semester Hours	
*ETE2326C	Electronic Communications 4	
*PHY2054	General Physics II 3	
*PHY2054L	General Physics Lab 1	
*CET2131C	Microprocessors II 5	
	Elective <u>3</u>	
Total Semester Hours			16
Total Program Semester Hours			73

* Requires a pre- or co-requisite. See course description in catalog.

(1) Courses should be taken in sequence and term suggested unless approved by The Department Head.

(2) Students planning to pursue BSET or BET Degrees are advised to replace Technical Mathematics with university parallel math courses MAC1132 and MAC1133.

INTERIOR DESIGN (Associate of Science)

First Year

<i>Term I</i>		Semester Hours	
IND1020	Interior Design I 3	
IND1100	History of Interiors I 3	
ARC1126	Architectural Drafting I 3	
ART2205C	Color and Composition 3	
ENC1101	Composition <u>3</u>	
Total Semester Hours			16

<i>Term II</i>		Semester Hours	
*IND1200	Interior Design II 3	
*ARC2020C	Architectural Communications 3	
IND2420	Materials and Sources 3	
*IND2130	History of Interiors II 3	
	Physical Education Activity <u>1</u>	
Total Semester Hours			13

<i>Term IIIA or IIIB</i>		Semester Hours	
ARC2140C	Methods & Materials of Building Construction 3	
	Elective <u>3</u>	
Total Semester Hours			6

Second Year

<i>Term I</i>		Semester Hours	
*IND2210	Interior Design III 3	
ARC2031	Architectural Design 1 3	
*ENC2210	Technical Report Writing 3	
MAT1033	Intermediate Algebra or higher 3	
ARC2201	Theory of Architecture <u>3</u>	
Total Semester Hours			15

Term II

*IND2220	Interior Design IV	3
ARH2051	Art History II	3
ARC2032	Architectural Design II	3
PSY2012	General Psychology	3
IND2500	Professional Practices	3
	Total Semester Hours	15
	Total Program Semester Hours	65

* Requires a pre- or co-requisite. See course description in catalog.

BUILDING CONSTRUCTION

(Associate of Arts)

First Year

<i>Term I</i>		Semester Hours
ECT1250	Materials and Processes	2
ETC1223L	Materials Testing Lab	1
ENC1101	Composition	3
*MAC1132	Pre-Calculus I	3
	Social Science	3
	Physical Education Activity	1
	Total Semester Hours	13

Term II

ARC1126	Architectural Drafting I	3
*ENC1102	Composition or	
*ENC2210	Technical Report Writing	3
*MAC1133	Pre-Calculus II	3
	Social Science	3
	Physical Education Activity	1
	Total Semester Hours	13

Term IIIA

ECO2013	Principles of Economics I	3
*SUR2100	Surveying	1
*SUR2100L	Surveying Lab	2
	Total Semester Hours	6

Second Year

<i>Term I</i>		Semester Hours
*MAC2311	Calculus	6
*PHY2053	General Physics	3
*PHY2053L	General Physics Lab	2
	Elective	3
	Humanities	3
	Physical Education Activity	1
	Total Semester Hours	17

Term II

*GLY1010	Physical Geology	3
*GLY1010L	Physical Geology Lab	1
*PHY2054	General Physics	3
*PHY2054L	General Physics Lab	1
ACG2001	Principles of Accounting	3
	Humanities	3
	Physical Education Activity	1
	Total Semester Hours	15
	Total Program Semester Hours	64

* Requires a pre- or co-requisite. See course description in catalog.

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 for 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 graduates of this program will have an understanding of the basic knowledge and technical skills necessary for rapid advancement in the industry of their choice. Credit 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 profitable career should contact the staff of the Landscape Technology program for a personal interview or the Counseling and Advisement Department.

Requirements for the Associate of Science degree in Landscape Technology:

Requirements subject to change.

First Year

<i>Term I</i>	Semester Hours
ENC1101 Composition	3
ORH1003 Horticultural Biology	3
ORH1003L Horticultural Biology Lab	1
ENY1007 Entomology	3
ORH1510 Landscape Plant Identification I ...	4
Physical Education Activity	1
Total Semester Hours	15
<i>Term II</i>	
*HOS1031 Horticultural Practices	3
SOS1102 Soils and Fertilizers	3
*ORH1511 Landscape Plant Identification II	4
General Education Elective (areas 1-5)	3
Dept Elective	3
Physical Education Activity	1
Total Semester Hours	17

Term IIIA

ORH2896	General Education Elective (areas 1-5)	3
	Field Service	3
	Total Semester Hours	6

Second Year

<i>Term I</i>	Semester Hours
MAR1101 Salesmanship	3
*ORH2820 Horticultural Practices II	3
*ORH2829 Introduction to Landscape Design	2
*ORH2512 Adv Landscape Plant Identification III	3
PMA2003 Plant Pest Control	4
Total Semester Hours	15
<i>Term II</i>	
MAT1033 Intermediate Algebra or Higher	3
Dept Approved Elective	3
ORH2862 Landscape and Turf Business	3
Administration	3
*ORH2897 Advanced Field Service	3
General Education Elective (areas 1-5)	3
Total Semester Hours	15
Total Program Semester Hours	68

* Requires a pre- or co-requisite. See course description in catalog.

ORH2220 may be taken Term III instead of PLS2600.

Landscape Technology Seminars & 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.

PEST CONTROL TECHNOLOGY

The tremendous increase in population is creating a pressing demand on the services offered by structural and landscape pest control companies. The opportunities are endless for technicians trained in the control of insects, diseases, nematodes, and weeds that cause a threat to 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 graduates 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, students will receive an Associate of Science degree in Pest Control Technology and will be eligible to take the Florida State Division of Health Examination in Pest Control categories.

Requirements for the Associate of Science degree in Pest Control Technology:

1. Completion of 67 hours of credit and a grade point average of 2.0 or better.
2. Completion of a minimum of 24 semester hours at Broward Community College, including the last 12 semester hours.
3. Applying formally for the degree to the Registrar during the term in which 45 semester hours are earned.
4. Removal of all admission conditions.
5. Attendance at all official graduation exercises.

First Year

<i>Term I</i>	Semester Hours
*ENC1101	Composition 3
MTB1103	Business Mathematics 3
ORH1003	Horticultural Biology 3
ENY1007	Economic Entomology 3
	General Education Elective (areas 2- 3 5) 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 16

Term II

	General Education Elective (areas 2- 3 5) 3
ACG1003	Accounting Survey I 3
#ORH2220	Turf Grass Management 3
ENY1220	Pesticides 3
ENY1102	Insect Identification 3
	Physical Education Activity <u>1</u>
	Total Semester Hours 16

Term IIIA

ENY2940	Field Service I 3
#PLS2600	Weed Identification <u>3</u>
	Total Semester Hours 6

Second Year

Term I

	Semester Hours
MAT1033	Intermediate Algebra or higher 3
PSY2012	General Psychology 3
ENY2224	Household Pests and Control 4
PMA2003	Plant Pest Control 4
PMA2932	Seminar <u>2</u>
	Total Semester Hours 16

Term II

MAR1101	Salesmanship 3
	Elective 3
ENY2227	Wood Destroying Pests and Control 4
ENY2011	Pest Control Business Administration 3
ENY2943	Field Service II <u>3</u>
	Total Semester Hours 16
	Total Program Semester Hours 67

* Requires a pre- or co-requisite. See course description in catalog.

The Student may choose either ORH2220 Term II or PLS2600 Term IIIA.

SOCIAL AND BEHAVIORAL SCIENCES

The Department of Social and Behavioral Science represents a substantial portion of the arts and science curriculum that provides the fulfillment of general education requirements under areas 3 and 5 of the University Parallel Program. The Department's offerings also support the technical and certificate programs. In addition, the Department offers an A.S. Degree program in Early Childhood education and Management for teachers of private nursery schools and kindergartens.

Early Childhood Education and Management

General Education Courses:

		Semester Hours
ENC 1101	English Composition	3
*ENC2210	Technical Report Writing or	
*ENC 1102	English Composition	3
SPC1024	Introduction to Speech	3
PSY2012	General Psychology	3
*DEP2102	Child Psychology	3
AREA3	Social or Behavioral Science Course	
SYG2421	The Family — Intercultural Comparison	3
AREA2	Humanities Course	3
*MAT1033	Intermediate Algebra or	
*MFG1202	General Education Mathematics ...	3
AREA4	Science Course	3
AREA4	Laboratory Science Course	1
	Elective	3
	Physical Education activities	2
	Semester credits	36

Early Childhood Education Courses:

		Semester Hours
ECC1201	Early Childhood Education	3
ECC1603	Child Guidance	3
CHD1338	Mathematics and Science for the Young Child	3
CHD1334	Children's Literature and Language Arts in Early Childhood	4
CHD1940	Practicum I Observation & Evaluation	3
CHD1331	Creativity for Young Children	3
CHD1320	Curriculum Planning for Early Childhood	3
*CHD2441	Practicum II	3
CHD2800	Administrative and Management in Early Childhood Education	3
	Semester credits	27
	Total semester credits	63

*Requires a pre or corequisite — see course description in catalog.

¹Early Childhood Education courses do not have to be taken in any sequence.

Completers of Broward County's School Board Child Care Certificate Program earn the following 9 credits toward this A.S. Degree: DEP 2102 Child Psychology (3 credits); CHD 1331 Creativity for Young Children (3 credits); and CHD1940 Practicum I (3 credits).



COURSE INFORMATION



DISCIPLINE/COURSE INFORMATION

Art

The Art curriculum offers the student basic courses which meet the Associates of Arts Degree requirements and lead to a major or minor in Art. Students who plan intensive study in Art should confer, well in advance of initial registration, with an advisor in order to plan a program of study which best fits the individual's needs, interests and abilities. Because 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 these senior institutions. Courses in art appreciation and in studio arts are also offered to meet the needs of adulthood education.

Art majors should take the basic 1000 level courses in their freshman year. All students are encouraged to take 20 and 30 design courses before taking 2000 level studio subjects. Art majors should take the Art Histories ARH2050 and ARH2051.

All the courses listed in the catalog are not necessarily taught during the academic year due to limitations of studio space, instructor availability and sufficient number of students for particular courses. Students concerned with a particular advanced class should check the schedule for the current academic year or ask the Department Chairman about course offerings before including the advanced course in their schedules.

Materials costs for studio courses vary. Some courses require a student fee (SEE STUDENT FEES). In Studio Art courses, the right is reserved to permanently keep the student's works.

Drama

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 of Arts degree.

Practice in the art of theatre is provided through performance courses*. The major productions of the department include: drama, comedy, musicals, dance ensemble, and children's theatre. Members of the community are encouraged to participate in all theatrical activities.

Theatre students are required to take the following seven courses in their first year of study before continuing to other theatre elective courses:

TPP2130	Acting I
MVV1111	Voice Class (for Theatre students only)
DAA2840	Ballet Movement for the Stage
TPP2530	Fencing for the State
TPA2200	Stagecraft
THE2375	Contemporary Drama
THE2002	Theatre in Western Culture

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 perfor-

mance or product 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.

ENGLISH

All freshmen and sophomore students enrolled in the University Parallel Program are required to complete a minimum of 6 hours of English Composition. All such students must complete ENC1101 with a "C" or better as the first 3-hour course of composition. The second 3-hour course requirement may be met with either ENC1102 or ENC2210.

All international students with English as their second language (F-I Visa) are required to enroll in Communications for Second Language courses based on test results, if needed. 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 students will complete their English requirement.

Students who do not qualify for ENC1101 must enroll in ENC1000 or ENC0094 following assessment. ENC1000 and ENC0094 are College Preparatory courses and are non-credit courses.

Students enrolled in ENC1000 are also encouraged to enroll in an appropriate reading class (REA1000 or REA1105). Students who have difficulty with grammar and mechanics should take ENG1001, Grammar.

In literature courses, the ability to evaluate critically is given paramount importance. Emphasis is placed upon preparing the students to express themselves in both oral and written forms. ENC1101 is a pre-requisite for all courses carrying "writing" credit such as the literature, humanities, and social science courses.

A cluster of specialized courses provides training and experience in the craft of creative writing. If students wish, they may combine these writing courses with the different but related writing opportunities in the Journalism Department.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language courses are designed to provide English language instruction to international students whose native language is not English. Registration in courses is required of all incoming international students (F-I Visa) and of residents whose native language is not English, based on need as assessed through placement testing.

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. Upon successful completion of course work, students are eligible to register for ENC1101.

Fine Arts

The Department of Fine Arts offers students an opportunity to investigate and acquaint themselves with the visual arts, theatre, and music. 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, Music and Music Education.

Health, Physical Education, Recreation and Dance

The Department of Health, Physical Education, Recreation, and Dance offers 1-semester-hour activity courses in the areas of aquatics, dance, team sports, individual sports, physical fitness and a 2-semester-hour activity course in Health/Fitness. Students are encouraged to enroll in at least one fitness course. Non-swimmers are encouraged to enroll in a beginning swimming course.

All A.S. degree programs required at least two credit hours of HPRD activity classes and all A.A. degree programs require 4 credit hours of HPRD activity classes. No exemptions shall be permitted from A.S. or A.A. degree HPRD requirements because of age, veteran status or medical reasons. (Note Students with medical restrictions or physical limitations must, with a or physician's approval participate in any HPRD activity class on a modified basis or participate in any HPRD class specifically designated for the medically restricted with permission of the HPRD Department Chair. Students with a total activity restriction may enroll in designated HPRD lecture classes with medical verification which is approved by the HPRD Department Chair.)

The following Health, Physical Education, Recreation, and Dance courses do not satisfy the required four credit hours of activity:

DAA1376, DAA2840, DAA2841, DAA2842, HSC1400, HES2000, LEI1000, LEI1310, LEI1700, LEI1800, PEO1002, PEO1341, PEO2321, PEP2201, PEQ1101, PEQ1003, PEQ2115, PEQ2231, PET1010.

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 taking Intermediate Tennis. Nor can a student take a beginning and an intermediate sequence of the same sport concurrently.

Apparel that meets the approval of the Physical Education Department must be worn by the students.

Students should be aware that participation in physical activity carries a degree of risk. Therefore, students are expected to follow instructions and safety precautions given by the HPRD instructor. Also students must inform the instructor of any existing medical problems. (Note The College does not carry insurance to cover accidents which occur during college classes.)

The student is advised to carry his/her own insurance A program of studies leading to a major in the areas of Health, Physical Education, Recreation and, Dance at a senior institution is available. This information may be obtained from the counseling-advisement office or the HPRD Department. 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 Physical Education, Recreation, and Dance.

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 Broward Community College 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 of Arts degree.

Students are encouraged to contact the Journalism Department Head for consultation regarding their particular activity interest and recommended courses of study. Lists of required and recommended courses are available in the Journalism area and in the Counseling office.

MATHEMATICS

The Mathematics Curriculum has course offerings covering a variety of needs and meets pre-requisites for physics, engineering and business. 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.

Option I: NON-MAJORS

MAT0002 and MAT0024 are basic studies courses designed to correct deficiencies in students' high school backgrounds. Neither MAT0002 nor MAT0024 will count toward General Education Mathematics requirements for graduation. MGF1202 (or MGF1204, MGF1205, and MGF1206) is a general education course recommended for most students.

Option II: MAJORS

For students majoring in mathematics or science and for other students needing 9 or more semester hours of mathematics, the following sequence of courses is available: MAT1033, MAC1132, MAC1133, MAC2311 (or MAC2301 and MAC2302), MAC2312 (or MAC2303 and MAC2304), MAP2302, MAS2103. MAS2103 may be taken following MAC1132. MTB1304 is a non-sequential service course which may be taken concurrently with any other mathematics course. MTB1320, MTB1321, and MTB1322 are designed to meet the needs of students in technical and specialized programs.

STA2013 may be used to satisfy 3 of the 6 semester hours of required mathematics, provided that MGF1202 is excluded from the 6 hours.

Associate of Arts students are required to take the BCC-CLAST, an internal College Level Academic Skills Test, in Mathematics prior to their term of graduation.

Modern Foreign Languages and Reading Communications

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 Broward Community College. A combination of modern and traditional methods helps students learn to speak the language and gives an insight into the culture.

Students are offered language training that assists in the preparation for upper division work or for use in a vocation or profession. Attendance in the language laboratory is required for each beginning course and for the elementary and intermediate conversation courses. It is available for additional drill and comprehension at all levels.

The advanced courses permit students 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 offers special conversation courses at the elementary and intermediate levels. These are designated as 1000 and 2240 courses. For students who wish to continue in more advanced conversation courses, French 2400 and 2401 and/or Spanish 2400 and 2401 are recommended.

Students who plan to transfer to upper division institutions working towards the Bachelor of Arts or Bachelor of Science degree should complete the intermediate level of foreign language at Broward Community College. All candidates for the Associate in Arts degree are encouraged to do so, especially if they are not certain of their ultimate major program at the upper division. Students should remember that often upper divisions of senior institutions require at least the intermediate level of the language. Starting in 1987, Florida universities will require two years of high school language or two semesters of college language before admitting students to the upper divisions.

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 (FRW2010, GEW2010, or SPW2010 and FRW2011, GEW2011, or SPW2011) may be applied to fulfill three hours of the Humanities requirement.

Modern Foreign Language Activities

Travel-Study Program — See course descriptions for FRE1170, GER1170, and SPN1170 and FOREIGN STUDY PROGRAM - Semester in Seville, Spain.

MUSIC

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. Program sheets for pre-music education and

pre-music are available in the counseling and advisement offices.

Before registering in the music curriculum, students must demonstrate the ability to sing or play an accepted musical instrument. This degree is highly specialized, 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 majors are required to take three techniques classes to be chosen from MUE1440, MUE1450, MUE1460, and MUE1470. It is advisable that instrumental music education majors study three instruments outside their own principle areas. 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 audit with the instructors approval.

CHORAL/VOCAL ORGANIZATIONS

MUN1310	College Singers
MUN1310	Gold Coast Opera Chorus
MUN1310	Concert Choir
MUN1460	Vocal Ensemble
MUO1501	Opera Workshop

INSTRUMENTAL ORGANIZATIONS

MUN1460	Chamber Ensemble
MUN1710	Jazz Ensemble
MUN1710	Neophonic Jazz Ensemble
MUN1100	Symphonic Band
MUN1280	Broward Symphony Orchestra
MUN1280	Broward Community College Youth Symphony
MUN1280	Broward Community College Symphonette

**APPLIED MUSIC

Instrument	Secondary		Principal		Major	
	I	II	I	II	I	II
Trumpet	MVB1211, 2221	1311, 2321	1411, 2421			
French Horn	MVB1212, 2222	1312, 2322	1412, 2422			
Trombone	MVB1213, 2223	1313, 2323	1413, 2423			
Baritone Horn	MVB1214, 2224	1314, 2324	1414, 2424			
Tuba	MVB1215, 2225	1315, 2325	1415, 2425			
Piano	MVK1211, 2221	1311, 2321	1411, 2421			
Organ	MVK1213, 2223	1313, 2323	1413, 2423			
Jazz Piano	MVK	2224	2324	2424		
Accordion	MVO1211, 2221	1311, 2321	1411, 2421			
Percussion	MVP1211, 2221	1311, 2321	1411, 2421			

Violin	MVS1211,	2221	1311,	2321	1411,	2421
Viola	MVS1212,	2222	1312,	2322	1412,	2422
Cello	MVS1213,	2223	1313,	2323	1413,	2423
String Bass	MVS1214,	2224,	1314,	2324	1414,	2424
Harp	MVS1215,	2225	1315,	2325	1415,	2425
Guitar	MVS1216,	2226	1316,	2326	1416,	2426
Electric Bass	MVS	2227	2327	2427		
Jazz Guitar	MVS	2228	2328	2428		
Voice	MVV1211,	2221	1311,	2321	1411,	2421
Flute	MVV1211,	2221	1311,	2321	1411,	2421
Oboe	MVV1212,	2222	1312,	2322	1412,	2422
Clarinet	MVV1213,	2223	1313,	2323	1413,	2423
Bassoon	MVV1214,	2224	1314,	2324	1414,	2424
Saxophone	MVV1215,	2225	1315,	2325	1415,	2425

Secondary: One half-hour lesson weekly and one hour practice daily Terms I, II, III 1 semester hour credit.

Principal: One hour lesson weekly and two hours practice daily. Terms I, II 2 semester hours credit.

Major: One hour lesson weekly and three hours practice daily. Terms I, II 2 semester hours credit.

* Accordion may not transfer as a secondary, principal or major applied performing instrument.

** Special Fee charged, see STUDENT FEES.

Reading Communications

It is the purpose of the Reading Department to provide opportunities for students to improve reading skills, attitudes, and understanding of written materials which will enable them to succeed in all college curricula and vocational objectives.

REA0005 College Prep Reading teaches basic reading and study skills to prepare students for college course work. Students learn how to find main ideas, remember details, draw conclusions, and think logically. Attention is also given to increasing rate, expanding vocabulary, and taking notes and tests. Recommended Corequisite ENC0010 or ENC0020

REA1105 College Reading teaches efficient reading abilities: comprehension, vocabulary, speed and study techniques. Students learn how to interact successfully with complex reading materials. Attention is given to developing critical reading skills, increasing rate, and enriching vocabulary. This course is excellent preparation for reading section of CLAST because it emphasizes all the competencies tested. Recommended corequisite ENC1000 or ENC1101. 3 hours lecture weekly/Extra laboratory hours recommended
3 semester hours — transferable credit

REA1205 College Reading II is offered as an elective for students who have successfully complete REA1105 and want to further enhance their college reading skills.

REA2605 refines college level study skills. Students establish individualized goals. This one credit course is offered on the basis of demand.

Science Biological Science

The biology offerings provide students with a variety of options, while contributing courses to the numerous programs of the College. Students, depending upon background and academic or professional goals, may enter these courses by exercising one of two options.

Option I: NON-MAJORS

APB1150, APB1150L. These introductory courses are recommended to the General Education student and those students planning to take only one term of biology. APB1150L should be taken by students planning to transfer to schools that require a laboratory science.

Option II: MAJORS

APB1150, APB1150L, BOT1010, BOT1010L, ZOO1013, ZOO1013L. Biology majors should start their sequence with this option. These courses should be planned with a biology programs advisor.

Physical Science

The Physical Sciences offer courses in Astronomy, Chemistry, 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.

Option I: NON-MAJORS

AST1005, AST1006, GLY1010, GLY1010L, PSC1121, PSC1191L, PHY1001, PHY1001L. These are basic studies courses designed to meet the general education requirements of most students. In addition, courses listed under Option II also meet general education requirements.

Option II: MAJORS

CHM1040, CHM1041, CHM1045, CHM1045L, CHM1046, CHM1046L, CHM2210, CHM2210L, CHM2211, CHM2211L, PHY2048, PHY2048L, PHY2049, PHY2049L, PHY2053, PHY2053L, PHY2054, PHY2054L. These are courses designed for science and engineering majors and majors in related fields.

Note: Students beginning sequence courses such as CHM1040, CHM1041, CHM1045, CHM1046, CHM2210, CHM2211; and PHY2048, PHY2049, PHY2053, PHY2054 should plan to complete the sequence in this college.

DEPARTMENT OF SPEECH

The Speech Department offers students opportunities for general speech improvement, hearing evaluation, treatment of speech disorders 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.

Students are urged to contact the Speech Department for consultation with a speech instructor regarding special topics of interest.

Students should note that SPC1600, Public Speaking, and SPC1024, Introduction to Speech, may be used to fulfill Area 5 requirements.

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, students who have taken SYG 000 at a community college cannot be required to repeat SYG 000 at the school to which they transfer. 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 SYG 000.

First Digit

The first digit of the course number is assigned to 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 SYG1000; a school offering the same course in the sophomore year will number it SYG2000. 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.

LABORATORY INDICATORS

Some courses will carry an alpha suffix indicating a laboratory. 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:

General Biology APB1150 (lecture only)
APB1105L (lab only)

General Biology APB1150C (lecture and lab combined)

Therefore, APB1150C would be equivalent to APB1150 with APB1150L.

Equivalency of Sequences

In certain cases sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences (For example MAC132, 133, 134). In these cases the subject matter topics may not be taught in the same sequence, course by course in several institutions. However, upon completion of the full sequence at any of the several institutions students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

Explanation of Prefixed and Numbers

Prefixed and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification system developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accomplish its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes: AFH African History, AMH American History, ASH Asian History, EUH European History, HIS History - General, LAH Latin American History, and WOH World History. All history courses in the State will carry one of these prefixes.

A more specific example is AMH3421 — Early Florida History

- AMH Broad area of American History; part of the discipline of History
- 3 Junior level offering (at this particular institution)
- 4 In Taxonomy for AMH 400 series indicates "Areas in American History"
- 2 In Taxonomy for AMH this digit indicates courses in "History of Florida"
- 1 Last digit in this case refers to group of equated courses dealing with "Early History of Florida"

Local titles are used for each particular course. The last three numbers are used to indicate equivalency.

The number of prefixes is a function of the extent of the subclassification of the given subject matter area.

When this work began there were 920 alpha prefixes in existence. With the new system there are now 370. As in most states, no uniformity existed in Florida's prefixes as indicated by the following example:

Discipline	Before	After
History	20	7
Sociology	24	3
Philosophy	28	4
Religion	17	1
Mathematics	50	10
English	39	6
Nutrition	38	4

Although it is true that students majoring at one of the 38 participating institutions may have had only one alpha prefix for major courses (e.g. HY - History) and now have several, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings and equivalent and unique courses has been made available to each academic department of every institution in the State. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

1. All numbers which have a second digit of 9 (e.g. ART2905) are "place keeper" numbers for courses which are classified as direct independent study, thesis hours, etc. Courses with 900 numbers must be evaluated individually and are not automatically transferable.
2. All internships, practicums, clinical experiences, and study abroad courses, whatever numbers they carry, are not automatically transferable.
3. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

Authority for Acceptance of Equivalent Courses

Authority for acceptance of equivalent courses is State Board of Education Rule 6A-10.24(16) which states:

- (16) When a student transfers among postsecondary area vocational-technical centers, community colleges, and universities, the receiving institution shall award credit for courses satisfactorily completed at the previous institutions when the courses are judged by the appropriate common course designation and numbering system faculty task force to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy certificate and degree requirements in these institutions on the same basis as native students.

COURSE INDEX

Course No.	Page No.	Course No.	Page No.
ACG1003	ACCOUNTING SURVEY I	121	
ACG2001	PRINCIPLES OF ACCOUNTING I	121	
ACG2011	PRINCIPLES OF ACCOUNTING II	121	
ACG2100	INTERMEDIATE ACCOUNTING I	121	
ACG2360	COST ACCOUNTING	121	
ADV2303	NEWSPAPER ADVERTISING	160	
AER1000	INTRODUCTION TO AUTOMOTIVE TECHNOLOGY	125	
AER1004	POWER PLANT OVERHAUL THEORY	125	
AER1100	AUTO ELECTRICAL SYSTEMS	125	
AER1109	AT ELECTRONICS	125	
AER1131	TRANSMISSION AND DRIVE SYSTEMS	125	
AER2112	COMPUTER ENGINE CONTROL AND DRIVABILITY	126	
AER2120	STEERING AND SUSPENSION SYSTEMS	126	
AER2121	BRAKE SYSTEMS AND CHASSIS REPAIR	126	
AER2150	ENGINE TUNE-UP AND EMISSION CONTROL	126	
AER2160	AUTOMOTIVE SERVICE MANAGEMENT	126	
AER2171	HEATING AND AIR CONDITIONING THEORY	126	
AER2705	DIESEL ENGINE FUNDAMENTALS	126	
AER2943	APPRENTICE EXPERIENCE	126	
AER2944	APPRENTICE EXPERIENCE	126	
AER2945	APPRENTICE EXPERIENCE	126	
AER2946	APPRENTICE EXPERIENCE	126	
AMH2010	HISTORY OF THE UNITED STATES	156	
AMH2010	HISTORY OF THE UNITED STATES	157	
HONORS			
AMH2020	HISTORY OF THE UNITED STATES	156	
AMH2020	HISTORY OF THE UNITED STATES	157	
HONORS			
AMH2091	HISTORY OF THE AFRO-AMERICAN	156	
AMH2091	HISTORY OF THE AFRO-AMERICAN	157	
HONORS			
AMH2420	FLORIDA HISTORY	156	
AML2012	AMERICAN LITERATURE (COLONIAL TO 1900)	148	
AML2023	AMERICAN LITERATURE	148	
ANT2000	INTRODUCTION TO ANTHROPOLOGY	121	
ANT2100	INTRODUCTION TO ARCHAEOLOGY	121	
ANT2211	INTRODUCTION TO WORLD ETHNOLOGY: PEOPLE OF THE WORLD	121	
ANT2320	PEOPLES AND CULTURE OF MEXICO	121	
ANT2511	INTRODUCTION TO PHYSICAL ANTHROPOLOGY	121	
ANT2905	INDEPENDENT STUDY/ ANTHROPOLOGY	122	
ANT2920	ANTHROPOLOGY FIELD SCHOOL	122	
ANT2921	ANTHROPOLOGY FIELD SCHOOL	122	
ANT2922	ANTHROPOLOGY FIELD SCHOOL	122	
APA1311	ACCOUNTING AND FINANCE	121	
APB1150	MODERN PRINCIPLES OF BIOLOGY	132	
APB1150	MODERN PRINCIPLES OF BIOLOGY	157	
HONORS			
APB1150L	MODERN PRINCIPLES OF BIOLOGY LAB	132	
APB1190	HUMAN ANATOMY AND PHYSIOLOGY I	132	
APB1190L	HUMAN ANATOMY AND PHYSIOLOGY LAB	132	
APB1191	HUMAN ANATOMY AND PHYSIOLOGY II	132	
APB1191L	HUMAN ANATOMY AND PHYSIOLOGY II LAB	132	
APB1260	RESPIRATORY PHYSIOLOGY	132	
APB1294	CARDIOPULMONARY PATHOPHYSIOLOGY	123	
APB1600	PHARMACOLOGY I	132	
APB1602	PHARMACOLOGY III	132	
APB1650	RESPIRATORY THERAPY PHARMACOLOGY	132	
APB2296	ADVANCED CARDIOPULMONARY PATHPHYSIOLOGY	132	
ARA1100	BEGINNING ARABIC I	122	
ARA1101	ARABIC II	122	
ARA2200	INTERMEDIATE ARABIC I/EGYPTIAN	122	
ARA2201	INTERMEDIATE ARABIC II/ EGYPTIAN	122	
ARC1126	ARCHITECTURAL DRAFTING I	122	
ARC1701	SURVEY OF ARCHITECTURAL HISTORY I	122	
ARC2020C	ARCHITECTURAL COMMUNICATIONS	122	
ARC2031	ARCHITECTURAL DESIGN I	122	
ARC2032	ARCHITECTURAL DESIGN II	122	
ARC2122	ARCHITECTURAL DRAFTING II	122	
ARC2140C	MATERIALS AND METHODS OF CONSTRUCTION I	122	
ARC2154	ARCHITECTURAL DRAFTING III	122	
ARC2201	THEORY OF ARCHITECTURE	123	
ARC2580	STRUCTURES I	123	
ARC2681	ENVIRONMENTAL TECHNOLOGY I	123	
ARC2789	SEMINAR IN ARCHITECTURE DESIGN AND HISTORY	116	
ARH2000	ART APPRECIATION	116	
ARH2004	APPRECIATION OF ORIENTAL AND PRIMITIVE ART	123	
ARH2050	ART HISTORY I	123	
ARH2051	ART HISTORY II	123	
ART1201C	2D DESIGN	124	
ART1202C	3D DESIGN	124	
ART1300C	DRAWING I	124	
ART1330C	LIFE DRAWING	124	
ART1480	COMPUTER ART	124	
ART2007C	STUDIO PROCEDURES FOR GRAPHIC DESIGN	124	
ART2110C	CERAMICS	124	
ART2205C	COLOR AND COMPOSITION	124	
ART2230C	INTRODUCTION TO GRAPHIC DESIGN	124	
ART2401C	BEGINNING PRINTMAKING	124	
ART2402C	ADVANCED PRINTMAKING LITHOGRAPHY	124	
ART2520C	PAINTING	124	
ART2560	WATERCOLOR	124	
ART2701C	SCULPTURE	124	
ART2890	SEMINAR IN ART I	124	
ART2892	SEMINAR IN ART III	124	
ART2895	SEMINAR IN ART VI	124	
ART2905	INDEPENDENT STUDY	124	
ART2932C	SPECIAL TOPIC/CERAMICS	124	
ASC1010	HISTORY OF AVIATION	126	
ASC1100	NAVIGATIONAL SCIENCE I	126	
ASC1210	METEOROLOGY	126	
ASC1550	AERODYNAMICS	126	
ASC1610	AIRCRAFT ENGINES, STRUCTURES, AND SYSTEMS	127	
ASC2110	NAVIGATION SCIENCE II	124	
ASC2870	AVIATION SAFETY	124	
AST1002	HORIZONS IN ASTRONOMY	125	
AST1005	ASTRONOMY I	125	

Course No.	Page No.	Course No.	Page No.
AST1006	ASTRONOMY II		125
AST2080	PLANETARIUM EDUCATION		127
ATF1100	PRIMARY FLIGHT		127
ATF2201C	INTERMEDIATE FLIGHT		127
ATF2202C	ADVANCE FLIGHT		127
ATF2306C	ALL WEATHER FLIGHT		127
ATF2400C	MULTI-ENGINE TRANSITION		127
ATF2500C	FLIGHT INSTRUCTOR TRAINING		127
ATM1001	MATH, PHYSICS, THEORY OF FLIGHT & AIRCRAFT DRAWINGS		128
ATM1011	BASIC ELECTRICITY		128
ATM1061	MATERIALS AND PROCESSES, CORROSION CONTROL		128
ATM1071	FEDERAL AIR REGULATIONS AND WEIGHT AND BALANCE		128
ATM1091	AIRCRAFT SERVICING OPERATIONS, AND FLUID LINES AND FITTINGS ...		128
ATM1311	AIRCRAFT WOOD, FABRIC AND FINISHERS		128
ATM1331	AIRCRAFT STRUCTURAL AND SHEET METAL FABRICATION		129
ATM1351	AIRCRAFT WELDING, ASSEMBLY/ RIGGING		129
ATM1371	TEST/REVIEW/PRACTICAL		129
ATM1401	LANDING GEAR/POSITION/WARNING AND AIRFRAME INSPECTION		129
ATM1411	ICE/RAIN/FIRE PROTECTION, HYDRAULICS AND PNEUMATICS ...		129
ATM1431	AIRCRAFT INSTRUMENTS COMMUNICATIONS, NAVIGATIONAL EQUIPMENT		129
ATM1451	AIRCRAFT ENVIRONMENTAL AND FUEL SYSTEMS		129
ATM1461	AIRCRAFT ELECTRICAL SYSTEMS ...		129
ATM2101	ENGINE INSTALLATION/OPERATION/ INSPECTION/ENGINE INSTRUMENTS/ ENGINE		129
ATM2111	AIRCRAFT RECIPROCATING ENGINE AND OVERHAUL		129
ATM2121	ENGINE ELECTRICAL AND IGNITION SYSTEMS		129
ATM2151	PROPELLERS AND PROPELLER SYSTEMS/TROUBLE SHOOTING		129
ATM2202	TURBINE ENGINES AND TURBINE ENGINE SYSTEMS/TROUBLE SHOOTING		129
ATM2501	ENGINE FUEL/METERING SYSTEM INDUCTION ESHAUST SYSTEMS/ LUBRICATION		129
ATM2551	TEST/REVIEW/PRACTICAL		130
ATM2930	BELL HELICOPTER MAINTENANCE MODEL 206		130
ATM2940	HELICOPTER MAINTENANCE, OVERHAUL AND INSPECTION		130
ATT1100	AERONAUTICAL SCIENCE		127
ATT2120	INSTRUMENT FLIGHT THEORY		127
ATT2372	AIRCRAFT FLIGHT CONTROL SYSTEMS		128
ATT2600	FLIGHT SIMULATOR TRAINING		128
ATT2630	BASIC INSTRUMENT SIMULATOR ...		128
ATT2890	DIRECTED STUDIES IN AIR TRAFFIC CONTROL		128
AVM2301	GENERAL AVIATION MARKETING ...		128
AVM2410	AIRPORT MANAGEMENT		128
AVM2512	AIRLINE MANAGEMENT		128
BAN1004	PRINCIPLES OF BANKING		130
BAN1112	SAFE DEPOSIT		130
BAN1120	BASIC ELECTRONIC DATA		130
BAN1208	PROCESSING		130
BAN1222	LOAN DOCUMENT		130
BAN1231	COLLECTOR'S TRAINING PROGRAM INTRODUCTION TO COMMERCIAL LENDING		130
BAN1233	ASSET BASED LENDING		130
BAN1234	INCOME PROPERTY UNDERWRITING		130
BAN1241	BANK CARDS		130
BAN1254	REAL ESTATE DOCUMENTATION ...		130
BAN1403	INVESTMENT BASICS AND BEYOND		130
BAN1423	CUSTOMER SERVICE		130
BAN1424	PRODUCT TRUST KNOWLEDGE		131
BAN1425	SELLING BANK SERVICES		113
BAN1511	MARKETING FOR BANKERS		131
BAN1531	PREPARING FOR SUPERVISION PROGRAM		131
BAN1742	COMMERCIAL BANK MANAGEMENT		131
BAN1747	EFFECTIVE PUBLIC RELATIONS		131
BAN1812	CONSUMER COMPLIANCE		131
BAN1933	LOAN OFFICER DEVELOPMENT		131
BAN2155	INTERNATIONAL BANKING		131
BAN2170	CREDIT AND COLLECTION PRINCIPLES		131
BAN2213	ANALIZING FINANCIAL STATEMENTS		131
BAN2214	CONSUMER CREDIT ANALYSIS		131
BAN2240	CONSUMER LENDING		131
BAN2253	RESIDENTIAL MORTGAGE UNDERWRITING		131
BAN2401	TRUST BUSINESS		131
BAN2411	SAVINGS AND TIME DEPOSIT BANKING		132
BAN2412	FINANCIAL PLANNING FOR BANKERS		132
BAN2761	RETAIL BANKING		132
BAN2782	BANK INVESTMENTS		132
BAN2784	TRUST MANAGEMENT		132
BCN1272	BUILDING CONSTRUCTION PLANS INTERPRETATION		145
BCN1610	BUILDING CONSTRUCTION ESTIMATED FUNDAMENTALS		145
BCN1740	BUILDING CONSTRUCTION LAW		146
BCN1750	BUILDING CONSTRUCTION FINANCING		146
BCN1930	BUILDING CONSTRUCTION SPECIAL TOPICS		146
BCN2561	MECHANICAL AND ELECTRICAL SYSTEMS		146
BCN2614C	CONSTRUCTION PLANNING AND ESTIMATING		146
BCN2704	BUILDING CONSTRUCTION INSURANCE		146
BCN2742	CONTRACTOR'S LICENSE PREPARATION		146
BOT1010	GENERAL BOTANY		132
BOT1010L	GENERAL BOTANY LAB		132
BTE2943	CURRENT BUSINESS PRACTICES		177
BUL2111	BUSINESS LAW I		133
BUL2112	BUSINESS LAW II		133
CCJ1020	INTRODUCTION TO CRIMINAL JUSTICE		137
CCJ1220	CRIMINAL LAW		137
CCJ1230	CRIMINAL EVIDENCE AND COURT PROCEDURES		137
CCJ1250	CONSTITUTIONAL LAW		137
CCJ1300	AMERICAN CORRECTIONS		137
CCJ1410	POLICE ADMINISTRATION I		137
CCJ1420	POLICE ADMINISTRATION II		137

Course No.	Page No.	Course No.	Page No.
CCJ1440	CONFINEMENT FACILITIES.....137	CLP1000	PSYCHOLOGY OF ADJUSTMENT.....188
CCJ2330	PROBATION AND PAROLE PROCEDURES.....137	COP1120C	COBOL I.....136
CCJ2350	CORRECTION CASEWORK.....137	COP1160C	RPG PROGRAMMING.....136
CCJ2631	COMPARATIVE WORLD POLICE AGENCIES.....137	COP1170C	PROGRAMMING IN BASIC.....136
CCJ2933	CORRECTIONS SEMINAR.....137	COP1200C	FORTRAN PROGRAMMING.....136
CET1112C	DIGITAL TECHNIQUES.....141	COP1210C	INTRODUCTION TO PASCAL PROGRAMMING.....136
CET1123C	MICROPROCESSORS I.....141	COP1220C	"C" PROGRAMMING.....136
CET1317	TECHNICAL PROGRAMMING.....141	COP1341C	UNIX.....136
CET2131C	MICROPROCESSORS II.....141	COP2121C	COBOL II.....136
CET2133C	COMPUTER TECHNOLOGY I.....142	COP2201C	ADVANCED FORTRAN PROGRAMMING.....136
CET2186C	PERIPHERAL DEVICES.....142	COP2222C	ADVANCED "C" PROGRAMMING.....136
CGS1000	FUNDAMENTALS OF DATA PROCESSING.....135	COP2400C	ASSEMBLY PROGRAMMING.....136
CGS1060	COMPUTER LITERACY.....135	COP2401C	CICS/COBOL PROGRAMMING.....136
CGS1510C	ELECTRONIC SPREADSHEET; BEGINNING.....135	CP02002	INTRODUCTION TO COMPARATIVE GOVERNMENT.....187
CGS1511C	ELECTRONIC SPREADSHEET; INTERMEDIATE.....135	CP02142	GOVERNMENT AND POLITICS OF SPAIN.....187
CGS1512C	ELECTRONIC SPREADSHEET; ADVANCED.....135	CRW1001	CREATIVE WRITING I.....147
CGS1540C	DATABASE MANAGEMENT BEGINNING.....135	CRW1100	FICTION WRITING.....147
CGS1541C	DATABASE MANAGEMENT INTERMEDIATE.....135	CRW1200	MAGAZINE WRITING.....147
CGS1542C	DATABASE MANAGEMENT ADVANCED.....135	CRW1300	POETRY WRITING.....147
CGS1570C	MICROCOMPUTER APPLICATIONS.....135	CRW2002	CREATIVE WRITING WORKSHOP II.....147
CGS1571	SPECIAL SOFTWARE TOPICS #1.....135	CRW2006	ADVANCED CREATIVE WRITING WORKSHOP.....147
CGS1572	SPECIAL SOFTWARE TOPICS #2.....135	CRW2007	ADVANCED CREATIVE WRITING WORKSHOP.....147
CGS1573	SPECIAL SOFTWARE TOPICS #3.....135	CRW2008	ADVANCED CREATIVE WRITING WORKSHOP.....147
CHD1320	CURRICULUM PLANNING FOR EARLY CHILDHOOD.....135	CTE1930	PRINCIPLES OF CLOTHING CONSTRUCTION.....149
CHD1331	CREATIVITY FOR YOUNG CHILDREN.....141	DAA1160	BEGINNING MODERN DANCE.....181
CHD1334	CHILDREN'S LITERATURE AND LANGUAGE ARTS.....141	DAA1200	BEGINNING BALLET.....181
CHD1338	MATHEMATICS AND SCIENCE FOR THE YOUNG CHILD.....141	DAA1300	DANCE (SOCIAL).....181
CHD1940	PRACTICUM I.....141	DAA1374	DANCE (FOLK AND SQUARE).....181
CHD2441	PRACTICUM II.....141	DAA1376	P.E. LAB POLK,SQUARE AND SOCIAL DANCE.....181
CHD2800	ADMINISTRATION AND MANAGEMENT IN EARLY CHILDHOOD EDUCATION.....141	DAA1560	BEGINNING JAZZ DANCE.....181
CHI1100	BEGINNING CHINESE.....135	DAA1600	BASIC TAP.....181
CHI1101	BEGINNING CHINESE MANDARIN II.....135	DAA2161	INTERMEDIATE MODERN DANCE.....181
CHM1033	CHEMISTRY FOR HEALTH SCIENCES.....133	DAA2201	INTERMEDIATE BALLET.....181
CHM1033L	CHEMISTRY FOR HEALTH SCIENCES LAB.....133	DAA2500	JAZZ DANCE IN THE THEATER.....181
CHM1040	GENERAL CHEMISTRY IA.....134	DAA2561	INTERMEDIATE JAZZ DANCE.....181
CHM1041	GENERAL CHEMISTRY IB.....134	DAA2601	INTERMEDIATE TAP.....181
CHM1042	GENERAL CHEMISTRY IC.....134	DAA2700	DANCE COMPOSITION.....181
CHM1045	GENERAL CHEMISTRY I LAB.....134	DAA2840	BALLET MOVEMENT FOR THE STAGE199
CHM1046	GENERAL CHEMISTRY II.....134	DAA2841	BALLET MOVEMENT FOR THE STAGE199
CHM1046L	GENERAL CHEMISTRY II LAB.....134	DAA2842	BALLET MOVEMENT FOR THE STAGE ADVANCED.....199
CHM2210	ORGANIC CHEMISTRY I.....134	DEA1000	INTRODUCTION TO DENTAL ASSISTING.....138
CHM2210L	ORGANIC CHEMISTRY I LAB.....134	DEA1022	PRE-CLINICAL ORIENTATION.....138
CHM2211	ORGANIC CHEMISTRY II.....134	DEA1022L	PRECLINICAL ORIENTATION LAB/ CLINICAL.....138
CHM2211L	ORGANIC CHEMISTRY II LAB.....134	DEA1130	ALLIED DENTAL THEORY.....138
CIS2321	SYSTEMS DEVELOPMENT AND DESIGN.....136	DEA1200	PRACTICE ADMINISTRATION OF THE DENTAL OFFICE.....138
CIS2940	FIELD PROJECT.....137	DEA1300	PREVENTIVE DENTISTRY.....138
CJT2100	CRIMINAL INVESTIGATION I.....137	DEA1800	CLINICAL PRACTICES AND PROCEDURES I.....138
CJT2110	CRIMINAL INVESTIGATION II.....137	DEA1800L	CLINICAL PRACTICES AND PROCEDURES I LAB.....138
CJT2120	FORENSIC PHOTOGRAPHY.....137	DEA1804	CLINICAL PRACTICE II.....138
CJT2130	CRIMINALISTICS PRACTICUM.....137	DEA1804L	CLINICAL PRACTICE II LAB.....138
CJT2420	TRAFFIC PROBLEMS AND ADMINISTRATION.....137	DEA1820	EXPANDED FUNCTIONS I.....138
		DEA1821	EXPANDED FUNCTIONS II.....139
		DEA1821L	EXPANDED FUNCTION II LAB.....139

Course No.	Page No.	Course No.	Page No.
DEA2940	DENTAL PRACTICUM		139
DEP2004	DEVELOPMENTAL PSYCHOLOGY		188
DEP2102	DEVELOPMENTAL PSYCHOLOGY I: CHILD PSYCHOLOGY		188
DEP2302	DEVELOPMENTAL PSYCHOLOGY II: ADOLESCENT & YOUNG ADULT		188
DEP2402	DEVELOPMENTAL PSYCHOLOGY III:ADULTHOOD AND AGING		188
DEP2481	THE PSYCHOLOGY OF DYING		188
DES1021	DENTAL ANATOMY AND PHYSIOLOGY		139
DES1100	DENTAL MATERIALS		139
DES1100L	DENTAL MATERIALS (LAB)		139
DES1210	DENTAL RADIOLOGY		139
DES1210L	DENTAL RADIOLOGY (LAB)		139
DES2300	DENTAL PSYCHOLOGY		139
DIE1270	NUTRITION CLINICAL PRACTICE II		139
DIE2202	NUTRITION DIET MODIFICATION		139
DIE2222	NUTRITION CARE IN THE COMMUNITY & INSTITUTION		139
DIE2243	APPLIED NUTRITION		139
DIE2271	NUTRITION CLINICAL PRACTICE III		139
DIE2272	NUTRITION CLINICAL PRACTICE IV		139
DIE2412	NUTRITION COUNSELING AND EDUCATION		140
ECM2104	CALCULUS FOR ELECTRONICS		142
EC02001	COMPARATIVE ECONOMIC SYSTEMS		140
EC02013	PRINCIPLES OF ECONOMICS I		140
EC02023	PRINCIPLES OF ECONOMICS II		140
EC02032	INSURANCE ECONOMICS		140
EC02220	MONEY & BANKING		140
ECS2390	THE ECONOMY OF SPAIN		140
EDF1050	INTRODUCTION TO TESTS AND MEASUREMENTS		141
EDF2070	PERSPECTIVE IN EDUCATION		141
EDF2210	EDUCATIONAL PSYCHOLOGY		134
EFC1200	EARLY CHILDHOOD EDUCATION		141
EFC1603	CHILD GUIDANCE		141
EET1015C	D.C. CIRCUITS		142
EET1141C	LINEAR TECHNIQUES		142
EET2004	INTRODUCTORY ELECTRONICS		142
EET2025C	A.C. CIRCUITS		142
EET2142C	LINEAR TECHNIQUES II		142
EET2143C	CIRCUIT ANALYSIS		142
EET2353C	DATA COMMUNICATIONS		142
EGN1120C	ENGINEERING DRAWING		142
EGN1130C	DESCRIPTIVE GEOMETRY		145
EGN2311	STATICS		145
EME2300	AUDIO VISUAL AIDS		141
EMS1031	EMT FOR ALLIED HEALTH		143
EMS1059	FIRST RESPONDER		143
EMS1119	BASIC TRAINING COURSES/EMT		143
EMS1119L	BASIC TRAINING COURSES/EMT LAB		143
EMS1381	EMT RECERTIFICATION		143
EMS1431	EMERGENCY MEDICAL TECHNICIAN CLINICAL		143
EMS2219	PARAMEDIC I		143
EMS2219L	PARAMEDIC LAB		143
EMS2229	PARAMEDIC II		143
EMS2229L	PARAMEDIC II LAB		143
EMS2311	EMT LEADERSHIP		143
EMS2331	AIR TRANSPORTATION OF ACUTE EMERGENCIES		143
EMS2361	WATER INJURY MANAGEMENT		144
EMS2391	PARAMEDIC REVIEW RECERTIFICATION		144
EMS2395	TOPICS IN EMERGENCY MEDICAL		144
	SERVICES		144
EMS2421	PRACTICUM RESCUE INTERNSHIP		144
EMS2435	PARAMEDIC I CLINICAL		144
EMS2436	PARAMEDIC II CLINICAL		144
EMS2458	PARAMEDIC III FIELD INTERNSHIP		144
EMS2511	EMERGENCY RESPIRATORY THERAPY		144
EMS2512	ENDOTRACHEAL PRECEPTOR		144
EMS2513	CRISIS INTERVENTION		144
EMS2514	PHYSICAL ASSESSMENT		144
EMS2515	EMERGENCY CARE OF CHILDREN		145
EMS2517	PRACTICUM OBSTETRICAL PRECEPTOR		145
EMS2551	ACLS PROVIDER ADVANCED CARDIAC LIFE SUPPORT		145
ENC0020	FUNDAMENTALS OF COMPOSITION		147
ENC0080	BASIC REVIEW OF NON-TRANSFERABLE COLLEGE ENGLISH		147
ENC1101	COMPOSITION		147
ENC1101	COMPOSITION		159
	HONORS		
ENC1102	COMPOSITION		147
ENC1102	COMPOSITION		159
	HONORS		
ENC2210	TECHNICAL REPORT WRITING		147
ENG1001	ENGLISH GRAMMAR		147
ENL2013	BRITISH LITERATURE		148
ENL2013	BRITISH LITERATURE I IN HONORS HUMANITIES		157
ENL2023	BRITISH LITERATURE		148
ENL2023	BRITISH LITERATURE II IN HONORS HUMANITIES		157
ENL2330	INTRODUCTION TO SHAKESPEARE		148
ENS1201	PHONETICS OF AMERICAN ENGLISH		149
ENS1202	CONVERSATIONAL ENGLISH		149
ENY1007	ECONOMIC ENTOMOLOGY		180
ENY1102	INSECT IDENTIFICATION		180
ENY1220	PESTICIDES		180
ENY2011	PEST CONTROL BUSINESS ADMINISTRATION		180
ENY2224	HOUSEHOLD PESTS AND CONTROL		180
ENY2227	WOOD DESTROYING PESTS AND THEIR CONTROL		180
ENY2940	FIELD SERVICE I		181
ENY2943	ADVANCED FIELD SERVICE		181
ESL0141	INTERMEDIATE ENGLISH		149
ESL0181	INTRODUCTION TO COMPREHENSION OF THE ENGLISH LANGUAGE		149
ESL1241	DEVELOPMENTAL COMPOSITION I		149
ESL1341	DEVELOPMENTAL COMPOSITION II		149
ETC1250	MATERIALS AND PROCESSES		146
ETC2410	STRUCTURAL DESIGN		146
ETDIII	TECHNICAL DRAFTING		146
ETD1121C	CIVIL DRAFTING I		146
ETD1324	BASIC CAD		142
ETD1614C	ELECTRONIC DRAFTING		142
ETD2122C	CIVIL DRAFTING I		146
ETD2350C	ADVANCED CAD		146
ETE1223L	MATERIALS TESTING LAB		146
ETE2326C	ELECTRONIC COMMUNICATIONS		142
ETE2425C	DATA COMMUNICATIONS		142
ETE2761	ROBOTICS/PROCESS CONTROL I		142
ETE2762	ROBOTICS/PROCESS CONTROL II		143
ETE2763C	ROBOTICS		143
ETG1110	TECHNICAL MEASUREMENTS AND CIRCULATIONS		146
ETG2530	STRENGTH OF MATERIALS		146
ETG2530L	STRENGTH OF MATERIALS LAB		146

Course No.	Page No.	Course No.	Page No.
ETI1411	MATERIALS AND MANUFACTURING PROCESSES	FSS2306	MANAGEMENT CLINICAL PRACTICE IV
ETI2481C	ROBOTICS AND AUTOMATED MATERIAL HANDLING	FSS2307	DIETETIC SEMINAR
EUH1000	WESTERN CIVILIZATION	FSS2500	FOOD SERVICE COSTING AND CONTROLS
EUH1000	WESTERN CIVILIZATION	FSS2614	FOOD & BEVERAGE MERCHANDISING
HONORS		GEA2000	WORLD GEOGRAPHY
EUH1001	WESTERN CIVILIZATION	GEB101	INTRODUCTION TO BUSINESS
EUH1001	WESTERN CIVILIZATION	GEB2934	CURRENT BUSINESS PRACTICES
HONORS		GE01000	INTRODUCTION TO GEOGRAPHY
EUH2050	HISTORY OF SPAIN I	GER1000	ELEMENTARY GERMAN CONVERSATION
EUH2051	HISTORY OF SPAIN II	GER1100	BEGINNING GERMAN I
EVS2231	WATER SUPPLY AND WASTE WATER DISPOSAL	GER1101	BEGINNING GERMAN II
FFP1000	INTRODUCTION TO FIRE SCIENCE	GER1170	GERMAN STUDY TRAVEL
FFP1100	FIRE ADMINISTRATION I	GER2200	INTERMEDIATE GERMAN I
FFP1203	FIRE PREVENTION THEORY AND APPLICATION	GER2201	INTERMEDIATE GERMAN II
FFP1320	FIRE PROTECTION THROUGH BUILDING CONSTRUCTION	GER2240	INTERMEDIATE GERMAN CONVERSATION
FFP1400	FIREGROUND TACTICS & STRATEGY	GEW2010	STUDIES IN GERMAN LITERATURE AND CULTURE
FFP2101	FIRE ADMINISTRATION II	GEW2011	STUDIES IN GERMAN LITERATURE AND CULTURE
FFP2130	FIRE DEPARTMENT SUPERVISION	GLY1010	PHYSICAL GEOLOGY
FFP2150	TECHNIQUES OF INSTRUCTION IN THE FIRE SERVICE	GLY1010L	PHYSICAL GEOLOGY LAB
FFP2240	ARSON AND FIRE INVESTIGATION	GLY1100	HISTORICAL GEOLOGY
FFP2402	APPLICATION OF FIREGROUND TACTICS	HBR1100	BEGINNING HEBREW I
FFP2500	HAZARDOUS MATERIALS I	HBR1101	BEGINNING HEBREW II
FFP2501	HAZARDOUS MATERIALS II	HBR2200	INTERMEDIATE HEBREW I
FFP2600	FIRE APPARATUS AND PROCEDURES	HBR2201	INTERMEDIATE HEBREW II
FFP2640	FIRE HYDRAULICS	HES2000	PERSONAL AND COMMUNITY HEALTH
FIN1100	PERSONAL FINANCE	HFT1010	INTRODUCTION TO HOTEL-MOTEL ADMINISTRATION
FIN2600	FINANCE OF INTERNATIONAL TRADE	HFT1210	SUPERVISORY DEVELOPMENT
FOS2100	EXPERIMENTAL FOODS	HFT1700	INTRODUCTION TO TOURISM ADMINISTRATION
FOS2201	APPLIED FOOD SERVICE SANITATION	HFT1941	OPERATION AND SERVICE PRACTICUM
FRC2004	SUBTROPICAL FRUIT CULTURE	HFT2220	ORGANIZATION AND PERSONNEL MANAGEMENT
FRE1000	ELEMENTARY FRENCH CONVERSATION	HFT2460	FINANCIAL MANAGEMENT
FRE1100	BEGINNING FRENCH I	HFT2500	MARKETING
FRE1101	BEGINNING FRENCH II	HFT2511	CONVENTION AND GROUP BUSINESS MARKETING MANAGEMENT
FRE1170	FRENCH STUDY TRAVEL	HFT2600	LEGAL ASPECTS OF HOTEL/AND TOURISM OPERATION
FRE2200	INTERMEDIATE FRENCH I	HFT2730	TOUR PACKAGING
FRE2201	INTERMEDIATE FRENCH II	HFT2942	MANAGEMENT AND CONTROL PRACTICUM
FRE2240	INTERMEDIATE FRENCH CONVERSATION	HIS2955	HISTORY TRAVEL-STUDY
FRE2400	ADVANCED COMPOSITION AND CONVERSATION I	HIS2956	HISTORY TRAVEL-STUDY
FRE2401	ADVANCED COMPOSITION AND CONVERSATION II	HLP1939	HEALTH FITNESS
FRW2100	STUDIES IN FRENCH LITERATURE AND CULTURE I	HOS1031	HORTICULTURAL PRACTICES
FRW2101	STUDIES IN FRENCH LITERATURE AND CULTURE II	HOS1930	NATIVE PLANTS I
FSS1120	FOOD AND BEVERAGE PURCHASING	HSA2111	HEALTH CARE FACILITIES AND DELIVERY SYSTEMS
FSS1221	VOLUME FOODS	HSC1102	HEALTHFUL LIVING I
FSS1240	CLASSICAL CUISINE	HSC1400	FIRST AID AND SAFETY
FSS1287	DINING ROOM & LOUNGE OPERATION	HSC2103	HEALTHFUL LIVING II
FSS1288	FAST FOOD OPERATION	HUM2700	HUMANITIES TRAVEL STUDY
FSS1302	MANAGEMENT CLINICAL PRACTICE II	HUM2701	HUMANITIES TRAVEL STUDY
FSS2242	INTERNATIONAL CUISINE	HUN1201	ESSENTIALS OF NUTRITION
FSS2301	DIETARY DEPARTMENT OPERATIONS	HUN1202	ESSENTIALS OF NUTRITION AND DIET THERAPY
FSS2304	MANAGEMENT CLINICAL PRACTICE III	IDS1936	INTERDISCIPLINARY SEMINAR
		HONORS	
		IDS2190	

Course No.	Page No.	Course No.	Page No.
	A REVIEW OF THE EVOLUTION OF TECHNICAL SOCIAL THOUGHTS	LIT2950	TRAVEL SEMINAR IN LITERATURE 149
IND1020	INTERIOR DESIGN	LIT2951	TRAVEL SEMINAR IN LITERATURE 149
IND1100	HISTORY OF INTERIORS I	LIT2952	TRAVEL SEMINAR IN LITERATURE 149
IND1200	INTERIOR DESIGN II	LIT2953	TRAVEL SEMINAR IN LITERATURE 149
IND2130	HISTORY OF INTERIORS II	MAC1132	PRE-CALCULUS MATHEMATICS I
IND2210	INTERIOR DESIGN III	MAC1133	PRE-CALCULUS MATHEMATICS II
IND2220	INTERIOR DESIGN IV	MAC2301	CALCULUS AND ANALYTIC GEOMETRY IA
IND2420	MATERIALS AND SOURCES	MAC2302	CALCULUS AND ANALYTIC GEOMETRY IB
IND2500	PROFESSIONAL PRACTICES	MAC2303	CALCULUS AND ANALYTIC GEOMETRY IIA
INP1301	HUMAN RELATIONS IN BUSINESS AND INDUSTRY	MAC2304	CALCULUS AND ANALYTIC GEOMETRY IIB
INP2101	APPLIED PSYCHOLOGY	MAC2311	CALCULUS AND ANALYTICAL GEOMETRY I
INR2002	INTRODUCTION TO INTERNATIONAL RELATIONS	MAC2312	CALCULUS AND ANALYTICAL GEOMETRY II
INP2956	SEMINAR IN INTERNATIONAL RELATIONS	MAF2001	FAMILY PORTRAIT: MARRIAGE AND FAMILY RELATIONS
ISC1141	EARTH SCIENCE	MAF2002	FAMILIES IN TRANSITION
ISC1451	GLOBAL SYSTEMS RESOURCES AND TECHNOLOGY	MAN1560	PROPERTY MANAGEMENT
ITA1000	ELEMENTARY ITALIAN CONVERSATION	MAN1593	PRODUCTION CONTROL CONCEPTS
ITA1120	ELEMENTARY ITALIAN I	MAN2015	MANAGEMENT
ITA1121	ELEMENTARY ITALIAN II	MAN2021	INTRODUCTION TO MANAGEMENT
JOU1100	WRITING FOR MASS COMMUNICATIONS	MAN2342	PRINCIPLES OF SUPERVISION
JOU1207L	MAGAZINE PRODUCTION	MAN2500	PRODUCTION MANAGEMENT
JOU1420L	NEWSPAPER PRACTICUM I	MAN2601	INTERNATIONAL BUSINESS ENVIRONMENT
JOU1421L	NEWSPAPER PRACTICUM II	MAN2800	SMALL BUSINESS MANAGEMENT I
JOU1422L	NEWSPAPER PRACTICUM III	MAN2801	SMALL BUSINESS MANAGEMENT II
JOU1440L	MAGAZINE PRACTICUM I	MAN2810	MANAGERIAL DECISION MAKING
JOU1441L	MAGAZINE PRACTICUM II	MAP2302	DIFFERENTIAL EQUATIONS
JOU2200	BASIC NEWSPAPER EDITING	MARIO1	PRINCIPLES OF MARKETING
JOU2203	MAGAZINE EDITING	MARIO1	SALESMANSHIP
JOU2600	PHOTOGRAPHIC JOURNALISM TECHNIQUES	MAR1302	ADVERTISING
JPNI100	BEGINNING JAPANESE I	MAR1930	SEMINAR I: MARKETING IN PERSPECTIVE
JPNI101	JAPANESE II	MAR2131	PURCHASING I
JPN2200	INTERMEDIATE JAPANESE I	MAR2132	PURCHASING II
JPN2201	INTERMEDIATE JAPANESE II	MAR2240	INTERNATIONAL MARKETING
LAH1004	THE HISTORY OF THE TWO AMERICAS	MAR2931	SEMINAR II: RESEARCH IN MARKETING
LAH1005	THE HISTORY OF THE TWO AMERICAS	MAR2932	SEMINAR III: MARKETING MANAGEMENT
LEI1000	INTRODUCTION TO RECREATION	MAR2955	INTERNATIONAL CURRENT BUSINESS PRACTICES
LEI310	GROUP LEADERSHIP	MAR2956	INTERNATIONAL MARKETING OVERSEAS
LEI1800	OUTDOOR RECREATION AND EDUCATION	MAS2103	LINEAR ALGEBRA
LIN1200	THE PHONETICS AMERICAN ENGLISH	MAT0002	PRE-ALGEBRA
LIT1370	LITERATURE OF THE BIBIE	MAT0002L	PRE-ALGEBRA LAB
LIT2020	INTRODUCTION TO SHORT STORY	MAT0024	DEVELOPMENTAL ALGEBRA I
LIT2030	GREAT IDEAS IN POETRY	MAT0024L	DEVELOPMENTAL ALGEBRA I LAB
LIT2100	THE FILM AS LITERATURE	MAT1033	INTERMEDIATE ALGEBRA
LIT2110	WORLD LIT THROUGH RENAISSANCE I	MCB2013	MICROBIOLOGY
LIT2110	WORLD LITERATURE I IN HUMANITIES	MCB2013L	MICROBIOLOGY LAB
HONORS	HUMANITIES	MEA1005	INTRODUCTION TO MEDICAL ASSISTING
LIT2120	WORLD LIT RENAISSANCE TO PRESENT	MEA1010	MEDICAL TERMINOLOGY I
LIT2120	WORLD LITERATURE II IN HUMANITIES	MEA1011	CLINICAL TERMINOLOGY
HONORS	HUMANITIES	MEA1101	MEDICAL LAW AND ETHICS
LIT2311	LITERATURE OF THE SUPERNATURAL & SCIENCE FICTION	MEA1102	ADMINISTRATIVE OFFICE PROCEDURES
LIT2341	MYSTERY FICTION	MEA1812	PHARMACOLOGY FOR THE MEDICAL ASSISTANT
LIT2350	AFRO-AMERICAN WRITERS	MEA1813	RADIOLOGY FOR THE MEDICAL ASSISTANT
LIT2390	MALE/FEMALE IMAGES IN LITERATURE		
LIT2935	SEMINAR IN LITERATURE		

Course No.	Page No.	Course No.	Page No.
MEA2200	CLINICAL PRACTICES AND PROCEDURES.....167	MTB1320	MATH TOPICS FOR NURSES.....167
MEA2201	CLINICAL PRACTICES II.....167	MTB1321	TECHNICAL MATHEMATICS I.....167
MEA2202	INTRODUCTION TO NON-INVASIVE CARDIOLOGY PROCEDURES.....167	MTB1322	TECHNICAL MATH II.....167
MEA2300	MEDICAL OFFICE LABORATORY PROCEDURES.....167	MUE1440	STRING CLASS.....170
MEA2301	MEDICAL OFFICE LAB PROCEDURES II.....168	MUE1450	WOODWIND CLASS.....170
MEA2800	EXTERNSHIP IN MEDICAL ASSISTING.....168	MUE1460	BRASS CLASS.....170
MEA2810	ADVANCED EXTERNSHIP MEDICAL ASSISTING.....168	MUE1470	PERCUSSION CLASS.....170
MGF1202	COLLEGE MATHEMATICS.....166	MUE2402	MUSIC FOR ELEMENTARY CLASSROOM TEACHER.....170
MGF1204	COLLEGE MATHEMATICS PART I.....166	MUH2001	SEMINAR IN SPECIAL INTERNATIONAL STUDIES.....170
MGF1205	COLLEGE MATHEMATICS PART II.....166	MUH2111	MUSIC HISTORY AND LITERATURE.....170
MGF1206	COLLEGE MATHEMATICS PART III.....167	MUH2112	MUSIC HISTORY AND LITERATURE.....170
MIS1300	SMALL UNIT TACTICS.....170	MUL2011	MUSIC APPRECIATION.....171
MIS1410	LEADERSHIP AND MANAGEMENT.....170	MUM1600	INTRODUCTION TO RECORDING STUDIO PROCEDURES.....171
MIS2025	ORGANIZATION OF THE ARMY.....170	MUN1100	BAND.....171
MIS2333	MAP READING.....170	MUN1280	ORCHESTRA.....171
MKAI104	VISUAL MERCHANDISING.....169	MUN1310	COLLEGE SINGERS.....171
MKAI181	MERCHANDISING TOUR NEW YORK CITY.....169	MUN1460	CHAMBER ENSEMBLE.....171
MKA1402	FASHION MERCHANDISING.....169	MUN1501	OPERA WORKSHOP.....171
MKA1411	TEXTILES.....169	MUN1710	JAZZ ENSEMBLE.....171
MKA1431	FASHION SALES PROMOTION.....169	MUR2501	SERVICE PLAYING.....171
MKA1441	FASHION DESIGN.....169	MUT1001	FUNDAMENTALS OF MUSIC.....171
MKA1442	FASHION IN CONTEMPORARY LIVING.....170	MUT1121	MUSIC THEORY I.....171
MKA1455	HISTORY OF COSTUME.....170	MUT1122	MUSIC THEORY II.....171
MKA2102	RETAILING.....170	MUT2126	MUSIC THEORY III.....171
MKA2121	INTERIOR DESIGN III: COMMERCIAL DECORATION WINDOW.....170	MUT2127	MUSIC THEORY IV.....171
MKA2125	FASHION ILLUSTRATION.....170	MUT2641	JAZZ THEORY AND IMPROVISATION I.....171
MKA2152	HOME FURNISHINGS MARKETING II.....170	MUT2642	JAZZ THEORY AND IMPROVISATION II.....171
MKA2424	FASHION BUYING.....170	MVB1211	TRUMPET.....171
MKA2955	FASHION MARKETING STUDY TOUR.....170	MVB1212	FRENCH HORN.....171
MKA2956	FASHION MARKETING STUDY TOUR.....170	MVB1213	TROMBONE.....171
MLS1010C	MEDICAL LABORATORY TECHNOLOGY I.....168	MVB1214	BARITONE HORN.....171
MLS1021C	MEDICAL LABORATORY TECHNOLOGY IV.....168	MVB1215	TUBA.....171
MLS1210C	MEDICAL LABORATORY TECHNOLOGY II.....168	MVB1311	TRUMPET.....171
MLS1520C	MEDICAL LABORATORY TECHNOLOGY III.....168	MVB1312	FRENCH HORN.....171
MLS2360	CLINICAL HEMATOLOGY.....168	MVB1313	TROMBONE.....172
MLS2360L	CLINICAL HEMATOLOGY LAB.....168	MVB1314	BARITONE HORN.....172
MLS2402C	CLINICAL MICROBIOLOGY.....168	MVB1315	TUBA.....172
MLS2402L	CLINICAL MICROBIOLOGY LAB.....169	MVB1411	TRUMPET.....172
MLS2605	MEDICAL LABORATORY INSTRUMENTATION.....169	MVB1412	FRENCH HORN.....172
MLS2605L	MEDICAL LABORATORY INSTRUMENTATION LAB.....169	MVB1413	TROMBONE.....172
MLS2610	CLINICAL CHEMISTRY.....169	MVB1414	BARITONE HORN.....172
MLS2610L	CLINICAL CHEMISTRY LAB.....169	MVB1415	TUBA.....172
MNA1506	ADVANCED MATERIAL REQUIREMENTS PLANNING.....165	MVB2221	TRUMPET.....172
MNA1590	MASTER PLANNING & FORCASTING FOR MATERIAL MANAGEMENT.....165	MVB2222	SECONDARY SOPHMORE FRENCH HORN.....172
MNA1591	PRINCIPLES OF MATERIAL MANAGERS.....165	MVB2223	TROMBONE.....172
MNA1594	ADVANCED PRODUCTION CONTROL.....165	MVB2224	BARITONE HORN.....172
MNA2601	INTERNATIONAL BUSINESS ENVIRONMENT.....165	MVB2225	TUBA.....172
MMC1000	INTRO TO MASS COMMUNICATION.....161	MVB2321	PRINCIPAL SOPHMORE TRUMPET.....172
MTB1103	BUSINESS MATH.....133	MVB2322	FRENCH HORN.....172
		MVB2323	TROMBONE.....172
		MVB2324	BARITONE HORN.....172
		MVB2325	TUBA.....172
		MVB2421	TRUMPET.....172
		MVB2422	FRENCH HORN.....172
		MVB2423	TROMBONE.....172
		MVB2424	BARITONE HORN.....172
		MVB2425	TUBA.....172
		MVKIII	PIANO CLASS.....172
		MVK1211	PIANO.....172
		MVK1213	ORGAN.....172
		MVK1311	PIANO.....172
		MVK1313	ORGAN.....172
		MVK1411	PIANO.....172

Course No.		Page No.	Course No.		Page No.
MVK1413	ORGAN	172	MVV1411	VOICE	17
MVK2121	PIANO CLASS	172	MVV2221	VOICE	17
MVK2221	PIANO	172	MVV2321	VOICE	17
MVK2223	ORGAN	172	MVV2421	VOICE	17
MVK2224	JAZZ PIANO	172	MVW1211	FLUTE	17
MVK2321	PIANO	172	MVW1212	OBOE	17
MVK2323	ORGAN	172	MVW1213	CLARINET	17
MVK2324	JAZZ PIANO	172	MVW1214	BASSOON	17
MVK2421	PIANO	172	MVW1215	SAXOPHONE	17
MVK2423	ORGAN	173	MVW1311	FLUTE	17
MVK2424	JAZZ PIANO	173	MVW1312	OBOE	17
MV01211	FREE BASS ACCORDION	173	MVW1313	CLARINET	17
MV01311	FREE BASS ACCORDION	173	MVW1314	BASSOON	17
MV01411	FREE BASS ACCORDION	173	MVW1315	SAXOPHONE	17
MV02221	FREE BASS ACCORDION	173	MVW1411	FLUTE	17
MV02321	FREE BASS ACCORDION	173	MVW1412	OBOE	17
MV02421	FREE BASS ACCORDION	173	MVW1413	CLARINET	17
MVP1211	PERCUSSION	173	MVW1414	MAJOR FRESHMAN BASSOON	17
MVP1311	PERCUSSION	173	MVW1415	SAXOPHONE	17
MVP1411	PERCUSSION	173	MVW2221	FLUTE	17
MVP2221	PERCUSSION	173	MVW2222	OBOE	17
MVP2321	PERCUSSION	173	MVW2223	CLARINET	17
MVP2421	PERCUSSION	173	MVW2224	BASSOON	17
MVS1116	GUITAR CLASS	173	MVW2225	SAXOPHONE	17
MVS1211	VIOLIN	173	MVW2321	FLUTE	17
MVS1212	VIOLA	173	MVW2322	OBOE	17
MVS1213	CELLO	173	MVW2323	CLARINET	17
MVS1214	STRING BASS	173	MVW2324	BASSOON	17
MVS1215	HARP	173	MVW2325	SAXOPHONE	17
MVS1216	CLASSICAL GUITAR	173	MVW2421	FLUTE	17
MVS1311	VIOLIN	173	MVW2422	OBOE	17
MVS1312	VIOLA	173	MVW2423	CLARINET	17
MVS1313	CELLO	173	MVW2424	BASSOON	17
MVS1314	STRING BASS	173	MVW2425	SAXOPHONE	17
MVS1315	HARP	173	NSP2022	HEALTH ASSESSMENT OF THE ADULT CLIENT	154
MVS1316	CLASSICAL GUITAR	173	NSP2107	COMPARATIVE HEALTH CARE SYSTEMS	154
MVS1411	VIOLIN	173	NSP2365	CARE OF THE CRITICALLY ILL NEWBORN	155
MVS1412	VIOLA	173	NSP2470	CRITICAL CARE OF THE PEDIATRIC CLIENT	159
MVS1413	CELLO	173	NSP2552	CORONARY CARE NURSING	155
MVS1414	STRING BASS	173	NSP2700	INTRODUCTION TO CRITICAL CARE NURSING	155
MVS1415	HARP	173	NSP2715	EMERGENCY NURSING	155
MVS1416	CLASSICAL GUITAR	173	NSP2715L	EMERGENCY NURSING PRACTICUM	155
MVS2221	VIOLIN	173	NSP2770	BASIC PERIOPERATIVE NURSING	155
MVS2222	VIOLA	173	NSP2770L	BASIC PERIOPERATIVE PRACTICUM	155
MVS2223	CELLO	173	NSP2860	REFRESHER NURSE UPDATE	155
MVS2224	STRING BASS	174	NSP2860L	REFRESHER NURSE PRACTICUM	155
MVS2225	HARP	174	NUR1021	NURSING PROCESS	175
MVS2226	CLASSICAL GUITAR	174	NUR1021L	NURSING PROCESS CLINICAL LAB	175
MVS2227	ELECTRIC BASS	174	NUR1421	HEALTH CARE OF WOMEN	175
MVS2228	JAZZ GUITAR	174	NUR1421L	HEALTH CARE OF WOMEN CLINICAL LABORATORY	175
MVS2321	VIOLIN	174	NUR1524	NURSING CARE OF THE PSYCHIATRIC PATIENT	175
MVS2322	VIOLA	174	NUR1524L	NURSING CARE OF THE PSYCHIATRIC PATIENT CLINICAL LAB	175
MVS2323	CELLO	174	NUR1730	PEDIATRIC NURSING AND COMMON ELEMENTS OF NURSING	176
MVS2324	STRING BASS	174	NUR1730L	PEDIATRIC NURSING AND COMMON ELEMENTS OF NURSING LAB	176
MVS2325	HARP	174	NUR2001	TRANSITION NURSING I	176
MVS2326	CLASSICAL GUITAR	174	NUR2001L	TRANSITION NURSING I CLINICAL LABORATORY	176
MVS2327	ELECTRIC BASS	174	NUR2203	TRANSITION NURSING III	176
MVS2328	JAZZ GUITAR	174			
MVS2421	VIOLIN	174			
MVS2422	VIOLA	174			
MVS2423	CELLO	174			
MVS2424	STRING BASS	174			
MVS2425	HARP	174			
MVS2426	CLASSICAL GUITAR	174			
MVS2427	ELECTRIC BASS	174			
MVS2428	MAJOR SOPHMORE JAZZ GUITAR	174			
MV1211	VOICE	174			
MVV1311	VOICE	174			

Course No.	Page No.
NUR2203L	TRANSITION NURSING III CLINICAL LAB176
NUR2220	MEDICAL-SURGICAL NURSING I176
NUR2220L	MEDICAL-SURGICAL NURSING I CLINICAL LAB176
NUR2221	MEDICAL-SURGICAL NURSING II176
NUR2221L	MEDICAL-SURGICAL NURSING II CLINICAL LAB176
NUR2222	MEDICAL-SURGICAL NURSING III176
NUR2222L	MEDICAL-SURGICAL NURSING III CLINICAL LAB176
NUR2223	MEDICAL-SURGICAL NURSING IV176
NUR2223L	MEDICAL-SURGICAL NURSING IV CLINICAL LAB177
NUR2412	TRANSITION NURSING II177
NUR2412L	TRANSITION NURSING II CLINICAL LAB177
NUR2801	TRANSITION NURSING IV177
NUR2801L	TRANSITION NURSING IV CLINICAL LAB177
ORH1003	HORTICULTURAL BIOLOGY161
ORH1003L	HORTICULTURAL BIOLOGY LAB161
ORH1101	COMMON FLORIDA PLANTS161
ORH1510	LANDSCAPE PLANT IDENTIFICATION I161
ORH1511	LANDSCAPE PLANT IDENTIFICATION II161
ORH2021	PLANT/PROPAGATION161
ORH2220	TURF-GRASS MANAGEMENT161
ORH2512	LANDSCAPE PLANT IDENTIFICATION III162
ORH2820	HORTICULTURAL PRACTICES II162
ORH2829	INTRO TO LANDSCAPE DESIGN162
ORH2830	BASIC LANDSCAPE DESIGN THEORY162
ORH2831	LANDSCAPE DESIGN162
ORH2841	LANDSCAPE INSTALLATION162
ORH2862	LANDSCAPE AND TURF BUSINESS ADMINISTRATION162
ORH2890	HORTICULTURAL SEMINAR162
ORH2896	FIELD SERVICE I162
ORH2897	ADVANCED FIELD SERVICE162
ORI1000	INTRODUCTION TO ORAL INTERPRETATION198
OST1103	BASIC TYPING PART 1177
OST1104	BASIC TYPING PART 2177
OST1105	BASIC TYPING PART 3177
OST1113	INTERMEDIATE TYPING PART 4177
OST1114	INTERMEDIATE TYPING PART 5177
OST1115	INTERMEDIATE TYPING PART 6177
OST1141	COMPUTER KEYBOARDING178
OST1211	SHORTHAND I178
OST1212	SHORTHAND II178
OST1221	MACHINE SHORTHAND I;STENOGRAPH178
OST1222	MACHINE SHORTHAND II;STENOGRAPH178
OST1223	MACHINE SHORTHAND III;STENOGRAPH178
OST1271	ALPHABETIC SPEED WRITING178
OST1401	OFFICE PROCEDURES178
OST1701	WORD PROCESSING:INTRODUCTION AND THEORY178
OST2123	EXPERT TYPING PART 7178
OST2124	EXPERT TYPING PART 8178
OST2125	EXPERT TYPING PART 9178
OST2213	SHORTHAND III (HANDWRITTEN OR MACHINE)178
OST2224	MACHINE SHORTHAND

Course No.	Page No.
IV;STENOGRAPH179
OST2225	MACHINE SHORTHAND V;STENOGRAPH179
OST2256	MEDICAL DICTATION179
OST2320	BUSINESS MACHINES179
OST2335	BUSINESS COMMUNICATIONS179
OST2391	CPS EXAM PREP PART I BEHAVIORAL SCIENCE IN BUSINESS179
OST2392	CPS EXAM PREPARATION PART II BUSINESS LAW179
OST2393	CPS EXAM PREPARATION PART III ECONOMICS & MANAGEMENT179
OST2394	CPS EXAM PREPARATION PART IV ACCOUNTING179
OST2395	CPS EXAM PREPARATION PART V SECRETARIAL SKILLS DEC.MK179
OST2396	CPS EXAM PREPARATION PART VI OFFICE PRD.ADMISTRATION179
OST2402	SECRETARIAL PROCEDURES179
OST2431	LEGAL SECRETARIAL TECHNIQUES I
OST2432	LEGAL SECRETARIAL TECHNIQUES II179
OST2601	TRANSCRIBING MACHINES I179
OST2602	TRANSCRIBING MACHINES II179
OST2731	INFORMATION/WORD PROCESSING APPLICATIONS 1180
OST2732	INFORMATION/WORD PROCESSING APPLICATIONS 2180
OST2733	INFORMATION/WORD PROCESSING APPLICATIONS 3180
OST2734	INFORMATION/WORD PROCESSING APPLICATIONS 4180
OST2735	INFORMATION/WORD PROCESSING APPLICATIONS 5180
OST2736	INFORMATION/WORD PROCESSING APPLICATIONS 6180
OST2944	PRACTICUM IN COURT REPORTING
OST2946	PRACTICUM IN INFORMATION/WORD PROCESSING180
PCB1050	PRINCIPLES OF GENETICS133
PCB1441	PRINCIPLES OF ECOLOGY133
PC01201	HUMAN SERVICE SKILLS189
PEL1041	RECREATION GAMES182
PEL1111	BEGINNING BOWLING182
PEL1121	BEGINNING GOLF182
PEL1131	BEGINNING BILLIARDS182
PEL1141	BEGINNING ARCHERY182
PEL1211	SOFTBALL182
PEL1321	VOLLEYBALL182
PEL1341	BEGINNING TENNIS182
PEL1441	RACQUETBALL, 3 WALL182
PEL1621	BASKETBALL182
PEL2112	INTERMEDIATE BOWLING182
PEL2122	INTERMEDIATE GOLF182
PEL2132	INTERMEDIATE BILLIARDS183
PEL2142	INTERMEDIATE ARCHERY183
PEL2322	INTERMEDIATE VOLLEYBALL183
PEL2342	INTERMEDIATE TENNIS183
PEL2442	INTERMEDIATE RACQUETBALL, 4 WALL183
PEM1011	THERAPEUTIC PHYSICAL EDUCATION183
PEM1102	BASIC CONDITIONING183
PEM1107	SLIMNASTICS183
PEM1121	BEGINNING YOGA EXERCISES183
PEM1131	BEGINNING WEIGHT TRAINING183
PEM1146	JOGGING FOR THE BEGINNER183
PEM1341	BEGINNING ROLLERSKATING183

Course No.	Page No.	Course No.	Page No.
PEM1361	HORSEMANSHIP		183
PEM1403	UNARMED DEFENSE (POLICE ACADEMY STUDENTS ONLY)		183
PEM1405	UNARMED DEFENSE		183
PEM1431	JUDO I AND STRIKING DEFENSE		183
PEM1432	JUDO II AND THROWING DEFENSE		183
PEM1461	BEGINNING FENCING (FOIL)		184
PEM1930	AEROBIC MOVEMENT		184
PEM2122	INTERMEDIATE YOGA		184
PEM2132	INTERMEDIATE WEIGHT TRAINING		184
PEM2342	INTERMEDIATE ROLLERSKATING		184
PEM2362	ADVANCED HORSEMANSHIP		184
PEM2462	INTERMEDIATE FENCING (Foil, Sabre, Epee)		184
PEN1121	BEGINNING SWIMMING		184
PEN1171	BEGINNING SWIMMING FOR FITNESS		184
PEN1211	BEGINNING WATER SKIING		184
PEN1231	BEGINNING BASIC SAILING		184
PEN1241	BEGINNING WINDSURFING		184
PEN1311	BEGINNING SNOWSKIING		184
PEN2113	ADVANCED LIFE SAVING AND ADVANCED SURVIVAL		184
PEN2122	INTERMEDIATE SWIMMING II		184
PEN2123	ADVANCED SWIMMING III		184
PEN2136	SCUBA DIVING		184
PEN2232	INTERMEDIATE SAILING		184
PEN2236	SAILING RACING CLINIC		184
PEN2312	INTERMEDIATE SNOWSKIING		184
PEO1003	SPORTS OFFICIATING		184
PEO1341	HPR LAB ARCHERY AND TENNIS		184
PEO2321	P E LAB VOLLEYBALL AND BASKETBALL		184
PEP1990	SPECIAL TOPICS PHYSICAL LEADERSHIP		185
PEP2201	P E LAB GYMNASTICS		185
PEQ1101	HPR LAB AQUATICS		185
PEQ2231	TEACHING SAILING		185
PET1010	INTRODUCTION TO PHYSICAL EDUCATION		185
PGY2101C	PHOTOGRAPHY I		125
PGY2102C	PHOTOGRAPHY II		125
PGY2510C	CINEMATOGRAPHY I		125
PGY2750C	VIDEO ART		125
PHI1100	INTRODUCTORY LOGIC		181
PHI2010	INTRODUCTION TO PHILOSOPHY		182
PHI2600	INTRODUCTION TO ETHICS		182
PHS2464	ACOUSTICS		187
PHT1000I	NTRODUCTION TO PHYSICAL THERAPY		185
PHT1000L	INTRODUCTION TO PHYSICAL THERAPY LAB		185
PHT1103	ANATOMY FOR PHYSICAL THERAPIST ASSISTING		185
PHT1103L	ANATOMY FOR PHYSICAL THERAPIST ASSISTING LAB		185
PHT1210	DISABILITIES AND THERAPEUTIC PROCEDURES I		185
PHT1210L	DISABILITIES AND THERAPEUTIC PROCEDURES I LAB		185
PHT1800	THERAPEUTIC MODALITIES		185
PHT1800L	THERAPEUTIC MODALITIES LAB		185
PHT1801	CLINICAL PRACTICE I		186
PHT2120	APPLIED KINESIOLOGY		186
PHT2120L	APPLIED KINESIOLOGY LAB		186
PHT2220	DISABILITIES AND THERAPEUTIC PROCEDURES II		186
PHT2220L	DISABILITIES AND THERAPEUTIC		
PHT2221	PROCEDURES II LAB		186
PHT2221L	REHABILITATIVE PROCEDURES LAB		186
PHT2810	CLINICAL PRACTICE II		186
PHT2820	CLINICAL PRACTICE III		186
PHT2931	TRANSITION SEMINAR		187
PHY1001	APPLIED PHYSICS		187
PHY1001L	APPLIED PHYSICS LAB		187
PHY2048	GENERAL PHYSICS WITH CALCULUS I		187
PHY2048L	GENERAL PHYSICS WITH CALCULUS I LABORATORY		187
PHY2049	GENERAL PHYSICS WITH CALCULUS II		187
PHY2049L	GENERAL PHYSICS WITH CALCULUS II LAB		187
PHY2053	GENERAL PHYSICS I		187
PHY2053L	GENERAL PHYSICS I LAB		187
PHY2054	GENERAL PHYSICS II		187
PHY2054L	GENERAL PHYSICS II LAB		187
PLA1058	CIVIL AND CRIMINAL PROCEDURES		163
PLA1104	LAW LIBRARY/RESEARCH		163
PLA1273	TORTS LIABILITIES AND CLAIMS		163
PLA1303	CRIMINAL LITIGATION		163
PLA1435	CORPORATIONS		163
PLA1803	DOMESTIC RELATIONS		163
PLA2003	INTRODUCTION TO LEGAL ASSISTING		163
PLA2114	LEGAL WRITING AND DRAFTING		163
PLA2504	PROCEDURES FOR REAL ESTATE TITLE CLOSING		163
PLA2603	PROBATE PRACTICE		163
PLA2940	LEGAL ASSISTING PRACTICUM		163
PLS2600	WEED IDENTIFICATION AND CONTROL		162
PMA2003	PLANT PEST CONTROL		162
PMA2932	SEMINAR (PEST CONTROL)		181
POR1100	BEGINNING PORTUGUESE I		188
POR1101	BEGINNING PORTUGUESE BRAZILIAN II		188
POS1041	NATIONAL GOVERNMENT		188
POS1112	STATE AND LOCAL GOVERNMENT		188
PCS1121	PHYSICAL SCIENCES SURVEY		185
PSCI191L	PHYSICAL SCIENCES SURVEY LABORATORY		185
PSY2012	GENERAL PSYCHOLOGY		189
PSY2012	GENERAL PSYCHOLOGY		157
HONORS			
PSY2012L	GENERAL PSYCHOLOGY LAB		189
PSY2037	GENERAL PSYCHOLOGY HONORS SEMINAR		189
PSY2043	ADVANCED GENERAL PSYCHOLOGY		189
PSY2931	INDEPENDENT STUDY IN PSYCHOLOGY		189
PSY2932	SPECIAL TOPICS: TEAM TREATMENT AND CHARTING SKILLS		189
RAT1001	INTRODUCTION TO RADIATION THERAPY		195
RAT1021	PRINCIPLES OF RADIATION THERAPY		189
RAT1023	RADIATION ONCOLOGY		189
RAT1111	RADIOGRAPHIC IMAGING		189
RAT1111L	RADIOGRAPHIC PROCESS LAB		189
RAT1211	HUMAN STRUCTURE AND FUNCTIONS		189
RAT1614	RADIATION PHYSICS		190
RAT1800L	CLINIC EDUCATION		190
RAT1810L	CLINIC EDUCATION LAB		190

Course No.		Page No.
RAT1930	RADIATION THERAPY SEMINAR	190
RAT1930L	RADIATION THERAPY SEMINAR LAB	190
RAT2021	PRINCIPLES OF RADIATION THERAPY II	190
RAT2241	PATHOLOGY AND RADIOBIOLOGY	190
RAT2580L	CLINIC EDUCATION	190
RAT2617	ADVANCED RADIATION THERAPY PHYSICS I	190
RAT2618	ADVANCED RADIATION PHYSICS II	190
RAT2619	DOSIMETRY AND COMPUTER TREATMENT PLANNING	190
RAT2619L	DOSIMETRY AND COMPUTER TREATMENT PLANNING (LAB)	190
RAT2840L	CLINIC EDUCATION	190
RAT2860L	CLINIC EDUCATION	190
REA0005	COLLEGE PREPARATORY READING	193
REA1105	COLLEGE READING I	193
REA1205	ADVANCED COLLEGE READING II	193
REA2605	COLLEGE STUDY SKILLS	193
REE1040	FLORIDA REAL ESTATE COMM I	193
REE1100	SREA APPRAISAL I	193
REE1101	INTRODUCTION TO REAL ESTATE APPRAISAL	194
REE1200	REAL ESTATE FINANCE	194
REE2041	FLORIDA REAL ESTATE COMMISSION COURSE II	194
REE2130	APPLIED RESIDENTIAL PROPERTY VALUATION	194
REE2140	SREA APPRAISAL II	194
REE2260	MORTGAGE LOAN SERVICING	194
REE2300	PRINCIPLES OF REAL ESTATE INVESTMENTS	194
REL2010	INTRODUCTION TO THE STUDY OF RELIGION	194
REL2300	WORLD RELIGIONS	194
REL2301	THE LONG SEARCH	194
REL2600	JUDAISM & JEWS	194
REL2601	JEWISH HISTORY AND CULTURE	194
RET1026	RESPIRATORY THERAPY EQUIPMENT	195
RET1264	MECHANICAL VANTILATION	195
RET1714	PEDIATRIC RESPIRATORY CARE	195
RET1834	RESPIRATORY THERAPY CLINIC I	195
RET1835	RESPIRATORY THERAPY CLINIC II	195
RET2284	RESPIRATORY THERAPY RESPIRATORY CARE	195
RET2286	MANAGEMENT OF THE INTENSIVE CARE PATIENT	195
RET2414	RESPIRATORY THERAPY PULMONARY FUNCTION	195
RET2418	CARDIOPULMONARY DIAGNOSTIC AND TECHNIQUES	195
RET2601	RESPIRATORY THERAPY MANAGEMENT	195
RET2836	RESPIRATORY THERAPY CLINIC III	196
RET2837	RESPIRATORY THERAPY CLINIC IV	196
RMI1001	INTRODUCTION TO RISK AND INSURANCE	158
RMI2500	ECONOMIC SECURITY AND INDIVIDUAL LIFE INSURANCE	158
RMI2506	GROUP INSURANCE & SOCIAL INSURANCE	158
RMI2510	PRINCIPLES OF RISK MANAGEMENT AND INSURANCE	158
RMI2511	PERSONAL LOSS EXPOSURES AND THEIR TREATMENT	158
RMI2512	COMMERCIAL PROPERTY LOSS EXPOSURES AND TREATMENT	158

Course No.		Page No.
RMI2513	COMMERCIAL LIABILITY LOSS EXPOSURES AND TREATMENT	158
RMI2514	INSURANCE COMPANY OPERATIONS	159
RMI2515	THE LEGAL ENVIRONMENT OF INSURANCE	159
RMI2517	INSURANCE ISSUES AND PROFESSIONAL ETHICS	159
RMI2521	PRINCIPLES OF RISK AND INSURANCE	159
RMI2522	PROPERTY AND MARINE INSURANCE	159
RMI2523	CASUALTY, HEALTH, AND LIFE INSURANCE	159
RMI2600	AGENTS & SOLICITORS COURSE	159
RMI2664	ADVANCED LIFE INSURANCE MARKETING	159
RTE1002	INTRODUCTION TO RADIOLOGIC TECHNOLOGY	191
RTE1III	NURSING PROCEDURES RADIOLOGIC TECHNOLOGY	191
RTE1418	PRINCIPLES OF IMAGING I	191
RTE1418L	PRINCIPLES OF IMAGING I LAB	191
RTE1510	RADIOGRAPHIC ANATOMY AND POSITIONING I	191
RTE1510L	RADIOGRAPHIC ANATOMY AND POSITIONING I LAB	191
RTE1512	RADIOGRAPHIC ANATOMY AND POSITIONING II	191
RTE1512L	RADIOGRAPHIC ANATOMY AND POSITIONING II LAB	191
RTE1526	RADIOGRAPHIC ANATOMY AND POSITIONING III	191
RTE1526L	RADIOGRAPHIC ANATOMY AND POSITIONING III LAB	191
RTE1614	RADIOLOGIC PHYSICS I	191
RTE1804L	CLINICAL EDUCATION I	191
RTE1814L	CLINICAL EDUCATION II	191
RTE1827L	CLINICAL EDUCATION III	192
RTE2385	RADIATION BIOLOGY AND PATHOLOGY	192
RTE2457	PRINCIPLES OF IMAGING II	192
RTE2457L	PRINCIPLES OF IMAGING II LAB	192
RTE2473	RADIOGRAPHIC QUALITY ASSURANCE	192
RTE2527	RADIOGRAPHIC ANATOMY AND POSITIONING IV	192
RTE2527L	RADIOGRAPHIC ANATOMY AND POSITIONING IV LAB	192
RTE2546	RADIOGRAPHIC ANATOMY AND POSITIONING V	192
RTE2570	SURVEY OF IMAGING MODALITIES	192
RTE2616	RADIOLOGIC PHYSICS II	192
RTE2847L	CLINICAL EDUCATION IV	192
RTE2857L	CLINICAL EDUCATION V	192
RTE2869L	CLINICAL EDUCATION VI	192
RTV2000	INTRODUCTION TO RADIO AND TELEVISION	198
RTV2220	TELEVISION PRODUCTION	198
RUS1100	BEGINNING RUSSIAN I	196
RUS1101	BEGINNING RUSSIAN II	196
SLS1101	COLEGE SUCCESS SKILLS	133
SLS13121	CAREER PLANNING WORKSHOP	133
SLS1341	EMPLOYABILITY SKILLS	133
SLS2721	HELPING RELATIONSHIPS	189
SON2111	ABDOMINAL SONOGRAPHY I	193
SON2112	ABDOMINAL SONOGRAPHY II	193
SON2121	SONOGRAPHIC OB/GYN I	193
SON2122	SONOGRAPHIC OB/GYN II	193

Course No.	Page No.	Course No.	Page No.
SON2131	SONOGRAPHY OF HEART/CHEST I ...	193	
SON2132	SONOGRAPHY OF HEART/CHEST II	193	
SON2141	CAROTID EYE THYROID BREAST SONOGRAPHY	193	
SON2211	MEDICAL SONOGRAPHIC PHYSICS I	193	
SON2212	MEDICAL SONOGRAPHIC PHYSICS II	193	
SON2851L	CLINIC A	193	
SON2861L	CLINIC B	193	
SON2871L	CLINIC C	193	
SOP2002	SOCIAL PSYCHOLOGY	189	
SOS1102	SOILS AND FERTILIZERS	162	
SOW2020	INTRODUCTION TO SOCIAL WELFARE	196	
SOW2054	SOCIAL SERVICE FIELD EXPERIENCE I	196	
SOW2055	SOCIAL SERVICE FIELD EXPERIENCE II	196	
SPA2001	INTRODUCTION TO SPEECH DISORDERS	198	
SPA2030	INTRODUCTION TO AUDIOLOGY	198	
SPA2332	INTRODUCTION TO MANUAL COMMUNICATION WITH/FOR THE HEARING IMPAIRED	198	
SPA2338	SIGN LANGUAGE IV	198	
SPA2381	INTERMEDIATE MANUAL COMMUNICATION SKILLS	198	
SPC1024	INTRODUCTION TO SPEECH COMMUNICATIONS	198	
SPC1050	VOICE AND DICTION	199	
SPC1440	INTRODUCTION TO GROUP DISCUSSION CONFERENCE TECHNIQUES	199	
SPC1511	ARGUMENTATION AND DEBATE	199	
SPC1600	PUBLIC SPEAKING	199	
SPC2300	INTRODUCTION TO INTERPERSONAL COMMUNICATION	199	
SPC2330	NONVERBAL COMMUNICATION	199	
SPN1000	ELEMENTARY SPANISH CONVERSATION	197	
SPN1100	BEGINNING SPANISH I	197	
SPN1101	BEGINNING SPANISH II	197	
SPN1104	ELEMENTARY SPANISH ACCELERATED	197	
SPN1170	SPANISH STUDY TRAVEL	197	
SPN2020	SPANISH IN THE BUSINESS WORLD	197	
SPN2021	SPANISH IN THE BUSINESS WORLD III	197	
SPN2200	INTERMEDIATE SPANISH I	197	
SPN2201	INTERMEDIATE SPANISH II	197	
SPN2240	INTERMEDIATE SPANISH CONVERSATION	197	
SPN2400	ADVANCED COMPOSITION AND CONVERSATION I	198	
SPN2401	ADVANCED COMPOSITION AND CONVERSATION II	198	
SPW2010	STUDIES IN SPANISH LITERATURE AND CULTURE I	198	
SPW2011	STUDIES IN SPANISH LITERATURE AND CULTURE II	198	
SSI1212	INTERCULTURAL COMMUNICATION	199	
STA2013	ELEMENTARY STATISTICS	199	
SUR2001	SURVEYING I	147	
SUR2001L	SURVEYING I LAB	147	
SUR2200	ROUTE SURVEYING	147	
SYG2000	PRINCIPLES OF SOCIOLOGY	196	
SYG2010	SOCIAL PROBLEMS	196	
SYG2230	MINORITY GROUP RELATIONS	196	
SYG2322	JUVENILE DELINQUENCY	196	
SYG2323	INTRODUCTION TO CRIMINOLOGY	196	
SYG2340	SOCIOLOGY OF HUMAN SEXUALITY	196	
SYG2421	THE FAMILIES INTERCULTURAL COMPARISON	196	
SYG2441	SOCIAL INSTITUTIONS	196	
SYG2905	INDEPENDENT STUDY IN SOCIOLOGY	196	
SYG2930	SPECIAL TOPICS CURRENT ISSUES IN SOCIOLOGY	197	
SYG2940	SOCIOLOGY FIELD SCHOOL I	197	
SYG2941	SOCIOLOGY FIELD SCHOOL II	197	
SYG2942	SOCIOLOGY FIELD SCHOOL III	197	
TAX2000	INCOME TAX I	121	
TAX2010	INCOME TAX II	121	
THE2000	LIVE THEATRE APPRECIATION	199	
THE2002	THEATRE APPRECIATION	200	
THE2051	CHILDREN'S THEATRE PRODUCTION	200	
THE2052	CHILDREN'S THEATRE PROD FOR SPEC ASSISTANTS	200	
THE2100	HISTORY OF THE THEATRE	200	
THE2375	CONTEMPORARY DRAMA	200	
TPA1290L	THEATRE PRODUCTIONS	200	
TPA1291L	THEATRE PRODUCTIONS	200	
TPA1292L	THEATRE PRODUCTIONS TECH THEATRE LAB III	200	
TPA1293L	THEATRE PRODUCTIONS	200	
TPA1294L	THEATRE PRODUCTIONS	200	
TPA1295L	THEATRE PRODUCTIONS	200	
TPA1296L	TECH THEATRE LAB IIIA	200	
TPA1297L	TECH THEATRE LAB IIIB	200	
TPA2060	SET DESIGN	200	
TPA2200	STAGECRAFT	200	
TPA2220	INTRODUCTION TO STAGE LIGHTING	200	
TPA2250	MAKEUP FOR STAGE AND TELEVISION	200	
TPP1190L	THEATRE PRODUCTIONS	200	
TPP1191L	THEATRE PRODUCTIONS	200	
TPP1192L	THEATRE PRODUCTIONS	201	
TPP1193L	REHEARSAL AND PERFORMANCE III	201	
TPP1194L	REHEARSAL AND PERFORMANCE I	201	
TPP1195L	REHEARSAL AND PERFORMANCE II	201	
TPP1196L	REHEARSAL AND PERFORMANCE I	201	
TPP1197L	REHEARSAL AND PERFORMANCE II	201	
TPP2130	ACTING I	201	
TPP2150	ACTING III	201	
TPP2300	DIRECTING	201	
TPP2530	FENCING FOR THE STAGE	201	
TPP2700	ACTING II	201	
TRA1030	INTRODUCTION TO TRANSPORTATION AND TRAFFIC	201	
TRA1100	TRANSPORTATION AND TRAFFIC MANAGEMENT I	201	
TRA2110	TRANSPORTATION AND TRAFFIC MANAGEMENT II	201	
TRA2120	TRANSPORTATION AND TRAFFIC MANAGEMENT III	201	
TRA2230	WAREHOUSING DISTRIBUTION AND MATERIAL HANDLING	201	
WOH2040	WORLD IN THE 20TH CENTURY	156	
Z001013	GENERAL ZOOLOGY	133	
Z001013L	GENERAL ZOOLOGY LAB	133	

Course Descriptions

ACCOUNTING COURSES

ACG 1003 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 nonaccounting major or for those who need additional background prior to taking ACG 2001. Supplementary review and practice in applying the accounting principles is available through usage of computer assisted instructional software. Some class sections of this course include problem applications on the microcomputer.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ACG 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. (South Campus provides MLS Open Lab. Classes in addition to traditional classes.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ACG 2011 Principles of Accounting II 3 semester hours

A continuation of ACG 2001 with emphasis on accounting for corporations, control, and decision making. Includes material on cost accounting, special reports, and statement analysis. Prerequisite: ACG 2001 with a grade of C or better. (South Campus provides MLS Open Lab. Classes).

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ACG 2100 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: ACG 2011 with a grade of C or better. Offered in Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ACG 2360 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: ACG 2011 with a grade of C or better or instructors approval. On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APA 1311 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 expense, unearned premium and loss reserves, with an emphasis on financial analysis and maintaining solvency. (Preparation for CPCU Course 8). Offered On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

TAX 2000 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. 3 cr. hrs./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

TAX 2010 Income Tax II 3 semester hours

A continuation of TAX 2000 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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ANTHROPOLOGY

ANT 2000 Introduction to Anthropology 3 semester hours

An introductory study of the evolution and cultural development of humans, their customs, social organization, and institutions. Emphasis is placed on 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.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ANT 2100 Intro to Archaeology 3 semester hours

A study of humans past based upon archaeological evidence and the methods used to procure it. Prerequisite: ANT 2000

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ANT 2211 Introduction 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. Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ANT 2320 Peoples and Culture of Mexico 3 semester hours

A survey of the people and cultures of Mexico from the time of earliest settlement to the present. Attention given to describing the pre-Columbian civilizations of the region and the impact of Spanish conquest on native life. This course is recommended for students who plan to take the Anthropology Field School in Mexico. This course will be routinely offered during 3 A for each school year. This course meets area 8 degree general education requirements.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ANT 2905 Independent 3 semester hours**Study Anthropology**

A directed study course in 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 with whom he wants to work. Prerequisite: To be ascertained by the instructor and Department Head.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

**ANT 2920 Anthropology 1 semester hour
Field School**

A course designed for study on various topics in cultural and physical anthropology. Study would be limited to field and laboratory projects. Prerequisite: Permission of the instructor or when taken in conjunction with archaeology. Meets area 8 AA degree general education requirements.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

**ANT 2921 Anthropology 2 semester hours
Field School**

This lab course is designed to supplement various topics relative to physical and cultural anthropology as well as archaeology. Study is limited to field projects. Meets area 8 AA general education requirements.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

**ANT 2922 Anthropology 3 semester hours
Field School**

Meets area 8 AA degree general education requirements.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

ARABIC**ARA 1100 Beginning Arabic I 3 semester hours**

Fundamentals of speaking and understanding modern arabic as spoken in Egypt and eastward. Taught by self instruction with tapes and with an arabic mentor. It is not taught by traditional methods (classroom and teacher). Student is expected to continue with ARA 1101. Two hours per week with the mentor are required.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

ARA 1101 Arabic II 3 semester hours

Continuation of ARA 1110. Further development of the basic skills. Selected readings. Prerequisite: ARA 1110 or its equivalent. Taught by self instruction with tapes and with an Arabic mentor, and not by traditional methods (classroom and teacher). Two hours per week session with mentor is required.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

ARA 2200 Intermediate Arabic I Egyptian 3 semester hours

Continuation of the fundamentals of speaking and writing modern arabic as spoken in Egypt and Eastward, but on a more advanced level. Review of the most salient grammar principles plus introduction of new grammatical and idiomatic material. Conversation and comprehension skills taught at a more rapid and challenging pace. Taught by self instruction with tapes, book(s), and an arabic speaking mentor. It is not taught by traditional methods (classroom and teacher setting). Student is expected to continue with ARA 2201. Two hours per week with the mentor are required.

Lect Hrs=30 Lab Hrs=00 Othr Hrs=00

ARA 2201 Intermediate Arabic II Egyptian 3 semester hours

Continuation of ARA 2200. Further development of the

basic skills. Selected readings required. Prerequisite: ARA 2200 or equivalent. Taught by self instruction with tapes, texts and a tutor, and not by traditional methods (classroom and teacher setting). Two hours per week minimum with the mentor are required.

Lect Hrs=30 Lab Hrs=00 Othr Hrs=00

ARCHITECTURE**ARC 1126 Architectural Drafting I 3 semester hours**

Through the understanding and use of basic architectural equipment and drafting techniques and introduction to the drawing phase of construction documents is achieved. Emphasis is placed on residential construction practices and drawing requirements. Including plans, elevation, sections and details. This course is a combination lecture and lab.

Lect Hrs=16 Lab Hrs=48 Othr Hrs=00

ARC 1701 Survey of Architectural History I 3 semester hours

A general survey of social, political, and cultural factors, which have generated architecture from pre-historic times through the eighteenth century.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

ARC 2020C Architectural Communications 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. Special fee is charged.

Lect Hrs=16 Lab Hrs=48 Othr Hrs=00

ARC 2031 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.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ARC 2032 Architectural Design II 3 semester hours

Improving perception and awareness of problems related to design and environment of architectural order. Prerequisite: ARC 2031.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ARC 2122 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.

Lect Hrs=16 Lab Hrs=48 Othr Hrs=00

ARC 2140C Materials and Methods of Construction I 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.

Lect Hrs=16 Lab Hrs=48 Othr Hrs=00

ARC 2154 Architectural 3 semester hours

Drafting III

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.

Lect Hrs=16 Lab Hrs=48 Othr Hrs=00

ARC 2201 Theory of Architecture 3 semester hours

The student will demonstrate a proficiency in the basic principles, theories, concepts, goals and aspirations of architecture according to contemporary professional values.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

ARC 2580 Structures I 3 semester hours

Basic study in the principles and evaluations of structures as applied to architecture. Major topics of study include statics, stress, and the characteristics of beam and column behavior. This course will enable the student to develop a structural sense in creating architectural solutions. Prerequisites: MAC 1132, ARC 1126 and PHY 2053.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ARC 2681 Environmental Technology I 3 semester hours

The student will demonstrate a proficiency in the basic principles of comfort, safety, and efficiency theories and concepts in relationship with the environment according to accepted professional standards with a high degree of accuracy.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

ARC 2789 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.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

IND 1020 Interior Design I 3 semester hours

An introductory course to develop the ability to design and plan interior space emphasis 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. 6 hrs Studio Term I and II.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

IND 1100 History of Interiors I 3 semester hours

This course will acquaint the student with period styles in interiors and furnishings as well as the architecture that influences them, beginning with the Egyptian period and continuing the study of the historical development of interior design through the Baroque period. 3 hrs lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

IND 1200 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: IND 1020 6 hrs studio/Term I and II.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

IND 2130 History of Interiors II 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 early American styles through contemporary furniture, designs and contemporary architecture and will include Georgian, Federal, Victorian, etc., as well as miscellaneous styles. Chinese, Japanese, American Indian, African, etc. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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: IND 1200 6 hrs. studio/Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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: IND 2210 6 hrs. studio/Term I and II.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

IND 2420 Materials and Sources 3 semester hours

This course will study materials and furnishings available to the interior designer on today's market. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

IND 2500 Professional Practices 3 semester hours

This course covers the role of client, government, ethics, contracts, and designer responsibilities as it relates to the profession. 3 hrs. lecture/Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ART

ARH 2000 Art Appreciation 3 semester hours

A course considering form and content in world art, emphasizing social aspects 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 and 8 AA general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ARH 2004 Appreciation of Oriental and Primitive Art 3 semester hours

General overview of oriental & primitive art: Chinese, Japanese, African, pre-Columbian, American Indian. The course will consider the social and 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. Meets area 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ARH 2050 Art History I 3 semester hours

Survey and analysis of architecture, painting, and sculpture as well as applied arts from antiquity, medieval and renaissance baroque art periods, showing the significance of art's development due to social and international cultural influences. Meets area 8 AA degree requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ARH 2051 Art History II 3 semester hours

Survey and analysis of architecture, painting, and sculpture, and new art forms in 18th century art to the present. Stressing the significance of art's development due to international, social and cultural influences. Meets area 8 AA degree general requirements. 3 hrs.

lec./Terms I and II.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
ART 1201C 2D Design	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. Terms I, II and III.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
ART 1202C 3D Design	3 semester hours		
Three dimensional study of form, fundamentals, principles, and elements of design. Six studio hours weekly. Special fee charged, see STUDENT FEES. Term I, II and III.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
ART 1300C Drawing I	3 semester hours		
Landscape and still-life composition in charcoal, ink, and other media. Sketch book. Six studio hours weekly. Terms I, II and III.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
ART 1300C Life Drawing	3 semester hours		
Human and animal forms using various media. Sketchbooks, laboratory & special fee. Six studio hours weekly. Prerequisite: ART 1300C. Terms I, II and III.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
ART 1480 Computer Art	3 semester hours		
A basic course in how the computer can be adapted and used in the visual arts. Creative uses of the computer and assorted hardware will introduce the student to fine arts and graphic arts applications. A knowledge of programming is not required for this course.			
Lect Hrs=00	Lab Hrs=92	Othr Hrs=00	
ART 2007C Studio Procedures for Graphic Design	4 semester hours		
The basics of production studio techniques, copyfitting, preparing art for reproduction, and producing mechanicals are addressed in this course. Art majors who intend to pursue a BFA degree in Graphic Design or want to seek entry level employment are recommended to take this course. It should be used as a studio art elective to fulfill general education requirements. Prerequisites: 2D Design (ART 1201C), Drawing (ART 1300C), and Introduction to Graphic Design (ART 2230C).			
Lect Hrs=32	Lab Hrs=64	Othr Hrs=00	
ART 2110C Ceramics	3 semester hours		
Study of basic ceramic shaping techniques, glazing, decorating and firing. Laboratory fee. Six studio hours weekly. Prerequisite: ART 1202C. ART 1202C may be waived by permission of the instructor. Special fee is charged, see STUDENT FEES.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
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. Terms I, II & III.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
ART 2230 C Introduction to Graphic Design	4 semester hours		
This course is an introduction to the materials, techniques and production methods used in the graphic arts. It points out how various layout techniques lead to a printed piece. Art majors who intend to pursue a BFA Degree in Graphic Design are recommended to take this course. It should be used as a studio art elective to fulfill general education requirements. Prerequisites:			
			2D Design (ART 1201C) and Drawing (ART 1300C)
			Lect Hrs=32 Lab Hrs=64 Othr Hrs=00
ART 2401C Beginning Printmaking	3 semester hours		
A study of the processes and techniques in serigraphy, and intaglio printing. Laboratory fee. Six studio hours weekly. Special fee is charged. Term I and II.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
ART 2402C Advanced Printmaking Lithography	3 semester hours		
A study of positive and negative printmaking with problems in relief and lithographic techniques. Laboratory fee. Six studio hours weekly. Prerequisite: ART 2401C. Special fee charged, see STUDENT FEES. Term I and II.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
Art 2520C Painting	3 semester hours		
Creative techniques and composition applied to oil painting and acrylic media. Six studio hours weekly. Prerequisites: ART 1300C, ART 1201C. Term I and II.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
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 1201C Term I, II and III.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
ART 2701C Sculpture	3 semester hours		
Creative techniques in metal, wood, stone, and clay. Laboratory fee. Six hours weekly. Special fee charged, see STUDENT FEES. Term I, II and III.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
ART 2890 Seminar in Art	1 semester hour		
A combination of classroom preparation plus travel to include sketching, painting, native crafts, etc. Variable content depending on areas visited. Prerequisite: Permission of instructor. Meets area 8 degree general education requirements.			
Lect Hrs=16	Lab Hrs=00	Othr Hrs=00	
ART 2892 Seminar in Art III	3 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.			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00	
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.			
Lect Hrs=96	Lab Hrs=00	Othr Hrs=00	
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 needs by planning with a faculty advisor. Six studio hours weekly. Prerequisites: ART 1300C, ART 1201C and ART 1202C. Exceptions to prerequisite will be considered by the Art Department Head. By Arrangement.			
Lect Hrs=00	Lab Hrs=96	Othr Hrs=00	
ART 2932C Special Topic/ Ceramics	3 semester hours		
A study of advanced techniques in ceramics, forming clay, surface decoration, glazing, and firing, synthesizing basic skills with more advanced concepts of design			

in creating ceramic art.

Lect Hrs=00

Lab Hrs=96

Othr Hrs=00

PGY 2101C 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 are and record. Laboratory fee, (student will supply 35mm camera, film, and paper). Prerequisites: ART 1201C and instructor approval. Six hours weekly. Special fee charged, see STUDENT FEES Term I, II and III.
Lect Hrs=32 Lab Hrs=64 Othr Hrs=00

PGY 2102C 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. (student will supply 35mm camera, film and paper.) Six hours weekly. Prerequisite: ART 2600. Special fee charged, see STUDENT FEES. Term I and II.
Lect Hrs=32 Lab Hrs=64 Othr Hrs=00

PGY 2510C Cinematography I 3 semester hours

Introduction to cinematography stressing the following units of instruction: The camera as a visual recording tool, film as a medium, the composition of motions, lighting the moving image, and editorial techniques. Practical Application through student projects. Laboratory fee \$25.00.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=32

PGY 2750C 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. Six studio hours weekly. Special fee charged, see STUDENT FEES. Term II only.
Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

ASTRONOMY

AST 1002 Horizons in Astronomy 3 semester hours

Introduction to the origin characteristics and evolution of the solar systems, the stars, the galaxies, and the universe. Historical milestones in the science of astronomy from ancient astronomers to the space probes of today. Consideration of the future of astronomical research and current theories in astronomy. Meets area 4 A or 5 AA degree general education requirements.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AST 1005 Astronomy I 3 semester hours

Descriptive, non-mathematical study of the solar system and astronomical methods of general interest. Three hours weekly and additional evening observing sessions. Meets area 4 A or 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 4 A and 5 AA degree general education requirements. 3 hrs. lec./Term I and II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AST 2080 Planetarium Education 3 semester hours

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 own educational materials pertaining to audio visual concepts in planetarium education. Acquaints student with the celestial sphere and planet position. Prerequisite: Instructor approval. On Demand.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

AUTOMOTIVE TECHNOLOGY

AER 1000 Introduction to Automotive Technology 3 semester hours

A course designed to introduce the field of automotive service. Topics include auto service careers, shop safety, fuels, lubricants, fasteners, tools and equipment. An introduction to the major automobile systems and instruction in minor service procedures are provided.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AER 1004 Power Plant Overhaul Theory 3 semester hours

A course designed to teach the principles and procedures necessary to completely rebuild an automotive engine and to provide the practical experience in the engine diagnosis, removal, disassembly, rebuilding, and dynamic check out. Topics include engine diagnosis, engine removal, engine disassembly, engine rebuilding, piston, pin and rod service, engine assembly, engine installation, valve adjustment, tune ups, and road test procedures. Special emphasis will be given to safety procedures and the specific tools, fasteners, and equipment to be used.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AER 1100 Auto Electrical Systems 3 semester hours

A course designed to teach the principles and operations of the basic electrical systems found in automotive equipment and to provide practical experience in the service and repair of or adjustment to these systems. Topics include batteries, starters, alternators, regulators, ignition systems, chassis electrical circuits, and electrical accessory circuits. Special emphasis will be given to safety procedures and the specific tools and equipment to be used.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AER 1109 AT Electronics 3 semester hours

A course designed to teach the fundamental principles of electronics and to introduce the application of electronics in the modern automobile. Prerequisite: AER1100.
Lect Hrs=30 Lab Hrs=36 Othr Hrs=00

AER 1131 Transmission and Drive Systems 3 semester hours

A course designed to teach the principles and operations of automatic transmissions, clutches, overdrive units, pressure plates, propeller shafts, differentials, and drive axles and to provide practical experience in diagnosing, removing, maintaining, and repairing transmissions and drive systems. Topics include conventional and automatic transmissions, overdrive systems, drive lines differentials, and axles. Special emphasis will be given to safety procedures, and the specific tools and instruments to be used.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AER 2112 Computer Engine Control and Drivability 3 semester hours

A course designed to teach the latest in computer engine controls, electronic fuel injection systems, emission controls and electronic instrumentation systems. This course includes theory of operation and construction, troubleshooting and repair.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AER 2120 Steering and Suspension Systems 3 semester hours

A course designed to teach the principles of steering systems, suspension systems, and wheel alignment and to provide practical experience in repairing automobiles suspension and steering, aliglining front ends, and balancing tires. Topics include wheel balancing, front ends, and balancing tires. Topics include wheel balancing, suspension systems, suspension angles and lines, wheel alignment, standard steering gears, power steering systems and frames. Special emphasis will be given to safety procedures and the specific tools and instruments to be used. 3 hrs. of lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AER 2121 Brake Systems and Chassis Repair 3 semester hours

A course to teach the principles and operations of brake systems, disc systems, split systems, hydraulic cylinders, valving systems, chassis components, and exhaust systems, and to provide practical experience in the repair of these systems. Topics include chassis inspection procedures, basic brake theory, drum brake systems, split systems, disc brake systems, hydraulic cylinders, machining and measuring techniques, power boosters, chassis alignment and repair, exhaust systems, delivery procedures, and road test procedures. Special emphasis will be given to safety procedures, and specific tools, and equipment to be used.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AER 2150 Engine Tune-up and Emission Control 3 semester hours

A course designed to teach the principles and procedures of engine tune-up and repair, and emission control systems.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AER 2160 Automotive Service Management 3 semester hours

A course designed for the study of an automotive service department. Topics include warehousing system, inventory control systems, cost control and pricing merchandising and marketing, parts counter control, customer relations and organizational plans of service departments, work schedules, use of pricing, manuals, estimating, and pricing of work, analysis management cost accounting and customer relations.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AER 2171 Heating and Air Conditioning Theory 3 semester hours

A course designed to teach the principles and operations of automotive heating systems, air-conditioning systems and accessories to provide practical experience in testing, analyzing, installing and repairing heating systems, air conditioning systems, air conditioning tools and equipment, lines, fittings, and valves; operational checks and adjustment, minor repairs, and the special tools, and instruments to be used.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AER 2705 Diesel Engine 3 semester hours

Fundamentals

A course designed to teach the principles, operations, and maintenance of automotive electrical systems, emission control systems, lubrication and exhaust systems.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AER 2943 Apprentice Experiences 3 semester hours

On the job training at an automobile dealership. Each of the nine apprentice work experiences will cover one term and include work week from 32 to 40 hours in a supervised program at the dealership.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=64

AER 2944 Apprentice Experiences 3 semester hours

On the job training at an automobile dealership. Each of the nine apprentice work experiences will cover one term and include work week from 32 to 40 hours in a supervised program at the dealership.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=64

AER 2945 Apprentice Experiences 3 semester hours

On the job training at an automobile dealership. Each of the nine apprentice work experiences will cover one term and include work week from 32 to 40 hours in a supervised program at the dealership.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=64

AER 2946 Apprentice Experiences 3 semester hours

On the job training at an automobile dealership. Each of the nine apprentice work experiences will cover one term and include work week from 32 to 40 hours in a supervised program at the dealership.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=64

AVIATION TECHNOLOGY

ASC 1010 History of Aviation 3 semester hours

A survey of aviation from its beginning with early myths, through gliders, balloon flights and powered flight to the present jet age. Includes effects of wars on the development of civil and military aircraft and discusses significant personnel flights and aircraft in tracing the advancement of general, commercial and military aircraft. The major emphasis of the course will be directed towards the development of aviation in the United States.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 private pilot's license.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

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.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

ASC 2110 Navigation 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 enroute low altitude charts and other flight information publications. Prerequisite: ASC 1100 or a private pilot's license. MTB 1321 and MTB 1322, or MAC 1132 and MAC 1133. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

ASC 2870 Aviation Safety 3 semester hours

A survey of the Federal Agencies which regulate aviation, with emphasis on those concerned with safety. Information on how flight affects the human body and actions to minimize adverse effects. A detailed study of Parts 61 and 91 of the Federal Aviation Regulations together with a brief survey of Part 135. The portions of the FAA text on Basic Flight information and ATC Procedures which relate to VFR flight and to emergencies.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

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. Co-requisite: ATT 1100 and ASC 1100. See section on student fees under general information in the catalog. Terms I, II and III.

Lect Hrs=02 Lab Hrs=50 Oth Hrs=00

ATF 2201C 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 2201C or POI. Fee: see section on student fees under general information in this catalog. Term I, II and III.

Lect Hrs=00 Lab Hrs=48 Oth Hrs=00

ATF 2202C Advanced Flight 3 semester hours

This course continues the training and experience of intermediate flight. Together with ATF 2201C 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 2201C or POI. Fee: see section on student fees under general information in this catalog. Term I, II and III.

Lect Hrs=00 Lab Hrs=48 Oth Hrs=00

ATF 2306C 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 on student fees under general information in this catalog. Term I, II and III.

Lect Hrs=00 Lab Hrs=50 Oth Hrs=00

ATF 2400C Multi-Engine Transition 1 semester hours

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 pilot's license. Fee: see section on student fees under general information in this catalog. Offered at Ft. Lauderdale Hollywood International Airport and Ft. Lauderdale Executive Airport and North Perry Airport. Term I, II and III.

Lect Hrs=00 Lab Hrs=16 Oth Hrs=00

ATF 2500C 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. Offered at Ft. Lauderdale Hollywood International Airport and Ft. Lauderdale Executive Airport and North Perry Airport. Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Oth Hrs=00

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 regulations. An introduction to meteorology, both weather phenomena and reading and understanding teletype, weather data and weather maps.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

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 and ASC 1210. 3 hrs. lec./Term I and II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. Prerequisite: ETE 1010C and ETE 1020C or equivalent industry experience. 3 hrs. of lecture and lab./On Demand.
Lect Hrs=32 Lab Hrs=16 Othr Hrs=00

ATT 2600 Flight Simulator Training 1 semester hour

A total of 15 hours of training in one of the flight simulators located in the Flight Simulator Lab at the South Campus. This course may be taken as an elective in any of the aviation programs. Material covered will be tailored to the individual depending upon his/her piloting background. This course may be repeated for a maximum of 3 semester hours to meet a 3 semester hour elective requirement (Lab Fee). Prerequisite: ASC 1100, ATT 1100, ATF 1100. 15 hrs. of lab/Term I, II and III.
Lect Hrs=45 Lab Hrs=16 Othr Hrs=00

ATT 2630 Basic Instrument Simulator 1 semester hour

A total of 15 hours of training in the Multi-Engine flight simulator located in the Flight Simulator Lab at the South Campus. The course consists of 5 hours lecture and 10 hours in the simulator. This course may be taken as an elective in any of the aviation programs. The course may be repeated a maximum of 3 times to meet the 3 semester hour elective requirement. (Special Fee Required). Prerequisites: ASC 1100, ATT 1100, ATF 1100. 15 hrs. lab/Term I, II and III.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

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 upon examination grades as reported by the Federal Aviation Administration to the Cooperative Education Department.
Lect Hrs=00 Lab Hrs=640
Othr Hrs=00

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. 3 hrs. lec./Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AVM 2410 Airport Management 3 semester hours

Provides a comprehensive examination of the major functions of airport management and the concepts underlying airport planning and construction. The controlling factors in the development of an airport such as size and forecasting volumes, design considerations including runways configurations, site, location requirements, master planning and zoning laws will be examined. The socio-economic effect of airports on the communities they serve will be explored.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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, 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. Term I and II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AVIATION MAINTENANCE TECHNOLOGY

ATM 1001 Math, Physics, Theory of Flight & Aircraft Drawings 2 semester hours

BASIC MATHEMATICS; Applied physics to that area of knowledge regarding the basic and fundamental nature of matter and energy; **THEORY OF FLIGHT;** the study dealing with the relationships between the atmosphere, the aircraft and the forces acting on it in flight, and the study of **AIRCRAFT DRAWINGS;** sketches and blue prints pertaining to aircraft and components.
Lect Hrs=25 Lab Hrs=50 Othr Hrs=00

ATM 1011 Basic Electricity 3 semester hours

The study of laws and theory of electricity and its application to aircraft systems, components, and circuits, to include practical knowledge of the different types of complex circuitry found in modern aircraft.
Lect Hrs=38 Lab Hrs=75 Othr Hrs=00

ATM 1061 Materials and Processes, Corrosion Control 3 semester hours

An introduction to the tools, hardware and materials used in aircraft maintenance and repair. To include proper handling and inspection thereof and practical application of the various types of non-destructive testing of metals. A study of various types of corrosion, causes and corrective measures used to control corrosion on numerous types of metals used in aircraft construction.
Lect Hrs=38 Lab Hrs=75 Othr Hrs=00

ATM 1071 Federal Air Regulations and Weight and Balance 2 semester hours

A presentation of **FEDERAL AIR REGULATIONS** as applies to aircraft maintenance including the study of the use of pertinent documents; A/C manufactures publications, etc. **WEIGHT AND BALANCE**, theory, computations, and actual weighing of aircraft.
Lect Hrs=25 Lab Hrs=50 Othr Hrs=00

ATM 1091 Aircraft Servicing Operations, and Fluid Lines and Fittings 2 semester hours

A presentation illustrating A/C servicing procedures, ground handling of aircraft, safety procedures, etc., fabrication and recognition of the various types of

- aircraft oil, fuel, and hydraulic lines and tubing, including a study of inspection procedures relating to same.
Lect Hrs=25 Lab Hrs=50 Oth Hrs=00
- ATM 1311 Aircraft Wood, Fabric and Finishes** 2 semester hours
A course of study encompassing the use of wood as found on wooden aircraft and fabrics as found on fabric aircraft, to include the finishes required on each. Specific techniques peculiar to each are demonstrated.
Lect Hrs=22 Lab Hrs=40 Oth Hrs=00
- ATM 1331 Aircraft Structural and Sheet Metal Fabrication** 4 semester hours
The study of aircraft structural designs and the methods of minimum sheet metal repair techniques. Explains metal-working processes and develops the skills necessary to return to air worthy condition.
Lect Hrs=42 Lab Hrs=82 Oth Hrs=00
- ATM 1351 Aircraft Welding, Assembly/Rigging** 4 semester hours
A theory and practice of welding methods used in aircraft construction and repair is thoroughly covered with emphasis on gas welding and advanced work in heli-arc welding. Aircraft assembly is explained and demonstrated as well as control rigging procedures. Lab fee is required.
Lect Hrs=42 Lab Hrs=82 Oth Hrs=00
- ATM 1371 Test/Review/Practical** 1 semester hour
A summary of airframe repair and maintenance procedures. Review for FAA airframe certificate written, oral and practical exams.
Lect Hrs=13 Lab Hrs=25 Oth Hrs=00
- ATM 1401 Landing Gear/ Position/Warning and Airframe Inspection** 3 semester hours
The study of aircraft landing gear structures and operating systems to include the maintenance and repair procedures for retraction systems, shock strut, brakes, wheels, tires and ground steering equipment. Included are the basic inspection procedures applicable to the various flight operations. Lab fee required prerequisite ATM 1091.
Lect Hrs=39 Lab Hrs=78 Oth Hrs=00
- ATM 1411 Ice/Rain/Fire Protection, Hydraulics and Pneumatics** 2 semester hours
The study of ice, rain and fire protection as it applies to all types of aircraft. Preventative maintenance in these areas are explored heavily with a view towards utmost safety. The operation and maintenance of aircraft hydraulic and pneumatic systems are examined together as would be used on corporate and airline type aircraft. The methods of repair and replacement of systems and components, as well as ground equipment operation and repair are examined.
Lect Hrs=26 Lab Hrs=52 Oth Hrs=00
- ATM 1431 Aircraft Instruments Communications, Navigational Equipment** 1 semester hour
A basic familiarization of aircraft instruments and their function. To include removal, installation, and the installed testing of such instruments. Also a study of communication and navigational equipment describing removal and the installation of such equipment.
Lect Hrs=11 Lab Hrs=20 Oth Hrs=00
- ATM 1451 Aircraft Environmental and Fuel Systems** 3 semester hours
A study of the various types of systems used for cabin atmospheric control in advanced aircraft systems
- including those found on corporate and airline type aircraft. Heating, cooling, pressurization as well as oxygen supply are included in the study. Additional study is directed toward the various fuel storage and distribution systems used in small and large aircraft. Lab fee is required.
Lect Hrs=39 Lab Hrs=78 Oth Hrs=00
- ATM 1461 Aircraft Electrical Systems** 4 semester hours
The types and characteristics of aircraft electrical circuits and components are compared and evaluated. Advanced electrical systems as used in corporate and airline aircraft are studied. The course includes troubleshooting and repairs of AC and DC electrical systems and equipment. Prerequisite: ATM 1011 (Lab fee required)
Lect Hrs=42 Lab Hrs=82 Oth Hrs=00
- ATM 2101 Engine Installation/ Operation/Inspection/Engine Instruments/ Engine Fire Protection** 2 semester hours
A course study of which details the correct methods of engine removal and installation, inspection and run-up testing, including the final adjustments, etc. Also points out the operation to the related engine instruments, their necessity and functions, etc. Engine fire protection systems are also studied in detail.
Lect Hrs=20 Lab Hrs=40 Oth Hrs=00
- ATM 2111 Aircraft Reciprocating Engine and Overhaul** 6 semester hours
This course contains a detailed study of reciprocating engines supported by the actual overhaul of operational engines. Included is a study of the procedures and acceptable techniques used in engine disassembly, inspection, precision measurement, repair and reassembly. Advanced techniques of non-destructive testing are included.
Lect Hrs=60 Lab Hrs=120 Oth Hrs=00
- ATM 2121 Engine Electrical and Ignition Systems** 4 semester hours
This course consists of the study of all engine electrical systems that might be encountered on reciprocating engines to include methods of initial generating, timing, and the distribution of ignition energy. Included is testing of the various electrical components such as generators, alternators, advanced magneto systems, etc. Lab fee is required.
Lect Hrs=40 Lab Hrs=80 Oth Hrs=00
- ATM 2151 Propellers and Propeller Systems/Trouble Shooting** 3 semester hours
This study includes the theory of propeller operation and related governing systems designed to control propeller operation. Also covers methods of installation, inspection, repair and adjustment of propellers. Engine run is necessary to test final operation.
Lect Hrs=30 Lab Hrs=60 Oth Hrs=00
- ATM 2202 Turbine Engines and Turbine Engine Systems/Trouble Shooting** 3 semester hours
A thorough study of the theory of operation of turbine engines and the function of the related engine components such as compressors, fuel controls, fuel pumps, governors, turbines etc. Course encounters disassembly, inspection, minimal repairs reassembly test run and final adjustment.
Lect Hrs=32 Lab Hrs=63 Oth Hrs=00
- ATM 2501 Engine Fuel/ Metering System Induction Exhaust Systems/** 6 semester hours

Lubrication/Cooling

A study of the operation of engine fuel systems, complex and non-complex. To include turbo chargers in abnormally asperated engines. To include simple systems found in small aircraft engines. Lubrication and cooling systems are also explored.

Lect Hrs=63 Lab Hrs=125 Othr Hrs=00

ATM 2551 Test/Review/Practical 3 semester hours
Review for FAA Powerplant, written, oral and practical exams.

Lect Hrs=32 Lab Hrs=63 Othr Hrs=00

ATM 2930 Bell Helicopter Maintenance Model 206 5 semester hours

This course will include the servicing, routine maintenance, inspection and component changes in accordance with the latest approved methods for the Bell Model 206 B III. Prerequisite: Air frame and Powerplant license. Special fee charged. See student fees. 5 hrs. lec.

Lect Hrs=20 Lab Hrs=100 Othr Hrs=00

ATM 2940 Helicopter Maintenance, Overhaul and Inspection 13 semester hours

This course combines classroom theory with a practical shop, line and field maintenance problems that will prepare the helicopter mechanic to perform all tasks required to maintain helicopters. Subject areas included in this course will be engines, power trains, control systems and all other systems peculiar to helicopters as well as inspection and publications.

Lect Hrs=90 Lab Hrs=00 Othr Hrs=00

BANKING

BAN 1004 Principles of Banking 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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 1112 Safe Deposit 1 semester hour

The objective of this course is to introduce commercial bankers to the elements of safe deposits and enhance their ability to perform safe deposit tasks well. The course focuses on the rules and procedures of safe deposit and interrelates this with techniques of good customer relations.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

BAN 1120 Data Processing for Bankers 2 semester hours

An introduction for data processing beginners and future users. The fundamentals, concepts, and development in computer based information processing. A comprehensive orientation to the computer, what it is, what it can do, its limitations, its potential. The analysis, design and implementation of systems, projects. Concluding with procedures relevant to the acquisition, installation, and management of computer systems.

Lect Hrs=32 Lab Hrs=06 Othr Hrs=00

BAN 1208 Loan Documentation 1 semester hour

This course stresses the importance of accurate and thorough loan documentation. It approaches loan documentation as a logical process and gives practical advice on streamlining the paperwork process for both

secured and unsecured loans, selecting appropriate forms and putting together a loan documentation manual.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

BAN 1222 Collector's Training Program 1 semester hour

The student will learn to handle with confidence those sometimes confrontational collection calls, write more effective collection letters, and generally organize and manage with success the bank's collection program. The course stresses customer relations and financial counseling as the most effective methods of collecting delinquent loans.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

BAN 1231 Commercial Lending 3 semester hours

This course concentrates on a study of commercial lending, the economic environment, the complete lending process, responsibilities of the loan department, types of commercial loans, the different cycles, availability and cost of funds, cost analysis, control and profitability, regulatory laws affecting commercial loans. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 1233 Asset Based Lending 1 semester hours

The object of this course is to provide commercial bankers with an understanding of the major concerns of an asset based lender. It explains and analyzes a multitude of concepts with regard to asset based lending from the planning and staffing of a commercial financial department to equipment leasing.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

BAN 1234 Income Property Underwriting 2 semester hours

An introduction designed to provide commercial bankers with a basic orientation to the generally accepted underwriting techniques for the permanent financing of general purpose income producing properties. Other topics include property characteristics, market analysis and project feasibility, real estate valuation, borrower considerations, appraisal techniques, income and expense analysis and loan administration.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

BAN 1241 Bank Cards 2 semester hours

The student will be able to trace the history and the impact of bank cards in the American economy and analyze the various types of bank cards from an operational, regulatory and customer perspective.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

BAN 1254 Real Estate Documentation 1 semester hours

This course concentrates on lending practices for one to four family residences and emphasizes the basics of loan processing and underwriting. Developed for newcomers to the mortgage lending field, it covers various types of loan programs, the interview, taking and processing the application, underwriting the property and the borrowers credit, closing and servicing the mortgage.

Lect Hrs=15 Lab Hrs=00 Othr Hrs=00

BAN 1403 Investment Basics 3 semester hours

This outstanding course focus on the theory and practice of trust department investment services. It teaches you about the securities market, alternatives to securities investments, trust department investment operations, techniques and practical applications, and investment policies and portfolio management. This course makes

- a difficult subject clear and comprehensible.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- BAN 1423 Customer Service** 1 semester hour
This course emphasizes the development of better communication skills to benefit employee, the customer and the bank. Student will learn effective ways of establishing contact, exploring customer needs, defining and resolving problems and closing the encounter.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- BAN 1424 Product Knowledge** 1 semester hour
This course is directed toward bank staff in positions of customer contact but not specialists in the product line being studied. To recognize and call to management's attention prospects for the service. It describes the importance of product knowledge to the bank, and the customer involved in trust, consumer finance and corporate financial services.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- BAN 1425 Selling Bank Services** 1 semester hours
The objective of this course is to cultivate among bank customer contact personnel, a positive attitude toward the concept and the practice of selling, to provide them with the skills they need to sell in a manner that reflects good human relations techniques, and have a well rounded knowledge of all areas associated with selling bank services to the public.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- BAN 1511 Marketing for Bankers** 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. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- BAN 1531 Preparing for Supervision** 1 semester hour
This course is designed to teach potential supervisors the skills necessary to supervise. It points out the pluses and minuses of the supervisor's role, determining if an applicant really wants to supervise.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- BAN 1742 Commercial 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. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- BAN 1747 Effective Public Relations** 1 semester hour
This course gives the student the basics of public relations. It discusses the effective tools to educate employees, director, shareholders and the public as it pertains to the banking industry.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- BAN 1812 Consumer Compliance** 1 semester hour
An updated overview of the major federal regulations affecting the compliance area. It is divided into four modules that focus on the basic requirements of the major consumer credit/civil rights laws and regulations, and policies and procedures that can help avoid common violations. Updated case studies offer practical experience in identifying and avoiding compliance violations.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- BAN 1933 Loan Officer Development** 3 semester hours
This course is designed to teach practical lending skills. It covers six major subject areas and utilizes a variety of training techniques. They include the initial loan interview, administrative decisions and techniques, documentation for the credit file, problem loans, managing loans, managing loan portfolios. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- BAN 2155 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. 3 hrs. lec./On Demand
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- BAN 2170 Credit and Collection Principles** 3 semester hours
A basic course in credit and collections management. A study of the nature and function of credit and classification of credit instruments and collection procedures. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- BAN 2213 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; consolidation statements; budgets and projections. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- BAN 2214 Consumer Credit Analysis** 3 semester hours
A detailed study of the techniques of credit decision making of financial analysis and risk appraisal in the light of general conditions.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- BAN 2240 Consumer Lending** 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. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- BAN 2253 Residential Mortgage Underwriting** 2 semester hours
This course provides bankers with an understanding of the accepted underwriting techniques for making permanent mortgages on single family residential properties. It offers practical methods for examining the borrower's financial statements to determine ability to pay. The suggested procedures and techniques outlined as it is designed to conform with federal regulations are covered.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- 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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 2411 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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 2412 Financial Planning For Bankers 3 semester hours

This course gives an overview of the process by which a coordinated plan is developed to achieve specific financial objectives. It is a discipline that has always had general relevance to banking, and is now receiving increased attention as a new customer service. This course gives a general appreciation of the financial planning process and its applications, concepts and issues.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 2761 Retail Banking 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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 2782 Bank Investments 3 semester hours

A study of 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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BAN 2784 Trust Management 3 semester hours

This course describes the organization, operation, and services of the trust department. Some specific topics covered in the course are: the board of directors; department accounting; trust investments; tax administration; trust automation; employee benefit trust; corporate trust administration; business development; trust profitability; and issues in trust department management. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BIOLOGICAL SCIENCES

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 4 A or 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APB 1150L Modern Principles of Biology Laboratory 1 semester hour

Two hours of laboratory weekly, which may be taken concurrently with APB 1150. This lab course must be

taken as either a prerequisite or a corequisite to the BOT 1010 botany or the ZOO 1013 zoology. 2 hrs. lab. per week. Special fee charged, see STUDENT FEES. 2 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

APB 1190 Human Anatomy and Physiology I 3 semester hours

A survey of the structure, function, and chemistry of the human body considering the following topics: body organization; the cell; tissues, membranes, and glands; the integumentary system; the skeletal system; the muscular system; the nervous system; and the special senses. Does not meet requirements for general education science. 3 hours of lecture per week. Pre- or Corequisite: CHM 1033, or Allied Health Division Approval. Corequisite: APB 1190L. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APB 1190L Human Anatomy and Physiology I Laboratory 1 semester hour

Laboratory exercises coordinated with APB 1190 including microscope observation, experimentation, study of anatomical models, and dissection. 2 hrs. of laboratory per week. Pre- or Corequisite CHM 1033 or Allied Health Division Approval Corequisite: APB 1190. Term I, II and III. Special fee is charged, see STUDENT FEES.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

APB 1191 Human Anatomy and Physiology II 3 semester hours

A continuation of the anatomy and physiology sequence, including the following topics: the circulatory system; the respiratory system; the digestive system; the urinary system; fluid and electrolytes; and the reproductive system. Does not meet requirements for general education science. 3 hrs. lec./wk. Prerequisite: CHM 1033, APB 1190 and APB 1190L. Corequisite: APB 1191L. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APB 1191L Human Anatomy and Physiology II Laboratory 1 semester hour

Laboratory experiments coordinated with APB 1191, including microscope observation, study of anatomical models and dissection. 2 hrs. laboratory per wk. Prerequisite: CHM 1033, APB 1190 and APB 1190L. Corequisite: APB 1191. Special fee is charged, see STUDENT FEES. Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

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 structures 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 1150L. Corequisite: BOT 1010L. Meets area 4 or 5 AA degree general education requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BOT 1010L General Botany Laboratory 1 semester hour

Laboratory experiments and field trips to accompany BOT 1010. Pre- or Corequisite: APB 1150L. Corequisite: BOT 1010. One two-hour period weekly. Special fee charged, see STUDENT FEES. 2 hrs. lab./Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MCB 2013 Microbiology 3 semester hours

An introduction to microbiology emphasizing principles of basic morphology, physiology, modes of transmission, biochemistry and genetic mechanisms. It will include a survey of representative types of microorganisms and the role of pathogenic organisms in carrying diseases and infections. Prerequisite: Allied Health: CHM1033, APB1190, APB1191, APB1190L, APB1191L. Bio: 3 hrs. Chem, 4 hrs. Bio. Corequisite: MCB2013.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

MCB 2013L Microbiology 1 semester hour**Laboratory**

The lab will consist of fifteen, three hour sessions in which chemical, biochemical, and microbiological principles will be studied and demonstrated. The student will be expected to apply principles learned in the classroom. Prerequisite: Allied Health: CHM1033, APB1190, APB1191, APB1190L, APB1191L. Bio: 3 hrs. Chem, 4 hrs. Bio. Corequisite: MCB2013.

Lect Hrs=00 Lab Hrs=45 Othr Hrs=00

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 5 A or 7 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PCB 1441 Principles of 3 semester hours**Ecology**

Survey of the general principles of ecology as they apply to South Florida; the relationships of organisms to both physical and biotic aspects of their environment. Emphasis is on natural communities. This course is not intended to replace APB 1150 and transfers as elective science credit to higher institutions. Meets area 5 A or 7 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 1150L. Corequisite: ZOO 1013L. Meets area 4 A or 7 AA degree general education requirements. 3 hrs. lec./Term I, II, and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ZOO 1013L General Zoology 1 semester hour**Laboratory**

Laboratory experiments and field trips to accompany ZOO 1013. Prerequisite or corequisite APB 1150L. 2 hrs. lab. per week. Corequisite: ZOO 1013. Special fee charged, see STUDENT FEES. Two hours of Lab per week. Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

BUSINESS LAW**BUL 2111 Business Law I** 3 semester hours

Study of basic principles of law and their application to business problems, encompassing discussion of legal

rights and social forces, the legal relationships of government, business, and society law of contracts, personal property, bailments, sales of goods, torts, and business crimes. 3 hrs. lec./Term I, II, III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BUSINESS MATH**MTB 1103 Business Math** 3 semester hours

Mathematics applied to negotiable instruments, payroll, discounts, profit and loss, merchandising, commissions, depreciation, taxes, securities, insurance, and other business problems.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CAREER PLANNING**SLS 1101 College Success** 1 semester hours**Skills**

This course is designed for first-time-in-college students who desire help in learning and adopting methods to promote their success in school. This course is a combination of study skills (note-taking, test taking, test reading, memory techniques) and life skills (time management, health, money, resources); and it also provides an introduction to college life.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

SLS 1321 Career Planning 2 semester hours**Workshop**

This course is a study of the career decision making process. The student will learn the skills necessary for career decision making as it applies to their individual characteristics. (Including values, interests, abilities, goals, strengths, etc.)

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

SLS 1341 Employability Skills 1 semester hour

This course is a study of the methods and techniques used in the job search process with particular emphasis on resume writing, interview techniques, employment communications, and job search strategies.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

CHEMISTRY**CHM 1033 Chemistry for** 3 semester hours**Health Sciences**

Selected topics from inorganic chemistry, organic chemistry and biochemistry. Designed specifically for nursing and other allied health technology students. Prerequisite: One year of high school algebra or MAT 0024 or MTB 1320 or instructor approval.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 1033L Chemistry for 1 semester hour**Health Sciences Laboratory**

Laboratory exercises to accompany CHM 1033, including inorganic, organic and biochemical experiments. Does not meet area 4A or 5 general education requirements for the AA degree. 2 hrs. lab/wk. Prerequisites: One yr. high school algebra, or MAT 1013, or MTB 1320,

or Science Dept. approval. Corequisite: CHM 1033.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

***IMPORTANT NOTE:** General Chemistry is offered as either a two-semester sequence (CHM 1045-1046) or as a three-semester sequence (CHM 1040-1041-1042). There are two laboratory courses, CHM 1045L which is taken with either CHM 1942 or CHM 1045. A sequence once started should be taken entirely at one institution. The order of topics may vary from institution to institution. Only the completed sequence at one institution is equivalent to a completed sequence at another institution. Individual courses within a sequence are not necessarily equivalent at different institutions and must be evaluated by a receiving institution on an individual basis. CHM 1040, CHM 1041, CHM 1042, CHM 1045, CHM 1046, CHM 1045L and CHM 1046L all meet area 4A or 5 general education requirements for the AA degree.

CHM 1040 General Chemistry IA (Expanded Sequence) 3 semester hours

First course of a three-semester sequence, CHM 1040, CHM 1041, CHM 1046. This sequence includes two laboratories: CHM 1045L to be taken concurrently with CHM 1041; and CHM 1046L to be taken with CHM 1046. ***IMPORTANT:** See NOTE before CHM 1040 description. This course introduces students to chemical measurements, stoichiometry, atomic structure, chemical bonding, and naming of inorganic compounds. 3 hrs. lec./wk. Prerequisite: MAT 1013. Pre- or Corequisite: MAT 1033. Meets area 4A or 5 general education requirements for the AA degree. Term I, II, III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 1041 General Chemistry IB (Expanded Sequence) 3 semester hours

Second course of a three-semester sequence, CHM 1040, CHM 1041, CHM 1046. This sequence includes two laboratories: CHM 1045L to be taken concurrently with CHM 1041; and CHM 1046L to be taken with CHM 1046. ***IMPORTANT:** See NOTE before CHM 1040 description. Further develops modern chemical concepts, including chemical reactions, gases, liquids, solids, solutions, acid-base chemistry and oxidation-reduction chemistry. 3 hrs. lec./wk. Prerequisites: CHM 1040, MAT 1033. Corequisite: CHM 1045L. Meets area 4A or 5 general education requirements for the AA degree. Term I, II, III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 1042 General Chemistry IC (Expanded Sequence) 3 semester hours

Final course of the three-semester general chemistry sequence; CHM 1040-1041-1042. ***Important:** See NOTE before CHM 1040 description. Topics covered include kinetics, chemical and ionic equilibrium, electrochemistry, coordination chemistry, highlights of descriptive inorganic chemistry and an introduction to organic chemistry. Prerequisites: CHM 1041, CHM 1045L. Corequisite: CHM 1046L. 3 hrs. lec./wk. Term I, II, III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 1045 General Chemistry I 3 semester hours

First course in two-semester sequence, CHM 1045 and CHM 1046. This sequence includes two laboratories: CHM 1045L to be taken concurrently with CHM 1045; and CHM 1046L to be taken with CHM 1046. ***IMPORTANT:** See NOTE before CHM 1040 description. Topics covered include chemical measurements, stoichiometry, atomic structure, chemical bonding, naming of inorganic compounds, chemical reactions, gases, liquids,

solids, solutions, acid-base chemistry and oxidation-reduction chemistry. To enroll, students must pass a departmental placement exam or obtain departmental approval. Pre- or Co requisite: MAT 1033. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lec./wk. Term I, II, III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 1045L General Chemistry I Laboratory 1 semester hour

Laboratory experiments to accompany CHM 1045. Corequisite: CHM 1045 or CHM 1041. Special fee charged; see STUDENT FEES. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lab./Term I, II and III.
Lect Hrs=00 Lab Hrs=45 Othr Hrs=00

CHM 1046 General Chemistry II 3 semester hours

Final course in either the two- or the three-semester general chemistry sequence; CHM 1045, CHM 1046 or CHM 1040, CHM 1041, CHM 1046. These sequences include two laboratories: CHM 1045L to be taken concurrently with HM 1041 or CHM 1045; and CHM 1046L to be taken with CHM 1046. ***IMPORTANT:** See NOTE before CHM 1040 description. Topics covered include thermodynamics, kinetics, equilibrium, electrochemistry, descriptive chemistry, coordination chemistry, nuclear chemistry and an introduction to organic chemistry. Prerequisite: CHM 1045. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lec./wk. Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 1046L General Chemistry II Laboratory 1 semester hour

Laboratory experiments to accompany CHM 1046. Prerequisites: CHM 1045 and 1045L. Pre-or Corequisite: CHM 1046. Special fee charged; see STUDENT FEES. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lab./Term I, II and III.
Lect Hrs=00 Lab Hrs=45 Othr Hrs=00

CHM 2210 Organic Chemistry I 3 semester hours

First part of a two course sequence presenting the structures, preparation, reactions, and nomenclature of various classes of hydrocarbons and their derivatives. Electronic mechanisms of reactions are interpreted and unified in the light of modern theory. Three hours weekly. Prerequisite: CHM 1046 and CHM 1046L. Corequisite: CHM 2210L. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHM 2210L Organic Chemistry I Laboratory 1 semester hour

Organic laboratory experiments and preparations to accompany CHM 2210. Prerequisites: CHM 1046 and CHM 1046L. Corequisite: CHM 2210. Special fee is charged, see STUDENT FEES. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lab./Term I, II and III.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

CHM 2211 Organic Chemistry II 3 semester hours

Second of the two part organic chemistry course. A continuation of the study of the remaining classes of organic compounds including use of spectroscopic methods and an introduction to bio organic molecules. Three hours weekly. Prerequisite: CHM 2210 and CHM 2210L. Corequisite: CHM 2211L. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs.

lec./Term I, II and III.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

**CHM 2211L Organic Chemistry II 1 semester hour
Laboratory**

Appropriate experiments and preparation to complete CHM 2211. Prerequisite: CHM 2210 and CHM 2210L. Corequisite: CHM 2211. Special fee charged see STUDENT FEES. Meets area 4 A or 5 general education requirements for the AA degree. 3 hrs. lab./Term I, II and III.

Lect Hrs=00

Lab Hrs=48

Othr Hrs=00

CHINESE

CHI 1100 Beginning Chinese 3 semester hours

Fundamentals of speaking and understanding mandarin chinese. Taught by, self instruction with tapes, and with a text and with a chinese speaking mentor, and not by traditional methods. Class room setting with a teacher. Student is expected to continue with CHI 1101. Two hours per week session with the mentor is required.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

**CHI 1101 Beginning Chinese 3 semester hours
MANDARIN II**

Continuation of mandarin chinese 1100. Further development of the basic oral aural, reading writing skills. Prerequisite: CHI 1100. Fundamentals of speaking and understanding mandarin chinese. Taught by self instruction with tapes, and texts and with a chinese speaking mentor and not by traditional methods, class room with teacher. Two hours per week session with mentor is require.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

COMPUTER SCIENCE

CGS 1000 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 through the use of BASIC. 3 hrs. lec./Term I, II and III.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

CGS 1060 Computer Literacy 3 semester hours

This telecourse presents an overview of the functions and capabilities of the computer; familiarizing the student with terminology, surveying the variety of computer applications, and orienting students to the uses of the computer in their professional and private lives. Open college.

Lect Hrs=28

Lab Hrs=00

Othr Hrs=00

CGS 1510C Electronic Spreadsheet - Beginning 1 semester hour

Lotus 1. Hands on applications on Lotus. This course will include how to: enter labels, edit, erase, and save files; enter file commands; adjust widths, change label justifications, change formats, move ranges, enter numbers, formulas and functions.

Lect Hrs=00

Lab Hrs=16

Othr Hrs=00

CGS 1511C Electronic Spreadsheet - Intermediate 1 semester hour

Lotus 2. Continuation of Lotus 1 2 3. This course will include how to: name ranges; use absolute and relative addressing; perform advanced calculations; use window functions; create income statements and financial ratios;

recalculate manually; protect and unprotect cells, use file commands, experiment with "what if" capabilities; and data bases. Prerequisite: CGS 1510C.

Lect Hrs=16

Lab Hrs=00

Othr Hrs=00

CGS 1512C Electronic Spreadsheet - Advanced 1 semester hour

Lotus 3. Hands on advanced work on Lotus 1 2 3. Includes spreadsheet, data management, graphics, data tables, 1 OKUP tables, functions, and macros. Prerequisite: CGS 1511C.

Lect Hrs=16

Lab Hrs=00

Othr Hrs=00

CGS 1540C Database Management Beginning 1 semester hour

This course introduces beginning database and how they work. Using appropriate business software, the student will learn to maintain data in an organized, accessible and accurate manner. Emphasis will be on the use of microcomputer database management software for common business applications.

Lect Hrs=16

Lab Hrs=00

Othr Hrs=00

CGS 1541C Database Management Intermediate 1 semester hour

This course is a continuation of beginning database and provides a powerful sort and five level search capabilities, report formats, mail merge features and the ability to create customized screens for data entry and viewing. Prerequisite: CGS 1540C.

Lect Hrs=00

Lab Hrs=16

Othr Hrs=00

CGS 1542C Database Management Advanced 1 semester hour

This course is a continuation of intermediate database. The program employs a unique data exchange format which allows the integration of information downloaded from a mainframe or mini computer. It interacts with most leading word processor and spreadsheet programs. Prerequisite: CGS 1541C.

Lect Hrs=00

Lab Hrs=16

Othr Hrs=00

CGS 1570C Micro Computer Applications 3 semester hours

Upon completion of the course, the student will be able to create, store, and print documents; create and manipulate data files; and perform what-if scenarios with the computer. Hands on training in electronic word processing, spreadsheet, data base management and graphics are taught through a popular integrated software package. 2 hrs. lec., 1 hr. lab./On Demand.

Lect Hrs=32

Lab Hrs=16

Othr Hrs=00

CGS 1571 Special Software Topics #1 1 semester hours

This course is designed to provide hands on computer experience utilizing various popular software packages. Students may select from numerous packages. They will receive instruction and special projects to complete, to demonstrate the desired competencies. On Demand.

Lect Hrs=16

Lab Hrs=16

Othr Hrs=00

CGS 1572 Special Software Topics #2 1 semester hours

This course is designed to provide hands on computer experience utilizing various popular software packages. Students may select from numerous packages. They will receive instruction and special projects to complete, to demonstrate the desired competencies. On Demand.

Lect Hrs=16

Lab Hrs=16

Othr Hrs=00

CGS 1573 Special Software Topics #3 1 semester hours

- This course is designed to provide hands on computer experience utilizing various popular software packages. Students may select from numerous packages. They will receive instruction and special projects to complete, to demonstrate the desired competencies. On Demand.
Lect Hrs=16 Lab Hrs=16 Othr Hrs=00
- CIS 2321 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. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- CIS 2940 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 instructors approval. 3 hrs. lec./On Demand.
Lect Hrs=16 Lab Hrs=32 Othr Hrs=00
- COP 1120C Cobol I** 3 semester hours
Cobol as a programming language is taught and utilizes the digital computer, in a structured format. 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 disc files. Corequisite: COP 1170C or instructor approval. 3 hrs. lec., 1 lab. hr./Terms I, II and III.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- COP 1160C RPG Programming** 3 semester hours
An orientation to the terminology, procedures and use of electronic equipment in data processing. Business applications, related to disk systems, are programmed in RPG (report program generator) language. Prerequisite: CGS 1000 or instructors approval. 3 hrs. lec., 2 hrs. lab. On Demand.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- 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. Oflectures, discussions supplemented by assigned laboratory work in which microcomputers or main frames are utilized. Prerequisite: CGS 1000 or instructor approval. 3 hrs. lec., 2 hrs. lab./Term I, II and III.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- COP 1200C 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. 3 hrs. lec. and 1 lab./Term I, II and III.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- COP 1210C Pascal Programming** 3 semester hours
An introductory course in computer programming using the Pascal language concepts of flowcharts, structure, sorting, information, processing solution to equations, array manipulation and sub-routines are studied. Term I and II. 3 hrs. lec. and 1 hr. lab. On Demand.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- COP 1220C "C" Programming** 3 semester hours
An introductory course in the "C" Programming Language. Upon completion of the course, the student will be able to use the versatile aspects of "C" to satisfy typical user needs in business/scientific environments. Prerequisite: COP 1341C or instructors approval. 3 hrs. lec., 1 hr. lab. On Demand.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- COP 1341C UNIX** 3 semester hours
Through the use of Shell Scripts, Electronic Mail, Utilities and Editors, students will learn the UNIX operating system to fulfill user needs in the business/scientific programming environments. Prerequisite COP 1170C. 3 hrs. lec., 1 hr. lab./On Demand.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- COP 2121C Cobol II** 3 semester hours
The student utilizes previous studied programming languages. Problems are selected which provide for more sophistication in file creation, maintenance, use of sub-programs, and special programming techniques. Prerequisite: COP 1120C, 3 hrs. lec., 1 hr. lab./Term I, II and III.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- COP 2201C Advanced 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: COP 1200C and MAT1033 or Instructor's approval.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- COP 2222C Advanced "C" Programming** 3 semester hours
Given a basic knowledge of the "C" Programming Language, the student will learn to write programs of an advanced nature using additional "C" constructs. Prerequisites: COP 1220C or instructors approval. 3 hrs. lec., 1 hr. lab. On Demand.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- COP 2400C Assembly Programming** 3 semester hours
IBM 370 assembly language and the disc operating systems are utilized. Disc files are used extensively through lectures and laboratory procedure involving programming and debugging techniques. Prerequisite: COP 1120C or instructors approval. 3 hrs. lec., 1 hr. lab. Term I and II.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- COP 2401C CICS/COBOL Programming** 3 semester hours
Upon completion of this course, the student will be able to utilize supervisory and data management programs. Prerequisite: COP 1120C and COP2400C or instructors approval. 3 hrs. lec., 1 hr. lab. Terms I and II.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

COOPERATIVE EDUCATION

- 2949 Co-op Work Experience** 3 semester hours
A course designed to provide training in a students field

of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Student 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.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=144

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. 3 hrs. lec./Term I, II, and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 1220 Criminal Law 3 semester hours

Courses 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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 procedures. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./Term I, II and III.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=03

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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. Prerequisite: CCJ 1020, CCJ 1300 or permission of instructor. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 1420 Police Administration II 3 semester hours

A continuation of CCJ 1410 with emphasis on operational services, records, communications, custody, etc. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 management procedures, inmate

treatment, and preparation for return to the community. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 pre-sentence investigation, and supervision methods. Juvenile practices are also included. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 2350 Correctional 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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CCJ 2631 Comparative World Police Agencies 3 semester hours

A study of the role of the various police agencies in the Anglo-American countries, the European continent, Japan and under Communist regimes to include the role and function of police organization, selection, and training; operational procedures, and crime rates. This course will include case and group studies of selected countries. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. Prerequisite: CCJ 1020 and CCJ 1300 or permission of the instructor. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. Prerequisite is CJT 2100. Special fee charged, see STUDENT FEES. 1 hr. lec., 2 hrs. lab./Term I, II and III.

Lect Hrs=32 Lab Hrs=16 Othr Hrs=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 courtroom. Prerequisite are CJT 2100 and CJT 2110. Special fee charged, see STUDENT FEES. 1 hr. lec., 2 hrs. lab./Term I, II and III.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

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. Prerequisites are CJT 2100, CJT 2110 and CJT 2120. Special fee charged, see STUDENT FEES. 1 hr. lec., 2 hrs. lab./Term I and II.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

CJT 2420 Traffic Problems and Administration 3 semester hours

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. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

DENTAL ASSISTING

DEA 1000 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. Corequisite: DES 1022C or instructors approval. 1 hr. lec./Term I.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

DEA 1022 Pre-Clinical Orientation 4 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. Corequisite: DES 1100C, DES 1022L and DEA 1300 or instructors approval. Special fee charged, see STUDENT FEES 4 hrs. lec./Term I.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

DEA 1022L Pre Clinical Orientation Lab/Clinical 3 semester hours

Laboratory/Clinical portion of DEA 1022. Provides hands-on instruction of sterilization of all instruments and equipment used in the practice of dentistry. Corequisite DEA 1022, DES 1100 and DEA 1300 or instructor's approval. Special fee charged. 8 hr. lab/Clinical Term I.

Lect Hrs=00 Lab Hrs=128 Othr Hrs=00

DEA 1130 Allied Dental Theory 4 semester hours

Designed to acquaint the student with basic body structures, functions and diseases which affect dental treatment. 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 covered. 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 the common office emergencies will be included. Prerequisite: DES 1020C and DES 1003 or instructor approval. Corequisite: DEA 1300C or instructor approval. 4 hrs. lec./Term II.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

DEA 1200 Practice 2 semester hours

Administration of the Dental Office

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 collection 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. Prerequisite: DEA 1022C and DEA 1000 or instructors approval. Corequisite: DEA 1800C or instructors approval. 2 hrs. lec./Term II.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

DEA 1300 Preventive Dentistry 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. Corequisite: DEA 1022C or instructor approval. 2 hrs. lec./Term I.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

DEA 1800 Clinical Practices and Procedures I 1 semester hour

Lecture series acquaints the student with the necessary background material and assisting procedures involved in each dental specialty. Prerequisite: DEA 1022C, DEA 1022 L or instructors approval. Corequisite: DEA 1800L. Special fee charged, see STUDENT FEES. 1hr. lec., 12 hrs. lab./Term II.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

DEA 1800L Clinical Practices and Procedures 3 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. Prerequisite: DEA 1022C, DEA 1100C and DES 1210C or instructors approval. Corequisite: DEA 1200 and DEA 1130 or instructors approval. Special fee charged, see STUDENT FEES. 1 hr. lec., 12 hrs. lab./Term II.

Lect Hrs=00 Lab Hrs=192 Other Hrs=00

DEA 1804 Clinical Practice II 6 semester hours

Practicum phase is a continuation of DEA 1800C 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. Special fee charged, see STUDENT FEE. Prerequisite: DEA 1800C, DES 1210C and DEA 1022C or instructors approval. Field experience. 30 hrs. minimum per week./Term IIIA

Lect Hrs=16 Lab Hrs=00 Other Hrs=1.6

DEA 1804L Clinical Practice II Lab 6 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. Special fee charges. See STUDENT FEES. Prerequisites DEA 1022, DEA 1022L, DEA 1800 and DEA 1800L. Corequisite DEA 1804. Field experience. 30 hrs. minimum per week term IIIA.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=192

DEA 1820 Expanded Functions I 3 semester hours

The course is designed to provide the basic knowledge and clinical practice necessary for the dental assisting student to perform the expanded functions permitted by the rules and regulations of the Florida State Board of Dentistry. Corequisite: DEA 1022C or instructors approval. Special fee charged, see STUDENT FEES. 3 hrs. lec., 1 hr. lab./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

DEA 1821 Expanded Functions II 1 semester hour

The course is designed to be a continuation of Dental Auxiliary Expanded Functions I. It will provide the basic knowledge and clinical practice necessary to perform the more complex expanded functions permitted by the Rules and Regulations of Florida State Board of Dentistry. Prerequisite: DEA 1820 and DEA 1820L or instructors approval. Corequisite DEA 1821L. 4 hrs. lab./Term II.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

DEA 1821L Expanded Function 2 Lab 1 semester hour

This course is designed to be a continuation of dental auxiliary expanded functions I. It will provide the clinical practice necessary to perform the more complex expanded functions permitted by the rules and regulations of Florida State Board of Dentistry. Prerequisite DEA 1820 and DEA 1820L or instructor's approval. Corequisite DEA 1821. Special fee charged. See STUDENT FEES. 3 hrs. lab./Term II.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

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. Prerequisite: DEA 1022C and DEA 1800C or instructors approval. Arranged hrs./Term II.

Lect Hrs=32 Lab Hrs=64 Othr Hrs=00

DES 1021 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. Corequisite: DES 1003 or instructors approval. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

DES 1100 Dental Materials 2 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. Special fee is charged, see STUDENT FEES. Corequisite: DES 1100L or instructors approval. 2 hrs. lec., 3 hrs. lab./Term I.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

DES 1100L Dental Materials (Lab) 1 semester hour

Laboratory portion of DES 1100. Proper manipulation and designed application in the practice of dentistry. Projects demonstrating proficiency in the technical applications and proper manipulation of specified dental materials will be required. Special fee charged. See STUDENT FEES. Corequisite DES 1100 or instructors approval. 1 1/5 hrs. lec./Term I.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

DES 1210 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. Corequisite: DEA 1022C or instructor approval. 2 hrs. lec., arranged lab./Term I.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

DES 1210L Dental Radiology (Lab) 1 semester hour

Laboratory portion of DES 1210. Proper techniques for exposing, processing, and mounting radiographs. Laboratory exercise demonstrating proficiency in these techniques will be required. Corequisite DES 1210 or instructors approval. 4 hrs. lab./Term I.

Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

DES 2300 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. Prerequisite: DEA 1022C, DEA 1000 and DEA 1300 or instructors approval. 1 hr. lec./Term IIB. Corequisite: DEA 1800C or instructors approval.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

DIETETIC TECHNOLOGY

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. Prerequisite: HUN 1201 9 hrs. wkly./Term II.

Lect Hrs=32 Lab Hrs=112 Othr Hrs=00

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 1220, APB 1221, APB 1224, APB 1225, Term I, II and IIIA.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

DIE 2222 Nutrition 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. Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. Prerequisite: DIE 2222, HUN 1201, DIE 2412. Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

DIE 2271 Nutrition Clinical Practice III	3 semester hours	Lect Hrs=16	Lab Hrs=00	Othr Hrs=00
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. Prerequisite: DIE 1270 and HUN 1201. 9 hr. wkly., term I.				
Lect Hrs=32	Lab Hrs=112	Othr Hrs=00		
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. Prerequisites: DIE 2271 and DIE 1270. 12 hrs. wkly. Term II.				
Lect Hrs=32	Lab Hrs=160	Othr Hrs=00		
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, corequisite: HUN 1201. Term I.				
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00		
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. 12 hrs. wkly. Term II.				
Lect Hrs=32	Lab Hrs=00	Othr Hrs=00		
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 hospital and extended care facilities are studied. Term I.				
Lect Hrs=32	Lab Hrs=00	Othr Hrs=00		
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. 12 hr. wkly. Term I.				
Lect Hrs=32	Lab Hrs=00	Othr Hrs=64		
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 break even analysis. Prerequisite: FSS 2304. 6 hrs wkly. Term II.				
Lect Hrs=32	Lab Hrs=00	Othr Hrs=64		
FSS 2307 Dietetic Seminar	1 semester hour			
Study of current nutrition problems and recent findings. Content designed to meet needs and interests of students. Prerequisite: HUN 1201. Term II.				
HSA 2111 Health Care Facilities and Delivery Systems	3 semester hours			
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00		
HUN 1201 Essentials of Nutrition	3 semester hours			
Study of nutritional science, the nutrient interrelationships and nutritional needs of persons at various stages of life cycle.				
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00		
HUN 1202 Essentials of Nutrition and Diet Therapy	3 semester hours			
Study of nutritional science, the nutrient interrelationships and the nutritional needs of persons at various stages of the life cycle. Particular emphasis will be placed on diet therapy in the modification of disease process. This course is open to all allied health students only or permission of the instructor. 3 hrs. lec. Term I, II and IIIA.				
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00		
ECONOMICS				
ECO 2001 Comparative Economic Systems	3 semester hours			
Survey of various world economic systems. Analysis will be made of the five economic systems which consist of Marxist Leninist, Social Democrat, Third World Socialist, Mixed Economics, and Capitalist Course Structure. Will consider individual decision making units and the functioning of the various economics as a whole.				
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00		
ECO 2013 Principles of Economics I	3 semester hours			
Introductory course in economic principles and analysis stressing macroeconomics. 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. 3 hrs. lec. Term I, II, and III.				
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00		
ECO 2023 Principles of Economics II	3 semester hours			
Extension of ECO 2013 stressing microeconomics. Deals 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. 3 hrs. lec./Term I, II and III.				
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00		
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 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. 3 hrs. lec./On Demand.				
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00		
ECS 2390 The Economy of Spain	3 semester hours			
An analysis of the Spanish Economic System. Topics studied include historical development, public and				

private sectors, agriculture and industry, and foreign trade relations. Offered in conjunction with the Semester-in-Spain program. Meets area 8 AA degree general education requirements.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EDUCATION

CHD 1320 Curriculum Planning for Early Childhood 3 semester hours

Content and methods of planning developmentally appropriate activities to enhance children's cognitive, social, emotional, physical and creative development. Lesson plan formats and daily scheduling will be covered. 3 hrs. Lecture./Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHD 1331 Creativity for Young Children 3 semester hours

The course offers an understanding of theory in children's art, music, and movement activities and their practical classroom application through process oriented and teacher directed activities.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHD 1334 Children's Literature & Language Arts 4 semester hours

The historical perspective will guide a study of qualitative books, e.g. fairy tales, folk tales, poems. The role of the teacher in the child's acquisition of communication skills will be investigated. Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHD 1338 Math and Science for the Young Child 3 semester hours

Designed to foster understanding of the development of mathematical thinking and the mental ability of the preschool child. The science portion will enable the pupil to become familiar with the concept and techniques of Sciencing. 3 hrs. lec./Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CHD 1940 Practicum IA 3 semester hour

Offers an opportunity to observe children in child care settings, gain understanding of their behavior and evaluate their environments. Term I.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=48

CHD 2441 Practicum II 3 semester hours

Facilitates practical experiences in techniques of early childhood education. Requires qualified supervision in a school, or center for preschool education. Prerequisite CHD 1940 Practicum I.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=48

CHD 2800 Administration and Management in Early Childhood Education 3 semester hours

This course will emphasize the design and operation of a preschool facility. Classroom exposure will emphasize and assess site selection, building design and supervision functions, equipping, activity planning and scheduling, finances and budgeting, assessing and recording, and marketing. Term IIIA.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EDF 1050 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 tests results; measurement programs; and the history and philosophy of the development of the

measurement movement in education. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EDF 2070 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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EEC 1200 Early Childhood Education 3 semester hours

This course reviews the history and present day aspects of early childhood programs for infants, toddlers, preschool, and after school children. Basic principles and foundations of early childhood education are covered. 3 hours lecture./Term I.

Lect Hrs=3 Lab Hrs=00 Othr Hrs=00

EEC 1603 Child Guidance 3 semester hours

This course provides child guidance and group management techniques to foster the development of self esteem, self control, and social skills in young children.

Lect Hrs=3 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ELECTRONICS TECHNOLOGY

CET 112C Digital Techniques 5 semester hours

The study and application of digital logic circuits. Topics include binary, octal and hexadecimal number systems, boolean algebra, Karnaugh mapping, Logic gates, flip flops and registers, applications in combinational and sequential logic systems. Extensive laboratory practice.

Lect Hrs=64 Lab Hrs=32 Othr Hrs=00

CET 1123C Microprocessors I 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. Prerequisite: ETE 1600C.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

CET 1317 Technical Programming 3 semester hours

The student will demonstrate a proficiency in BASIC language programming applied to the solution of problems in Electronics and Civil Engineering Technology fields, with a high degree of accuracy.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

CET 2131C Microprocessors II 5 semester hours

Analysis of 8 bit and 16/32 bit microprocessors and

- microcomputers, with emphasis on logic, timing and interfacing. The student will design logic and programs to interface memory and peripheral devices in a microprocessor based system. Programming the Motorola 68000 microprocessor is included in the course. Prerequisite: CET 1123C.
Lect Hrs=32 Lab Hrs=64 Othr Hrs=00
- CET 2133C Computer Technology I** 4 semester hours
This course will cover the microprocessor technology related to the 8086 family of microprocessors and microchips. The student will learn the architecture and instruction set and then use machine and assembly language programming to design and implement interfacing from a microprocessor-based system to peripheral devices such as used in instrumentation and engineering applications. Prerequisite: CET 2123C.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00
- CET 2186C Peripheral Devices** 4 semester hours
Analysis and design of interfacing hardware and software used in micro processor based systems. Includes operational characteristics of video displays, printers, plotters, key boards, pointing devices, disk controllers and instrumentation links for thermocouples, strain gauges, etc.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00
- ECM 2104 Calculus for Electronics** 4 semester hours
Introduction to differential and integral calculus and its application to the solution of problems involving electronic networks driven by time varying sources.
Lect Hrs=64 Lab Hrs=00 Othr Hrs=00
- EET 1015C D C Circuits** 5 semester hours
This is a first course in electric circuits. Upon completion of this course the student should demonstrate an understanding of the definitions and inter-relationships of voltage, current and power in circuits containing passive circuit elements and multiple sources. Pre or Co-requisite: MGF 1204 or MTB 1321.
Lect Hrs=64 Lab Hrs=32 Othr Hrs=00
- EET 1141C Linear Techniques I** 5 semester hours
Semiconductor principles, rectifier diodes, zener diodes, BJT amplifiers, negative feedback amplifiers, differential amplifiers, operational amplifier fundamentals, field effect transistors, small signal JFET amplifiers, MOSFET technology. Prerequisite: EET 1015C.
Lect Hrs=48 Lab Hrs=48 Othr Hrs=00
- EET 2004 Introductory Electronics** 3 semester hours
A survey course for non-electronics majors. Topics include DC/AC circuits, circuit components, active devices, linear and digital integrated circuits, amplifiers, rectifiers, logic circuits, and electronic communication systems.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- EET 2025C A C Circuits** 5 semester hours
Upon completion of this course the student shall demonstrate a knowledge of circuit analysis using alternating voltage sources, the behavior of resistive and reactive passive circuit elements and frequency and transient response. Pre-requisite: EET 1015; Co-requisite: MTB 1322.
Lect Hrs=64 Lab Hrs=32 Othr Hrs=00
- EET 2142C Linear Techniques II** 4 semester hours
Power amplifiers, thermal effects in semiconductors, thyristors, rectifier power supplies, voltage and current regulations, operational amplifier applications, special devices. Prerequisite: EET 1105C.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- EET 2143C Circuit Analysis** 4 semester hours
Analysis of multisource networks, both AC and DC, the application of various network reduction theorems, frequency response analysis, high pass, low pass and frequency selective filters, oscillator circuits, computer aided analysis of active and passive circuits. Prerequisites: EET 1025C, EET 1105C.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- EET 2353C Data Communications** 4 semester hours
The student will analyze and implement data communications systems including pulse amplitude and pulse width modulation and RS-232, RS-422, IEEE-488, Descriptions of BISTNC, HDLC and Local Area Networks will be included. Experiments will include UART, PAM, PDM and MODEM implementation. Prerequisite: CET 1123C.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00
- ETD 1324 Basic CAD** 3 semester hours
Introduction to Interactive graphics. Description of CAD Systems, advantages, applications, and operational skills with emphasis on developing a data base.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- ETD 1614C Electronic Drafting** 2 semester hours
The content includes lettering, electronic symbols, schematic and block diagrams, printed circuit diagrams and lay out procedures. 1 hr. lec. 3 hrs. lab. Term I, II, and IIIA.
Lect Hrs=16 Lab Hrs=48 Othr Hrs=00
- ETD 2350C Advanced CAD** 3 semester hours
A second course in CAD operations utilizing minn draft and auto CAD software and more advanced microcomputer hardware. Students are encouraged to do lab work in their own areas of specialization.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00
- ETE 2326C Electronic Communications** 4 semester hours
Upon completion of this course, the student will demonstrate knowledge of basic electronic communications systems, RF amplifiers and oscillators amplitude modulation, single side band modulation frequency, and phase modulation, pulse modulation, demodulation, digital communication methods and video displays. Prerequisite: EET 2143C. 2 hrs. lec. 2 hr. lab.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00
- ETE 2425C Data Communications** 4 semester hours
The student will learn to identify, analyze and implement data communications systems including pulse amplitude, pulse width, pulse code and frequency shift modulation. Standard systems analysis will include RS-232, RS-422, IEEE-488, and systems protocols for BISYNC, HDLC and local area networks. Laboratory experience will include UART interfacing, PAM, PDM implementation and modem experiments. Prerequisites CET 1123C.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00
- ETE 2761 Robotics Process Control One** 3 semester hours
Signal processing, transducers, review of bridge circuits, operational amplifiers (with emphasis upon filters), and signal processing. Applications of a wide variety of transducers in operational amplifier bridge circuits.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ETE 2762 Robotics Process 3 semester hours**Control II**

Electric motors (AC, DC stepper), speed and direction control, open loop control, servomechanisms: proportional, derivative and integral, control, industrial electronic control systems.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ETE 2763C Robotics 3 semester hours

Types of robotic movements, types of robots, robot control methods, sensory control, types of end adapters, degrees of freedom, applications of industrial robots. Laboratory experience on hydraulic, and electrical robots. Computer control applications are part of the laboratory experience.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

EMERGENCY MEDICAL SERVICES

EMS 1031 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. 36 hrs. lec., 12 hrs. lab./Term I, II and III.

Lect Hrs=32 Lab Hrs=16 Othr Hrs=00

EMS 1059 First Responder 3 semester hours

This course is designed to provide training in emergency medical care for those who are apt to be the first persons responding to an accident. Principles of basic emergency medical care with the use of minimal equipment and supplies is emphasized. Instruction covers the actions necessary to minimize patient suffering and prevent further injury. Topics include CPR at AHA Basic Rescuer level, common medical emergencies, shock trauma injuries, emergency child birth, environmental injuries, and introductory extrication. Training includes practical skills sessions. This is a required course for Fire Science, but it is an Allied Health class. Check catalog under Emergency Medical Technology or Allied Health for details. 32 hrs. of lec., 16 hrs. lab./Term II.

Lect Hrs=32 Lab Hrs=16 Othr Hrs=00

EMS 1119 Basic Training Courses/EMT 6 semester hours

This course is designed to prepare the Basic Emergency Medical Technician in accord with U.S. Dept. of Transportation curriculum and Florida State EMS guidelines. Includes an introductory survey of emergency medical services including medical legal/ethical aspects. Role of the EMT, CPR at the American Heart Association Basic Rescuer level, patient assessment, care of wounds and fractures, airway maintenance, medical and environmental emergencies, patient transportation, emergency childbirth, and basic extrication. Successful completion of EMS 1119, 1119L and 1431 provide eligibility for Florida State EMT certification examination. Defensive Driving Certificate. Admission to this course requires departmental approval. Co-requisites: EMS 1119L, 1431. 96 hrs. lec./Terms I, II and III.

Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

EMS 1119L Basic Training Courses/EMT 1 semester hour

Lab practice and testing of basic emergency medical technician skills included in the Department of Transportation EMT-Ambulance curriculum and Florida State EMS guidelines. Skills include CPR at AHA Basic Rescuer level, patient assessment, triage, airway maintenance, bandaging, splinting, MAST suit application, emergency childbirth, and basic extrication. Successful completion of co-requisites: EMS 1119, EMS 1119L, and EMS 1431 leads to eligibility to take Florida State EMT certification examination. Health and accident insurance is recommended. 32 hrs. lab./Terms I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

EMS 1381 EMT Recertification 2 semester hours

This course is 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. Successful completion of this course with a grade C or better leads to Florida State Recertification EMT. This course may also be used by those who wish to prepare for the Florida State EMT certification examination. 24 hrs. lec., 8 hrs. lab./Term I, II and III.

Lect Hrs=24 Lab Hrs=08 Othr Hrs=00

EMS 1431 Emergency Medical Technician Clinical 2 semester hours

Practical application of EMT clinical knowledge and skills under professional supervision. Provides for directed experiences in local hospitals and field observation/experience in emergency vehicles. Successful completion of EMS 1119, EMS 1119L, and EMS 1431 provides eligibility for Florida State EMT certification examination. Observation of autopsy required. Health and accident insurance recommended. Liability insurance required. 84 hrs. clinical/Term I, II and III.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=84

EMS 2219 Paramedic I 6 semester hours

First paramedic level course for the Florida certified emergency medical technician. Advanced life support material is based on the U.S. Department of Transportation paramedic modular curriculum and Florida State EMS guidelines. D.O.T. Modules 1 to 6 are covered. Topics include role and function of the paramedic, human systems and patient assessment, shock and fluid therapy, general pharmacology, respiratory, and cardiovascular emergencies. Prerequisites: EMS 1119, EMS 1119L, 1431. Certification as Florida State EMT required. Interview and/or testing and departmental approval needed for admission to this course. 96 hrs. lec./Term I, II and III.

Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

EMS 2219L Paramedic (Lab) 1 semester hour

Lab practice and testing of Advanced Life Support skills included in Department of Transportation 15 module Paramedic curriculum and Florida State EMS guidelines. Students are expected to have mastered EMT basic life support skills prior to this course. Skills include patients assessment, triage, fluid therapy administration, medication administration, use of airway adjuncts including esophageal and endotracheal intubation, EKG monitoring, arrhythmia interpretation, defibrillation and cardioversion techniques, and other resuscitation measures. Health and accident insurance recommended. 32 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

- EMS 2229 Paramedic II** 6 semester hours
 Second level paramedic course based on U.S. Dept. of Transportation paramedic modular curriculum and Fla. State EMS guidelines. D.O.T. Modules 7 to 15 covered. Topics include: central nervous system emergencies, trauma care, medical, obstetrical and gynecological emergencies, pediatric care and neonatal transportation, emergency care of the emotionally disturbed, theory of extrication and rescue techniques, telemetry and communication. Successful completion of EMS 2229, 2229L, and 2436 provides eligibility for Florida State paramedic certification examination. Prerequisites: EMS 2219, 2219L, 2435. Corequisites: EMS 2229L, 2436. 96 hrs. lec./Term I, II and III.
 Lect Hrs=96 Lab Hrs=00 Othr Hrs=00
- EMS 2229L Paramedic II** 1 semester hour
Lab
 Additional practice and testing of Advanced Life Support skills included in Dept. of Transportation 15 Module Paramedic curriculum and Florida State EMS guidelines. Emphasis is on management of selected patient care institutions include: trauma care, pediatric resuscitation measures, obstetrical, medical and psychiatric emergency care techniques and environmental injuries. Telemetry and radio communication usage stressed during patient care situations and disaster drill. Successful completion of EMS 2229, 2229L, and 2436 provides eligibility for paramedic State certification examination. Health and accident insurance recommended. 32 hrs. lab./Term I, II and III.
 Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- EMS 2311 EMT Leadership** 2 semester hours
 Introduces the student to basic supervisory skills and teaching skills through lecture and care presentation. Prerequisite: EMT and paramedic certificate courses. Corequisite: EMS 2421. 32 hrs. lec./Term II/On Demand.
 Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- EMS 2331 Air Transportation 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. Prerequisite: EMT paramedic certificate courses. 48 hrs. lec./Term I/On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- EMS 2361 Water Injury Management** 3 semester hours
 Provides theory and clinical experience in emergency management of aquatic injuries. Students must be certified divers. Prerequisite: EMT and paramedic certificate courses. 36 hrs. lec., 12 hrs. lab./Term III/On Demand.
 Lect Hrs=32 Lab Hrs=32 Othr Hrs=00
- EMS 2391 Paramedic Review Recertification** 3 semester hours
 This course is designed to review and update the graduate paramedic in the delivery of emergency medical services. The course will review U.S. Department of Transportation 15 Module Paramedic curriculum and cover current developments and changes in the EMS field. Successful completion of this course with a grade C or better enables the student to be recertified as a Paramedic in the State of Florida. Prerequisite: EMT and paramedic certification courses. 48 hrs. lec./Term I, II, and III.
 Lect Hrs=32 Lab Hrs=16 Othr Hrs=00
- EMS 2395 Topics in Emergency Medical Services** 1 semester hour
 This course is designed as a seminar in emergency medical care. Topics for the graduate paramedic and others interested in the delivery of pre-hospital emergency medical services. Seminar topics will review the U.S. Department of Transportation fifteen Module paramedic curriculum and cover current developments. Updates and changes in the EMS field. Course content may be submitted to the state of Florida EMS office as continuing education contact hours for paramedic and EMT recertification. 16 hrs. lec./On Demand.
 Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- EMS 2421 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. Professional liability insurance is required. Prerequisite: EMT and paramedic certificate courses.
 Corequisite: EMS 2311. 100 hr. clinical/Term II/On Demand.
 Lect Hrs=16 Lab Hrs=00 Othr Hrs=??
- EMS 2435 Paramedic I Clinical** 2 semester hours
 Beginning clinical course stressing Advanced Life Support skills for the paramedic student. Provides for directed supervised experiences in local hospitals and observation/experiences in emergency vehicles. Health and accident insurance recommended. Observation of autopsy may be required. Liability insurance required. 122 hrs. clinical/Term I, II and III.
 Lect Hrs=00 Lab Hrs=00 Othr Hrs=126
- EMS 2436 Paramedic II Clinical** 2 semester hours
 Second level paramedic clinical course stressing Advanced Life support skills for the advanced paramedic student. Provides for directed supervised experiences in local hospitals and observation/experiences in emergency vehicles. Health and accident insurance recommended. Liability insurance required. 122 hrs. clinical/Term I, II and III.
 Lect Hrs=00 Lab Hrs=00 Othr Hrs=134
- EMS 2458 Paramedic III Field Internship** 5 semester hours
 The field internship is a period of supervised experience on an (ALS) Advanced Life Support Vehicle. This course builds upon previous field/rescue experience obtained in Paramedic I & II clinical. The student obtains increasing patient care responsibilities as a working member of the EMS team under the direct supervision of a program-designated preceptor. There will be provisions for physician evaluation of the students progress in acquiring the desired competencies. The student must demonstrate patient care competencies in a pre-hospital emergency medical service environment in order to successfully complete the course. A grade of C or better provides eligibility to take the Florida State Paramedic examination. Pre-requisites: EMS 2254, 2254L, 2464, 2255, 2255L, 2465.
 Lect Hrs=16 Lab Hrs=00 Othr Hrs=96
- EMS 2511 Emergency** 3 semester hours

Respiratory Therapy

Instructs the student in the various modes of respiratory therapy applicable in the emergency situation including the use, indications, contraindications and complication of each. The operation, maintenance and safety consideration of the equipment used will be incorporated. Prerequisite: EMT and paramedic certificate courses. 48 hrs. lec./Term I/On Demand.

Lect Hrs=32 Lab Hrs=16 Othr Hrs=00

EMS 2512 Endotracheal Preceptor 3 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 orientations prior to assignment is mandatory. Professional liability insurance is required. Prerequisite: EMT and paramedic certificate courses. 16 hr. lec., 48 hrs. clinical/Term III/On Demand.

Lect Hrs=16 Lab Hrs=16 Othr Hrs=00

EMS 2513 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: certification courses or corequisite PSY 2012. 48 hrs. lec./Term II/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EMS 2514 Physical Assessment 3 semester hours

Will develop skills in the psycho-social history and physical assessment of the emergency patient. Prerequisite: EMT certificate courses. 48 hrs. lec., 12 hrs. lab./Term I/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EMS 2515 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 certificate courses. 48 hrs. lec., 12 hrs. clinical lab./Term II/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EMS 2517 Practicum Obstetrical Preceptor 3 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 ¶Hrse coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance is required. Prerequisite: EMT and paramedic certificate courses. 16 hrs. lec., 48 hrs. clinical/Term III/On Demand.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=48

EMS 2551 ACLS Provider Advanced Cardiac Life Support 1 semester hour

The ACLS provider course is specifically designed to prepare Paramedics, Physicians, Nurses and Allied Health specialists in recognition and intervention in the acute myocardial insult, for both adults and children. Curriculum centers around the understanding of acute myocardial infarction, invasive monitoring techniques, resuscitation, airway management, cardiac dysrhythmiz recognition, and treatment including appropriate pharmacological agents. Individuals successfully completing this course will be given American Heart

Association ACLS certification. Enrollment is limited with priority given to those needing ACLS certification for the State of Florida Paramedic recertification. Prerequisite: BLS-CPR, Paramedic, MD, RN, Respiratory Therapist or Demonstrated Needs. Corequisite: EMS 2391. 1 hr. lec.

Lect Hrs=06 Lab Hrs=14 Othr Hrs=00

ENGINEERING

EGN 1120C Engineering Drawing 3 semester hours

Graphics as a means of communication for engineers. This is accomplished through sketching, use of instruments, and knowledge of orthographic projection. Areas of proficiency include drawing to scale, plan reading, construction of auxiliary, and sectional views, construction of pictorials, knowledge of accepted practices and convention, and the use of tables for limits and fits. Corequisite: MAT 1033. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=48 Othr Hrs=00

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 instructors approval. Six hours weekly. On demand.

Lect Hrs=48 Lab Hrs=48 Othr Hrs=00

EGN 2311 Statics 3 semester hours

Forces on particles; equilibrium of a particle; moments of a force; couples; equilibrium of rigid bodies; centroids and centers of gravity; analysis of trusses, shear and moment diagram, friction, moment of inertia, Mohr's circle.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

BUILDING CONSTRUCTION AND CIVIL ENGINEERING TECHNOLOGY

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. 2 hrs. lec.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

BCN 1610 Building Construction Estimated 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. 2 hrs. lec.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

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. 2 hrs. lec.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

- 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. 2 hrs. lec.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- BCN 1930 Building Construction Special Topics** 2 semester hours
 An introductory survey course for the student presently working in the building construction industry. Subjects discussed include comprehensive study of the South Florida Building Code.
 Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- 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 for electrical equipment. Includes a study of specialty equipment such as solar heating.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- 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 and safety standards. The student is required to make quantity takeoffs from a set of plans to do pricing of labor and materials.
 Lect Hrs=16 Lab Hrs=48 Othr Hrs=00
- 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, i.e., group life and hospitalization, paid vacations, retirement benefits, profit sharing programs, etc. 2 hrs. lec.
 Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- BCN 2742 Contractor's License Preparation** 4 semester hours
 A study designed to prepare for the General Contractor's examination. State and Federal Laws, safety codes, building codes, construction methods and technology, and practical field knowledge leading to class I, II or III license. Special fee charged, see STUDENT FEES.
 Lect Hrs=64 Lab Hrs=00 Othr Hrs=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. 2 hrs. lec.
 Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- ETC 2410 Structural Design** 3 semester hours
 Simplified design of reinforced concrete structures including beams, columns, footing, retaining walls and pile foundations. Classification of soils and interpretation of borings from the standard penetration test.
 Prerequisite: ETG 2530 or equivalent. 3 hrs. lec.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- ETD 1111 Technical Drafting** 1 semester hour
 Course is designed to provide basic knowledge of the standard of mechanical drafting. Subjects covered include applied geometry, basic dimensioning, pictorial representations, auxiliary views, sections, conventions, intersections, developments, finish marks, surface symbols, tolerances, fits, allowances, screws, keys, pins, rivets and springs. The student learns to recognize and use the ASA standard welding symbols. Must be taken concurrently with ME 101 (Offered on Central and North campuses).
 Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- 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, lettering and familiarity with all sections of the South Florida Building Code. Student is required to provide his own drafting tools. College provides drafting tables and blueline print machine. Special fee charged, see STUDENT FEES. 1 hr. lec., 3 hrs. lab.
 Lect Hrs=16 Lab Hrs=48 Othr Hrs=00
- ETD 2122C Civil Drafting II** 3 semester hours
 Intermediate course in drafting with emphasis on detailing reinforced concrete and steel structures. Student is required to prepare complete contract drawings for a specific project. Fundamentals of graphical methods for stress analysis of trusses. Special fee charged, see STUDENT FEES. 1 hr. lec., 3 hrs. lab.
 Lect Hrs=16 Lab Hrs=48 Othr Hrs=00
- ETE 1223L Materials Testing Lab** 1 semester hour
 Introduction of A.S.T.M. procedures for testing concrete and steel, soils, and other building materials. This course should be taken concurrently with ETC 1250. 2 hrs. lab.
 Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- ETG 1110 Technical Measurements and Circulations** 2 semester hours
 Methods of obtaining data and its presentation; graphs, tables and formulae significant accuracy, percent error, mental approximations.
 Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- 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. 2 hrs. lec.
 Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- 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. 1 hr. lab.
 Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
- ETI 1411 Materials and Manufacturing Processes** 4 semester hours
 The study of industrial processes including milling, turning, grinding, and soldering and other means for joining materials. The course will also include some introductory concepts of NC machining.
 Lect Hrs=64 Lab Hrs=00 Othr Hrs=00
- ETI 2481C Robotics and Automated Material** 3 semester hours

The study of robots and automated material handling systems, both applications and management. Study will include principles of end-of-arm tooling design, economics, maintenance and safety. Lab work on a variety of robots.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

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.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SUR 2001 Surveying I 1 semester hour

The theory of construction of surveying including the use and care of surveying instruments. This course should be taken concurrently with SUR 2001L. 1 hr. lec.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

SUR 2001L Surveying I 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, batter boards, bench marks. This course should be taken concurrently with SUR 2001. 3 hrs. lab.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

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 laser, sonar, tellurometer and geodimeter equipment.

Lect Hrs=16 Lab Hrs=48 Othr Hrs=00

**ENGLISH
English/Composition**

ENC 0020 Fundamentals of Composition 4 semester hours

Designed for students who need a developmental course in composition emphasis on the study of the logical structure and support of exposition through the study of punctuation, grammar and the writing of sentences, paragraphs, and at least one 500 word theme. Recommended corequisite: REA 1105. Special fee charged. See STUDENT FEES. Credit for this course may not be used to meet degree requirements. 3 hrs. lec., 1 hr. lab. Term I, II, III.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

ENC 0080 Basic Review of Non-Transferable College English 4 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. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENC 1101 Composition 3 semester hours

A University parallel course in which the student is trained to write expository themes in various modes. Research methods are introduced and library orientation is required. Each student is encouraged to use the writing lab to strengthen writing skills. Placement in ENC 1101 is determined by assessment tests or successful completion of ENC 1000. A student must earn a grade of "C" or higher to meet the requirements of the Gordon Rule. Special fee charged, see STUDENT FEES.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENC 1102 Composition 3 semester hours

A composition course stressing structural and analytical writing, including narration and argumentation. Selected readings in prose, drama, and poetry supplement the course and provide additional topics for discussion and written assignments. Students use variety of research and investigative techniques to produce in depth documented papers on liberal arts subjects. Students must earn a "C" or better. Prerequisite: ENC 1101 with a "C" or higher. Students must pass either ENC 1102 or ENC 2210 to fulfill area 1 general education requirements for the AA degree.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENC 2210 Technical Report Writing 3 semester hours

A composition course stressing analytical writing for business, science and technology. Assignments include letters, memos, resumes, reports, proposals, and the use of graphics, tables, and figures. Students use a variety of research and investigative techniques to produce in depth documented papers on science, business or technological subjects. Students must earn a "C" or better. Prerequisite: ENC 1101 with a "C" or higher. Students must pass either ENC 1102 or ENC 2210 to fulfill area 1 general education requirements for the AA degree. Terms I, II, III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENG 1001 English 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. 3 hr. lec./on demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENGLISH/CREATIVE WRITING

CRW 1001 Creative Writing I 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. 1101 3 hrs. lec./Term I, and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CRW 1100 Fiction Writing 3 semester hours

Student writing as the basis for critical discussion with emphasis on analysis of the elements of fiction. Prerequisite: ENC 1101 or instructor approval. 3 hrs. lec./on demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CRW 1200 Magazine Writing 3 semester hours

Student writing as the basis for critical discussions with emphasis on analysis of the elements of article writing. Prerequisite: ENC 1101 or Instructors approval. On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CRW 1300 Poetry Writing 3 semester hours

Student writing as the basis for critical discussion with emphasis on analysis for the elements of poetry. Prerequisite ENC 1101 or instructor approval/on demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CRW 2002 Creative Writing Workshop II 3 semester hours

A continuing development of creative writing ability. Prerequisite: CRW 1001, CRW 1100, CRW 1300, or ENC 1200. 3 hrs. lec./on demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CRW 2006 Advanced Creative Writing Workshop 1 semester hour

A continuing development of creative writing ability. Students may work on independent writing projects and may take the course for five weeks 1 credit, ten weeks 2 credits, or fifteen weeks 3 credits. Prerequisite: CRW 2002 or by instructors approval. On demand. Directed independent study.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

CRW 2007 Advanced Creative Writing Workshop 2 semester hours

A continuing development of creative writing ability. Students may work on independent writing projects and may take the course for five weeks 1 credit, ten weeks 2 credits, or fifteen weeks 3 credits. Prerequisite: CRW 2002 or by instructors approval. On demand. Directed independent study.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

CRW 2008 Advanced Creative Writing Workshop 3 semester hours

A continuing development of creative writing ability. Students may work on dependent writing projects and may take the course for five weeks 1 credit, ten weeks 2 credit, or fifteen weeks 3 credits. Prerequisite: CRW 2002 or by instructors approval. On demand. Directed independent study.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENGLISH LITERATURE

AML 2012 Amer. Lit. 3 semester hours

Colon. to 1900
Selected masterpieces of American literature before 1900, including works of Hawthorn, Whitman, Melville, and Crane. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AML 2023 American Literature 3 semester hours

Selected masterpieces of American literature from 1900 on, including works of Faulkner, Frost, and Hemingway. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 18th century. With emphasis on Chaucer, Shakespeare, and Milton. Critical and documented papers required. 3 hrs. lec./Term I. 2 and 5 AA degree general education requirements.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 and 8 AA degree general education requirements. 3 hrs. lec./Term II. Critical and documented papers required.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENL 2330 Introduction to Shakespeare 3 semester hours

An introductory study of selected plays of Shakespeare—their origin, historical backgrounds, cultural contexts, literature quality, and critical evaluation—including the viewing of the BBC produced series of the plays and other films. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 1370 Literature of the Bible 3 semester hours

Readings of the Hebrew text; philosophical and exegetical analysis based on classical commentators, selections from early prophets. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2020 Introduction to the Short Story 3 semester hours

A discussion of contemporary social thought and problems included in the American and European short story. Audio-visual materials are used when appropriate and students are encouraged to suggest stories for reading and discussion. May include such authors as Poe, Updike, Hawthorne, Hemingway, O'Connor, and Bradbury. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2030 Great Ideas in Poetry 3 semester hours

A course in which students read poetry to learn ways to express love, happiness, sorrow, and other human emotions. Audio-visual materials are used, and guest speakers are invited. Students are encouraged to read poems and discuss poets of their choice. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2100 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. Meets area 2 and 5 AA degree general education requirements. Special fee charged, see STUDENT FEES. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2110 World Lit through Renaissance 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 and 8 AA degree general education requirements. 3 hrs. lec./Term I. Critical and documented papers required.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2120 World Lit Renaissance to Present 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, Piran-

dello, Ibsen, Camus, Hesse, and Lorca. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I and II. Critical and documented papers required.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2311 Literature of the Supernatural & SCI Fiction 3 semester hours

A course that prepares the students for the future through imaginative explorations of distant planets, future times, and supernatural forces. Audiovisual materials are used, and guest speakers may be invited. The variety of authors includes Asimov, Bradbury, and Heinlein. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2341 Mystery Fiction 3 semester hours

A discussion of mystery fiction by investigation of the plot, characters, settings, styles, motifs, and development of the most representative authors of detective, police procedural, spy, and mystery thriller fiction, including Poe, Christie, Doyle, Hammett, and others. Meets area 2, and 5 AA degree education requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2350 Afro-American Writers 3 semester hours

Fiction, nonfiction, 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, and 5 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2390 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, and 5 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2935 Seminar in Literature 3 semester hours

Literary topics of special interest to students. Such course offerings may be: Western Literature, the study of the great novels, or Ethnic Literature. Lectures class discussions may also include films. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2950 Travel Seminar in Literature 1 semester hour

A combination of classroom preparation plus travel. Variable content depending on areas to be visited. Prerequisite: Instructor's permission.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

LIT 2951 Travel Seminar in Literature 1 semester hour

A combination of classroom preparation plus travel. Variable content depending on areas to be visited. Prerequisite: Instructor's permission.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

LIT 2952 Travel Seminar in Literature 15 semester hours

A combination of classroom preparation plus travel. Variable content depending on areas to be visited. Prerequisite: Instructor's permission.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

LIT 2953 Travel Seminar in Literature 3 semester hours

A combination of classroom preparation plus travel variable content depending on areas to be visited. Prerequisite: instructor's permission.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

ENGLISH AS A SECOND LANGUAGE

ENS 1201 Phonetics of American English 3 semester hours

Designed to guide the student to mastery of basic english communicative skills. The approach is multisensorial involving listening, speaking, reading, and writing techniques of language acquisition with prime emphasis on phonemic production and vocabulary acquisition. May be transferred as an elective for the general education requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ENS 1202 Conversational English 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. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ESL 0141 Intermediate English 6 semester hours

Provides exercises in reading comprehension and the writing of sentences. English grammar, mechanics, and sentence structure will be emphasized. Emphasis is on writing sentences and simple paragraphs. Students who earn an A will move to ESL 1341. Special fee charged. See STUDENT FEES.

Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

ESL 0181 Introduction to Comprehension of the English Language 6 semester hours

A course in English for speakers of other languages. Provides exercises to improve students' oral and listening comprehension. Provides a simplified study of sentence patterns to improve the students' basic communication skills. Grammar will be taught through practical application. Special Fee charged. See STUDENT FEES. All students will move to ESL 1141.

Lect Hrs=96 Lab Hrs=13 Othr Hrs=00

ESL 1241 Developmental Composition I 3 semester hours

A review of sentence skills and paragraph structure taught in ESL 1141. Students are expected to master the writing of the basic paragraph modes, ending in the writing of a multi-paragraph composition, Special fee charged. See STUDENT FEES. Requirements to move to next level course: A or B to ENC 1101; C or D to ESL 1341; F — Repeat course.

Lect Hrs=48 Lab Hrs=13 Othr Hrs=00

ESL 1341 Developmental Composition II 3 semester hours

A continuation of ESL 1241. Designed for students who need additional work in perfecting the paragraph

writing skills. Emphasizes punctuation, grammar, sentence structure, and logical structure and support of exposition through the writing of sentences, paragraphs, and the multi-paragraph composition. Special fee charged. See STUDENT FEES. Requirements to move to next level course: All with passing grades to ENC 1101; F — Repeat.

Lect Hrs=48 Lab Hrs=8 Othr Hrs=00

FASHION DESIGN

CTE 1930 Principles of Clothing Construction 3 semester hours

Basic course, developing skills in wardrobe planning, pattern and fabric selection, machine usage, and construction techniques. Including their application in construction of apparel for personal use. Special facilities needed: Arrangements have been made to use the Nova/Davie Community School clothing lab at no charge.

Lect Hrs=15 Lab Hrs=15 Othr Hrs=00

FINANCE

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 your bank, investing savings, all forms of insurance, home ownership vs renting, investing in stocks and bonds, obtaining investment information, income taxes, social security and medicare, retirement planning and annuities, estate planning, wills, and trust. 3 hrs. lec./On Demand/Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FIN 2600 Finance of International Trade 3 semester hours

A general survey of international trade, transportation modes, cargo insurance and a review of special terminology. Explanation and description of the various terms of sale, used in overseas transactions. Export, pricing and quotations. Working with foreign exchange, Export and Import documentation and procedures. International payments, and collections, and documentary credits. Major sources of bank finance of international trade. Alternative financing techniques.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FIRE SCIENCE

FFP 1000 Introduction to Fire Science 3 semester hours

Course examines the evaluation of the modern fire department; careers in the fire service, public fire defenses, chemistry and physics of fire, fire hazard properties of materials, combustion, fire equipment, and other materials pertinent to the fire service. 3 hours lec./Term I, II & III.

*Any student who satisfactorily completed the State Standard Certification Requirements (200 hours) will automatically be awarded 3 semester hours in lieu of Introduction to Fire Science.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 1100 Fire Administration I 3 semester hours

An introduction into the comprehensive field of management in the fire service as it relates to fire

protection. The Fire Department itself, its relationship to the insurance industry, the professional community, the state and federal governments and an overview in respect to contemporary management, and planning concepts. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 1203 Fire Prevention: Theory and Application 3 semester hours

Fundamentals of Fire Prevention—A study of fire causes and effects, the Fire Prevention Bureau, laws, regulations and standards, sprinkler, and standpipe systems, detection, devices, contents, and its hazards, the inspection process, fire prevention enforcement, local decisions, fire investigations, records, and reports. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 1320 Fire Protection Through Building Construction 3 semester hours

Course examines objectives and criteria of South Florida Building Code requirements for various types of occupancies, classification by types of construction, building materials, fire resistant standards, egress, permits, inspections, and standards, and other pertinent material for building construction. 3 hrs. lec./Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2101 Fire Administration II 3 semester hours

A continuation of FFP 1100. An updated comprehensive look at the management aspects of fire prevention, inspection services, fire control, emergency medical and rescue services, budgets, personnel, labor relations, and the measuring and evaluation of Fire Department productivity. 3 hrs. lec./Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2130 Fire Department Supervision 3 semester hours

Study of superior-subordinate relationship, motivation, leadership, morale, discipline, work planning and other material related to supervision in the Fire Department. 3 hrs. lec./Term III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2150 Techniques of Instruction in the Fire Service 3 semester hours

Study of the instructor's role and responsibility, how to develop study habits, communication, human relations and concepts of learning and teaching, job analysis, identify teaching objects and demonstrate appropriate teaching methods, techniques, and performance evaluations. Course is required by the Florida Fire Fighters Standards Council for pre-office eligibility. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2240 Arson and Fire Investigation 3 semester hours

A study of the arson problems today (facts and figures), motives for arson, role of the fire department in arson suppression, chemistry of fire, determining origin and cause, and urban fires, automobile arson, explosions, the juvenile arson problems, interviews, notes, statements

and reports, interrogation and presenting the arson case in the courtroom. 3 hrs. lec./Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2402 Application of Fireground Tactics 3 semester hours

Fireground Tactics

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. 3 hrs. lec./Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2500 Hazardous Materials I 3 semester hours

Study of types of chemicals and processes, storage and transportation of chemicals, hazards of radioactive materials, precautions to be taken in fire fighting involving hazardous materials, laws of federal, state and local levels pertaining to such materials. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2501 Hazardous Materials II 3 semester hours

A continuation and expansion of FFP 2500 to include radioactive materials, corrosives, pesticides, rock propellants, and other related materials. Prerequisites: FFP 2500. 3 hrs. lec./Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FFP 2640 Fire Hydraulics 3 semester hours

Introduction to the study and characteristics of hydrostatics and hydrodynamics in the fire service. Basic hydraulic measuring units, facts, theories and formulas for problem solving.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FOOD SERVICE/HOTEL/MOTEL TECHNOLOGY

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. Term II. 2 hrs. lec., 2 hrs. lab.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 1 hr. lec./On Demand.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

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. Development of materials and their utilization in order to vary existing menus as well as to create new ones. On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FSS 1221 Volume Foods 3 semester hours

Upon completion, the student will be able to demonstrate his ability in preparing a full dinner, lunch menu, set dining room, exhibit knowledge in clean up and sanitation, as well as being able to determine a food cost and set a price to a desired food cost. 2 hrs. lec., 2 hrs. lab./Term I, II and III.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

FSS 1240 Classical Cuisine 3 semester hours

(Lecture and Demonstration)

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. 2 hrs. lec., 2 hrs. lab./On Demand.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

FSS 1287 Dining Room & 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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FSS 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 flambe 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. 2 hrs. lec., 2 hrs. lab./On Demand.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

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 selling price; cost control procedures for recipes and menus; precost, precontrol 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. Term I. 3 hrs. lec./On Demand.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

FSS 2614 Food & 3 semester hours

Beverage Merchandising

In 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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 supervisors. Five written reports commensurate with assigned duties are required. 1 hr. lec., 15 hrs. other/On Demand.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=240

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HFT 2600 Legal Aspects of Hotel/and Tourism Operations 3 semester hours

Nature and function of our legal system as it applies to tourism. Innkeeper-guest relationship, contracts, torts, civil rights and insurable risks are emphasized. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 1 hr. lec., 15 hrs. other/On Demand.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=240

FRENCH

FRE 1000 Elementary French Conversation 3 semester hours

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. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENT FEES. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FRE 1100 Beginning French I 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. 1 hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee is charged, see STUDENTS FEES. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

FRE 1101 Beginning French II 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. Meets area 5 and 8 AA degree general education requirements. Special fee is charged, see STUDENT FEES. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

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. Meets area 8 AA degree general education requirements. On Demand.

- Lect Hrs=0 Lab Hrs=0 Oth Hrs=336
- FRE 2200 Intermediate French I** 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 area 5 and 8 AA general education requirements. 3 hrs. lec./Term I/On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- FRE 2201 Intermediate French II** 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 complete intermediate year. Prerequisite: FRE 2200 or equivalent. Meets area 5 and 8 AA degree general education requirement. 3 hrs. lec./Term II/On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- FRE 2240 Intermediate French Conversation** 3 semester hours
Course may be taken in conjunction with FRE 2201 or FRE 2200 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 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. One hour language laboratory weekly. Special fee charged, see STUDENT FEES. Meets 8 AA degree general education requirements. 3 hrs. lec./On demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- FRE 2400 Advanced Composition and Conversation I** 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 an introduction to French literature. Prerequisite: FRE 2201 or its equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- FRE 2401 Advanced Composition and Conversation II** 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 and 8 AA degree general education requirements. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- FRW 2100 Studies in French Literature and Culture I** 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, 5, and 8 AA degree general education requirements. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- FRW 2101 Studies in French Literature and Culture II** 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. This course completes the year of advanced literature. Humanities credit. Prerequisite: FRW 2201 or equivalent. Instructor approval. Meets area 2, 5, and 8 AA degree general education requirements. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

GENERAL BUSINESS

- GEB 1011 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. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- GEB 2934 Current Business Practices** 3 semester hours
This course is designed for use as a vehicle for business students in the study of specific areas of business practices.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

GEOGRAPHY

- GEA 2000 World Geography of the Western World** 3 semester hours
Study of geographical characteristics, area relationships, and major problems of the Western world's component regions limited to Europe, North and South America, and the Caribbean. Meets area 5 and 8 AA general education requirements. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- GEO 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. Meets area 5 AA degree general education requirements. 3 lec. hrs./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

GEOLOGY

- GLY 1010 Physical Geology** 3 semester hours
Study of geologic 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. Three hours weekly. Meets area 4 or 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- 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. Special fee is charged, see STUDENT FEES. Term I, II and III.

Lect Hrs=0 Lab Hrs=0 Oth Hrs=0

GLY 1100 Historical Geology 3 semester hours

Study of the geologic record, including life forms, from precambrian to the present. Course embraces a study of geologic maps, orogenic history, stratigraphy and fossils. Some elementary field work is done. Meets area 4 A or 5 AA degree general education requirements. Special fee is charged, see STUDENT FEES. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=0 Oth Hrs=0

ISC 1141 Earth Science 3 semester hours

An introductory course in earth science, presented on TV, which stresses the relationship of civilization to events and phenomena occurring in geology, oceanography and meteorology.

Lect Hrs=48 Lab Hrs=0 Oth Hrs=0

ISC 1451 Global Systems Resources and Technology 3 semester hours

Most of the world's major problems, energy, food, population, environment, employment, crime etc. are problems involving systems, resources and technology. Increasingly the solution to these problems requires global perspectives. This course surveys the present and future for the world's resources. We are led to an understanding of how we got where we are and what is determining our future by use of one of the newest sciences, Cybernetics, the science of systems. Finally, we consider the relationship of human beings to technology in the present and in developing alternative futures.

Lect Hrs=48 Lab Hrs=0 Oth Hrs=0

GERMAN

GER 1000 Elementary 3 semester hours

German Conversation

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. One hour language laboratory weekly. Special fee charged, see STUDENTS FEES. Meets 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=0 Oth Hrs=0

GER 1100 Beginning German I 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. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENT FEES. 3 hrs. lec./Term I, II/On Demand.

Lect Hrs=48 Lab Hrs=0 Oth Hrs=0

GER 1101 Beginning German II 4 semester hours

Continuation of GER 1100. Further development of the basic skills. Selected readings. Prerequisite: GER 1100 or its equivalent. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENT FEES. 3 hrs. lec./Term II/On Demand.

Lect Hrs=48 Lab Hrs=16 Oth Hrs=0

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 the instructor. Meets area 8 AA degree general education requirements. On Demand.

Lect Hrs=48 Lab Hrs=0 Oth Hr=?

GER 2200 Intermediate German I 3 semester hours

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 and 8 AA degree general education requirements. 3 hrs. lec./Term I/On Demand.

Lect Hrs=48 Lab Hrs=0 Oth Hrs=0

GER 2201 Intermediate German II 3 semester hours

Emphasis on composition, comprehension and conversation. Interesting tour through German history, geography and literature. Aim of course 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 and 8 AA degree general education requirement. 3 hrs. lec./Term II/On Demand.

Lect Hrs=48 Lab Hrs=0 Oth Hrs=0

GER 2240 Intermediate German Conversation 3 semester hours

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 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: GER 1100, or GER 1101 or its equivalent. One hour language laboratory weekly. Special fee charged, see STUDENT FEES. Meets 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=0 Oth Hrs=0

GEW 2010 Studies in German Literature and Culture 3 semester hours

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 2200 or equivalent. Instructor approval. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=0 Oth Hrs=0

GEW 2011 Studies in German Literature and Culture 3 semester hours

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. Meets area 8 AA degree general education requirements. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=0 Oth Hrs=0

HEALTH RELATED PROFESSIONS (CONTINUING EDUCATION FOR)

NSP 2022 Health Assessment of the Adult Client 5 semester hours

This course focuses on assessment of the adult client as he or she fluctuates on the wellness-illness continuation. Techniques of physical assessment will be systematically taught in an illness head-to-toe approach. The skill of concisely recording the findings will also be included. 80 hrs. lec./Term I and II.

Lect Hrs=80 Lab Hrs=0 Oth Hrs=0

NSP 2107 Comparative 6 semester hours**Health Care Systems**

This course will provide an opportunity for health care professionals and educators to compare health care systems of other countries with that of the United States. Health care systems variations in patient care, education of health practitioners, facilities, and the role of international agencies will be studied.

Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

NSP 2365 Care of the 4 semester hours**Critically Ill Newborn**

Course content includes the differential diagnosis of and response to the major catastrophic conditions of the newborn infant. Emphasis is based on the premature infant who is born in a level I or II, facility. 72 hrs. lec./On Demand.

Lect Hrs=72 Lab Hrs=00 Othr Hrs=00

NSP 2470 Critical Care of the 5 semester hours**Pediatric Client**

This 5 credit course is designed to prepare the professional nurse to enter into practice in the pediatric intensive care setting. The program focuses on assessment skills of the various body systems, pharmacology, and nursing management of the critically ill child. Prerequisites: Current Florida Nursing license; BCLS; Basic Rescuer Certification.

Lect Hrs=80 Lab Hrs=00 Othr Hrs=00

NSP 2552 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 her art. Specific skills and competencies shall be developed in the use of equipment and methods of care. Guidelines shall be presented for 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. Certificate awarded upon successful completion. Registration is selective and open only to those persons who are eligible to take or have taken the licensing examination. This is for the professional nurse.

Lect Hrs=140 Lab Hrs=00 Othr Hrs=00

NSP 2700 Introduction to 5 semester hours**Critical Care Nursing**

This course is designed for the Registered nurse desiring to enter the area of critical care who is currently working in another area. It is not designed for nurses currently working in critical care. Included will be topics related to intensive nursing care of patients with pulmonary, neurological, cardiovascular, renal, and metabolic disorders as well as psychosocial needs of critically ill patients. Books required.

Lect Hrs=90 Lab Hrs=00 Othr Hrs=08

NSP 2715 Emergency Nursing 3 semester hours

This course has been developed to meet the needs of the nurse who wishes to function in the Emergency Care Area of practice. This basic course does not require prior ER experience. The theory course reviews all body systems as they relate to illness and injury. Books required. Corequisite: NSP 2715L EMERGENCY NURSING PRACTICUM.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

NSP 2715L Emergency Nursing 3 semester hours**Practicum**

This course will provide the health professional with an opportunity for practice of basic skills needed in emergency nursing care and application of theory in the laboratory in community emergency departments and medical services mobile vehicles. Corequisite: NSP 2715 EMERGENCY NURSING.

Lect Hrs=00 Lab Hrs=21 Othr Hrs=24

NSP 2770 Basic Perioperative 8 semester hours**Nursing**

This course is designed for the registered nurse with minimal or no operating room experience or the new graduate nurse interested in operating room nursing. The focus of the course is on the technical and professional aspects of Perioperative Nursing to prepare the nurse to function in an entry level capacity as part of the Operating Room Team. Books required. Corequisite: NSP 2770L BASIC PERIOPERATIVE PRACTICUM.

Lect Hrs=120 Lab Hrs=00 Othr Hrs=00

NSP 2770L Basic Perioperative 10 semester hours**Practicum**

This course is designed to provide laboratory practice and clinical experience for nursing in the operating room or community surgical centers or clinics. Corequisite: NSP 2770 BASIC PERIOPERATIVE NURSING.

Lect Hrs=50 Lab Hrs=00 Othr Hrs=212

NSP 2860 Refresher Nurse Update 5 semester hours

This course is designed to review current theory as it relates to nursing technology so the inactive R.N. may move with confidence into a staff nurse orientation and return to practice. The material presented will emphasize trends in nursing practice and education today, changes in the fundamental nursing skills necessary for effective nursing care in a variety of situations and provide a reasonable comprehensive review of the up-to-date nursing management of the adult medical-surgical patient. Books required. Corequisite: NSP 2860L REFRESHER NURSE PRACTICUM.

Lect Hrs=84 Lab Hrs=00 Othr Hrs=00

NSP 2860L Refresher Nurse 4 semester hours**Practicum**

This course will provide various laboratory and clinical experiences for the R.N. in providing patient care, performing nursing skills, team leading and exposure to nursing care in selective specialty areas. Corequisite: NSP 2860 REFRESHER NURSE UPDATE.

Lect Hrs=00 Lab Hrs=12 Othr Hrs=96

HEBREW

HBR 1100 Beginning Hebrew I 3 semester hours

Fundamentals of speaking and understanding, reading and writing. Classroom practice and exercises supplemented by language and laboratory sessions designed to develop confidence and a basic proficiency in modern Hebrew. Student is expected to continue with HBR 1111. One hour, language lab weekly is required. Meets area 5 and 8 AA general education requirements. Special lab fee is charged. 3 hrs. lec./Each Term/On Demand.

Lect Hrs=48 Lab Hrs=15 Othr Hrs=00

HBR 1101 Beginning Hebrew II 4 semester hours

Continuation of Hebrew 1110. Further development of the basic skills. Selected readings in the textbook. Prerequisite: HBR 1110 or its equivalent. One hour language lab weekly is required. Meets area 5 and 8 AA general education requirements. Special language

lab fee is charged. 4 hours of lecture/Each Term/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HBR 2200 Intermediate Hebrew I 3 semester hours
Continuation in the instruction of the most salient grammar principles plus introduction of new Idiomatic material. Writings and selected readings in modern Hebrew prose. Conversation at a more advanced level and pace. Prerequisite: HBR 1111 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hours lecture/Each Term/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HBR 2201 Intermediate Hebrew II 3 semester hours
Review of all basic grammar principles. Emphasis on relative fluency in speaking. Comprehensive reading and writing skills sharpened. Limited cultural and historical information studied in the target language. This course completes the intermediate college level course in modern Hebrew. Prerequisite: HBR 2110 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hours lecture/Each Term/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

HISTORY

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 1877. Nationalism and expansion. Origins and events of the Civil War. Meets area 3 or 5 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 Vietnam. 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. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AMH 2091 History of the Afro-American 3 semester hours

A survey of the Afro-American beginning with his arrival in colonial America until the present time. Emphasis will be placed on his economic, political and cultural development and his contributions to our present society.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

AMH 2420 Florida History 3 semester hours

A survey of Florida's history from Pre-European settlement to the present with emphasis on the unique features of this subtropical state, as well as its place in the general development of the United States as a whole. Among the topics covered: physical characteristics, Pre-Columbian Indians, European discovery and explorations; Spanish and English colonial periods; American purchase, the frontier territory, early statehood, role in the Confederacy; Reconstruction to 1876,

Bourbon Reaction and Progressive Rebellion, land grants, immigrants, railroads, and drainage; 20th century to 1950: land booms, world wars, depressions; 1950 to the present: economic diversification, accelerating population growth, demographic changes, multicultural immigration, ecological concerns; the future problems, challenges, opportunities. 3 hrs. lec./Term III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EUH 1000 Western Civilization 3 semester hours

A survey of Western Civilization from the Ancient Near East to the Seventeenth Century. Emphasis will be placed on the social, intellectual, political and cultural forces responsible for Western development. Meets area 3, 5, 8 AA degree general education requirements. May also be taken for honors credit. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EUH 1001 Western Civilization 3 semester hours

Continuation of EUH 1000 to World War I with emphasis on expansion of the West. Meets area 3, 5, 8 AA degree general education requirements. May also be taken for honors credit. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EUH 2050 History of Spain I 3 semester hours

The history of Spain as embodied in its literary, artistic, and social tradition. The major political, economic, and social forces in the nation's evolution before the 17th century.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

EUH 2051 History of Spain II 3 semester hours

Continuation of history of Spain I to present emphasis on social, political, and economic forces of contemporary Spain.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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, 5, and 8 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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, 5, and 8 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

WOH 2040 World in the 20th Century 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. Meets area 3,5,8 AA Degree General Education Requirements.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./Term III/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
HIS 2956 History Travel-Study 6 semester hours
 The same general description applies to this course as is given to the history travel-study offered for three semester hours. however, a longer itinerary to be visited will necessitate more extensive course requirements. Meets 8 AA degree general education requirements. 3 hrs. lec./Term III/On Demand.
 Lect Hrs=96 Lab Hrs=00 Othr Hrs=000

HONORS

IDS 1936 Honors 3 semester hours
Interdisciplinary Seminar
 Honors Interdisciplinary Seminar is open to students who have attended Broward Community College for at least one term and have met the requirements for admission to the Honors Program. Discussions on a subject chosen by the members of the seminar are led by instructors from various disciplines, as well as by experts from outside the college. 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 commentaries and annotated bibliographies is also required. 3 hrs. lec.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=000

IDS 2190 A Review of the 3 semester hours
Evolution of Tech. Social Thoughts
 Based on Jacob Bronowski's book and videotape. The Ascent of Man from the classical cultures of the Mediterranean to the modern industrial civilizations of Europe and America today, and examines the contribution of major figures in the various sciences. Scientific truth is emphasized over other sources of truth such as tradition or authority. The arts and sciences are accorded equal importance in reflecting those facilities of humanity that render us unique in the animal world. Offered during one term per academic year, usually Term I.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=000

ENC 1101 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. 3 hrs. lec.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=000

ENC 1102 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, 3 lec. hrs.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=000

At least one of the following Literature courses is offered during Term I and Term II of every academic year. Prerequisite: ENC 1101.

LIT 2110 HON World 3 semester hours
Literature I 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. 3 hrs. lec.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=000

LIT 2120 HON World 3 semester hours
Literature II 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. 3 hrs. lec.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=000

ENL 2013 HON British 3 semester hours
Literature I in Humanities
 Trace 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. 3 hrs. lec.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=000

ENL 2023 HON British 3 semester hours
Literature II 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. 3 hrs. lec.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=000

APB 1150 HON Modern 3 semester hours
Principles of Biology
 This course designed primarily for nonscience 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. 3 hrs. lec.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=000

PSY 2012 HON 3 semester hours
General Psychology
 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. 3 hrs. lec.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=000

At least one of the following History courses is offered during Term I and Term II of every academic year.

AMH 2010 HON History of 3 semester hours
the United States
 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 Civi War. 3 hrs. lec.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=000

AMH 2020 HON History of 3 semester hours
the United States
 One hundred years of U.S. history from the post-Civil War reconstruction period in the South to our involvement in South Vietnam. 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 United States as leader of the Free World. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
AMH 2091 HON History of the Afro-American 3 semester hours
 A survey of the Afro-American beginning with his arrival in Colonial America until the present time emphasis will be placed on his economic, political and cultural development, and his contributions to our present society. 3 lec. hours.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
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. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
EUH 1001 HON Western Civilization 3 semester hours
 Continuation of EUH 100 HON to present, will emphasis on expansion of the West. In all History courses, student papers and reports are required, as well as regular test. 3 hrs. lec.

***HUMANITIES**

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
HUM 2700 Humanities Travel Study 3 semester hours
 An examination of the styles and influence of music, art, theatre, religion, literature and philosophy in selected geographical areas. Course combines classrom preparation and foreign travel. Meets area 8 AA degree general education requirement.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
HUM 2701 Humanities Travel Study 6 semester hours
 An examination of the styles and influence of music, art, theatre, religion literature and philosophy in selected geographical areas. Course combines classroom preparation and foreign travel. Meets area 8 AA degree general education requirement.

Lect Hrs=96 Lab Hrs=00 Othr Hrs=00
 *Other humanities courses may be found in the departments of Art, Music, Philosophy, Religion and Theatre.

INSURANCE

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00
ECO 2032 Insurance 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). 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00
RMI 1001 Introduction to Risk and 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. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
RMI 2500 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 CLU Course HS 301).

Lect Hrs=51 Lab Hrs=00 Othr Hrs=00
RMI 2506 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 CLU Course HS 303). Recommended prerequisite or corequisite: RMI 2110.

Lect Hrs=51 Lab Hrs=00 Othr Hrs=00
RMI 2510 Principles of Risk Management and Insurance 3 semester hours
 This course includes the study of the risk management framework and procedures for identifying, evaluating property, income, liability, and personnel 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). 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00
RMI 2511 Personal Loss Exposures and Their Treatment 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). 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00
RMI 2512 Commercial Property 3 semester hours

Loss Exposures and Treatment
 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 which confront firms, and analyze those 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). 3 hrs. lec./On Demand.
 Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 2513 Commercial Liability Loss Exposures and Treatment 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 that confront firms, and analysis 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 workers' 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 the instructor. (Preparation for CPCU Course 4). 3 hrs. lec./On Demand.
 Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 2514 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). 3 hrs. lec./On Demand.
 Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 2515 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, corporation, 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). 3 hrs. lec./On Demand.
 Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 2517 Insurance Issues 3 semester hours

and Professional Ethics
 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 insurer's role in risk mgmt., 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 to the fact that Course 10 assumes a knowledge of the material in Courses 1 thru 9. 3 hrs. lec./On Demand.
 Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

RMI 2521 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, 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 or permission of instructor. 3 lec. hrs./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RMI 2522 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 or either RMI 2010 or RMI 2280; or permission of the instructor. Prerequisite: RMI 1001. 3 hrs. lec./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RMI 2523 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. 3 hrs. lec./On Demand.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RMI 2600 Agents & Solicitors Course 3 semester hours
 An introduction to insurance theory and insurance regulation, the standard fire policy, fire and allied lines coverages and elements of rating, dwellings risks, non-dwelling risks, business interruption forms. Torts and laws of negligence, principles of legal liability, basic concepts and elements of rating, family auto policy, basic auto policy, special auto package policy, comprehensive auto liability, garage insurance, Financial Responsibility

ity Law, Florida Auto Regulations Act, JUA. Principles of legal liability, types of liability, fundamentals of coverage, coverage forms, elements of rating history and development of workers' compensation, Florida's Workers' Compensation Law, employer's liability insurance, rating, crime, fidelity and surety, combination crime and fidelity, glass, health or disability, aviation, boiler and machinery, ocean marine. Inland marine, commercial multiple peril for motel-hotel apartment house, office mercantile, institutional, processing or service, industrial, optional coverages, Florida insurance rating law survey, and agency management and operation. Successful completion of this course meets the educational qualifications to sit for the General Insurance Agent's or Solicitor's State Licensing Exam. Prerequisite: RMI 1001 or permission of department head. 3 hrs. lec./On Demand.

Lect Hrs=272 Lab Hrs=00 Oth Hrs=00

RMI 2664 Advanced Life Insurance Marketing 4 semester hours

The use of generally accepted marketing principles is applied to the publicizing of life insurance policies.

Lect Hrs=65 Lab Hrs=00 Oth Hrs=00

ITALIAN

ITA 1000 Elementary Italian Conversation 3 semester hours

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. One hour language laboratory weekly. Special fee charged, see STUDENT FEES. Meets 8 AA degree general education requirements. 3 hrs. lec./On Demand. Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

ITA 1120 Elementary Italian I 3 semester hours

Elementary Italian: Fundamentals of speaking, understanding, reading, and writing.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

ITA 1121 Elementary Italian II 3 semester hours

Elementary Italian: Continuation of ITA 1120.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

JAPANESE

JPN 1100 Beginning Japanese I 3 semester hours

Fundamentals of speaking and understanding modern Japanese. Taught by self-instruction with tapes and with a Japanese mentor, and not by traditional methods, classroom and teacher. Two hours per week session with mentor is required.

Lect Hrs=45 Lab Hrs=00 Oth Hrs=00

JPN 1101 Japanese II 3 semester hours

Continuation of JPN 1100. Further development of the basic skills; selected readings. Prerequisite: JPN 1100 or its equivalent. Taught by self-instruction, with tapes, and with a Japanese mentor, and not by traditional methods, classroom and teacher. Two hours per week session with the mentor is required.

Lect Hrs=45 Lab Hrs=00 Oth Hrs=00

JPN 2200 Intermediate Japanese I 3 semester hours

Fundamentals of speaking and understanding modern Japanese. Taught by self-instruction with tapes, and with a Japanese mentor, and not by traditional methods (classroom and teacher). Student is expected to continue with JPN 2201. Two hours per week session with mentor is required.

JPN 2201 Intermediate Japanese II 3 semester hours

Continuation of JPN 2200. Further development of the basic skills: selected readings. Prerequisite: JPN 2200 or its equivalent. Taught by self-instruction with tapes, and with a Japanese mentor and not by traditional methods (classroom and teacher). Two hours per week session with the mentor is required.

Lect Hrs=30 Lab Hrs=00 Oth Hrs=00

JOURNALISM

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. 1 hr. lec. 2 hrs. lab./On Demand.

Lect Hrs=16 Lab Hrs=32 Oth Hrs=00

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 1101, and ability to type. 1 hr. lec., 2 hrs. lab./Term I, II and III.

Lect Hrs=16 Lab Hrs=32 Oth Hrs=00

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. 1 hr. lec., 2 hrs. lab./On Demand.

Lect Hrs=16 Lab Hrs=32 Oth Hrs=00

JOU 1420L Newspaper Practicum I 3 semester hours

Practical application of news writing and editing principles through work with college media. Prerequisite: JOU 1100 or permission of the instructor. 3 hrs. lab./Term I & II/On Demand.

Lect Hrs=00 Lab Hrs=48 Oth Hrs=00

JOU 1421L Newspaper Practicum II 1 semester hour

Continuation of JOU 1420. Prerequisite: JOU 1420 or permission of the instructor. 3 hrs. lab./Term I & II/On Demand.

Lect Hrs=00 Lab Hrs=48 Oth Hrs=00

JOU 1422L Newspaper Practicum III 2 semester hours

Continuation of JOU 1421L. Practical application of newspaper principles: copy editing, page layout, typesetting, headline writing, picture cropping rewriting, copy preparation through work with the college newspaper. Prerequisite: JOU 2200 and JOU 1420L or permission of the instructor. 6 hrs. lab./Term I & II/On Demand.

Lect Hrs=00 Lab Hrs=72 Oth Hrs=00

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 1100 or permission of the instructor.

uisite: JOU 1207, or JOU 2600, or JOU 2203, or ENC 1613, or ART 1201, or permission of the instructor. 3 hrs. lab./Term I & II/On Demand.
 Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

JOU 1441L Magazine Practicum II 1 semester hour
 Continuation of JOU 1440. Prerequisite: JOU 1440, or permission of the instructor. 3 hrs. lab./Term I & II/On Demand.
 Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

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. 1 hr. lec., 2 hrs. lab./On Demand./Term II.
 Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

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. 1 hr. lec., 2 hrs. lab./On Demand.
 Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

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. Term I & II/On Demand.
 Lect Hrs=48 Lab Hrs=32 Othr Hrs=00

MMC 1000 Intro to Mass Communication 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. 1 hr. lec., 2 hrs. lab./Term I and II/On Demand.
 Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

LANDSCAPE TECHNOLOGY

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. Lab consists of REQUIRED weekend field trips. 3 hrs. lec., 2 hrs. lab./Term III-A.
 Lect Hrs=48 Lab Hrs=32 Othr Hrs=00

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. Two three-hour labs per week. Field trips will be required. Term II.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

HOS 1930 Native Plants I 2 semester hours
 The identification of approximately 75 of the plants native to South Florida. The application of their ecological, esthetic and economic value in Broward County will be stressed. Classroom and field lectures. Term IIB.
 Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

ORH 1003 Horticultural Biology 3 semester hours
 An introduction to the disciplines involved in the Broward field of horticulture. Plant and animal taxonomy, morphology, anatomy and their fundamental processes as they relate to plant growth, pests, production maintenance, and planting will be stressed. 3 hrs. lec./Term I.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ORH 1003L Horticultural Biology Lab 1 semester hour
 This two-hour lab supports the lecture of ORH 1003 and is required for all landscape technology students. Lab content is practical and oriented to existing situations encountered in the various horticultural professions and is primarily an overview of the plant and animal kingdom with specific attention given to groups important to horticulture.
 Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

ORH 1101 Common Florida Plants 3 semester hours
 Identification and landscape use of approximately 200 species of common Florida exterior and interior plants. Designed for individuals who wish to rapidly increase their plant knowledge. Field trips required. Cannot be applied towards an A.S. degree. Term IIIA. Two four hour lectures per week for 6 weeks with one REQUIRED field trip.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ORH 1510 Landscape Plant Identification I 4 semester hours
 Palms, shrubs, vines and trees commonly used in South Florida landscapes, approximately 200 species and varieties will be covered with in-depth discussion of landscape use, propagation related plants, pests and appropriate plant combinations in design situations. One hour lecture and three-hour lab weekly with occasional field trips. Term I.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

ORH 1511 Landscape Plant Identification II 4 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 three-hour lab weekly with occasional field trips. Term II.
 Lect Hrs=64 Lab Hrs=00 Othr Hrs=06

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. It may be used as an elective in A.S. degree program. 1 hr. lec., 4 hrs. lab./Term III-A.
 Lect Hrs=16 Lab Hrs=64 Othr Hrs=00

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 case and operation of turf equipment and turf pests. Three lecture hours weekly with 2 REQUIRED field trips. Term II. Can be used as elective in A.S. Degree program.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=08
- ORH 2512 Landscape Plant Identification 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 classroom meetings. Two six-hour weekend field trips. Term I.
Lect Hrs=48 Lab Hrs=12 Othr Hrs=00
- ORH 2820 Horticultural Practices II** 3 semester hours
Part I: An introduction to the principles, design and operation of irrigation systems as it applies to residences and nurseries. Water requirements, supply, distribution and drainage will be included. Part II: The operating principles, and maintenance and trouble-shooting of small engines. Part III the evaluation, selection and maintenance of larger nursery and landscaping equipment. The course consists of a two-hour lecture and one two-hour lab per week. Term I.
Lect Hrs=00 Lab Hrs=96 Othr Hrs=00
- ORH 2829 Intro to Landscape Design** 2 semester hours
This course supplies the student with on-site experience in evaluating the various parameters affecting the design problem. Topics covered include instruction in drafting, survey and plan reading, basic design theory. Costing, pricing and bid procedures further enable the student to complete the groundwork for Basic Landscape Design Theory. Prerequisites: ORH 1510, ORH 1511, or equivalent experience. Term IA.
Lect Hrs=08 Lab Hrs=16 Othr Hrs=32
- ORH 2830 Basic Landscape Design Theory** 2 semester hours
Introduction into spatial concepts, area manipulation and cogent use of plant materials through the use of design projects and individual instruction. This course is necessary background if the student is to make full use of Landscape Design. Prerequisites: ORH 1510, ORH 1511, ORH 2829 or equivalent experience. Term IB.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
- ORH 2831 Landscape Design** 4 semester hours
Allows the student to refine conceptual abilities and practical methodology. Advanced techniques in drafting, presentation and pricing are taught through the use of take home projects and classroom exercises. Access to basic drafting equipment is required. Two three-hour labs per week and two field trips. Prerequisites: ORH 1510, ORH 1511, ORH 2829, ORH 2830 or permission of department chairman. Two hour lecture and one two-hour lab per week. Term II.
Lect Hrs=00 Lab Hrs=96 Othr Hrs=00
- ORH 2841 Landscape Installation** 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. Two working field trips are required. Term II.
Lect Hrs=38 Lab Hrs=10 Othr Hrs=00
- ORH 2862 Landscape and Turf** 3 semester hours
- Business Administration**
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. Three lecture hours weekly. Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- ORH 2890 Horticultural Seminar** 1 semester hour
Analysis of selected current problem areas in horticulture and related subjects. Term I.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- 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.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=?
- 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.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=?
- PLS 2600 Weed Identification & 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 preventative maintenance of pest control equipment will also be discussed. Two four hour lectures for 6 weeks. Term III-A.
Lect Hrs=48 Lab Hrs=06 Othr Hrs=00
- 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. Three lecture hours weekly with occasional field trips. Term I.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00
- 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. Three lecture hours weekly with occasional field trips. Term II.
Lect Hrs=38 Lab Hrs=10 Othr Hrs=00

LEGAL ASSISTING

- PLA 1058 Civil & Criminal Procedures** 3 semester hours
This course will emphasize the court system and the litigation procedures in the State of Florida. Aspects of civil and criminal litigation will be studied, including preliminary interviews with clients, investigation and marshalling of facts, drafting of all pleadings, and motion practice.
Lect Hrs=54 Lab Hrs=00 Othr Hrs=00
- PLA 1104 Law Library/Research** 3 semester hours
This course will provide the student with information on how to research and to write legal documents for

both trial and appellate work. An in-depth examination of the law library and legal research techniques will be emphasized. Various locations will be used for instructional purposes. 3 hrs. lec./Term I or On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PLA 1273 Torts Liabilities and Claims 3 semester hours

In this course the student will become familiar with the basic concepts of tort law. Discussion will involve liability of the individual in addition to specified acts committed.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PLA 1303 Criminal Litigation 3 semester hours

This course is designed to provide students with an understanding of the criminal justice system. Students will be exposed to both substantive and procedural aspects of criminal law. Course objectives are to provide legal assistant students with a working knowledge of the nature of different crimes and the potential charges and penalties involved, as well as, to familiarize the student with pre-trial procedures, discovery, plea bargaining process & the problems involved in the conduct of trial proceeding.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PLA 1435 Corporations 3 semester hours

This course provides an in-depth study of corporations, and types of corporations, articles of incorporation, by-laws, shareholders' agreements and voting rights, management structure, directors' powers, voluntary and involuntary dissolutions. Also included is a discussion of non-profit corporations and professional associations. 3 hrs. lec./Term I or On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PLA 1803 Domestic Relations 3 semester hours

This course is a study of such topics as divorce, separation, custody, legitimacy, adoption, name change, support, court procedures, separation agreements and property disposition. 3 hrs. lec./Term I/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PLA 2003 Intro Legal Assistant 3 semester hours

This course provides an overview of the training and duties of the legal assistant/paralegal. Also included is a discussion of legal terminology, research techniques, and pertinent litigation documents. 3 hrs. lec./Term I.

Lect Hrs=45 Lab Hrs=00 Othr Hrs=00

PLA 2114 Legal Writing and Drafting 3 semester hours

This course is required for all program degree candidates. Students will concentrate on familiarizing themselves with the grammar language and the format of legal documents. Emphasis will be on writing inter-office memoranda after completing any necessary legal research. Other documents such as business letters, briefs, pleadings and contracts, will be introduced. Prerequisite: LEA 1011. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PLA 2504 Procedures for Real Estate Title Closing 3 semester hours

This course will provide students with basic concepts of the law of real property. Students will study the terms of the sales contract, the actions necessitated by the contracts, legal descriptions of real property, the completion of all forms necessary, including instruments required by law to be recorded, and the techniques of working with clients. Equivalent to REE 2440. Term I/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PLA 2603 Probate Practice 3 semester hours

This course is 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 are included. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PLA 2940 Legal Assisting Practicum 6 semester hours

This course is designed to coordinate the knowledge and skills developed in the required courses by providing practical work experience. The student will work (180) hours under the supervision of an attorney in the legal field. Prerequisites: All required courses in the Legal Assisting Program and approval of the Program Coordinator.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=180

MANAGEMENT

MAN 2015 Management 3 semester hours

This course will cover the application of general management principles to the insurance industry and includes an introduction to management information systems. Organizational design, planning, control, motivation, leadership, group behavior, communications, and decisions 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). 3 hrs. lec./On Demand.

Lect Hrs=54 Lab Hrs=00 Othr Hrs=00

MAN 2021 Introduction to Management 3 semester hours

Reflects current theory and research in stressing the concepts, and analysis of principal 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 for basic management courses. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAN 2601 International Business Environment 3 semester hours

A basic course in International Business Theory and Practice. The course is designed to provide the student with a sound working knowledge of the requirements of the international manager. In addition, the student will be made aware of factors that will impact the manager outside of the known cultural environment.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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).

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MARKETING

MAR 1011 Principles of Marketing 3 semester hours

An introductory course that deals with the marketing management process. Special topics include the marketing manager's role in a market-directed economy, marketing objectives, strategic planning, and developing marketing mixes for target market segments. Material is presented as it relates to the four "ps" of marketing; promotion, product, place and price.

As a learning activity students will prepare case study analysis of businesses such as manufacturers, wholesalers, retailers and service businesses. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 1302 Advertising 3 semester hours

An introduction to promotional strategy and how marketing communications are employed to accomplish marketing objectives. Focuses on how product features/benefits can be translated into promotional appeals that will influence customer purchasing behavior. Special topics include promotional objectives, product positioning, selecting media, creative analyses, budgeting and measuring promotional effectiveness. As a learning activity, all students will prepare a promotional program

for a product, business, or nonprofit organization. 3 hrs. lec./Term I & II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 1930 Seminar I: 3 semester hours

Marketing in Perspective

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 2240 International 3 semester hours

Marketing

This course examines basic marketing principles as they relate to business in an international setting. Emphasis is placed on the role of the international marketing manager in the development of marketing strategies for a variety of markets in diverse cultural and economic situations. Students will gain insight into the decision-making process in the areas of foreign market analysis, target market identification, product planning, promotion, and channels of distribution. This course will be taught at the college not overseas.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 2931 Seminar II: 3 semester hours

Research in Marketing

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.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 2932 Seminar III: 3 semester hours

Marketing Management

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. Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAR 2955 International 3 semester hours

Current Business Practices

Upon completion of the course, the student will have a broad conceptual viewpoint of international business activity in areas such as finance, marketing and production and manufacturing techniques. The student will understand the nature and purposes of business activities between nations. The student will understand the concepts of the multi national corporation and its importance in the world marketplace. The student will also understand the various environmental concepts in places overseas. These concepts will be emphasized in some cases by actual visits to foreign business enterprises. The student will understand the differences in business policies from country to country and the relationships of these policies as they result in business activity between nations.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=32

MAR 2956 International 3 semester hours

Marketing Overseas

This course examines basic marketing principles as they relate to business in an international setting. Emphasis is placed on the role of the international marketing manager in the development of marketing strategies for a variety of markets in diverse cultural and economic situations. Students will gain insight into the decision

manager process in the areas of foreign market analysis, target market identification, product planning, promotion, and channels of distribution. This course is taught overseas.

Lect Hrs=16 Lab Hrs=00 Oth Hrs=32

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

MATERIALS MANAGEMENT

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 that are implicit in this aspect of material management operations. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

MNA 1506 Advanced Material Requirements Planning 3 semester hours

Course is designed to develop a series of advanced logical techniques for scheduling and controlling production and inventory, including the necessary data base and tools of management.

MNA 1590 Master Planning & Forecasting for Material Management 3 semester hours

Course develops an understanding of the concepts of master planning and forecasting material requirements. Content includes statistical and other forecasting techniques, simulation, mathematical techniques and the use of computers in forecasting.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

MNA 1591 Principles of Material Managers 3 semester hours

Course will develop an understanding of the dynamics of managing and controlling inventory in a constantly changing industrial and commercial environment. Topics include fundamentals of inventory management, materials control, planning production, controlling input/output and production capacity, designing and managing the production control system.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

MNA 2601 International Business Environment 3 semester hours

A basic course in International Business Theory and practice. The course is designed to provide the student with a sound working knowledge of the requirements of the international manager. In addition, the student will be made aware of the factors that will impact the

manager outside of the known cultural environment.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

MATHEMATICS

MAC 1132 Pre-Calculus Mathematics I 3 semester hours

The first course of a two semester sequence designed to prepare students for Calculus. The study of functions is the central theme throughout the course. Topics include polynomial, exponential, logarithmic, inverse, and rational functions, systems of equations, matrices, determinants, and conics. Prerequisite: MAT 1033 with a grade of "C" or better or one year of any of the following high school courses with a grade of "C" or better: precalculus, trigonometry, analytical geometry, analysis, elementary functions, or calculus. Meets 3 credits toward the general education (4B or 5) A.A. degree requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

MAC 1133 Pre-Calculus Mathematics II 3 semester hours

A continuation of the functional approach of Pre-Calculus I. Topics include circular and trigonometric functions, analytic trigonometry, complex numbers, binomial theorem, sequences and series. Credit will not be given for both this course and MTB 1322. Prerequisite: MAC 1132 with a grade of "C" or better or recommendation of the Mathematics Department. Meets 3 credits towards the general education (4B or 5) A.A. degree requirements. 3 hrs. lec./Term I, II & III.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

MAC 2301 Calculus and Analytic Geometry IA 3 semester hours

Topics from analytic geometry, functions, limits, continuity, derivatives and their applications. Completion of MAC 2301 and MAC 2302 corresponds to completion of MAC 2311, Calculus and Analytic Geometry I. Prerequisite: MAC 1133 with a grade of "C" or better, or recommendation of the Mathematics Department. Meets 3 credits of the general education (4B or 5) AA degree requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

MAC 2302 Calculus and Analytic Geometry IB 3 semester hours

Topics including transcendental functions, antiderivatives and definite integrals. Completion of MAC 2301 and MAC 2302 corresponds to completion of MAC 2311, Calculus and Analytic Geometry I. Prerequisite: MAC 2301 with a grade of "C" or better. Meets 3 credits of

	the general education (4B or 5) AA degree requirements. 3 hrs. lec./Term I, II and III.	Non-transferable. 3 hrs. lec./Term I, II and III.	
	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	
MAC 2303 Calculus and Analytic Geometry IIA	3 semester hours	MAT 0002L Pre-Algebra Lab	0 semester hours
Topics including techniques of integration, conics, polar coordinates, indeterminate forms and proper integrals, and infinite series. Completion of MAC 2303 and MAC 2304 corresponds to completion of MAC 2312, Calculus and Analytic Geometry II. Prerequisite: MAC 2302 or MAC 2311 with a grade of "C" or better. Meets 3 credits towards the general education (4B or 5) AA degree requirements. 3 hrs. lec./Term I, II and III.	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	Lect Hrs=00 Lab Hrs=16 Othr Hrs=00	
MAC 2304 Calculus and Analytic Geometry IIB	3 semester hours	MAT 0024 Developmental Algebra I	4 semester hours
Topics include parametric equations, improper integrals, three dimensional surfaces, multivariate functions and multiple integrals. Prerequisite: MAC 2303 with a grade of "C" or better. Meets 3 credits towards the general education (4B or 5) AA degree requirements. 3 hrs. lec./Term I, II and III.	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	A course to help students learn the basic algebra needed for college level mathematics courses. The student will learn how to apply his or her knowledge of arithmetic and algebra to many problems. The course includes many of the college level academic skills in algebra. Elective credit will be granted upon successful completion of this course. Prerequisite: Knowledge of pre-algebra. Credit for this course may not be used to meet degree requirements. 3 hrs. lec. Term I, II and III.	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
MAC 2311 Calculus and Analytical Geometry I	6 semester hours	MAT 0024L Developmental Algebra	0 semester hours
See description of content listed for MAC 2301 and MAC 2302. Prerequisite: MAC 1133 with a grade of C or better, or recommendation of the Mathematics Department. Meets 6 credits of the general education (4B or 5) AA degree requirements. 6 hrs. lec. Term I and II.	Lect Hrs=96 Lab Hrs=00 Othr Hrs=00	Lect Hrs=00 Lab Hrs=16 Othr Hrs=00	
MAC 2312 Calculus and Analytical Geometry II	6 semester hours	MAT 1033 Intermediate Algebra	3 semester hours
See description of content listed for MAC 2303 and MAC 2304. Prerequisite: MAC 2302 or MAC 2311 with a grade of "C" or better. Meets 6 credits of the general education (4B or 5) AA degree requirements. 6 hrs. lec./Term I and II.	Lect Hrs=96 Lab Hrs=00 Othr Hrs=00	An intermediate course in algebra emphasizing operations with algebraic symbols, solution of equations, functional relationships, graphs, verbal problems, and selected additional topics. This course completes coverage of the college level academic skills in algebra. Prerequisite: High School Algebra II with a grade of "C" or better or completion of MAT 1013 or MTB 1321 with a grade of "C" or better. Credit will not be granted for both this course and MTB 1321. This course satisfies 3 credit hours towards the general education (4B or 5) AA degree requirements. 3 hrs. lec./Term I, II and III.	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
MAP 2302 Differential Equations	3 semester hours	MGF 1202 College Mathematics	3 semester hours
Topics including the classification and solution of equations involving variables and their derivatives, with numerous applications. Prerequisite: MAC 2312 or MAC 2304 with grade of "C" or better. Meets 3 credits of the general education (4B or 5) AA degree requirements. This course may be taken for honors credit with permission of the instructor. 3 hrs. lec./On Demand.	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	This is a general education course which includes the College Level Skills not included in the courses MAT 0002, MAT 0024 and MAT 1033. The course will include topics in logic, computer literacy, geometry, graphing on the coordinate plane, probability, and statistics. The course satisfies three hours of the mathematics requirements for the A.A. degree. Prerequisites: MAT 0002 and MAT 1013 or sufficient scores on Placement Tests. MAT 1033 is highly recommended as a prerequisite. 3 hrs. lec./Term I, II and III.	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
MAS 2103 Linear Algebra	3 semester hours	MGF 1204 College Mathematics Part I	1 semester hour
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 1132 with a grade of "C" or better and recommendation of the Mathematics Department. Meets 3 credits of the general education (4B or 5) AA degree requirements. This course may be taken for honors credit with the permission of the instructor. 3 hrs. lec./On Demand.	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	This course is one of three one-hour courses in general education mathematics which may be taken in any sequence as an alternative to the three hour College Mathematics (MGF 1202). The course includes topics in logic and computer literacy. Completion of MGF 1204, MGF 1205 and MGF 1206 satisfies the same general education requirements as MGF 1202. See MGF 1202 for prerequisites. 1 hr. lec./On Demand.	Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
MAT 0002 Pre-Algebra	4 semester hours	MGF 1205 College Mathematics Part II	1 semester hour
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, to develop problem solving skills and improve basic arithmetic and algebraic skills. This course includes college level academic skills in arithmetic and geometry.	Lect Hrs=48 Lab Hrs=00 Othr Hrs=00	This course is one of three one-hour courses in general education mathematics which may be taken in any sequence as an alternative to the three-hour course. College Mathematics (MFG 1202). The course includes topics in geometry. Completion of MGF 1204, MGF 1205, and MGF 1206 satisfies the same general education requirements as MGF 1202. See MGF 1202 for prereq-	

uities. 1 hr. lec./On Demand.
 Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MGF 1206 College Mathematics 1 semester hour
Part III
 This course is one of three one-hour courses in general education mathematics which may be taken in any sequence as an alternative to the three-hour course, College Mathematics (MGF 1202). The course includes topics in probability and statistics. Completion of MGF 1204, MGF 1205 and MGF 1206 satisfies the same general education requirements as MGF 1202. See MGF 1202 for prerequisites. 1 hr. lec./On Demand.
 Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MTB 1320 Math Topics for Nurses 1 semester hours
 This course provides an intensive review of mathematics operations involving fractions, decimals, percents, ratios and proportions, Units and measures in apothecaries, metric, and household systems are also discussed with a major emphasis upon application for the calculation of both oral and parenteral drug dosages. 1 hr. lec./On Demand.
 Lect Hrs=16 Lab Hrs=00 Othr Hrs=02

MTB 1321 Technical Mathematics I 3 semester hours
 This is the first course of a two-term sequence designed for students who wish to study a field of technology. Topics include algebra, concepts in graphing, and applied geometry. Credit will not be granted for both this course and MAT 1033. This course is not recommended for transfer students. 3 hrs. lec./Term I, II and III.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MTB 1322 Technical Math II 3 semester hours
 This is the second course in a two-term sequence for technology majors. Topics include systems of linear equations, quadratic equations, right triangles, trigonometry, oblique triangles, vectors and polar coordinates. Credit will not be given for both this course and MAC 1133. This course is not recommended for transfer students. 3 hrs. lec./Term I, II and III.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MEDICAL ASSISTING TECHNOLOGY

MEA 1005 Introduction to Medical Assisting 1 semester hour
 An overview of Medical Assisting and related health professions including duties, responsibilities. Public relations duties and interpersonal relationships of the health team members are emphasized. Study of the various medical specialties and the history of medicine are included 1 hr. lec. (minimester)/Term I and II.
 Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

MEA 1010 Medical Terminology I 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. 3 hrs. lec./Term I, II and III.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./Term II and III.
 Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MEA 1101 Medical Law and Ethics 2 semester hours
 The ethics of medicine and medical practice are studied. Legal requirements and implications to the medical professional are stressed. 2 hrs. lec./Term I, and II.
 Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

MEA 1102 Administrative Office Procedures 1 semester hour
 Deals with financial management of the medical office. Basic accounting procedures consisting of pegboard, billing, collections and computer applications are included. 1 hr. lec. (minimester)/Term I and II.
 Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

MEA 1812 Pharmacology for the Medical Assistant 1 semester hour
 A basic course in the introduction to medications which will stress sources, classifications, administration, dosage contraindications, and side effects. Corequisite: MEA 1010. 1 hr. lec. (minimester)/Term I and III-A.
 Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MEA 1813 Radiology for the Medical Assistant 2 semester hours
 This course is designed to provide instruction in basic principles of X-ray, film handling and processing, radiographic technique, and radiation biology. It prepares health care personnel, who operate radiographic equipment to take the examination given by the Florida State Department of Health and Rehabilitative Services for basic radiographer license. Prerequisite: By permission of Dept. Chairperson if not currently enrolled in BCC Medical Assisting program. 2 hrs. lec./Term I and II.
 Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

MEA 2200 Clinical Practices and Procedures 1 semester hour
 An orientation to patient care in the physician's examining room. Concentrates on routine and specialty physical examinations. Lab fee required. 1 hr. lec., 2 hrs. lab. (minimester)/Term I and II.
 Lect Hrs=08 Lab Hrs=16 Othr Hrs=00

MEA 2201 Clinical Practices II 1 semester hour
 Principles and practice in aspectic techniques which include assisting at minor surgery, sterilization of instruments, preparation and administration of medications. One hour of lecture and two hours of lab in minimester. Lab fee required. Term I and II.
 Lect Hrs=08 Lab Hrs=16 Othr Hrs=00

MEA 2202 Introduction to Non-Invasive Cardiology Procedures 1 semester hours
 Electrocardiography and other non-invasive cardiology procedures will be studied. One hour of lecture and two hours of demonstration and practice in a minimester. Lab fee required. Term I and II.
 Lect Hrs=08 Lab Hrs=16 Othr Hrs=00

MEA 2300 Medical Office Laboratory Procedures 2 semester hours
 Includes instruction and practice in specimen collection, microscopy, urinalysis and basic office bacteriology. Prerequisite: Medical assisting student and/or permission of the instructor. Professional uniform required. Lab fee required, see STUDENT FEES. 2 hrs. lec., 4 hrs. lab. (minimester)/Term I and II.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

MEA 2301 Medical Office 1 semester hour
Lab Procedures II
Includes instruction and practice in basic office hematology and chemistry. Prerequisite: Medical assisting student and/or permission of the instructor. Professional uniform required. Lab fee required, see STUDENT FEES. 2 hrs. lec., 4 hrs. lab. (minimester)/Term I and II.

Lect Hrs=16 Lab Hrs=32 Othr Hrs=00

MEA 2800 Externship in 5 semester hours
Medical Assisting

Student assigned to physician's office, clinic, or laboratory for a total of one hundred and fifty hours. 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. Externship fee of ten dollars includes professional liability insurance. Prerequisites: All courses suggested for Term I. Corequisites: All courses suggested for Term II. 10 hr. Externship/Term I, II and III.

Lect Hrs=00 Lab Hrs=150 Othr Hrs=00

MEA 2810 Advanced Externship 5 semester hours
Medical Assisting

Student is assigned to physician's office, clinic or laboratory for a total of one hundred and fifty hours. Conference meetings will be arranged on an individual or group basis at a time and place to be, arranged by the student and coordinator. Attendance at group orientation prior to assignment is mandatory. Externship fee of ten dollars. Includes professional liability insurance. Prerequisite: All courses suggested for Terms I and II. 10 hrs. externship/Term I, II and III.

Lect Hrs=00 Lab Hrs=150 Othr Hrs=00

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 hematopoieses 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 experience in the classroom and in a clinical facility. 4 hrs. lec., 14 hrs. lab., 18 hrs. clinical. This course is for transfer credit only and is not offered by the college.

Lect Hrs=30 Lab Hrs=90 Othr Hrs=120

MLS 1021C Medical 5 semester hours
Laboratory Technology IV

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 concen-

trating 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. 2 hrs. lec., 7 hrs. lab., 9 hrs. clinical. This course is for transfer credit only and is not offered by the college.

Lect Hrs=15 Lab Hrs=45 Othr Hrs=60

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. 4 hrs. lec., 14 hrs. lab., 18 hrs. clinical. This course is for transfer credit only and is not offered by the college.

Lect Hrs=30 Lab Hrs=90 Othr Hrs=120

MLS 1520C Medical 5 semester hours
Laboratory Technology III

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. 2 hrs. lec., 7 hrs. lab., 9 hrs. clinical. This course is for transfer credit only and is not offered by the college.

Lect Hrs=15 Lab Hrs=45 Othr Hrs=60

MLS 2360 Clinical Hematology 1 semester hour

In depth study of hematopoieses, hemoglobinaopathies and other abnormal hematology. Advanced Immunohematology. Prerequisite: Satisfactory completion of approved MLT-C Program or permission of MLT coordinator. Corequisite: MLS 2360L. Offered in term II only.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MLS 2360L Clinical Hematology 1 semester hours
Laboratory

Laboratory exercises to accompany MLS 2360: Prerequisite: Satisfactory completion of approved MLT-C Program or permission of MLT coordinator. 2 hrs. per week. Corequisite: MLS 2360. Offered in Term II only. Special fee charged, see STUDENT FEES.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MLS 2402 Clinical Microbiology 1 semester hour

Advanced level of microbiology for the medical laboratory. Builds on MLT-C 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. 2.5 hrs. per week. (6 weeks.) Prerequisite: Satisfactory completion of approved MLT-C Program or permission of MLT coordinator. Corequisite: MLS 2402L. Offered Term III-A only.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MLS 2402L Clinical Microbiology 1 semester hours
Laboratory

Laboratory exercises to accompany MLS 2402. 5 hrs. per week. (6 weeks.) Prerequisite: Satisfactory completion of approved MLT-C Program or permission of MLT coordinator. Corequisite: MLS 2402. Special fee charged, see STUDENT FEES. Offered Term III-A only.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MLS 2605 Medical Laboratory Instrumentation 2 semester hours

Operation and maintenance of the chemistry analyzers, spectrophotometer, fluorometer, densitometer, potentiometer, and particle counters, minor mechanical troubleshooting; electrophoresis theory, principles of light and electricity. Preparation of data for acquisition equipment. 2 hrs. per week. Prerequisite: Satisfactory completion of approved MLT-C Program or permission of MLT coordinator. Corequisite: MLS 2605L. Term I only.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

MLS 2605L Medical Laboratory Instrumentation Laboratory 2 semester hours

Laboratory exercises to accompany MLS 2605. 4 hrs. per week. Prerequisite: Satisfactory completion of approved MLT-C Program or permission of MLT coordinator. Corequisite: MLS 2605. Special fee charged, see STUDENT FEES. Term I only.
Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

MLS 2610 Clinical Chemistry 1 semester hours

A study of enzymes, steroids, hormones, lipids, and toxicology. Application of theories and techniques acquired in MLS 2605. Advanced instrumentation. Prerequisite: MLS 2605 or permission of the MLT coordinator. Corequisite: MLS 2610L. 1 hr. per week.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MLS 2610L Clinical Chemistry Laboratory 1 semester hours

Laboratory exercises to accompany MLS 2610. Application of techniques acquired in MLS 2605. Medical Laboratory Instrumentation. Prerequisite: MLS 2605 or permission of the MLT coordinator. Corequisite: MLS 2610. 2 hrs. per week. Term II only. Special fee charged, see STUDENT FEES.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

FASHION MERCHANDISING

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. On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MKA 1181 Merchandising Tour 1 semester hours
New York City

Course requires a one day orientation at the college followed by five days of merchandising related activities in New York City. Upon return, there will be a one day follow-up for evaluation, and discussion at the college. Tour enrollment is limited to 15 students 1 hour Lecture/ On Demand.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MKA 1402 Fashion Merchandising 3 semester hours

Course acquaints student 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. Class meets three hours per week. On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MKA 1441 Fashion Design 3 semester hours

This course provides or incorporates the principles of design and color. Students analyze factors motivating fashion and gain practice in making quick simple sketches. The course uses sketches to implement fashion perception. Sketches relate interpretation rather than art proficiency.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MKA 2121 Interior Design III: Commercial Decoration, Window 3 semester hours

Students will study window treatments, lighting, accessories, and table appointments. Approximately one-half semester will be devoted to commercial decoration including such topics as office interiors, office furniture, commercial floor coverings, wall materials and accessorizing, commercial interiors an integrating project. Will deal with planning the commercial interior.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

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 linecut production. Students study fashion illustrations in various media and analyze styles and techniques. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MKA 2152 Home Furnishings Marketing II 3 semester hours

Students will work with customers budgets, determining appropriate furnishings, floor coverings, bedding materials, wall covering materials, and kitchen equipment. In addition, the students will study furniture construction in depth. They will also complete an integrating project developing an interior plan for a consumer's home.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MKA 2955 Fashion Marketing Study Tour 3 semester hours

The Fashion Marketing Study Tour is a course which is taught on-location in one or several major fashion centers in foreign locations. The student has the opportunity to visit major fashion markets to observe activities in the textile and apparel industries as they relate to marketing, promotion, design and merchandising. Pre-departure workshops will be conducted on campus at which time each student will have the opportunity to hear pertinent lectures concerning topics and visits planned for the tour. Term III-B.
Lect Hrs=06 Lab Hrs=00 Othr Hrs=42

MKA 2956 Fashion Marketing Study Tour 6 semester hours

The Fashion Marketing Study Tour is a course which is taught on-location in one or several major fashion centers in foreign locations. The student has the opportunity to visit major fashion markets to observe activities in the textile and apparel industries as they relate to marketing, promotion, design and merchandising. In-depth research will be conducted by each student in each of the fashion centers visited. Pre-departure workshops will be conducted on campus at which time each student will have the opportunity to hear pertinent lectures concerning topics and visits planned for the tour. Term III-B.
Lect Hrs=12 Lab Hrs=00 Othr Hrs=84

MILITARY SCIENCE

MIS 1300 Small Unit Tactics 1 semester hour

Small unit tactics, firepower, communications, basic military teams. ED.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MIS 1410 Leadership & Management 1 semester hour

Officer's role as a leader and manager historical case. ED.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

MIS 2025 Organization of the Army 1 semester hour

This course is designed to provide the student with an understanding of the elements of the U.S. defense establishment. Study of the organization of the Army with emphasis on mission. GU.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

MIS 2333 Map Reading 1 semester hour

Organization of military teams, map reading, marksmanship. ED GU.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

MUSIC

MUE 1440 String Class 1 semester hour

Development of elementary performing skill on the violin; Basic study of all string instruments. Examines literature and teaching techniques for group instruction of students. Two hours weekly. Co-requisite: MUT 1121, MUT 1122, MUT 2126, or MUT 2127. Terms I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MUE 1450 Woodwind Class 1 semester hour

Development of elementary performing skill on the clarinet. Basic study of all woodwind instruments. Examines literature and teaching techniques for group instruction of students. Two hours weekly. Corequisite: MUT 1121, MUT 1122, MUT 2126, or MUT 2127. Term I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MUE 1460 Brass Class 1 semester hour

Development of elementary performing skill on the cornet. Basic study of all brass instruments. Examines literature and teaching techniques for group instruction of students. Two hours weekly. Corequisite: MUT 1121, MUT 1122, MUT 2126 or MUT 2127. Term I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

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 students. Two hours weekly. Corequisite: MUT 1121, MUT 1122, MUT 2126, or MUT 2127. Term I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

MUE 2402 Music for the Elementary Classroom Teacher 3 semester hours

Systematic study of the elements of music. Primarily for elementary education majors. On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MUH 2001 Seminar in 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. Meets area 8 AA degree general education requirements. 3 hrs. lec./Term III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 music students. Meets area 2 and 5 AA degree general education requirements. Three hours lecture./Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MUH 2112 Music History and Literature 3 semester hours

Continuation of MUH 2111. Romantic and contemporary periods. Recommended for second year music students. Meets area 2 and 5 AA degree general education requirements. Three hours lecture./Term II.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
MUL 2011 Music Appreciation	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 great cultures of the world. Meets area 2, 5, 7, 8 and 9 AA general education requirements.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
MUM 1600 Introduction to Recording studio Procedures	4 semester hours	
Fundamentals and techniques of modern multi track recording. Areas of concentration are studio procedures, equipment operation, microphone selection and placement. Signal processors, musical instrument isolation, and acoustical properties. On Demand.		
Lect Hrs=45	Lab Hrs=15	Othr Hrs=00
MUN 1100 Band	1 semester hour	
Open to all students, faculty and members of the community who play a band instrument. Chairs assigned by the conductor through audition. Three hours rehearsal weekly. May be taken four times for transfer credit. Term I and II.		
Lect Hrs=00	Lab Hrs=48	Othr Hrs=00
MUN 1280 Orchestra	1 semester hour	
Open to all students, faculty, and members of the community who play an orchestral instrument. Chairs assigned by the conductor through, audition. 3 hours rehearsal weekly. May be taken four times for transfer credit. Term I and II.		
Lect Hrs=00	Lab Hrs=48	Othr Hrs=00
MUN 1310 College Singers	1 semester hour	
Open to all college students by audition. Three hours rehearsals weekly. May be taken four times for transfer credit. Term I and II.		
Lect Hrs=00	Lab Hrs=48	Othr Hrs=00
MUN 1460 Chamber Ensemble	1 semester hour	
Small group whose members are selected by the director through audition. study and performance of repertoire appropriate to the specific chamber media. Three hours rehearsals weekly. May be taken four times for transfer credit. Term I and II.		
Lect Hrs=00	Lab Hrs=48	Othr Hrs=00
MUN 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. Term I and II.		
Lect Hrs=00	Lab Hrs=48	Othr Hrs=00
MUN 1710 Jazz Ensemble	1 semester hour	
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. Term I and II.		
Lect Hrs=00	Lab Hrs=48	Othr Hrs=00
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. On demand.		
Lect Hrs=00	Lab Hrs=32	Othr Hrs=00
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. Three hours lecture. Term I, II and III.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
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. 3 hrs. lec., 2 hrs. lab./Term I and II.		
Lect Hrs=48	Lab Hrs=32	Othr Hrs=00
MUT 1122 Music Theory II	4 semester hours	
Continuation of MUT 1121. Prerequisite: MUT 1121. Five class periods weekly. Term II and III.		
Lect Hrs=48	Lab Hrs=32	Othr Hrs=00
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, MUT 1122. Five class periods weekly. Term I.		
Lect Hrs=48	Lab Hrs=32	Othr Hrs=00
MUT 2127 Music Theory IV	4 semester hours	
Continuation of MUT 2126. Prerequisite: MUT 1121, MUT 1122, MUT 2126. Five class periods weekly. Term II.		
Lect Hrs=48	Lab Hrs=32	Othr Hrs=00
MUT 2641 Jazz Theory and Improvisation I	3 semester hours	
A study of the materials and structure of jazz music and the development of improvisational skills. Prerequisite: MUT 1121. Three hours lecture.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
MUT 2642 Jazz Theory and Improvisation II	3 semester hours	
Prerequisite: MUT 2641. Three hours lecture.		
Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
MVB 1211 Trumpet	1 semester hour	
One half hour lesson weekly, and one hour of practice daily.		
Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
MVB 1212 French Horn	1 semester hour	
One half hour lesson weekly, and one hour of practice daily.		
Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
MVB 1213 Trombone	1 semester hour	
One half hour lesson weekly, and one hour of practice daily.		
Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
MVB 1214 Baritone Horn	1 semester hour	
One half hour lesson weekly, and one hour of practice daily.		
Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
MVB 1215 Tuba	1 semester hour	
One half hour lesson weekly, and one hour of practice daily.		
Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
MVB 1311 Trumpet	2 semester hours	
One hour lesson weekly, and two hours of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVB 1312 French Horn	2 semester hours	
One hour lesson weekly, and two hours of practice daily.		

Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVB 1313 Trombone		2 semester hours	MVB 2422 French Horn		1 semester hour
One hour lesson weekly, and two hours of practice daily.			One hour lesson weekly, and three hours of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVB 1314 Baritone Horn		2 semester hours	MVB 2424 Baritone Horn		1 semester hour
One hour lesson weekly, and two hours of practice daily.			One hour lesson weekly, and three hours of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVB 1315 Tuba		2 semester hours	MVB 2425 Tuba		1 semester hour
One hour lesson weekly, and two hours of practice daily.			One hour lesson weekly, and three hours of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVB 1411 Trumpet		2 semester hours	MVK 1111 Piano Class		1 semester hour
One hour lesson weekly, and three hours of practice daily.			Basic piano skills for the beginning student. Two hours weekly. On demand.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=32	Othr Hrs=00
MVB 1412 French Horn		2 semester hours	MVK 1211 Piano		1 semester hour
One hour lesson weekly, and three hours of practice daily.			One half hour lesson weekly, and one hour of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=08	Othr Hrs=16
MVB 1413 Trombone		2 semester hours	MVK 1213 Organ		1 semester hour
One hour lesson weekly, and three hours of practice daily.			One half hour lesson weekly, and one hour of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=08	Othr Hrs=16
MVB 1414 Baritone Horn		2 semester hours	MVK 1311 Piano		2 semester hours
One hour lesson weekly, and three hours of practice daily.			One hour lesson weekly, and two hours of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=32
MVB 1415 Tuba		2 semester hours	MVK 1313 Organ		2 semester hours
One hour lesson weekly, and three hours of practice daily.			One hour lesson weekly, and two hours of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=32
MVB 2221 Trumpet		1 semester hour	MVK 1411 Piano		2 semester hours
One half hour lesson weekly, and one hour of practice daily.			One hour lesson weekly, and three hours of practice daily.		
Lect Hrs=00	Lab Hrs=08	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=48
MVB 2222 French Horn		1 semester hour	MVK1413 Organ		2 semester hours
One half hour lesson weekly, and one hour practice daily.			One hour lesson weekly, and three hours of practice daily.		
Lect Hrs=00	Lab Hrs=08	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=48
MVB 2223 Trombone		1 semester hour	MVK 2221 Piano		1 semester hour
One half hour lesson weekly, and one hour of practice daily.			One half hour lesson weekly, and one hour of practice daily.		
Lect Hrs=00	Lab Hrs=08	Othr Hrs=00	Lect Hrs=00	Lab Hrs=08	Othr Hrs=16
MVB 2224 Baritone Horn		1 semester hour	MVK 2223 Organ		1 semester hour
One half hour lesson weekly, and one hour of practice daily.			One half hour lesson weekly, and one hour of practice daily.		
Lect Hrs=00	Lab Hrs=08	Othr Hrs=00	Lect Hrs=00	Lab Hrs=08	Othr Hrs=16
MVB 2225 Tuba		1 semester hour	MVK 2224 Jazz Piano		1 semester hour
One half hour lesson weekly, and one hour of practice daily.			One half hour lesson weekly, and one hour of practice daily.		
Lect Hrs=00	Lab Hrs=08	Othr Hrs=00	Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
MVB 2321 Trumpet		2 semester hours	MVK 2321 Piano		2 semester hours
One hour lesson weekly, and two hours practice daily.			One hour lesson weekly, and two hours of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=32
MVB 2322 French Horn		1 semester hour	MVK2323 Organ		2 semester hours
One hour lesson weekly, and two hours of practice daily.			One hour lesson weekly, and two hours of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=32
MVB 2323 Trombone		1 semester hour	MVK 2324 Jazz Piano		2 semester hours
One hour lesson weekly, and two hours practice daily.			One hour lesson weekly, and two hours of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVB 2324 Baritone Horn		1 semester hour	MVK 2421 Piano		2 semester hours
One hour lesson weekly, and two hours of practice daily.			One hour lesson weekly, and three hours of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=48
MVB 2325 Tuba		1 semester hour	MVK 2423 Organ		2 semester hours
One hour lesson weekly, and two hours of practice daily.			One hour lesson weekly, and three hours of practice daily.		
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00	Lect Hrs=00	Lab Hrs=16	Othr Hrs=48
MVB 2421 Trumpet		1 semester hour			
One hour lesson weekly, and three hours of practice daily.					

MVS 2225 Harp	1 semester hour	One hour lesson weekly, and one hour practice daily.
Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
MVS 2226 Classical Guitar	1 semester hour	One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00	Lab Hrs=08	Othr Hrs=16
MVS 2227 Electric Bass	1 semester hour	One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
MVS 2228 Jazz Guitar	1 semester hour	One half hour lesson weekly, and one hour of practice daily.
Lect Hrs=00	Lab Hrs=08	Othr Hrs=16
MVS 2321 Violin	2 semester hours	One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVS 2322 Viola	2 semester hours	One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVS 2323 Cello	2 semester hours	One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVS 2324 String Bass	2 semester hours	One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVS 2325 Harp	2 semester hours	One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVS 2326 Classical Guitar	2 semester hours	One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=32
MVS 2327 Electric Bass	2 semester hours	One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVS 2328 Jazz Guitar	2 semester hours	One hour lesson weekly, and two hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=32
MVS 2421 Violin	2 semester hours	One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVS 2422 Viola	2 semester hours	One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVS 2423 Cello	2 semester hours	One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVS 2424 String Bass	2 semester hours	One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=48
MVS 2425 Harp	2 semester hours	One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVS 2426 Classical Guitar	2 semester hours	One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=48
MVS 2427 Electric Bass	2 semester hours	One hour lesson weekly, and three hours of practice daily.
Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
MVS 2428 Jazz Guitar	2 semester hours	
		One hour lesson weekly, and three hours of practice daily.
		Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
MVV 1111 Voice Class	1 semester hour	Fundamentals of voice production and building of solo repertoire. Two hours weekly. Term I, II and III.
		Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
MVV 1211 Voice	1 semester hour	One half hour lesson weekly, and one hour of practice daily.
		Lect Hrs=00 Lab Hrs=08 Othr Hrs=16
MVV 1311 Voice	2 semester hours	One hour lesson weekly, and two hours of practice daily.
		Lect Hrs=00 Lab Hrs=16 Othr Hrs=32
MVV 1411 Voice	2 semester hours	One hour lesson weekly, and three hours of practice daily.
		Lect Hrs=00 Lab Hrs=16 Othr Hrs=48
MVV 2221 Voice	1 semester hour	One half hour lesson weekly, and one hour of practice daily.
		Lect Hrs=00 Lab Hrs=08 Othr Hrs=16
MVV 2321 Voice	2 semester hours	One hour lesson weekly, and two hours of practice daily.
		Lect Hrs=00 Lab Hrs=16 Othr Hrs=32
MVV 2421 Voice	2 semester hours	One hour lesson weekly, and three hours of practice daily.
		Lect Hrs=00 Lab Hrs=16 Othr Hrs=48
MVW 1211 Flute	1 semester hour	One half hour lesson weekly, and one hour of practice daily.
		Lect Hrs=00 Lab Hrs=08 Othr Hrs=00
MVW 1212 Oboe	1 semester hour	One half hour lesson weekly, and one hour of practice daily.
		Lect Hrs=00 Lab Hrs=08 Othr Hrs=00
MVW 1213 Clarinet	1 semester hour	One half hour lesson weekly, and one hour of practice daily.
		Lect Hrs=00 Lab Hrs=08 Othr Hrs=00
MVW 1214 Bassoon	1 semester hour	One half hour lesson weekly, and one hour of practice daily.
		Lect Hrs=00 Lab Hrs=08 Othr Hrs=00
MVW 1215 Saxophone	1 semester hour	One half hour lesson weekly, and one hour of practice daily.
		Lect Hrs=00 Lab Hrs=08 Othr Hrs=00
MVW 1311 Flute	2 semester hours	One hour lesson weekly, and two hours of practice daily.
		Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
MVW 1312 Oboe	2 semester hours	One hour lesson weekly, and two hours of practice daily.
		Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
MVW 1313 Clarinet	2 semester hours	One hour lesson weekly, and two hours of practice daily.
		Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
MVW 1314 Bassoon	2 semester hours	One hour lesson weekly, and two hours of practice daily.
		Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
MVW 1315 Saxophone	2 semester hours	One hour lesson weekly, and two hours of practice daily.
		Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

MVW 1411 Flute	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and three hours of practice daily.				
MVW 1412 Oboe	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and three hours of practice daily.				
MVW 1413 Clarinet	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and three hours of practice daily.				
MVW 1414 Bassoon	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and three hours of practice daily.				
MVW 1415 Saxophone	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and three hours of practice daily.				
MVW 2221 Flute	1 semester hour	Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
One half hour lesson weekly, and one hour of practice daily.				
MVW 2222 Oboe	1 semester hour	Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
One half hour lesson weekly, and one hour of practice daily.				
MVW 2223 Clarinet	1 semester hour	Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
One half hour lesson weekly, and one hour of practice daily.				
MVW 2224 Bassoon	1 semester hour	Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
One half hour lesson weekly, and one hour of practice daily.				
MVW 2225 Saxophone	1 semester hour	Lect Hrs=00	Lab Hrs=08	Othr Hrs=00
One half hour lesson weekly, and one hour of practice daily.				
MVW 2321 Flute	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and two hours of practice daily.				
MVW 2323 Clarinet	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and two hours of practice daily.				
MVW 2324 Bassoon	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and two hours of practice daily.				
MVW 2325 Saxophone	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and two hours of practice daily.				
MVW 2421 Flute	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and three hours of practice daily.				
MVW 2422 Oboe	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and three hours of practice daily.				
MVW 2423 Clarinet	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and three hours of practice daily.				
MVW 2424 Bassoon	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and three hours of practice daily.				
MVW 2425 Saxophone	2 semester hours	Lect Hrs=00	Lab Hrs=16	Othr Hrs=00
One hour lesson weekly, and three hours of practice daily.				

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

NURSING TECHNOLOGY

NUR1021 Nursing Process	6 semester hours	Lect Hrs=96	Lab Hrs=00	Othr Hrs=00
A theoretical course for the beginning nursing student. Nursing process provides the student with the fundamentals of nursing including nursing process, assessment, legalities, hygiene and basic skills and an understanding of needs of the medical surgical patient. This course contains health teaching, stress, surgical asepsis and preoperative and postoperative care. Prerequisite: CHM 1033, APB 1090, APB 1190L. Corequisite: NUR 1021L, APB 1191, APB 1191L, PSY 2012.				
NUR 1021L Nursing Process Clinical Lab	4 semester hours	Lect Hrs=00	Lab Hrs=224	Othr Hrs=00
A clinical course for the beginning nursing student. Nursing process provides the student with the fundamentals of nursing including nursing process. Assessment legalities, hygiene and basic skills, and an understanding of the needs of medical surgical patients; this course contains health teaching, skills, surgical asepsis, and preoperative and postoperative care. Prerequisite: CHM 1033, APB 1190, APB 1190L. Corequisite: NUR 1021, APB 1191, APB 1191L, PSY 2012.				
NUR 1421 Health Care of Women	3 semester hours	Lect Hrs=48	Lab Hrs=00	Othr Hrs=00
Health care of women is a course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/new born during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period. Prerequisite: NUR 1021, NUR 1021L. Corequisite: NUR 1421L, DEP 2004, DEP 2102.				
NUR 1421L Health Care of Women Clinical Laboratory	2 semester hours	Lect Hrs=00	Lab Hrs=112	Othr Hrs=00
Health care of women is a clinical course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period. Prerequisite: NUR 1021, NUR 1021L. Corequisite: NUR 1421, DEP 2004, DEP 2102.				
NUR 1524 Nursing Care of the Psychiatric Patient	3 semester hours	Lect Hrs=00	Lab Hrs=00	Othr Hrs=00
This course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included. Prerequisite: NUR				

- 1021, NUR 1021L. Corequisite: NUR 1524L, DEP 2004, DEP 2102.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- NUR 1524L Nursing Care of the Psychiatric Patient Clinical Lab** **2 semester hours**
This clinical course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included. Prerequisite: NUR 1021, NUR 1021L. Corequisite: NUR 1524, DEP 2004, DEP 2102.
Lect Hrs=00 Lab Hrs=112 Othr Hrs=00
- NUR 1730 Pediatric Nursing and Common Elements of Nursing** **3 semester hours**
The pediatric component of this course is designed to provide an understanding of growth and development through the stages of childhood. The common elements nursing care component is designed to provide an in-depth understanding of common elements related to nursing. Common elements including charting, medical legal issues, nursing process, assessment, diagnostic studies, fluid and electrolyte balance and acid base balance. Prerequisite: NUR 1021, NUR 1021L. Corequisite: NUR 1730L, DEP 2004, DEP 2102.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- NUR 1730L Pediatric Nursing and Common Elements of Nursing Lab** **2 semester hours**
This clinical course provides the student with an understanding of growth and development through the stages of childhood, as well as common elements related to nursing. Prerequisite: NUR 1021, NUR 1021L. Corequisite: NUR 1730, DEP 2004, DEP 2102.
Lect Hrs=00 Lab Hrs=112 Othr Hrs=00
- NUR 2001 Transition Nursing I** **9 semester hours**
This theoretical course for the LPN covers the following concepts: nursing process, legal aspects of nursing, communication techniques, health teaching, and alterations of ingestion, digestion, metabolism, elimination, reproduction, and cardio respiratory functions. Prerequisites: CHM1030, APB1190, APB1190L. Corequisites: NUR2001L, APB1191, APB1191L.
Lect Hrs=144 Lab Hrs=00 Othr Hrs=00
- NUR 2001L Transition Nursing I Clinical Laboratory** **3 semester hours**
This course for the LPN provides clinical opportunities to develop in assessment, health teaching, and communication. The student will care for patients who have alterations in ingestion, digestion, metabolism, elimination, reproduction and cardio respiratory functions. Prerequisites: CHM1033, APB1190, APB1190L. Corequisites: Tr Nur I, APB1191, APB1191L.
Lect Hrs=00 Lab Hrs=168 Othr Hrs=00
- NUR 2203 Transition Nursing III** **4 semester hours**
This theoretical course for the LPN covers the knowledge necessary to care for adult patients with alterations in endocrine, neurological, musculoskeletal and integumentary function. Prerequisite: Transition Nursing II, Transition Nursing II Clinical Lab. Corequisites: Transition Nursing III Clinical Lab.
Lect Hrs=00 Lab Hrs=56 Othr Hrs=00
- NUR 2203L Transition Nursing III Clinical Lab** **1 semester hour**
This course for the LPN provides clinical opportunities to develop skills as related to alterations in the endocrine, neurological, musculoskeletal and integumentary functions. Prerequisites: Transition Nursing II, Transition Nursing II Clinical Lab. Corequisite: Transition Nursing III.
Lect Hrs=00 Lab Hrs=56 Othr Hrs=00
- NUR 2220 Medical-Surgical Nursing I** **3 semester hours**
Medical-Surgical Nursing I is a course designed to provide the student with knowledge of alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The major focus is directed at meeting the health care needs of the adult and pediatric patient through utilization of the nursing process. The student will be expected to integrate principles of anatomy, physiology, and pathophysiology of the digestive and genito urinary systems into the nursing process. Components of pharmacology and nutrition will be included in this course. Consideration will also be given to the psychosocial aspects of the wellness illness continuum. Prerequisite: NUR 1021, NUR 1021L. Corequisite: NUR 2220L.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- NUR 2220L Medical-Surgical Nursing I Clinical Lab** **2 semester hours**
Medical-Surgical Nursing I Clinical Lab is a course designed to provide the student with the opportunity to utilize the nursing process in the care of patients with alterations in ingestion, digestion, metabolism, and elimination throughout the life cycle. The student will be expected to correlate theoretical knowledge and scientific principles with clinical situations. Observational experiences, written assignments and performance exams may be included in this course. Prerequisite: NUR 1021, NUR 1021L. Corequisite: NUR 2220.
Lect Hrs=00 Lab Hrs=112 Othr Hrs=00
- NUR 2221 Medical-Surgical Nursing II** **3 semester hours**
This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardio pulmonary dysfunctions throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, and nursing assessments and interventions necessary to treat these patients. The student will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course. Prerequisite: NUR 1021, NUR 1021L. Corequisite: NUR 2221L.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- NUR 2221L Medical-Surgical Nursing II Clinical Lab** **2 semester hours**
In this course the student will be responsible for applying the nursing process to assigned patients with alterations in cardio pulmonary functioning. This experience will require both clinical and written assignments. Evaluation will be based on the application of the nursing process to assigned patients. Prerequisite: NUR 1021, NUR 1021L. Corequisite: NUR 2221.
Lect Hrs=00 Lab Hrs=112 Othr Hrs=00
- NUR 2222 Medical-Surgical Nursing III** **3 semester hours**
In this course the student will be responsible for principles in alteration in mobility, skin integrity, and neurological functioning. Concepts of rehabilitation will be emphasized. Prerequisite: NUR 1021, NUR 1021L. Corequisite: NUR 2222L.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- NUR 2222L Medical-Surgical Nursing III Clinical Lab** **2 semester hours**
In this course the student will be responsible for applying the nursing process to assigned patients with alterations in mobility, skin integrity and neurological functions. This experience will require both clinical and written assignments. Evaluation will be based on their

application of the Nursing Process to assigned patients. Prerequisite: NUR 1021, NUR 1021L. Corequisite: NUR 2222.

Lect Hrs=00 Lab Hrs=112 Oth Hrs=00

NUR 2223 Medical-Surgical Nursing IV 3 semester hours

In this course the student will be responsible for applying the Nursing Process to assigned patients with alterations in endocrine functioning. Also, Transition as a component is designed to provide the knowledge necessary to move from the role of a student to that of a graduate nurse. Prerequisite: all previous nursing courses and general education requirements. Corequisite: NUR 2223L.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

NUR 2223L Medical-Surgical Nursing IV Clinical Lab 3 semester hours

In this course the student will be responsible for applying the Nursing Process to assigned patients at all age levels with alterations in endocrine functioning. Also, Transition as a component is designed to provide the knowledge necessary to move from the role of a student to that of a graduate nurse at the ADN level. The student will be responsible for coordinating care for a group of patients, including awareness of legal and ethical issues. Prerequisite: all previous nursing courses and general education requirements. Corequisite: NUR 2223.

Lect Hrs=00 Lab Hrs=168 Oth Hrs=00

NUR 2412 Transition Nursing II 9 semester hours

This theoretical course for the LPN covers the following concept: health care of women as it relates to childbearing, pediatric nursing and psychiatric nursing. Prerequisites: Transition Nursing I, Transition Nursing I Clinical Lab, APB1191, APB1191L. Corequisites: Transition Nursing II Clinical Lab, PSY2012.

Lect Hrs=144 Lab Hrs=00 Oth Hrs=00

NUR2412L Transition Nursing II 3 semester hours Clinical Lab

This course for the LPN provides clinical opportunities to develop skills as relates to obstetrical, pediatric, and psychiatric nursing. Prerequisites: Transition Nursing I, Transition Nursing I Clinical Lab APB1191 and APB1191L. Transition Nursing II, PSY2012.

Lect Hrs=00 Lab Hrs=168 Oth Hrs=00

NUR2801 Transition Nursing IV 2 semester hours

This theoretical course for the LPN covers the following concepts: leadership, team management, legal ethical situations, problem solving techniques, interviewing techniques and emergency nursing. Prerequisite: Transition Nursing III, Transition Nursing III Clinical Lab. Completion of all general education requirements or departmental approval. Corequisites: Transition Nursing IV Clinical Lab.

Lect Hrs=32 Lab Hrs=00 Oth Hrs=00

NUR2801L Transition Nursing IV 2 semester hours Clinical Lab

This course for the LPN provides clinical opportunities to develop leadership skills, team management skills and legal ethical responsibilities. Prerequisites: Transition Nursing III, Transition Nursing III Clinical Lab, completion of all general education requirements or department approval. Corequisites: Transition Nursing IC.

Lect Hrs=00 Lab Hrs=112 Oth Hrs=00

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).

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

OST 1103 Basic Typing - Part 1 1 semester hour

This typing credit is an introduction to the keyboard with development of fundamental techniques for touch typewriting. Includes simple exercises. Two laboratory hours per week are expected in addition to the three class hours. Minimum completion speed 21 words per minute with 5 error cutoff on 2 minute writings. (Note: Students should register concurrently for three typing credits. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 lab hr./Term I, II and III.

Lect Hrs=00 Lab Hrs=16 Oth Hrs=00

OST 1104 Basic Typing - Part 2 1 semester hour

Prerequisite: OST 1103 and ability to type 21 words a minute for 2 minutes with 5-error cutoff. This part of typing includes skill development, simple correspondence and other business typing. Minimum completion speed 27 words a minute with 5 error cutoff on 3 minute writings. (Note: Students should register concurrently for three typing credits. N.G. may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 lab. hr./Term I, II and III.

Lect Hrs=00 Lab Hrs=16 Oth Hrs=00

OST 1105 Basic Typing - Part 3 1 semester hour

Prerequisite: OST 1104 and ability to type 27 words a minute for 3 minutes with 5 error cutoff. Includes skill development, business correspondence, business forms, and manuscripts. Begins production development. Minimum completion speed 35 words a minute with 5 error cutoff on 5 minute writings. (Note: Students should register concurrently for three typing credits. N.G. may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 lab. hr./Term I, II and III.

Lect Hrs=00 Lab Hrs=16 Oth Hrs=00

OST 1113 Intermediate Typing - Part 4 1 semester hour

Prerequisite: OST 1105 and ability to type 35 words a minute for 5 minutes with 5 error cutoff. This typing credit includes skill development, word division, refining business correspondence, tables, and manuscripts. Minimum completion speed 39 words a minute with 4 error cutoff on 5 minute writings. (Note: Students should register concurrently for three typing credits. N.G. may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 Lab hour/Term I, II and III.

Lect Hrs=00 Lab Hrs=16 Oth Hrs=00

OST 1114 Intermediate Typing - Part 5 1 semester hour

Prerequisite: OST 1113 and ability to type 39 words a minute for 5 minutes with 4 error cut off. This part of typing includes skill development, emphasis on letter styles, business forms, and reports. Continues production development. Minimum completion speed 42 words a minute with 4 error cutoff on 5 minute writings. (Note: Students should register concurrently for three typing credits. N.G. may be given for a part started but

OFFICE INFORMATION SYSTEMS

- unsatisfactory or incomplete at the end of term.) 1 lab. hr./Term I, II and III.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
- OST 1115 Intermediate Typing Part 6** 1 semester hour
Prerequisite: OST 1114 and ability to type 42 words a minute for 5 minutes with 4 error cutoff. Includes skill development, advanced business correspondence, simple financial statements, and business papers. Minimum completion speed 45 words a minute with 4 error cutoff on 5 minute writings. (Note: Students should register concurrently for three typing credits. N.G. may be given for a part started but unsatisfactory or incomplete at the end of term.) 1 lab. hr./Term I, II and III.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
- OST 1141 Computer Keyboarding** 1 semester hour
Prepares students for the growing variety of jobs which require keyboarding skills to input data accurately and quickly. Designed for all majors. Introduction to keyboard with development of fundamental techniques for touch keyboarding. Minimum completion speed 21 words a minute with 5 error cutoff on 2 minute writings. 1 lab. hr./Term I, II and III.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
- OST 1211 Shorthand I** 3 semester hours
Prerequisite: credit in OST 1105 Basic Typing Part 3 or equivalent. Presentation of theory of manually written shorthand with emphasis on the development of writing skill and accurate transcription of simple new material dictation. Three laboratory hours per week are expected in addition to the three class hours.
Lect Hrs=48 Lab Hrs=48 Othr Hrs=00
- OST 1212 Shorthand II** 3 semester hours
Prerequisites: minimum grade of C in OST 1211 and concurrent enrollment in or credit in OST 1115. 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.
Lect Hrs=48 Lab Hrs=48 Othr Hrs=00
- OST 1221 Machine Shorthand I Stenograph** 6 semester hours
Suggested prerequisite: OST 1105. 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. 6 hrs. lec./Term I and II. South Campus Only.
Lect Hrs=96 Lab Hrs=00 Othr Hrs=00
- OST 1222 Machine Shorthand II Stenograph** 6 semester hours
Prerequisites: OST 1221 and OST 1105. Basic Typing Part 3, or equivalent. A continuation of OST 1221 covering advanced theory, rapid and accurate reading of notes, dictation for speed building, and accurate typewritten transcripts. 6 hrs. lec./Term I, II and III. South Campus Only.
Lect Hrs=96 Lab Hrs=00 Othr Hrs=00
- OST 1223 Machine Shorthand III Stenograph** 6 semester hours
Prerequisites: OST 1222, OST 1115 Intermediate Typing Part 6 or equivalent, BUL 2111, and OST 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. 6 hrs. lec./Term I, II and III. South Campus Only.
Lect Hrs=96 Lab Hrs=00 Othr Hrs=00
- OST 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, interview notes, meeting minutes, and applications required for some office positions. Two laboratory hours per week are recommended in addition to three class hours.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- OST 1401 Office Procedures** 3 semester hours
Prerequisite: credit in OST 1105 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.). Office automation and equipment, discussion of career goals, job interview, and job application procedures are included in the course, which does not require a knowledge of shorthand. Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- OST 1701 Word Processing: Introduction and Theory** 3 semester hours
An introduction to word processing as a concept in relation to procedures, equipment, training, and career opportunities. Topics include word processing equipment, communication skills, reference materials, media, filing, work measurement and evaluation, safety, employability, industry trends, and applications of word processing to various industries.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- OST 2123 Expert Typing - Part 7** 1 semester hour
Prerequisite: ability to type 45 words a minute for 5 minutes with 4 error cutoff. This typing credit includes skill development, job simulation, and production refinement. Minimum completion speed, 49 words a minute with 3 error cutoff on 5 minute writings. (Note: Students should register concurrently for three typing credits. N.G. may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 Lab hour/Term I, II and III.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
- OST 2124 Expert Typing Part 8** 1 semester hour
Prerequisite: Ability to type 49 words a minute for 5 minutes with 4 error cutoff. Includes skill development, job simulation in specific business fields and production refinement. Minimum completion speed, 52 words a minute with 3 error cutoff on 5 minute writings. (Note: Students needing more than one credit in typing should concurrently enroll for two or more parts. N.G. may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 lab. hr./Term I, II and III.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
- OST 2125 Expert Typing Part 9** 1 semester hour
Prerequisite: Ability to type 52 words a minute for 5 minutes with 3 error cutoff. Includes skill development, job simulations, and production tests. Minimum completion speed, 55 words a minute with 3 error cutoff on

- 5 minute writings. 1 lab. hr./Term I, II and III.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=00
- OST 2213 Shorthand III** 3 semester hours
Prerequisites: minimum grade of C in OST 1212 or OST 1222 or equivalent and ability to type 45 words per minute or permission of instructor. 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.
Lect Hrs=4 Lab Hrs=28 Othr Hrs=00
- OST 2224 Machine Shorthand IV Stenograph** 6 semester hours
Prerequisite: OST 1223 corequisites: MEA 1010 (if not taken previously). A continuation of OST 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. 6 hrs. lec./Term I, II and III. South Campus Only.
Lect Hrs=96 Lab Hrs=00 Othr Hrs=00
- OST 2225 Machine Shorthand V Stenograph** 3 semester hours
Prerequisite: OST 2224. This course includes speed building dictation for the development of skill to the required 225-word-per-minute level and transcripts of a 3-voice testimony, jury charges, courtroom testimony, Congressional Record material, etc. Accurate transcripts are essential. 3 hrs. lec./Term I and II. South Campus Only.
Lect Hrs=48 Lab Hrs=0 Othr Hrs=00
- OST 2256 Medical Dictation** 3 semester hours
- OST 2320 Business Machines** 3 semester hours
Suggested prerequisite: MTB 1103, includes the touch system of operating electronic calculator and instruction for practical business applications is included. Calculator. 3 hrs./Term I, II and III. South Campus Only.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- OST 2335 Business Communications** 3 semester hours
Prerequisites: ENC 1101 and OST 1105 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 is included. 3 hrs. lec./Term I and II.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- OST 2391 CPS Exam Preparation Part I Behavioral Science in Business** 1 Semester hour
Part I prepares students to pass the Behavioral Science in Business Section of the Certified Professional Secretary examination. 1 hr. lec./On Demand. South Campus Only.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- OST 2392 CPS Exam Preparation Part 2 Business Law** 1 semester hour
Part 2 prepares students to pass the Business Law section of the Certified Professional Secretary examination. 1 hr. lec./On Demand. South Campus Only.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- OST 2393 CPS Exam Preparation Part 3 Economics and Management** 1 semester hour
Part 3 prepares students to pass the Economics and Management section of the Certified Professional Secretary examination. 1 hr. lec./On Demand. South Campus Only.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- OST 2394 CPS Exam Preparation Part 4 Accounting** 1 semester hour
Part 4 prepares student to pass the Accounting section of the Certified Professional Secretary examination. 1 hr. lec./On Demand. South Campus Only.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- OST 2395 CPS Exam Preparation Part 5 Office Administration and Communication** 1 semester hour
Part 5 prepares students to pass the Secretarial Skills and Decision Making section of the Certified Professional Secretary examination. 1 hr. lec./On Demand. South Campus Only.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- OST 2396 CPS Exam Preparation Part 6 Office Technology** 1 semester hour
Part 6 prepares students to pass the Office Technology section of the Certified Professional Secretary examination. 1 hr. lec./On Demand. South Campus Only.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- OST 2402 Secretarial Procedures** 3 semester hours
Prerequisites: OST 1212 Shorthand II or OST 1222 Machine Shorthand II and OST 1115 Intermediate Typing Part 6, or equivalents. 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. 3 hrs. lec. and activity. Term II.
Lect Hrs=24 Lab Hrs=24 Othr Hrs=00
- OST 2431 Legal Secretarial Techniques I** 3 semester hours
Prerequisites: Credit in OST 1115, Intermediate Typing Part 6 and either credit in OST 2213 (or OST 1223) or concurrent enrollment in OST 2212 or OST 1223, an introduction to legal terminology, the typing of legal documents and pleadings, and office procedures for the legal secretary. 3 hrs. lec./term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- OST 2432 Legal Secretarial Techniques II** 3 semester hours
Prerequisite: OST 2431. A further study of legal terminology with emphasis on dictation and transcription of legal papers. 3 hrs./Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- OST 2601 Transcribing Machines I** 3 semester hours
Prerequisites: for all students, credit in OST 1115 intermediate Typing Part 6 or equivalent; additional prerequisite for medical assisting, or medical secretarial majors, MEA 1010 additional prerequisite for legal secretarial majors, OST 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.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

- OST 2602 Transcribing Machines II** 3 semester hours
Prerequisites: OST 2601 and either credit in OST 2125 Expert Typing Part 9 or concurrent enrollment in OST 2125. A continuation of OST 2601 for the further development of transcription skills on special material related to the student's major. 3 hrs. lec./Term I, II and III.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- OST 2731 Information/Word Processing Applications 1** 1 semester hour
Prerequisite: OST 1115 Intermediate Typing Part 6 or equivalent. A basic course in operating specific word processing equipment with emphasis on machine proficiency in elementary applications.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=32
- OST 2732 Information/Word Processing Applications 2** 1 semester hour
Prerequisites: OST 2731 Word Processing Applications 1 or equivalent. A course in operating specific word processing equipment not covered in OST 2731, or the continuation of training on the same equipment used in OST 2731. Emphasis is placed on processing business correspondence and reports.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=32
- OST 2733 Information/Word Processing Applications 3** 1 semester hour
Prerequisite: OST 2732 Word Processing Applications 2 or equivalent. A course in operating specific word processing equipment not covered in OST 2732, or the continuation of training on the same equipment used in OST 2732. Emphasis is placed on processing business correspondence and reports.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=32
- OST 2734 Information/Word Processing Applications 4** 1 semester hour
Prerequisite: OST 2733 Word Processing Applications 3 or equivalent. A course in operating specific word processing equipment not covered in OST 2733, or the continuation of training on the same equipment used in OST 2733. Emphasis is placed on processing business correspondence and reports.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=32
- OST 2735 Information/Word Processing Applications 5** 1 semester hour
Prerequisite: OST 2734 Word Processing Applications 4 or equivalent. A course in operating specific word processing equipment not covered in OST 2734, or the continuation of training on the same equipment used in OST 2734. Emphasis is placed on processing business correspondence and reports.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=32
- OST 2736 Information/Word Processing Applications 6** 1 semester hour
Prerequisite: OST 2735 Word Processing Applications 5 or equivalent. A course in operating specific word processing equipment not covered in OST 2735, or the continuation of training on the same equipment used in OST 2735. Emphasis is placed on processing business correspondence and reports.
Lect Hrs=00 Lab Hrs=16 Othr Hrs=32
- OST 2944 Practicum in Court Reporting** 6 semester hours
Prerequisite: OST 2225, or concurrent enrollment in OST 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 reproduce dictated and typewritten transcripts resulting from these field experiences. Conferences are arranged on an individual basis. 6 hrs. lec./Term I and II.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=192

- OST 2946 Practicum in/Information/Word Processing** 3 semester hours
Prerequisite: OST 2736 and job entry level skill on at least two types of systems, and approval of the instructor or Department Chairman. The student is scheduled for a minimum of 45 hours for a combination of classroom discussions, advanced application assignments, and job site observations and/or practical work experiences in functioning word processing environments at business or industry installations. Assignments are designed to meet the student's individual needs and specific career goals. Critiques of at least ten articles, activity/work logs or summaries, written reports of field experiences, and a final report or project are required in addition to the observation and work-site hours. The student must provide his/her own transportation to sites within a twenty-mile radius of the campus at which enrolled. Conference with students and employers are arranged on an individual basis. Not offered in Term III.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=48

PEST CONTROL

- 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. Three lecture hours per week. Term I
Lect Hrs=16 Lab Hrs=32 Othr Hrs=00
- 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. Three lecture hours weekly with occasional field trips. Term II
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- ENY 1220 Pesticides** 3 semester hours
The classification, mode of action, toxicity, mixing, registration, and safe application techniques of chemicals used in the pest control industry. Three lecture hours per week. Term II.
Lect Hrs=32 Lab Hrs=16 Othr Hrs=00
- 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. Three lecture hours weekly. Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- 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. Three lecture hours weekly and three field trips required. term I.
Lect Hrs=48 Lab Hrs=32 Othr Hrs=00
- 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. Three lecture hours weekly and three field trips required. Term II.

Lect Hrs=48 Lab Hrs=32 Othr Hrs=00

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.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=180

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 projects and written reports commensurate with the individual's career goals.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=180

are required. Term II.

PMA 2932 SEMINAR 2 semester hours

Analysis of selected current problem areas in pest control and related subjects. registration with permission of instructor only. Term I.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

PHARMACOLOGY

APB 1600 Pharmacology I 2 semester hours

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. Pharmacological contraindications and reactions are described. The administration of medications is detailed.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

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.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

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 1101 or equivalent. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHI 2010 Introduction to Philosophy 3 semester hours

Consideration of fundamental questions which man asks and some of the answers which he proposes. Meets area 2 or 5 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHI 2600 Introduction to Ethics 3 semester hours

Study of the basic concepts and principles of morals, moral values and judgements, as well as the leading

ethical theories will be considered. Meets area 2 or 5 AA degree general education requirements. Terms I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHYSICAL EDUCATION/ HEALTH/DANCE

DAA 1160 Beginning Modern Dance 1 semester hour

Coeducational. Special fee is charged, see STUDENT FEES. Terms I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 1200 Beginning Ballet 1 semester hour

Basic ballet steps including barre work, center floor movement including adagio and allegro work. Coeducational. Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 1300 Dance (Social) 1 semester hour

Coeducational. Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 1374 Dance (Folk and Square) 1 semester hour

Coeducational. On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 1376 P E Lab Folk Square and Social Dance 1 semester hour

Open to physical education and recreation majors only. Meets three hours weekly. Offered every other year. Coeducational. Not classified as an Activity class. Elective credit only. On Demand.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

DAA 1560 Beginning Jazz Dance 1 semester hour

Coeducational. Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 1600 Basic Tap 1 semester hour

Course will include beginning level tap steps including basic barre, centre floor exercises, step combinations and choreography. Coeducational. Students must furnish their own tap shoes. On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 2201 Intermediate Ballet 1 semester hour

Course will include intermediate level ballet steps including barre work. Centre floor movement including adagio and allegro work. Coeducational. Prerequisite: Beginning ballet DAA 1200 or instructor's approval. Terms I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 2500 Jazz Dance in the Theatre 2 semester hour

A course in the development of jazz techniques as related to theatrical performance. Open to male and female. By instructor approval only.

Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

DAA 2561 Intermediate Jazz Dance 1 semester hour

The study of jazz movement on intermediate learning level based on history, skills, and dance combinations. Designed to extend the knowledge of the student who completed beginning jazz dance. On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

DAA 2601 Intermediate Tap 1 semester hour

Course will include intermediate tap steps, intermediate barre, centre floor and advanced combinations, includ-

- ing choreography. Coeducational. Students must furnish their own tap shoes. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- DAA 2700 Dance Composition** 1 semester hour
Principles of composition, student choreography and performance of solo and group compositions required. Prerequisite: Instructor's approval. Students should have had previous dance experience. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- HES 2000 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. Not classified as an activity course. Elective credit only. Term I and II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- HSC 1102 Healthful Living I** 1 semester hour
This course provides information about nutrition, stress management, exercise physiology, the value of exercise, and how to develop a personal exercise program. A student may not receive credit for this course and HLP 1939. Elective credit only.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- HSC 1400 First Aid and Safety** 3 semester hour
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. Not classified as an activity course. Elective credit only. Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- HSC 2103 Healthful Living II** 1 semester hour
This course discusses important health topics such as mental illness, drugs, alcohol, tobacco, cardiovascular disease, cancer, AIDS, venereal disease, pregnancy, aging and others. Student may not receive credit for HES 2000 and HSC 2100. For elective credit only.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- HLP 1939 Health Fitness** 2 semester hours
A course primarily designed and organized so that students of all ages can maintain and/or improve his or her physical health, thru pre-testing procedures and individual assessment of strength flexibility and cardiovascular endurance. From the data collected individual fitness and health plans will be described and carried out. Terms I, II and III.
Lect Hrs=16 Lab Hrs=32 Othr Hrs=00
- LEI 1000 Introduction to Recreation** 3 semester hours
Acquaints the individual with the recreation organization and opportunities for leaders in the field. Not classified as an activity course. Elective credit only. Term II. On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- 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. Not classified as an activity course. Elective credit only. On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- LEI 1800 Outdoor Recreation and Education** 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. Not classified as an activity course. Elective credit only. On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- PEL 1041 Recreation Games** 1 semester hour
Students may participate in a variety of activities such as: billiards, darts, horseshoes, croquet, bowling, fishing, ping pong, foosball and others. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1111 Beginning Bowling** 1 semester hour
The basic techniques for learning consistency of form in address, approach, swing, release, and follow through in bowling performance skills. (Shoes and ball provided.) See STUDENT FEES, Terms I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1121 Beginning Golf** 1 semester hour
Introduces the golf swing and provides instruction in use of all irons and woods plus putting and approach shots. Rules and courtesies of the game are covered. Terms I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1131 Beginning Billiards** 1 semester hour
Includes the science and techniques of standard billiard games. Coeducational. Fee assessed at site of each class. Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1141 Beginning Archery** 1 semester hour
To provide the student with opportunities to learn archery equipment selection and care, basic safety considerations, techniques and fundamentals of shooting, archery sports and games for a lifetime leisure sport. Terms I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1211 Softball** 1 semester hour
Coeducational. Students furnish gloves. Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1321 Volleyball** 1 semester hour
Students learn the basic techniques of power volleyball such as bumping, setting, spiking, blocking and overhand serve and apply them in exciting, fast action power volleyball games. Terms I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1341 Beginning Tennis** 1 semester hour
Concentration on learning the basic skills of forehand, backhand, and serve. Scoring and rules of the single and doubles are covered with an opportunity to apply them in game situations. (Student must furnish racquet & balls.) Terms I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1441 3 Wall Racquetball (3-wall)** 1 semester hour
Instruction in racquetball. Coeducational. Students must provide own racquets and balls, and safety glasses. Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 1621 Basketball** 1 semester hour
Coeducational. Term I, II and III.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- PEL 2112 Intermediate Bowling** 1 semester hour
Emphasis is placed upon self improvement following

- the beginning bowling course. Advancing by learning "spot" bowling and recognizing through analysis, to detect your own bowling inconsistencies. (Shoes and ball provided.) See STUDENT FEES. Terms I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 2122 Intermediate Golf** 1 semester hour
Provides individualized help in correcting problems in golf swing and introduces advanced shots and techniques. The majority of the course provides extensive opportunities for guided play on a golf course. Fees assessed at site. Terms I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 2132 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's approval. Fee assessed at site of each class. Terms I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 2142 Intermediate Archery** 1 semester hour
For students having had the beginning course of instruction in archery or other students with previous shooting experience and specialized interests in archery. It would be desirable to have your own tackle. Coeducational. Special fees are charged, see STUDENT FEES. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 2322 Int. Volleyball II** 1 semester hour
Advanced skills and strategies are used. Lab Fee \$2.00. Prerequisite: PEL 1321.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 2342 Intermediate Tennis** 1 semester hour
Reviews forehand, backhand, and serve and concentrate on the volley, approach shots, lob and overhead. Strategy and tactics of doubles and singles play are emphasized. Prerequisite: PEL1341 or Instructor's approval. (Student must furnish own racquet and balls.) Terms I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEL 2442 Racquetball (4 wall)** 1 semester hour
Involves the teaching of advanced skills and strategies in singles, cutthroat, and doubles play of four wall racquetball. See STUDENT FEES. Students supply own racquets and protective eyeglasses. Terms I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1011 Therapeutic Physical Education** 1 semester hour
Students will participate in a specialized activity program designed for the individual with consultation from the student and from a physician or physical therapist if necessary. Permission of HPRD Dept. Chair is necessary. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1102 Basic Conditioning** 1 semester hour
An introduction to the major components of physical fitness with emphasis on increasing each of these components. This will be accomplished through positive behavior patterns associated with proper exercise, nutrition, rest, relaxation, and sleep, based on each student's particular needs. These components are: strength, power, endurance, stability and flexibility. Terms I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1107 Slimnastics** 1 semester hour
A fundamental course in weight control and nutrition. Includes exercises to music, jogging, body measurements and other activities to enhance muscle toning and total fitness. Coeducational. Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1121 Beginning Yoga Exercises** 1 semester hour
Students will learn proper exercise, relaxation and balance of both the body and mind. A holistic approach to health and stress management is emphasized. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1131 Beginning Weight Training** 1 semester hour
An introduction to weight training principles both past and present and how the use of these principles in a well organized weight training program will lead to increased definition and strength. A record of daily food intake, development of an individual weight training program, and the ability to take accurate measurements will be required. Terms I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1146 Jogging for the Beginner** 1 semester hour
This course delves into basic concerns of the beginning jogger such as safety factors, warm up and cool down, developing your own style, equipment selection, training principles, running with the elements, common injuries among runners, diet and weight control, and assessment test. Terms I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1341 Beginning Rollerskating** 1 semester hour
Instruction of basic rollerskating techniques. Coeducational. Special fee is charged, see STUDENT FEES. Term I and II. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1361 Horsemanship** 1 semester hour
Coeducational. Offered through Travel Study only.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1403 Unarmed Defense** 2 semester hours
For Police Academy only, not for HPRD activity credit. Terms I and II.
Lect Hrs=00 Lab Hrs=48 Othr Hrs=00
- PEM 1405 Unarmed Defense** 1 semester hour
Introduction to different areas of self defense at developing fundamental knowledge of defense tactics and restraints. Term I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1431 Judo I and Striking Defense** 1 semester hour
Sport instruction includes motor skill practice in falling, turning out, throwing the 1st set of the go kyo no waza, holding, choking and joint locking techniques. Drill training is utilized in gripping, grip breaking defenses counters, variations, combinations and escapes form training. Includes instruction in the atemi no kata striking defense. Includes case studies of punching and kicking attacks. Safety precautions and the official rules governing contest and form competition are discussed and practiced. Coeducational. Students must supply own judogi. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1432 Judo II and Throwing Defense** 1 semester hour
Sport instruction includes motor skill practice in falling, turning out throwing the 2nd set of the go kyo no waza, holding, choking and joint locking techniques. Drill training is utilized in gripping, grip breaking defenses counters, variations combinations and escapes form training. Includes instructions in the nage no kata, throwing defense. Includes case studies of shakedown, and tripping attacks. Safety precautions and the official rules governing contest and form competition are discussed and practiced. Coeducational.

- Prerequisite: must have completed a minimum of 32 hours of judo instruction or have instructor's approval. Students must supply own judogi. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1461 Beginning Fencing** 1 semester hour
(Foil)
Instructions in beginning fencing. Coeducational.
Terms I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 1930 Aerobic Movement** 1 semester hour
A course designed to improve cardiorespiratory fitness by a fitness activity that combines, exercise, and rhythmic movement. Terms I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 2122 Intermediate Yoga** 1 semester hour
This course continues to increase the flexibility and control of body and mind. Advanced techniques in breathing meditation and nutrition are discussed and stress management is emphasized. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 2132 Intermediate Weight Training** 1 semester hour
A further study and practice of more advanced weight training principles and techniques depending on the student's special needs. Again, a record of daily food intake, development of an individual weight training program, and accurate measurements will be required.
Terms I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 2342 Intermediate Rollerskating** 1 semester hour
Coeducational. Rollerskating at an intermediate level. Covers more advanced techniques on intermediate level dances. See STUDENT FEES. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 2362 Advanced Horsemanship** 1 semester hour
Instructions in advanced horsemanship. Coeducational. Offered through travel study only.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEM 2462 Intermediate Fencing II** 1 semester hour
Advanced techniques of foil, sabre, epee. Coeducational. Prerequisite: PEM 1461 or instructor's approval. Term I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 1121 Beginning Swimming** 1 semester hour
Coeducational. Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 1171 Beginning Swimming for Fitness** 1 semester hour
Coeducational. Beginning swimming with physical exercise and conditioning programs. See STUDENT FEES. Terms I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 1211 Beginning Water Skiing** 1 semester hour
Learn to ski on two skis, one ski, and a knee board. Coeducational. See STUDENT FEES.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 1231 Beginning Basic Sailing** 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. Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 1241 Beginning Windsurfing** 1 semester hour
This basic course includes the fundamentals and techniques of handling a wind surfing board that are necessary for safe and enjoyable use in this activity. Special fee charged. Coeducational. Terms I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 1311 Beginning Snowskiing** 1 semester hour
Classes covering conditioning and basic ski technique exercises will be followed by beginning instruction and snowskiing in mountains out of state. This course is for students who have never skied before or are beginning level skiers. Students must show proof of medical insurance. FEES \$240.00.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 2113 Advanced Life Saving and Advanced Survival** 1 semester hour
Instructor's approval required. Coeducational. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 2122 Intermediate Swimming II** 1 semester hour
Coeducational. Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 2123 Swimming III Advanced Swimming** 1 semester hour
Coeducational. Instructor's approval. Terms I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 2136 Scuba Diving** 1 semester hour
Instructor's approval required. Coeducational. This course does not include open water dives required for National Certification. See dept. head for certification details. Special fee charged, see STUDENT FEES. Must furnish own mask, snorkel, scuba fins. North & South Campus students must furnish Weight Belt.
Term I, II and III.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 2232 Intermediate Sailing** 1 semester hour
Prerequisite: PEN 1231 or approval of the instructor. Coeducational. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 2236 Sailing Racing Clinic** 1 semester hour
Coeducational. Instructor's approval. Not classified as an activity course. Elective credit only. On Demand.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEN 2312 Intermediate Snowskiing** 1 semester hour
Classes covering conditioning exercises and intermediate technique exercises will be followed by intermediate instruction and snowskiing in mountains out of state. This course is for students proficient in the basic skills of snowskiing. Students must show proof of medical insurance. Prerequisite PEN 1311 or instructor's approval. FEES \$240.00. Term I & II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- PEO 1003 Sports Officiating** 3 semester hours
Theory and practice of officiating in selected sports. High school federation rules in football, basketball and baseball or national association for girl's and women's rules in volleyball, basketball and softball will be taught. (See class schedule for detail of the rules to be covered). Not an activity course. Elective credit only.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- PEO 1341 HPR Lab Archery and Tennis** 2 semester hours
Open to physical education and recreation majors only. Course is designed to aid prospective physical education and recreation teachers in teaching and becoming more skilled in archery and tennis. Students supply own racquet and balls. 3 hrs. weekly. Not classified as an activity course. Elective credit only. On Demand.
Lect Hrs=16 Lab Hrs=32 Othr Hrs=00
- PEO 2321 P E Lab Volleyball and Basketball** 2 semester hours
Open to physical education and recreation majors only. Meets three hours weekly. Coeducational. Not Classi-

fied as an activity course. Elective credit only. On Demand.

Lect Hrs=16 Lab Hrs=32 Oth Hrs=00

PEP 1990 Special Topics 2 semester hours

Physical Leadership

Course provides instruction in fitness testing and evaluation, personal exercise prescriptions, exercise physiology, types of exercise programs and leadership of exercise programs. On Demand.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

PEP 2201 P E Lab Gymnastics 2 semester hours

Open to physical education and recreation majors only. Meets three hours weekly. Not classified as an activity course. Elective credit only. On Demand.

Lect Hrs=16 Lab Hrs=32 Oth Hrs=00

PEQ 1101 HPR Lab Aquatics 2 semester hours

Open to physical education and recreation majors only. Meets three hours weekly. Not classified as an activity course. Elective credit only. On Demand.

Lect Hrs=16 Lab Hrs=32 Oth Hrs=00

PEQ 2231 Teaching Sailing 1 semester hour

This program enables a qualified person to teach sailing. Prerequisite: permission from instructor. Not classified as an activity course. Elective credit only. On Demand.

Lect Hrs=00 Lab Hrs=32 Oth Hrs=00

PET 1010 Introduction to 3 semester hours

Physical Education

This 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. On Demand.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

PHYSICAL SCIENCE

PSC 1121 Physical Sciences 3 semester hours

Survey

A survey of 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. Three hours weekly. Meets area 4 A or 5 AA degree general education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

PSC 1191L Physical Sciences 3 semester hours

Survey Laboratory

Experiments and exercises which supplement topics covered in PSC1121. Prerequisite or corequisite: PSC1121. Special fee is charged, see Student Fees. Meets area 4A or 5. AA Degree general education requirements. 2 hrs. Lab. Term I, II, and III.

Lect Hrs=00 Lab Hrs=32 Oth Hrs=00

PHYSICAL THERAPIST ASSISTANT

PHT 1000 Introduction to 3 semester hours

Physical Therapy

Course introduces the student to the historical background, philosophy and goals of physical therapy as a profession. It incorporates discussion on legal and ethical issues, educational requirements, supervisory relationships and current developments related to physical therapy. Presents the basic theory, application and indications/contraindications for modality use as

well as body mechanics, preparation of patient and treatment area, positioning and transferring techniques, gait training and wheelchair prescription. Special fee is charged, see Student Fees. Corequisite or Prerequisite: APB 1190, APB 1190L, CHM 1033. Contact hrs.: 4 hrs. per wk./Term I/first year. Student Lec: 32.0.

Lect Hrs=32 Lab Hrs=32 Oth Hrs=00

PHT 1000L Introduction to 1 semester hour

Physical Therapy Lab

Laboratory sessions for Introduction to Physical Therapy (PHT 1000) are designed to allow the students an opportunity to familiarize themselves with basic fundamentals of patient care. Emphasis is on body mechanic analysis, positioning procedures, transfers, gait training and basic patient care skills. Skills assignments as well as competency evaluations are completed. Special fee charged: See STUDENT FEES. Prerequisite: none. Corequisite: PHT 1000, APB 1190, 1190L. Contact Hrs. 2 hrs. per wk. Term I/First year. Student Lab: 32.0.

Lect Hrs=00 Lab Hrs=32 Oth Hrs=00

PHT 1103 Anatomy for 3 semester hours

Physical Therapist Assisting

Course introduces basic human anatomy with emphasis on the structure and function of the skeletal and muscular system. Actions, origins, insertions and innervations of muscles are discussed. Surface anatomy is presented with palpation skills developed. Special fee charged. See Student Fees. Corequisite: PHT1800, APB1191, APB1191L, PHT1103L. Prerequisite: PHT1000, APB1190. Contact Hrs: 3 hrs per wk. Term II/First Year. Student Lec: 48.0.

Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

PHT 1103L Anatomy for 1 semester hour

Physical Therapist Assisting Lab

Laboratory sessions for Anatomy for PTA (PHT 1103) are designed to provide the students with an opportunity to explore surface anatomy, bone structure/landmarks and muscular landmarks. Special fee charged. See STUDENT FEES. Prerequisite: PHT 1000, APB 1190. Corequisite: PHT 1103, PHT 1800. Contact hrs.: 2 hrs. per wk. Term II/First year. Student Lab: 32.0.

Lect Hrs=00 Lab Hrs=32 Oth Hrs=00

PHT 1210 Disabilities & 2 semester hours

Therapeutic Procedures I

Course introduces concepts of therapeutic exercise with regards to its principles, objectives, categories and various applications of specific exercise regimes. Orthopedic, medical and surgical conditions commonly referred to PT are presented with emphasis on etiology, symptoms and treatment. Prerequisites: PHT1800, PHT1103. Corequisite: PHT1801. Contact hrs: 4 hrs. per wk., Term IIIA/First Yr. Student Lec: 24.0.

Lect Hrs=24 Lab Hrs=00 Oth Hrs=00

PHT 1210L Disabilities & 1 semester hour

Therapeutic Procedures I Lab

Laboratory sessions for Disabilities and Therapeutic Procedures I (PHT 1210) are designed to provide the student with observation and actual application of therapeutic exercises in the laboratory setting. Case studies of various medical conditions with emphasis on therapeutic remediation are presented. Prerequisite: PHT 1103, PHT 1800. Corequisite: PHT 1210. Contact hrs.: 4 hrs. per wk. Term IIIA/First year. Student Lab: 24.0.

Lect Hrs=00 Lab Hrs=24 Oth Hrs=00

PHT 1800 Therapeutic Modalities 2 semester hours

- Course introduces the student to the theories and practical application of physical therapy modalities. The physiological effects of, indications/contraindications of heat, cold, radiant therapy, electrotherapy, traction, intermittent compression and massage are taught. Patient simulations and case studies enhance the ability to fill a prescription for PT. Techniques and theory of chest PT, burn management and cardiac rehab are demonstrated. Prerequisite: PHT1000. Corequisite: APB1191, APB1191L, PHT 1103, PHT1800L. Contact Hrs: 2 hrs per wk. Term II/First year. Student Lec: 32.0. Lect Hrs=32 Lab Hrs=00 Oth Hrs=00
- PHT 1800L Therapeutic Modalities 2 semester hours**
Lab
 Laboratory sessions for Therapeutic Modalities (PHT 1800) are designed to develop student skills in the actual performance of all modalities presented. Practical application of each modalities' use is emphasized with students given adequate opportunity to practice with each modality as well as to complete competency evaluations. Skills in massage and ROM are also developed. Special fee charged. See STUDENT FEES. Prerequisite: PHT 1000, APB 1190, APB 1190L. Corequisite: APB 1191, APB 1191L, PHT 1103, PHT 1800. Contact hrs.: 4 hrs. per week. Term II/First year. Student lab: 64.0. Lect Hrs=00 Lab Hrs=64 Oth Hrs=00
- PHT 1801 Clinical Practice I 3 semester hours**
 Course involves student assignment to a local clinical facility. Includes scheduled class meetings to discuss policies/procedures, appropriate dress and conduct, evaluation and grading processes, and overall requirements for the practicum. Discussions also include professionalism, attitudes, patient rapport, inter/intra departmental rapport, etc. A journal report of clinical experiences is required. Students receive pass/fail grade. Prerequisite: PHT1103, PHT1800. Corequisite: PHT1201. Contact Hrs: 12 hrs. per week, Term IIIA, first year. Lect Hrs=00 Lab Hrs=00 Oth Hrs=72
- PHT 2120 Applied Kinesiology 2 semester hours**
 Course designed to instruct the student in principles of applied anatomy. Reinforcement of palpation and observational skills with regards to the analysis of human movement is stressed. The singular and combined functions of the muscular and skeletal systems, the principles of biomechanics and the various aspects of normal and pathological gaits are presented. Goniometry and manual muscle testing procedures are reviewed. Prerequisite: PHT1210, PHT1103. Corequisite: PHT2220, PHT2810 Contact Hrs: 4 hrs per week. Term I/Second year. Student lec: 32.0. Lect Hrs=32 Lab Hrs=00 Oth Hrs=00
- PHT 2120L Applied Kinesiology 1 semester hours**
Lab
 Laboratory sessions for Applied Kinesiology (PHT 2120) are designed to allow the subjects to practice the skills of goniometry and manual muscle testing. Observation of normal and abnormal gait patterns as well as analysis of UE and LE movement patterns are performed. Prerequisite: PHT 1103, PHT 1210. Corequisite: PHT 2220, PHT 2120, PHT 2810. Contact hrs.: 2 hrs. per week Term I/Second year. Student Lab: 32.0. Lect Hrs=00 Lab Hrs=32 Oth Hrs=00
- PHT 2220 Disabilities and Therapeutic Procedures II 2 semester hours**
 Course introduces the etiology, symptoms and treatment of common neuromuscular diseases/conditions. Developmental sequence is presented. Psychiatric illness and its physical problems are discussed. Basic neuroanatomy is reviewed. Neurodiagnostic procedures are presented. Prerequisite: PHT1210C, PHT1103. Corequisite: PHT2120C, PHT2810. Contact Hrs: 2 hrs. per week. Term I/second yr. Student Lec: 32.0. Lect Hrs=32 Lab Hrs=00 Oth Hrs=00
- PHT 2220L Disabilities and Therapeutic Procedures II Lab 1 semester hours**
 Laboratory sessions for Disabilities and Therapeutic Procedures II (PHT 2220) are designed to present to the student basic concepts of physical therapy management for the neurologically involved patient. Specific approaches to neurological conditions are demonstrated and practiced. Prerequisite: PHT 1103, PHT 1800, PHT 1210. Corequisite: PHT 2120, PHT 2220, PHT 2810. Contact hrs.: 2 hrs. per week. Term I/Second year. Student Lab: 32.0. Lect Hrs=00 Lab Hrs=32 Oth Hrs=00
- PHT 2221 Rehabilitative Procedures 23 semester hours**
 Advanced course designed to develop skill in and understanding of the underlying principles of advanced physical therapy treatment approaches. Techniques covered include: advanced therapeutic exercise programs (stroke, spinal cord injured, etc.), proprioceptive neuromuscular facilitation (PNF), Bobath and Brunnstrom approaches to pediatrics and stroke patients. Principles and practices of prosthetic and orthotic devices are detailed. Fitting of these devices and check out procedures are reviewed. Prerequisite: PHT2220C, PHT2120C. Corequisite: PHT2820. Contact hrs: 2 hrs. per wk. Term II/second year. Student Lec: 16.0, Student Lab: 48.0. Lect Hrs=32 Lab Hrs=00 Oth Hrs=00
- PHT 2221L Rehabilitative Procedures Lab 1 semester hours**
 Laboratory sessions for Rehabilitative Procedures (PHT 2221) are designed for the students to practice the utilization of developmental postures in treatment as well as PNF, facilitation/inhibition techniques and other forms of advanced therapeutic exercise approaches. Stump wrapping and management of orthotic/prosthetic techniques are practiced. Prerequisites: PHT 2220, PHT 2120. Corequisites: PHT 2221, PHT 2820. Contact hrs.: 2 hrs. per week. Term II/Second year. Student lab: 32.0. Lect Hrs=00 Lab Hrs=32 Oth Hrs=00
- PHT 2810 Clinical Practice II 4 semester hours**
 Course involves student assignment to local clinical facility. Includes scheduled class meeting to review clinical responsibilities, policies/procedures, etc. Class discussions are held to share and discuss experiences, patient care problems, etc. A clinical journal and case study report are required. Students attend a personal conference with the academic clinical coordinator to discuss progress and to identify areas of strengths/weaknesses with appropriate target dates and methods of amelioration if needed. Students receive a pass/fail grade. Prerequisite: PHT1801. Corequisite: PHT2120, PHT2220. Contact hrs.: 16 hrs. per week over fifteen wk period. Term I, second yr. Lect Hrs=00 Lab Hrs=00 Oth Hrs=240

PHT 2820 Clinical Practice III 6 semester hours

Course involves student assignment to a local clinical facility. Includes scheduled class meetings to discuss common clinical concerns and experiences as well as to prepare for application to sit for the licensure exam after graduation. A clinical journal and case study report are required. Students attend a personal conference with the academic clinical coordinator to discuss progress and to identify areas of strength/weaknesses with appropriate target dates and methods of amelioration where necessary. Students receive a pass/fail grade. Prerequisite: PHT 2810. Corequisite: PHT 2220, PHT 2120. 24 hrs. per week over a fifteen week period. Term II, second year.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=360

PHT 2931 Transition Seminar 2 semester hours

A discussion and presentation seminar course on legal and ethical issues, interpersonal skill refinement, employment techniques and various trends in the field of physical therapy. Prerequisite: PHT 2220, PHT 2120. Corequisite: PHT 2221. Two (2) hrs. per week. Term II/Second year.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PHYSICS**PHS 2464 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 4 A or 5 AA degree general education requirements. 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHY 1001 Applied 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 1001L concurrently with PHY 1002. Meets area 4 A or 5 AA degree general education requirements. 3 hrs. lec. Term I, and II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHY 1001L Applied Physics Lab 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. Special fee is charged, see Student Fees. 2 hrs. lab./Term I and II.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PHY 2048 General Physics with Calculus I 4 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. Four hours weekly. Prerequisite: MAC 2311. Meets area 4 A or 5 AA degree general education requirements. 4 hrs. lec./Term I and II.
Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

PHY 2048L General Physics with Calculus I Laboratory 1 semester hour

Laboratories designed to accompany PHY 2048. One

two-hour period each week. Prerequisite or corequisite: PHY 2048. Special fee charged, see Student Fees. 2 hrs. lab./Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PHY 2049 General Physics with Calculus II 4 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. Four hours weekly. Prerequisite: PHY 2048. Prerequisite or corequisite: MAC 2312. Meets area 4 A or 5 AA degree general education requirements. 4 hrs. lec./Term II and III.

Lect Hrs=64 Lab Hrs=00 Othr Hrs=00

PHY 2049L General Physics with Calculus II Lab 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 and PHY 2048L. Prerequisite or corequisite: PHY 2049. Special fee is charged, see Student Fees. 2 hrs. lab./Term II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PHY 2053 General Physics I 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: MTE 1322 or MAC 1133. Meets area 4A or 5AA degree general education requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHY 2053L General Physics I Lab 1 semester hour

Laboratories designed to accompany the topics under study in PHY 2053. One two-hour period per week. Prerequisite or corequisite: PHY 2053. Special fee is charged, see Student Fees. 2 hrs. lab./Term I, and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

PHY 2054 General Physics II 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 5AA degree general education requirements. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PHY 2054L General Physics II Lab 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. Special fee charged, see Student Fees. 2 hrs. lab./Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

POLITICAL SCIENCE**CPO 2002 Introduction to Comparative Government 3 semester hours**

This course is a survey of political systems in the developed and the underdeveloped world. Democratic, nondemocratic, unitary, and federal systems will be analyzed and contrasted. Also the European Community will be examined as an example of multinational cooperation.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

CPO 2142 Government and Politics of Spain 3 semester hours

A study of the development and structure of government in Spain. The role of the Civil War in Spain's political development. The Franco regime and its internal and external policies; current political forces in Spain and the prospects for liberalization or reaction. Meets area 8AA degree general education requirements. Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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, 5 and 8 AA degree general education requirements. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

INR 2956 Seminar in International Relations 6 semester hours

A combination of classroom preparation, and foreign travel visits and briefings at National and International organizations and at selected seats of governments. 3 hrs. lec.

Lect Hrs=96 Lab Hrs=00 Othr Hrs=00

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. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

POS 1112 State & Local Gov't. 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. Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

PORTUGUESE

POR 1100 Beginning Portuguese I 3 semester hours

Fundamentals of speaking and understanding modern Brazilian Portuguese. Taught by self-instruction with tapes, textbook and a native speaker of Portuguese, and not by traditional methods (classroom setting with teacher). Student is expected to continue with POR 1101. Two hours per week session with the mentor is required.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

POR 1101 Beginning Portuguese Brazilian II 3 semester hours

A continuation of Portuguese 1100. Further development of the basic oral aural, reading-writing skills. Prerequisite: POR 1100. Fundamentals of speaking and writing modern Brazilian Portuguese. Taught by self-instruction with tapes, textbooks and with a Portuguese-speaking mentor. It is not taught by traditional methods (classroom setting with teacher). Two hours per week with the mentor is required.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

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 education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

DEP 2004 Developmental Psychology 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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

DEP 2302 Developmental Psychology II: Adolescent & 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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

DEP 2481 The Psychology of 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. 3 hrs. lec./Term I and II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

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 program. Prerequisite: PSY 2012 and PSY 2043. Meets area 5 AA degree general education requirements. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

PCO 1201 Human Service 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. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

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. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

PSY 2012L General Psychology 1 semester hour
Lab
This laboratory course parallels and supplements the instruction given in General Psychology (PSY2012). Illustrated in this course are a variety of experimental and behavioral activities that demonstrate the scientific basis of psychology.
Lect Hrs=00 Lab Hrs=32 Oth Hrs=00

PSY 2037 General Psychology 3 semester hours
Honors Seminar
This is a general psychology 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. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

PSY 2043 Advanced 3 semester hours
General Psychology
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. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

PSY 2931 Independent 3 semester hours
Study in Psychology
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. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

PSY 2932 Special Topics: 3 semester hours
Team Treatment and Charting Skills
To provide the student with an integrated understanding of team treatment concepts, applications and responsibilities. The course includes: charting, emergency care and treatment and discharge planning.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

SLS 2721 Helping Relationships 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 in understanding 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.)
Lect Hrs=48 Lab Hrs=32 Oth Hrs=00

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. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

RADIOLOGIC TECHNOLOGY

RAT 1001 Introduction to 3 semester hours
Radiation Therapy
To introduce the student to the clinical institution and the radiation therapy department. Stresses the ethics of patient radiologist technologist relationship, nursing procedures, and safety precautions necessary for therapy patients, and the keeping of records. Prerequisite: 3 hours lecture.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

RAT 1021 Principles of 2 semester hours
Radiation Therapy
An introduction to the principles of radiation therapy and radiation protection, providing the student with basic concepts to prepare him/her for clinical education. Prerequisite: Program Admission (A.S. and certificate) A.S. Corequisite: RAT 1001. Term I. 3 hours lecture. Cert. Corequisite: RAT 1001, RAT 1211, RAT 2021, RAT 2617, RAT 1820L. Term I. 3 hours lecture.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00

RAT 1023 Radiation Oncology 2 semester hours
A study of the fundamentals of clinical radiation oncology stressing the following: etiology, epidemiology, histopathology, symptoms, diagnosis, staging, prognosis and the therapeutic aim of malignant conditions. A.S. Prereq: RAT 1001, RAT 1021. A.S. Coreq: RAT 1111C, RTE1614C, RAT 1800L. Term II. (1st. year) 2 hrs. lecture. Cert. Prereq: RAT 1001, RAT 1021, RAT 2617, RAT 1211, RAT 1820L, RAT 2021. Cert. Coreq: RAT 1830L, RAT 2241, RAT 2618, RAT 2619L. Term II. 2 hours lecture.
Lect Hrs=32 Lab Hrs=00 Oth Hrs=00

RAT 1111 Radiographic Imaging 1 semester hours
Provides the A.S. degree student with instruction on the

- principles of radiographic exposure, the processing of film, and the positioning of patients for simulated procedures. Laboratory assignments occur in an activated X-ray lab where a phantom patient awaits practical experimentation. Prerequisite: RAT 1001, RAT 1021. Corequisite: RAT 1023, RAT 1800L, RAT 1614C. Term II. 1 hr. lec., 2 hrs. lab.
Lect Hrs=16 Lab Hrs=32 Othr Hrs=00
- RAT 1111L Radiographic Imaging, Lab** 1 semester hours
Laboratory assignments occur in an activated X-ray lab where a phantom patient awaits practical experimentation. Prerequisite: RAT 1001, RAT 1021. Corequisite: RAT 1023, RAT 1800L, RAT 1614.
Lect Hrs=00Lab Hrs=00 Othr Hrs=00
- RAT 1211 Human Structure and Functions** 2 semester hours
An in depth study of anatomy and physiology designed for those students enrolled in the one year certificate radiation therapy program. Prerequisite: Program Admission. Certificate Program. Corequisite: RAT 1001R, RAT 1021, RAT 2617, RAT 1820L, RAT 2021. Term I. 2 hrs. lecture.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- RAT 1614C Radiation Physics** 2 semester hours
An introduction to the fundamentals of electrical and radiation physics to include: Units of measurement, mechanics of energy, matter, electrodynamic, and rectification. Prerequisite: RAT 1001, RAT 1021. Corequisite: RAT 1023, RAT 1111C, RAT 1800L.
Lect Hrs=32 Lab Hrs=16 Othr Hrs=00
- RAT 1800L Clinic Education** 2 semester hours
The student is oriented to radiation therapy procedures in a local radiation therapy department. Students are closely supervised by registered radiation therapy technologists as they are introduced to nursing procedures, record keeping and treatment units. Prerequisite: RAT 1001, RAT 1021. Corequisite: RAT 1023, RAT 1111C, RAT 1614C. Term II. 16 clinical hours per week.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=192
- RAT 1810L Clinic Education** 3 semester hours
The supervised and individualized clinical education of this practicum will develop and test the student's competencies in patient treatment delivery. The student is required to master simulated treatment setups prior to challenging patient treatment competencies. Prerequisite: RAT 1023, RAT 1111, RAT 1614C, RAT 1800L. Corequisite: RAT 1930C. Term III. 34 Clinical hours per week.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=384
- RAT 1930 Radiation Therapy Seminar** 1 semester hours
Case studies are presented by the students and instructors to reinforce radiation therapy principles, oncology, and radiation physics concepts. Prerequisite: RAT 1023, RAT 1111, RAT 1111L, RAT 1614, RAT 1800L. Corequisite: RAT 1810L, RAT 1930L.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00
- RAT 1930L Radiation Therapy Seminar, Lab** 1 semester hours
Laboratory exercises are conducted in an energized lab to reinforce radiation therapy principles, oncology and radiation physics concepts. Prerequisite: RAT 1023, RAT 1111, RAT 1111L, RAT 1614, RAT 1800L. Corequisite: RAT 1930, RAT 1810L.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=00
- RAT 2021 Principles of Radiation Therapy II** 2 semester hours
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- RAT 2241 Pathology and Radiobiology** 2 semester hours
Radiobiology is the study of the sequence of events following the absorption of energy from ionizing radiation. In addition there is the effort of the organism to compensate for the effects of this energy absorption and the resultant damage that may be produced in the organism. Pathology is the study of human disease in terms of cell, the tissue, the organs, and the organ systems. Emphasis is placed on the concepts of growth disturbances, and on cancer, its frequency and significance, its etiology, manifestations, natural history and treatment. A.S. prerequisite: RAT2021, RAT2617, RAT2840L. A.S. corequisite: RAT2619C, RAT2618, RAT2850. Cert. prereq: RAT1001, RAT1021, RAT2021, RAT2617, RAT1820L. Cert. coreq: RAT2719C, RAT2618, RAT1023, RAT1830L, RAT1211. Term II, 2nd year, 2 hour lecture.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- RAT 2617 Advanced Radiation Therapy Physics I** 2 semester hours
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- RAT 2618 Advanced Radiation Physics II** 2 semester hours
Advanced physics of ionizing radiation including measurement, dosage, absorption, isodose curves, filters, radium, treatment units and planning. Prerequisite: Program Admissions or RAT 1810L, RAT 1614. For students in the A.S. degree program. 4 hrs. lec.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- RAT 2619 Dosimetry and Computer Treatment Planning** 3 semester hours
The study of radiation dose measurement and instrumentation usage. The need for accuracy is stressed. The student is introduced to computer application in treatment planning, in brachytherapy, and external beam treatments. A.S. Prerequisite: RAT 2617, RAT 2021, RAT 2840L. A.S. Corequisite: RAT 2241, RAT 2618, RAT 2850L. Cert. Prereq: RAT 1001, RAT 1021, RAT 2617, RAT 1820L, RAT 1211, RAT 2021. Cert. Coreq: RAT 1830L, RAT 2241, RAT 2618, RAT 1023. Term II, 2nd year, 2 hour lecture, 2 hrs. lab.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00
- RAT 2619L Dosimetry and Computer Treatment Planning Lab** 1 semester hours
The student is introduced to computer application in treatment planning, in brachytherapy and external beam treatments. Prerequisite: A.S. RAT 2021, RAT 2617, RAT 2840L. Cert. — RAT 1001, RAT 1021, RAT 1211, RAT 2021, RAT 1810L, RAT 1820L. Corequisite: A.S. — RAT 2618, RAT 2241, RAT 2619, RAT 2850L. Cert. — RAT 1023, RAT 1830L, RAT 2619, RAT 2618, RAT 2241.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=00
- RAT 2840L Clinic Education** 3 semester hours
Patient treatment competency assignments are continued in Clinic C. The student's responsibilities increase as more complex competencies in patient treatment are mastered. Prerequisite: RAT 1810L, RAT 1930C. Corequisite: RAT 2021, RAT 2617. Term I, 2nd year. 24 clinical hours per week.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=384
- RAT 2850L Clinic Education** 3 semester hours
Advanced clinical education stressing practical application of dosimetry competencies under the direct supervision of a medical physicist or dosimetrist.

Continuation of advanced patient treatment competencies under the supervision of a registered radiation therapy technologist. Prerequisite: RAT 2021, RAT 2617, RAT 2840L. Corequisite: RAT 2241, RAT 2618, RAT 2619C. Term II, 2nd year. 24 clinical hours per week.			Laboratory experience exposing phantom body parts to radiation to practice positioning skills learned in RTE 1510. Prerequisite: Program Admission. Corequisite: RTE 1510, RTE 1002, RTE 1111L, RTE 1804L.
Lect Hrs=00	Lab Hrs=00	Othr Hrs=384	Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
RAT 2860L Clinic Education	4 semester hours		RTE 1512 Radiographic Anatomy Positioning III 2 semester hours
Most advanced of the education clinics. Continuous individual supervision during this practicum ensures that the student shall be competent upon graduation to assume all the responsibilities required of a registered radiation therapy technologist. Prerequisite: RAT2850L, RAT2241, RAT2619, RAT2618. Certificate only: RAT1023/			The principles of Radiographic Anatomy related to the thoracic and spine. Students learn the anatomy of the parts and the radiographic position for each part. Radiographic Anatomy and Positioning III. Lab. Students practice positioning skill using phantom body parts. Each anatomical part studied in RTE 1512C will be positioned in the lab. Prerequisites: RTE 1510C, RTE 1418C, RTE 1814L. Corequisites: RTE 2616, RTE 1827L. 2 hrs., lec. 2 hrs. lab./Term III.
Lect Hrs=00	Lab Hrs=00	Othr Hrs=512	Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
RTE 1002 Introduction to Radiologic Technology	2 semester hours		RTE 1512L Radiographic Anatomy and Positioning II, Lab 1 semester hours
The organization and operation of a Radiology Department and radiologic procedures to include radiation protection darkroom technique, films and film holders and professional development. Prerequisite: Program Admission. Corequisites: RTE 1526C, RTE 1418C, RTE 1111, RTE 1804L. Term I.			Students practice positioning skills using phantom body parts. Each body part studied in RTE 1512 will be positioned in the lab. Prerequisite: RTE 1510, RTE 1510L, RTE 1002, RTE 1111L, RTE 1804L. Corequisite: RTE 1512, RTE 1418, RTE 1418L, RTE 1614, RTE 1814L.
Lect Hrs=32	Lab Hrs=00	Othr Hrs=00	Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
RTE 1111L Nursing Procedures Radiologic Technology	1 semester hour		RTE 1526 Radiographic Anatomy and Positioning III 1 semester hours
Nursing and patient care related to diagnostic procedures in radiologic technology. Topics studied will be medical asepsis, body mechanics, skin care, moving patients, vital signs, medical emergencies admitting and communicating, with the patient, reactions to contrast media. Prerequisite: Program Admission.			The principles of Radiographic Anatomy related to the biliary tract urinary system, upper and lower gastrointestinal tract, Thorax and the contrast media used. Students learn positioning during laboratory sessions. Radiographic anatomy and Positioning I. Lab./Term I. Laboratory experience exposing phantom body parts to radiation to practice positioning skills. Learned in RTE 1526V lecture. Prerequisite: Program Admission. Corequisites: RTE 1002, RTE 1111C, RTE 1804L. 2 hrs. lec., 2 hrs. lab./Term III.
Lect Hrs=16	Lab Hrs=16	Othr Hrs=00	Lect Hrs=16 Lab Hrs=00 Other Hrs=00
RTE 1418 Principles of Imaging I	1 semester hours		RTE 1526L Radiographic Anatomy and Positioning III, Lab 1 semester hours
An introduction to the primary exposure factors, filtration, radiographic accessories, characteristics of films, screen, and factors affecting radiographic quality. Principles of Imaging I lab. Practice at developing competency in equipment manipulation and exposure factor technique selection laboratory experiments accompany RTE 1418C. Prerequisite: RTE 2AM Admission. Corequisites: RTE 1526C, RTE 1211, RTE 1804, RTE 1003. 3 hrs. lec., 2 hr.lab.			Students practice positioning skill using phantom body parts. Each anatomical part studied in RTE 1526 will be positioned in the lab. Prerequisite: RTE 1512, RTE 1512L, RTE 1418, RTE 1418L, RTE 1614, RTE 1814L. Corequisite: RTE 1526, RTE 1827L.
Lect Hrs=32	Lab Hrs=00	Othr Hrs=00	Lect Hrs=00 Lab Hrs=32 Other Hrs=00
RTE 1418L Principles of Imaging I Lab	1 semester hours		RTE 1614 Radiologic Physics I 2 semester hours
Practice at developing competencies in equipment manipulation and exposure factor technique selection. Prerequisite: RTE 1510, RTE 1510L, RTE 1002, RTE 1111L, RTE 1804L. Corequisite: RTE 1512, RTE 1512L, RTE 1418L, RTE 1614, RTE 1814L.			An introduction to the fundamentals of electrical and radiation physics to include: Units of measurements, mechanics of energy, matter, electrostatics, magnetism, electrodynamics, and rectification. Prerequisites: RTE 1526, RTE 1002, RTE 1111C. Corequisites: RTE 1510C, RTE 1418C, RTE 1814L. Term I.
Lect Hrs=00	Lab Hrs=32	Othr Hrs=00	Lect Hrs=16 Lab Hrs=32 Othr Hrs=00
RTE 1510 Radiographic Anatomy and Positioning II	2 semester hours		RTE 1804L Clinical Education I 2 semester hours
The principles of Radiographic Anatomy as related to the upper and lower extremities of the pelvis and shoulder girdle. Students learn the anatomy of the parts and the radiographic position of each body studied. Radiographic Anatomy and Positioning II lab. Students practice positioning skills using phantom body parts. Each anatomical part studied in 1510C lecture will be positioned in the lab. Prerequisites: RTE 1526c, RTE 1002, RTE 1111C, RTE 1804L. Corequisites: RTE 1418C, RTE 1614C, RTE 1814L. 2 hrs. lec., 2 hrs. lab./Term II.			Provides the student with clinical experience in the hospital and involves the application of the theory covered in RTE 1510. Also includes darkroom practice, principles of radiology and film critique. Meets 16 hours per week. Prerequisite: Program Admission. Corequisites: RTE 1002, RTE 1526, RTE 1111C. Term I. Lect Hrs=00 Lab Hrs=00 Othr Hrs=256
Lect Hrs=32	Lab Hrs=00	Othr Hrs=00	RTE 1814L Clinical Education II 2 semester hours
RTE 1510L Radiographic Anatomy and Positioning I, Lab	1 semester hours		Continuation of RTE 1804L, with students performing radiographic examination under direct supervision in Clinical Education Centers. Emphasis is placed on upper and lower extremities, fluoroscopic procedures and film critique. Meets 16 hours per week.

- Prerequisites: RTE 1526C, RTE 1111C, RTE 1804L.
Corequisites: RTE 1510C, RTE 1418C, RTE 1614C.
Term II.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=256
- RTE 1827L Clinical Education III 2 semester hours**
A continuation of RTE 1814L, with students performing radiographic examinations under direct supervision. Emphasis is placed on the spine, cranium, and film critique. Students will begin to perform procedures unassisted. Meets 16 hours per week.
Prerequisites: RTE 1814L, RTE 1510C, RTE 1418C.
Corequisites: RTE 1512C RTE 2616. Term III.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=256
- RTE 2385 Radiation Biology and Pathology 2 semester hours**
An introduction to the study of human disease and investigation of the biological effects associated with exposure to ionizing radiation. Topics will include; basic disease processes and classification, major organ/system related diseases, tissue repair/replacement, radiographic significance of disease, types and sources of radiation exposure, interaction of ionizing radiations and matter, radiation detection and measurement. Prerequisites: RTE 2546, RTE 2473, RTE 2857L. Corequisites: RTE 2570, RTE 2869L. Term II Second year.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- RTE 2457 Principles of Imaging II 2 semester hours**
A study of the factors that determine radiographic quality, geometry of image formulations, latent image formation, focal film distance, object film distance, secondary radiation, fog, x-ray absorption, penetration and anode heel effect. Prerequisite: RTE 1526, RTE 1526L, RTE 1827L. Corequisite: RTE 2527, RTE 2527L, RTE 2616, RTE 2457, RTE 2847L. Term II Second year.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- RTE 2457L Principles of Imaging II, Lab 1 semester hours**
Laboratory experiments utilizing equipment to test previously studied theories concerning prime factors of radiology. Prerequisite: RTE 1526, RTE 1526L, RTE 1827L. Corequisite: RTE 2527, RTE 2527L, RTE 2616, RTE 2457, RTE 2847. Term II Second year.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- RTE 2473 Radiographic Quality Assurance 2 semester hours**
Quality assurance is discussed as it pertains to the various procedures that help to insure consistent production of optimum quality diagnostic radiographic images. Topics to be covered include darkroom techniques, room calibration, scatter control and testing procedures. Prerequisites: RTE 2527C, RTE 1457C, RTE 2847L. Corequisites: RTE 2546, RTE 2857. 2 hrs. lec./Term II (2nd year).
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- RTE 2527 Radiographic Anatomy and Positioning IV 2 semester hours**
The principles of anatomy and positioning related to the skull, facial bones and sinuses. Students learn anatomy of the body parts and the radiographic positions/projections routinely employed in the imaging of those parts. Radiographic Anatomy and Positioning IV. Lab. Students practice positioning skills using phantom body parts. Each anatomical part studied in RTE 2527C lecture will be positioned in the lab. Prerequisites: RTE 1512C, RTE 2616. Corequisites: RTE 2847L, RTE 1457C. Term II Second year.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- RTE 2527L Radiographic Anatomy and Positioning IV, Lab 2 semester hours**
Students practice positioning skills using phantom body parts. Each anatomical part studied in RTE 2527
- will be positioned in the lab. Prerequisite: RTE 1526, RTE 1526L, RTE 1827L. Corequisite: RTE 2527, RTE 2616, RTE 2457, RTE 2457L, RTE 2847L.
Lect Hrs=00 Lab Hrs=32 Othr Hrs=00
- RTE 2546 Radiographic Anatomy and Positioning V 2 semester hours**
The principles of Radiographic Anatomy related to the vascular system, the lymphatic system, central nervous system, respiratory system, joints, male and female reproductive systems and the contrast media used for each part studied. Specialized radiographic equipment used in special procedures as well as a variety of new positioning techniques are studied. Prerequisites: RTE 2527C, RTE 2847L. Corequisites: RTE 2473, RTE 2857L. 2 hrs. lec./Term II Second year.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- RTE 2570 Survey of Imaging Modalities 2 semester hours**
A study of the imaging modalities which exist in conjunction with the Radiology Department to include Nuclear Medicine, Diagnostic Medical, Sonography, C.T Scanning, Radiation Therapy, Digital, and Nuclear Magnetic Resonance. Prerequisites: RTE 2546, RTE 2473, RTE 2857L. Corequisites: RTE 2385, RTE 2869L. 1 hr. lec./Term III (2nd year).
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- RTE 2616 Radiologic Physics II 2 semester hours**
A continuation of RTE 1614 with emphasis placed on the X-ray tube. Cooling curves, X-ray circuits, capacitors, image intensification single vs three phase generators, and transformers. A complete circuit will be studied. Prerequisites: RTE 1510C, RTE 1614C, RTE 1814L. Corequisites: RTE 1512, RTE 1827L. 2 hrs. lec./Term II (2nd year).
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- RTE 2847L Clinical Education IV 3 semester hours**
A continuation of RTE 1827L with students performing procedures taught in previous clinical courses. Emphasis is placed on radiography of the skull. The student is expected to work with indirect supervision. Meets 24 hours per week, includes film critique. Prerequisites: RTE 1512C RTE 2616, RTE 1827L. Corequisites: RTE 2527C, RTE 1457C. 1 hr. lec./Term I (2nd year).
Lect Hrs=00 Lab Hrs=00 Othr Hrs=384
- RTE 2857L Clinical Education V 3 semester hours**
A continuation of RTE 2847L with students perfecting positioning skills and learning to work independently. Emphasis is placed on completing clinical competencies. Includes film critique. Meets 24 hours per week. Prerequisites: RTE 2527C, RTE 2847L, RTE 1457C. Corequisites: RTE 2546, RTE 2473. Term II Second year.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=384
- RTE 2869L Clinical Education VI 3 semester hours**
A continuation of RTE 2857L, with students practicing positioning skills independently. Students will be allowed to select during this period those areas they wish to conduct specialized study. Meets 24 hours per week. Includes film critique. Prerequisite: RTE 2546, RTE 2473, RTE 2857L. Corequisite: RTE 2570, RTE 2385. Term III (2nd year).
Lect Hrs=00 Lab Hrs=00 Othr Hrs=384
- SON 2111 Abdominal Sonography I 3 semester hours**
An introduction to the transverse anatomy of the abdominal area and its recognition on sonographic visualization systems. Program admission 3 hr. wk. Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- SON 2112 Abdominal Sonography II 3 semester hours**

An indepth presentation of sonographs of the abdominal area, stressing deviations from the norm and the studies to make a diagnostically acceptable study. 3 hr. wk. Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SON 2121 Sonographic OB/GYN I 3 semester hours
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. Program admission, 3 hr. wk. Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SON 2122 Sonographic OB/GYN II 3 semester hours
The detection of anomalies, pathology, deviation from normal is stressed and the planes which must be sonographically imaged for accurate diagnosis. 3 hr. wk. Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SON 2131 Sonography of Heart/Chest I 3 semester hours
Transverse anatomy of the area and the procedures used are introduced stressing recognition of the normal. Program admission 3 hr. wk. Term I. FEE = Lab \$5.00.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SON 2132 Sonography of Heart/Chest II 3 semester hours
An indepth presentation of the intricacies of diagnostic ultrasound as it applies to the heart and chest stressing its capabilities and its limitations. 3 hr. wk. Term II. FEE = \$5.00
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SON 2141 Carotid Eye Thyroid Breast Sonography 3 semester hours
A general introduction to these areas and the limited procedures done sonographically. Carotid, eye, thyroid, breast sonography. 3 hr. wk. Term III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SON 2211 Medical Sonographic Physics I 3 semester hours
Offering principles of diagnostic ultrasound and presenting the fundamental properties of ultrasonic physics, stressing the operation of diagnostic ultrasonic equipment and the various display systems and their routine maintenance. Program admission, 3 hr. wk. Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SON 2212 Medical Sonographic Physics II 3 semester hours
Further consideration of the properties of diagnostic ultrasound, stressing tissue interactions and interfacings. Presents the operating principle of diagnostic ultrasound equipment and display systems. Current developments in ultrasound are reviewed discussed and evaluated. 3 hr. wk. Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SON 2851L Clinic A 3 semester hours
A continuation of the learning by doing process where more responsibility in the form of decision making regarding anatomical areas and resultant imaging is

assured by the student being supervised.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=348

SON 2861L Clinic B 3 semester hours
Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses he or she will be performing examinations, with less and less supervision during the task performance. 24 hr. Clinical per wk. Term II.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=384

SON 2871L Clinic C 4 semester hours
Application of all the material presented requiring the student to make judgmental decisions regarding the technical aspects. To interact in a professional manner with those with whom he or she comes in contact and to generally progress to the point where, after successful testing he or she may be accepted as a competent sonographer. 32 hour week.
Lect Hrs=00 Lab Hrs=00 Othr Hrs=384

READING

REA 0005 College Preparatory Reading I 4 semester hours
Teaches basic reading and study skills to prepare students for college course work. Recommended corequisite: ENCO010 or ENCO020. Placement in REA0005 is determined by assessment tests and/or referral. Special fee charged, see student fees. 3 hrs. Lec/1 hr. lab. Term I, II and III.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

REA 1105 College Reading I 3 semester hours
Teaches efficient reading abilities comprehension vocabulary, speed and study techniques. Recommended corequisite: ENC 1000 or ENC 1101. Special fee charged, see STUDENT FEES. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

REA 1205 Advanced College Reading II 3 semester hours
Increases 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. Four hours weekly including laboratory experience. Special fee charged, see STUDENT FEES. Term II/On Demand.
Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

REA 2605 College Study Skills 1 semester hour
Develops college level study skills, emphasizes individual needs for effective study, includes notetaking, underlining, test-taking, and organizational techniques. Prerequisites: REA 1105 or a minimum of 25th percentile on a national college reading test or instructor's approval.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

REAL ESTATE

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. 3 hrs. lec. On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

- REE 1040 Florida Real Estate Comm I** 4 semester hours
The Real Estate Commission, State of Florida Course I. An introduction to the basic principles, and theories of real property, its economic value, and the legal aspects of real estate law as applied to salesmen. Successful completion qualifies a candidate to apply for the State of Florida Salesman's License Exam. 4 hours Lect./Term I, II, III.
Lect Hrs=64 Lab Hrs=00 Othr Hrs=00
- REE 1100 SREA Appraisal I** 4 semester hours
Real estate markets and money markets, nature of value, appraisal framework, area and neighborhood analysis, quantitative tools and data analysis, application of quantitative tools, property analysis, direct sales comparison, site evaluation, gross rent multiplier analysis, cost approach, accrued depreciation, reconciliation and final value estimate, income capitalization and reporting, professional ethics and standards of practice. This course is offered in cooperation with the Society of Real Estate Appraisers and registration is through SREA. 3 hrs. lec./Term I.
Lect Hrs=64 Lab Hrs=00 Othr Hrs=00
- REE 1101 Introduction to Real Estate Appraisal** 3 semester hours
Prerequisite: REE 1000, 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. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- REE 1200 Real Estate Finance** 3 semester hours
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. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- REE 2041 Florida Real Estate Commission Course II** 5 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 he or she has been an active Real Estate Salesman for at least six months. 5 hrs. lec./On Demand.
Lect Hrs=80 Lab Hrs=00 Othr Hrs=00
- REE 2130 Applied Residential Property Valuation** 3 semester hours
An overview of duties of an appraiser as it relates to market value in a residential selling. Combining cost, sales price, rents and value. A combination of economic, social political, and physical forces which interrelate and the changing patterns within a neighborhood setting. An understanding of the factors directing the behavior of sellers and buyers of property. A code of Ethics and Standards of Professional Practice and Conduct are defined. Prerequisite: REE 1100 SREA 101. 3 hrs. lec. On Demand.
Lect Hrs=45 Lab Hrs=00 Othr Hrs=00
- REE 2140 SREA Appraisal II** 4 semester hours
Prerequisite: REE 1100. 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. 3 hrs. lec./On Demand.
Lect Hrs=64 Lab Hrs=00 Othr Hrs=00
- REE 2260 Mortgage Loan Servicing 2** 2 semester hour
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.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00
- REE 2300 Principles of Real Estate Investments** 3 semester hour
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. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RELIGION

- REL 2100 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 religion, not religions; an attempt is made to acquaint the student with the problems and issues ever present in the understanding of religions phenomena in the experience of man. Meets Area 2 or 5 AA degree general education requirements. 2 hr. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- REL 2300 World Religions** 3 semester hours
Primarily an ideological examination of the world's most popular religions. Prerequisite: advanced standing or approval of instructor. Meets area 2, 5 and 8 AA degree general education requirements. This course will occasionally be taught by television under the name, "The Long Search." 3 hrs. lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- REL 2301 The Long Search** 3 semester hours
A general survey of the origins, beliefs, and contemporary practices of Hinduism, Islam, Taoism, Zen Buddhism, Judaism, Christianity and Confucianism. Attention is given to the interaction between specific religions and the cultures in which they are practiced.
Lect Hrs=4 Lab Hrs=00 Othr Hrs=44
- 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 of the Jewish influence on western civilization, as well as the effect of different environments on the Jews themselves. Meets area 8 AA degree general education requirements. 3 hrs. Lec.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00
- REL 2601 Jewish History and Culture** 3 semester hours
A systematic survey of the development of Jewish history and culture from biblical times to the present. Meets Area 8 AA degree general education requirements. On demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RESPIRATORY THERAPY

APB 1260 Respiratory 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 ventilating mechanics and control, internal and external respiration, gas exchange and acid base balance. Corequisite: RET 1026. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APB 1294 Cardiopulmonary Pathophysiology 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. Prerequisite: APB 1260. Corequisite: RET 1264. 2 hrs. lec./Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

APB 1650 Respiratory Therapy 1 semester hour Pharmacology

This course provides an in depth review of the drugs commonly used to treat respiratory diseases.

Lect Hrs=16 Lab Hrs=00 Othr Hrs=00

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. Prerequisite: RET 2414. Corequisite: RET 2418. 2 hrs. lec./Term I.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RET 1026 Respiratory Therapy Equipment 3 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. Corequisite: RET 1026L. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RET 1264 Mechanical Ventilation 3 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. Prerequisite: RET 1026. Corequisite: RET 1264L. 3 hrs. lec., 3 hrs. lab./Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. Corequisite: RET 2414. 1 hr. lec./Term III.

Lect Hrs=24 Lab Hrs=00 Othr Hrs=00

RET 1834 Respiratory Therapy 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. Special fee is charged, see STUDENTS FEES. Corequisite: RET 1264, APB 1650, APB 1600. 6 hrs. lab./Term II.

Lect Hrs=00 Lab Hrs=256 Othr Hrs=00

RET 1835 Respiratory Therapy 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. Special fee is charged, see STUDENT FEES. Prerequisite: RET 1834. Corequisite: RET 1714. 16 hrs. lab./Term II and III.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

RET 2284 Respiratory Therapy Respiratory 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. Corequisite: RET 2286. 2 hrs. lec./Term II.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RET 2286 Management of the Intensive Care Patient 2 semester hours

This course includes nephrology, renal anatomy and physiology, fluid and electrolyte disorders, and fluid and electrolyte therapy. Additional topics are the management of arrest, of shock, of the airway, of the post-op heart patient and of labile blood pressures. Prerequisite: APB 2296. Corequisite: RET 2837. 2 hrs. lec./Term II.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RET 2414 Respiratory Therapy Pulmonary Function 2 semester hours

Pulmonary function: Refined techniques in spirometry gas analysis and theory of arterial blood 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. Prerequisite: APB 1294. Corequisite: RET 1835. 2 hrs. lec./Term III.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RET 2418 Cardiopulmonary Diagnostics and Techniques 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 include diseases and drug therapy. Pulmonary diagnostics includes examination including X-rays, thoro-centesis, bronchoscopy, and microbiological techniques. Corequisite: APB 2296 and RET 2836. 2 hrs. lec./Term I.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RET 2601 Respiratory Therapy Management 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 rightful role within the health delivery system and enable him to adjust to the dynamics of the system in positive ways that will ensure his or her growth and success. Corequisite: RET 22861. 1 hr. lec./Term I.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=00

RET 2836 Respiratory Therapy 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. Special fee is charged, see STUDENT FEES. Prerequisite: RET 1835. Corequisite: APB 2296. 16 hrs. lab./Term I.
Lect Hrs=00 Lab Hrs=256 Othr Hrs=00

RET 2837 Respiratory Therapy 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. Special fee is charged, see STUDENT FEES. Prerequisite: RET 2836. Corequisite: RET 2284. 16 hrs. lab./Term II.
Lect Hrs=00 Lab Hrs=256 Othr Hrs=00

RUSSIAN

RUS 1100 Beginning Russian I 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 RUS 1101. 1 hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENT FEES. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

RUS 1101 Beginning Russian II 4 semester hours

Continuation of RUS 1100. Further development of the basic skills. Selected reading. Prerequisite: RUS 1100 or its equivalent. One hour language lab weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged. See student fees. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

SOCIOLOGY

MAF 2001 Family Portrait Marriage and Family Relations 3 semester hours

A study of the institution of the family; as a social/psychological view of marriage and other alternative life styles in contemporary society.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

MAF 2002 Families in Transition 3 semester hours

This course reviews the impact of society upon the family as it affects family members and other social institutions.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SOW 2020 Introduction to Social Welfare 3 semester hours

This is a beginning course in the behavioral science based field of social welfare. It aims at introducing the student to the historical, political policy and methodological systems that have interacted to produce the institutions of welfare services. 3 hrs. lec./Term I & II/On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SOW 2054 Social Service Field Experience I 3 semester hours

A survey and orientation to organization and operations of the social service setting. Contact with and participation in social service agencies to make students aware of community resources is a goal of this course. Part of the course's activities will include volunteer participation in an agency or a supervised review of an agency in which a person is employed. Term I/On Demand.
Lect Hrs=32 Lab Hrs=00 Othr Hrs=16

SOW 2055 Social Service Field Experience II 3 semester hours

This is a continuation of SOW 2054. This course focuses on field experience in a social agency, either as a volunteer or non-professional employee. A seminar is conducted to clarify the students understanding of the social service setting. Term II./On Demand.
Lect Hrs=16 Lab Hrs=00 Othr Hrs=32

SYG 2000 Principles of 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. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2010 Social Problems 3 semester hours

The study of the social and cultural aspects, incidence, and characteristics of selected social problems. Prerequisite: SYG 2000. Meets area 3 AA degree general education requirements. 3 hrs. lec./term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2230 Minority Group Relations 3 semester hours

A study of minority dominant relations with emphasis upon ethnic, racial, and religious minorities. Prerequisite: SYG 2000.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2322 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 causations. Prerequisite: SYG 2000. 3 hrs. lec./Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2323 Introduction to Criminology 3 semester hours

A study of crime and criminal behavior, and its cause and related effects on society, with a emphasis given to criminal theory, and the sociological implications of criminal behavior. Prerequisite SYG 2000. 3 hrs. lec./Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2340 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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2421 The Families Intercultural Comparison 3 semester hours

A study of the institution of the family utilizing historical, cross cultural and sub-cultural comparisons to understand the background evolution, and current familiar structures of the world. Meets area 5 and 8 AA degree education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2441 Social Institutions 3 semester hours

A study of the institutions of societies, and how our society is organized. Special emphasis is on theories of social organization, social change, and the exploration of each institution in world societies. Prerequisite: SYG 2000. Meets area 3 General Education requirements. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2905 Independent Study in Sociology 3 semester hours

A directed study course in sociology. 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 with whom he wants to work. Prerequisite: To be ascertained by the instructor and Department Head. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 2930 Special Topics Current Issues in Sociology 3 semester hours

This course is a sociological, psychological and anthropological interdisciplinary approach dealing with current issues such as over population, sex role stereotyping, changing technology, etc. 3 hrs. lec.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SYG 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 5 and 8 AA degree general education requirements. 1 hr. lab./On Demand.

Lect Hrs=00 Lab Hrs=16 Othr Hrs=00

SYG 2941 Sociology Field School II 2 semester hours

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 5 and 8 AA degree general education requirements. 1 hr. lab./On Demand.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

SYG 2942 Sociology Field School III 3 semester hours

Field research is an integral component in the study of sociology. This course is designed to offer the students an opportunity to apply methods of systematic scientific analysis and research to both domestic and foreign

social settings.

Lect Hrs=00 Lab Hrs=48 Othr Hrs=00

SPANISH

SPN 1000 Elementary Spanish Conversation 3 semester hours

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. One hour language laboratory weekly. Special fee charged, see STUDENT FEES. Meets 8 AA degree general education requirements. 3 hrs. lec./Term I & II/On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPN 1100 Beginning Spanish I 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. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENTS FEES. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=16

SPN 1101 Beginning Spanish II 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. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENTS FEES. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=16

SPN 1104 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 and 8 AA degree general education requirements. 3 hrs. lec./Term I.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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: SPN 1100 or SPN 1000 or permission of instructor. Meets area 8 AA degree general education requirements. 3hrs. lec./On Demand.

Lect Hrs=00 Lab Hrs=00 Othr Hrs=336

SPN 2020 Spanish in the Business World I 3 semester hours

This course is designed to prepare students who are business major or minors, or anyone associated with the business world, in the requisites of business Spanish. Translation, interpretation and business correspondence are integral part of the course. Prerequisite: SPN 2201 or equivalent thereof. Permission of instructor.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPN 2021 Spanish in the Business World II 3 semester hours

Continuation of SPN 2020. More advanced study of Spanish business documents with particular emphasis on the writing of business letters, commercial legal documents and translation. Prerequisite: SPN 2020 or

equivalent thereof. Permission of the instructor.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

SPN 2200 Intermediate Spanish I 3 semester hours
Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Compositions and readings in Spanish prose. Conversation at an easy and enjoyable pace. Prerequisite: SPN 1101. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPN 2201 Intermediate Spanish II 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 and 8 AA degree general education requirement. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPN 2240 Intermediate Spanish Conversation 3 semester hours
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. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term II/On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPN 2400 Advanced Composition and Conversation II 3 semester hours
For students wishing to attain greater proficiency in spoken and written Spanish, conversation and composition based on selected readings and a variety of contemporary topics. Prerequisite: SPN 2201 or equivalent. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see STUDENT FEES. 3 hrs. lec./Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPN 2401 Advanced Composition and Conversation II 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 and 8 AA degree general education requirements. 3 hrs. lec./Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPW 2010 Studies in Spanish Literature and Culture I 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, instructors approval. Meets area 2, 5 and 8 AA degree general education require-

ments. 3 hrs. lec./Term I.

Lect Hrs=48

Lab Hrs=00

Othr Hrs=00

SPW 2011 Studies in Spanish Literature and Culture 3 semester hours
Course enables student to read intelligently classical master pieces of literature of 19th & 20th centuries with emphasis on the contemporary. This course completes the year of advanced literature humanities credit. Prerequisite: SPN 2201 or equivalent, instructors approval. Meets area 2, 5, and 8 AA degree general education requirements. 3 hrs. lec./Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPEECH

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. 3 hrs. lec./On Demand/Term I and II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand/Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand/Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

RTV 2220 Television Production 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. 3 hrs. lec./On Demand/Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPA 2001 Introduction to Speech Disorders 3 semester hours
Upon the 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. 3 hrs. lec./On Demand. Term I.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 3 hrs. lec./On Demand. Term II.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPA 2381 Intermediate Manual Communication Skills 3 semester hours
Upon completion of this course the student 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 Instructors approval. 3 hrs. lec./1 hr. lab./Term II.
Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

lec./Term I and II/On Demand.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 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. 3 hrs. lec./Term I, II and III.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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. 1 hr. lab./Term I, II and III.

Lect Hrs=48 Lab Hrs=16 Othr Hrs=00

SPC 1440 Intro to Group Techniques 3 semester hours

Upon completion of this course the student will have acquired communication skills that will enable him or her to function more effectively in various group settings. Utilizing group discussions and conference techniques to resolve social business and professional problems. 3 hrs. lec./On Demand/Term II.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

SPC 1511 Argumentation and Debate 3 semester hours

The student upon completion of this course should achieve proficiency in the principles or argumentation including analysis, evidence, inference, and refutation as they pertain to the debate situation in a democratic society.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 speech communication. Including structure and delivery of the public message business and professional messages. Meets area 5 AA degree general education requirements. 3 hrs. lec./On Demand/Term I, II and III.

Lect Hrs=32 Lab Hrs=00 Othr Hrs=16

SPC 2300 Introduction to Interpersonal Communication 3 semester hours

Upon completion of this course the student should demonstrate an understanding of the basic concepts of interpersonal communication with emphasis on perception, self awareness, dyadic communication, small group communication, and communication conflict.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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 the receiver. 3 hrs.

SSI 1212 Intercultural Communication 3 semester hours

Upon completion of this course the student should gain and demonstrate an understanding of the basic concepts of intercultural Communication. The following factors will be explored: intercultural perceptions; cultural relativism; cultural objectivity; nonverbal similarities/dissimilarities across cultural; verbal similarities/dissimilarities across cultures; and the impact of media across cultures.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

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, estimation of parameters, regression, and correlation. A student owned pocket calculator is required. Meets 3 credits of the general education requirements 4 B or 5 AA degree requirements provided that MGF 1202, MGF 1204, 1205, 1206, is excluded from fulfilling area 4 B, requirements.

Prerequisite: A grade of C or better in either high school Algebra II or MAT 1033 or recommendation of the mathematics department. 3 hrs. lec./Term I, II and III.
Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

THEATRE

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. 4 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

DAA 2841 Ballet Movement for the Stage 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 enable him to progress. Prerequisite: DAA 2840. (This course will not satisfy the HPR activity credit requirement). 4 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

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). 3 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

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.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- THE 2002 Theatre Appreciation** 3 semester hours
A course for non-theatre majors, designed to present a general approach to world theatre through a historical and contemporary study of dramaturgy. This course meets area 2, 5, or 8AA degree requirements. Three (3) hours lecture/Term I, II, and III.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- THE 2051 Children's Theatre Production** 3 semester hours
Laboratory credit for students participating in the children's theatre program Term II. 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. 4 hrs. lab./Term II.
Lect Hrs=00 Lab Hrs=96 Oth Hrs=00
- THE 2052 Children's Theatre Prod. for Spec Assistants** 3 semester hours
Laboratory credit for special student assistants to the children's theatre program. This will give to the student, director, stage manager, costume designer, etc. the extra credit for the hours of preparation, rehearsal and production. By permission of the instructor. 4 hrs. lab./Term II.
Lect Hrs=00 Lab Hrs=96 Oth Hrs=00
- THE 2100 History of the Theatre** 3 semester hours
An evolutionary study of the theatre from 5th century BC to the present day. 3 hrs. lec./On Demand.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- 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 plays will be studied in light of the philosophy, socio political, economic and moral milieu of the era that promulgates the particular genre. Plays will be analyzed from the dramatist's viewpoint. 3 hrs. lec./Term II.
Lect Hrs=48 Lab Hrs=00 Oth Hrs=00
- TPA 1290L Theatre Productions** 1 semester hour
Participation by the student as technician in the dramatic and musical productions to the college. 1 hr. lec./Term I.
Lect Hrs=00 Lab Hrs=32 Oth Hrs=00
- TPA 1291L Theatre Productions** 1 semester hour
Participation by the student as technician in the dramatic and musical productions of the college. 1 hr. lec./Term II.
Lect Hrs=00 Lab Hrs=32 Oth Hrs=00
- TPA 1292L Theatre Production** 2 semester hours
Tech Theatre Lab III
Theatre productions. 2 hrs. lec./Term III.
Lect Hrs=00 Lab Hrs=64 Oth Hrs=00
- TPA 1293L Theatre Productions** 2 semester hours
Participation by the students as technician in the dramatic and musical productions of the college. 2 hrs. lec./Term III.
Lect Hrs=00 Lab Hrs=34 Oth Hrs=00
- TPA 1294L Theatre Productions** 2 semester hours
Participation by the student as technician in the dramatic and musical productions of the college. 3 hrs. lec./Term I.
Lect Hrs=00 Lab Hrs=32 Oth Hrs=00
- TPA 1295L Theatre Productions** 2 semester hours
Participation by the student as technician in the dramatic and musical production of the college. 3 hrs. lec./Term II.
Lect Hrs=00 Lab Hrs=64 Oth Hrs=00
- TPA 1296L Tech Theatre Lab IIIA** 3 semester hours
Participation by the student as technician in the dramatic and musical productions of the college. 3 hrs. lec./Term III.
Lect Hrs=00 Lab Hrs=96 Oth Hrs=00
- TPA 1297L Tech Theatre Lab IIIB** 3 semester hours
Participation by the student as technician in the dramatic and musical productions of the college. 3 hrs. lec./Term III.
Lect Hrs=00 Lab Hrs=96 Oth Hrs=00
- 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 preparation for construction of the set. Prerequisite: THE 2002 or THE 2375, and TPA 2200. By permission of instructor only. 2 hrs. lec. 2 hrs. lab./On Demand.
Lect Hrs=32 Lab Hrs=32 Oth Hrs=00
- TPA 2200 Stagecraft** 3 semester hours
Course designed to investigate the principles of stagecraft, lighting, props and set construction open to first semester freshmen. 2 hrs. lec., 2 hrs. lab./Term I, II and III.
Lect Hrs=32 Lab Hrs=32 Oth Hrs=00
- 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. 2 hrs. lec., 2 hrs. lab./On Demand.
Lect Hrs=32 Lab Hrs=32 Oth Hrs=00
- TPA 2250 Makeup for Stage and Television** 3 semester hours
RHE theoretical and practical application of all types of straight and character makeup for the stage and television. Open to freshmen. Prerequisite TPP 2130 and TPA 2200, or with the permission of the instructor. 2 hrs. lec., 2 hrs. lab.
Lect Hrs=32 Lab Hrs=00 Oth Hrs=00
- TPP 1190L Theatre Productions** 1 semester hour
Participation by the student as actor or dancer in the dramatic and musical productions of the college. 1 hr. lec.
Lect Hrs=00 Lab Hrs=32 Oth Hrs=00
- TPP 1191L Theatre Productions** 1 semester hour
Participation by the student as actor or dancer in the

dramatic and musical productions of the college. 1 hr. lec.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

TPP 1192L Theatre Productions 2 semester hours

Participation by the student as actor in the dramatic dance and musical productions of the college. 2 hr. lec.

Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

TPP 1193L Rehearsal and 1 semester hour

Performance III

Participation by the student as actor or dancer in the dramatic and musical productions of the college. 2 hr. lec.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

TPP 1194L Rehearsal and 2 semester hours

Performance I

Participation by the student as actor or dancer in the dramatic and musical productions of the college. 2 hr. lec.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

TPP 1195L Rehearsal and 2 semester hours

Performance II

Participation by the student as actor or dancer in the dramatic and musical productions of the college. 2 hr. lec.

Lect Hrs=00 Lab Hrs=64 Othr Hrs=00

TPP 1196L Rehearsal and 3 semester hours

Performance I

Participation by the student as actor or dancer in the dramatic or musical productions of the college. 3 hr. lec.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

TPP 1197L Rehearsal and 3 semester hours

Performance II

Participation by the student as actor or dancer in the dramatic or musical productions of the college. 3 hr. lec.

Lect Hrs=00 Lab Hrs=96 Othr Hrs=00

TPP 2130 Acting I 3 semester hours

The concentrated study of body movement to communicate thought and idea. Open to freshmen. 2 hrs. lec. 2 hrs. lab./Term I, II and III.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

TPP 2150 Acting III 3 semester hours

Advanced techniques of acting. Prerequisite: TPA 2250, TPP 2130, TPP 2700. 2 hrs. lec., 2 hrs. lab./Term I and II.

Lect Hrs=32 Lab Hrs=132 Othr Hrs=00

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: TPP 2250, TPA2200, TPP 2130, THE 2375. 2 hrs. lec., 2 hrs. lab./On Demand.

Lect Hrs=32 Lab Hrs=96 Othr Hrs=00

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. 2 hrs. lab./Term I and II.

Lect Hrs=00 Lab Hrs=32 Othr Hrs=00

TPP 2700 Acting II 3 semester hours

Course designed to assist the beginning actor in controlling his voice as it relates to his 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, TPA2200, THE 2002, THE 2375, MVV 1111, DAA 2840, TPP 2530. 2 hrs. lec., 2 hrs. lab./Term I and II.

Lect Hrs=32 Lab Hrs=32 Othr Hrs=00

TRAFFIC MANAGEMENT

TRA 1030 Introduction to 3 semester hours
Transportation and Traffic

An introduction to traffic management covering federal regulations, freight classification, freight rates and tariffs, shipping documents, special freight services, and freight claims. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

TRA 1100 Transportation 3 semester hours
and Traffic Management I

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 the instructor. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

TRA 2110 Transportation 3 semester hours
and Traffic Management II

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

TRA 2120 Transportation 3 semester hours
and Traffic Management III

Transportation law a study of the interstate commerce commission regulations of tariff, procedures, and practices before the interstate commerce commission. Damages awarded under the regulation and review of the commission's decisions. Prerequisite TRA 2110. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00

TRA 2230 Warehousing 3 semester hours
Distribution and Material Handling

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. 3 hrs. lec./On Demand.

Lect Hrs=48 Lab Hrs=00 Othr Hrs=00



ADMINISTRATIVE BOARDS

State Board of Education

- Hon. Bob Martinez
Governor
- Hon. George Firestone
Secretary of State
- Hon. Betty Castor
Commissioner of Education
- Hon. Bob Butterworth
Attorney General
- Hon. Bill Gunter
Treasurer
- Hon. Doyle E. Conner
Commissioner of Agriculture
- Hon. Gerald A. Lewis
Comptroller

District Board of Trustees

- Sheldon J. Schlesinger, Chairperson
Hollywood, FL
- John H. Payne, Vice Chairman
Ft. Lauderdale, FL
- Charles W. Lantz
Hollywood, FL
- Margaret L. Roach
Fort Lauderdale, FL
- Elinor A. Wilkov
Hollywood, FL

Attorney for the Board of Trustees

Donald Hulmes

Past Members District Board of Trustees (1968-Present)

- | | |
|-------------------|-------------------|
| Clem E. Biningor | John H. Payne |
| Robert E. Ferris | Judson A. Samuels |
| Jules J. Polachek | Walter C. Young |

College Advisory Committee (1959-1968)

- | | |
|------------------|-------------------|
| Clem E. Biningor | John H. Payne |
| W. W. Cadwell | Jules J. Poachek |
| Lloyd C. Cassels | Judson A. Samuels |
| Robert E. Ferris | Florence Tustison |

Directory of Correspondence

WILLIS N. HOLCOMBE, *President*
Policies, representative for the College in public addresses and information, public relations, faculty, physical property, general college business, fund raising, endowments, and gifts.

CLINTON D. HAMILTON, *Vice President for Administrative Services*
General operational concerns.

KATHERINE E. HUNTER, *Vice President for Academic Affairs*
Curriculum, course of study, faculty activities, and general academic regulations.

GEORGE MEHALLIS, *Executive Director for Technical Education*
College technical programs

ALAN V. BIELEN, *Vice President for Business Affairs*
College accounting and budgeting, purchasing, employee relations, bookstore operations, custodial services, maintenance, and facilities construction.

GEORGE W. YOUNG, *Vice President for Student Affairs*
Student Activities, student orientation and information, student discipline and regulations, student organizations, counseling, student loans, scholarships, workshops, student employment, and student health.

LARRY A. McFARLANE, *Provost, North Campus*
Matters specifically concerning the North Campus.

CARL M. CRAWFORD, *Provost, South Campus*
Matters specifically concerning the South Campus

ERIC E. RENO, *Provost, Central Campus*
Matters specifically concerning the Central Campus.

WANDA THOMAS, *Executive Director for Health Science Education*
Matters specifically concerning Allied Health.

ANN M. OTTO, *Vice President for Development & Executive Director of the Broward Community College Foundation, Inc.*

Public Relations; Marketing; Alumni Affairs; Broward Community College Foundation, Inc; Grants; Fund-Raising; Cultural Affairs.

DAVID C. GNAGE, *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.

State Board of Community Colleges

Mrs. Ida Baker
Fort Myers, FL

Mrs. Betty Castor
Tallahassee, FL

Ms. Sylvia F. Greene
Tampa, FL

Mr. John W. Justl
Tallahassee, FL

Senator Phil Lewis
Riviera Beach, FL

Mr. Bobby F. McKown
Winter Haven, FL

Ms. Nannette S. Norris
Orlando, FL

Mr. Byron Sparber
Miami, FL

Mr. Norman Tripp

Fort Lauderdale, FL
Mr. Marvin A. Urquhart
Panama City, FL
Mr. Wendell Williams
Avon Park, FL

THOMAS E. BROWN, B.A., M.P.A.
Dean of Business Affairs
JANET KAY, B.A.
Manager-Ralph R. Bailey Concert Hall
GRADY DRAKE, B.A., B.S. in L.S.
Campus Librarian

College Administration

WILLIS N. HOLCOMBE, B.A., M.Ed., Ph.D.
President
JUDITH S. BERSON, B.S., M.A.
Director of Financial Aid
ALAN V. BIELEN, B.A., M.Ed., Ed.D.
Vice President for Business Affairs
REX BRUMLEY, B.S., M.A.
Director of Athletics
ISAAC CALL, B.A., M.A., Ed.D.
Director of Learning Resources
GRADY W. DRAKE, B.S., B.S. in L.S.
Director of Libraries
ROY E. FREEMAN, B.A., M.S.
Assistant to the Executive Vice President for Information Systems
DAVID C. GNAGE, B.S., M.S., M.B.A.
College Registrar & Director of Enrollment Mgt.
CLINTON D. HAMILTON, A.B., M.A., Ph.D.
Vice President for Administrative Services
KATHERINE E. HUNTER, B.A., M.S., Ph.D.
Vice President for Academic Affairs
LINDA LIBERMAN, B.A., M.A.
Assistant to the President
GEORGE MEHALLIS, B.S., M.A., Ph.D.
Executive Director of Technical Education
V. KIRKWOOD MURRAY, B.A.
Director of Employee Relations
ANN M. OTTO, B.A., M.A., Ed.D.
Vice President of Development
JON PETERSON, B.A., M.B.A.
Assistant Comptroller for Budget, Finance Management/Payroll
THOMAS RYAN, B.A., M.A.
Director of Student Activities
CLETUS SIEFKER, B.S.
Comptroller
THEODORE TAYLOR, B.A., M.A.
Equal Access/Equal Opportunity Officer
GEORGE W. YOUNG, B.S., M.S., Ph.D.
Vice President for Student Development

A. Hugh Adams (Central) Campus Administration

ERIC E. RENO, B.A., M.A., Ed.D.
Provost
GLEN A. ROSE, B.S., M.P.H., Ed.D.
Dean of Academic Affairs
KATHARINE P. TYMESON, B.A., M.S.W.
Dean of Student Development

North Campus Administration

LARRY A. McFARLANE, B.A., M.S.S., Ph.D.
Provost
STEPHEN C. BARKER, B.A., M.S., Ph.D.
Dean of Academic Affairs
LEONARD BRYANT, JR., B.S., M.A., Ed.D.
Dean of Student Development
LAWRENCE ELLIS, B.A., M.A.
Campus Librarian
EDWARD HENN, B.A., M.B.A.
Manager, Omni Auditorium

Judson A. Samuels (South) Campus Administration

CARL CRAWFORD, B.S., M.S., Ed.D.
Provost
HETTIE WILLIAMS, B.A., M.A., Ed.D.
Dean of Academic Affairs
SUSAN MALTER, B.A., M.E.D., Ed.S., M.B.A.
Dean of Student Development
ADRIAN MESA, B.S., M.S., J.D.
Campus Librarian

Center for Health Science Education Administration

WANDA THOMAS, B.S., Ed.D.
Executive Director Health Science Education

Fort Lauderdale Center

WANDA THOMAS, B.S., Ed.D.
Coordinator of Academic Affairs

Southeast Florida Educational Consortium

Executive Director
Southeast Florida Educational Consortium
Miami-Dade Community College
District Administration
11011 Southwest 104 Street
Miami, FL 33176
(305)-596-1131

Emergency Calls

Contact Vice-President for Student Development 305-761-7486.

Directory of Academic Personnel

Listed below are College and Campus personnel. Normally, Department Chairpersons should be contacted by students

who have questions about courses or similar matters. The normal appeal route is as follows: Department Chairpersons to Campus Dean of Academic Affairs, to Campus Provost, to College Vice-President for Academic Affairs, to the College President.

A Hugh Adams (Central) Campus Officers: 475-6500

Eric E. Reno
Provost

Glen A. Rose
Dean of Academic Affairs

Katharine Tymeson
Dean of Student Affairs

Thomas E. Brown
Dean of Business Affairs

DEPARTMENT OF COMMUNITY SERVICES/
CONTINUING EDUCATION

Linda Liberman
Director

COOPERATIVE EDUCATION/
EXPERIENTIAL LEARNING

Patricia Difede
Department Head

CRIMINAL JUSTICE INSTITUTE

Ed Mandt
Institute Director

Department Heads

J.P. Burnham
Law Enforcement

Douglas MacGregor
Corrections

HONORS INSTITUTE

Mary Jo Carl
Director

ACADEMIC DEPARTMENTS

Department heads in the following areas were not selected at the time the catalog was printed.

Central Campus

(1) English/ESL/Journalism - Dr. Mary Ellen Grasso

(2) Modern Foreign Language/Reading/Speech - Dr.

Irmgard Bocchino

(3) Mathematics - Dr. Ken Ross

(4) Biological Sciences (Biology/Landscape Tech./Pest

Control Tech.) - Lois Bolton

(5) Physical Science - Debbie Nycz

(6) Fine Arts -- Jim Lansing

(7) Social Science - Tom Green

(8) Behavioral Science - Boyd Hildebrand

(9) Business Administration/Marketing - Dianne Osborne

(10) Computer Science/Office Careers/Accounting - Dr. Ty Mathews

(11) HPRD - Lee Wheat

(12) Learning Resources - Dr. Isaac Call

(13) Library - Grady Drake

North Campus Officers: 973-2202

Larry A. McFarlane
Provost

Stephen C. Barker
Dean of Academic Affairs

Leonard Bryant
Dean of Student Affairs

DEPARTMENT OF COMMUNITY SERVICES/
CONTINUING EDUCATION

Donna Grady Young
Department Head

COOPERATIVE EDUCATION/
EXPERIENTIAL LEARNING

Donna Battle
Department Head

INTERNATIONAL/INTERCULTURAL EDUCATION
INSTITUTE

William Greene
Chairman of Institute

ACADEMIC DEPARTMENTS

Department heads in the following areas were not selected at the time the catalog was printed.

North Campus

(1) Mathematics - Karen Walsh

(2) Science - Margaret Green

(3) English/ESL - G. Shelby Lee

(4) Business Administration - Dennis Romance

(5) Data Processing/Office Careers - Carl Wall

(6) Social/Behavioral/Science/HRPD - Donald Schaffer

(7) Communications/Speech/Reading/Modern Foreign

Language/Journalism - Elvira Dunlevy

(8) Humanities (Including Philosophy & Religion) -

Thomas Cavendish

South Campus Officers: 963-8800

Carl M Crawford
Provost

Hettie Williams
Dean of Academic Affairs

Susan Malter
Dean of Student Affairs

DEPARTMENT OF COMMUNITY SERVICES/
CONTINUING EDUCATION

Anthony Casale
Department Head

COOPERATIVE EDUCATION/
EXPERIENTIAL LEARNING

William Dery
Department Head

ACADEMIC DEPARTMENTS

Department heads in the following areas were not selected at the time the catalog was printed.

South Campus

(1) English/ESL/Journalism - Betty Owen

(2) Communications (Reading/Speech/Modern Foreign

Language/Humanities) - Connie Cagley

(3) Mathematics/Science - Henry Martel

(4) Social/Behavioral Science/HRPD

(5) Data Processing/Office Careers - Ted Smith (acting)

(6) Business Administration

(7) Aviation/Automotive Technology

**Center for Health Science
Education
475-6767**

Wanda Thomas

Executive Director for Health Science Education

DEPARTMENT HEADS

Ruth Moore

Continuing Education for Health Related Professions

Jane Smythe

Dental Assisting

Donna K. Jackson

Nursing & Dietetic Technology

Susan Edelstein

Physical Therapy Assisting

John Prince

Respiratory Therapy

John Britt

Radiologic Technology

Elizabeth Perdue

Emergency Medical Services

Judy Burford

Nursing Technology (South)

(Vacant)

Medical Assisting/Medical Laboratory Technology

PROFESSIONAL STAFF

- ABBOTT, FRANCES, *Biology*. B.S., M.S., Florida State University. ADAMS, A. HUGH, President. B.S., M.S., Ed.D., Florida State University.
- ADKINS, BETTY V., *Department Head, Open College, Central Campus* B.A., M.A., Ph.D., University of Miami.
- ALFORD, LEON, *English*. BFT, The American Institute of Foreign Trade; M.Ed., Florida Atlantic University; Ph.D., University of Kansas.
- ANDERSON, ANN, *Mathematics*. B.S.E., University of Florida; M.A., Louisiana State University.
- ANDERSON, LA MONTE E., *Art*. B.S.Ed., M.F.A., Bowling Green University.
- ANDREWS, ALTON B., *Assistant Director, Athletics, North Campus*. B.S., University of Rhode Island; M.Ed., Florida Atlantic University.
- APPELBAUM, RICHARD, *Communication for Second Language Students*. B.A., Adelphi University; M.A., S.U.N.Y. at Albany.
- ASAL, K.S., *Mathematics*. B.S.E., M.S.E., Arkansas State University; Ed.D., University of Mississippi.
- AURAND, ALVIN D., *Engineering*. B.S., Michigan State University; M.S., Florida State University.
- BAHL, FILIPPA, *Nursing*. B.S.N., St. Louis University; M.S.N., University of Miami.
- BAILEY, JOHN M., *Food Services, Central Campus*. B.S., M.S., Florida International University.
- BAKER, WILLIAM E., *Student Affairs*. B.A., M.Ed., Florida Atlantic University.
- BARKER, STEPHEN C., *Dean of Academic Affairs, North Campus*. B.A. George Washington University; M.A., Ph.D., Howard University.
- BATTLE, COLIN, *Director of Curriculum for Business Administration, North Campus*. B.S., University of Florida; M.B.A., University of Massachusetts; Ph.D., Florida Atlantic University.
- BATTLE, DONNA, *Department Head, Cooperative Education- Experiential Learning, North Campus*. B.S.E., M.A., Ball State University.
- BERSON, JUDITH S., *Director, Financial Aid, and Veterans affairs*. B.S. Fairleigh Dickinson University; M.A., Montclair State College.
- BETHEL, JACQUELYN E., *Business Administration*. B.A., Marietta College; M.Ed., Florida Atlantic University.
- BIAYS, JR., JOHN, *English*. B.A., University of Florida; M.Ed., University of North Florida, M.A. Florida Atlantic University.
- BIELAN, ALAN V., *Vice President for Business Affairs*. B.A., Rutgers University; M.Ed., Ed.D., University of Florida.
- BLACK, MALCOLM, *Music*. B.M.E., Jackson College; M.M.E., University of Wisconsin; Ed.D., Nova University.
- BLAKE, ROBERT, *Astronomy*. B.S., Northern Arizona University; M.A., Northern Arizona.
- BOCCHINO, IRMGARD, *Department Head, Modern Foreign Language, Central Campus*. B.A., Florida Atlantic University; M.A., University of South Florida., Ph.D. University of Florida
- BOCKSTEGE, JR., BEN, *Mathematics*. B.S., Indiana University; M.S., Northern Illinois University; Ed.D., Nova University.
- BODICK, SUSANNE, *Radiologic Technology*. Cert. Geisinger Medical Center B.S., Florida International University.
- BOEKE, THOMAS, *Physical Therapist Assistant*. B.S., Ohio State University.
- BOLTON, LOIS, *Department Head Biological Sciences, Central Campus*. B.A., M.A. Mankato State University.
- BOMWELL, LEONARD, *Business Administration*. B.S., M.B.A., Fairleigh Dickinson University.
- BONNER, WENDY, *Nursing*. B.S.N., Cedar Crest College; M.S.N., Northwestern State University.
- BOVA, KATHLEEN A., *Nursing*. B.S., St. Joseph College, M.S.N., Catholic University.
- BRADY, ELIZABETH, *Behavioral Science*. B.S.W., Florida International University; M.S.W., Barry College.
- BRANCA, FRANK, *Psychology*. B.A., M.S., Florida State University; Ed.D., Nova University.
- BRITT, JOHN H., *Department Head, Radiologic Technology, Central Campus*. B.S., Pembroke State University, M.E.D., Boston State College.
- BROCK, JOAN E., *Business Administration*. B.S., Tennessee Polytechnic Institute; M.S., University of Tennessee.
- BROWN, HILDRED R., *Nursing*. B.S.N., Hampton Institute of Virginia; M.A., Jersey City State College.
- BROWN, JOHN H., *Engineering Technology*. Professional Engineer. B.S.M.E., Pennsylvania State University; M.B.A., New York Institute of Technology.
- BROWN, THOMAS E., *Dean of Business Affairs, Central Campus*. B.A., University of South Florida; M.P.A., Florida Atlantic University.
- BRUMLEY, REX, *Director of Athletics*. B.S., Sam Houston State Teachers College; M.A., George Peabody College.
- BRYANT, JR., LEONARD, *Dean of Student Development, North Campus*. B.S., M.A., Jersey City College; Ed.D., Nova University.
- BUEROSSE, DIANA, *Nursing*. B.S.N., University of Wisconsin; M.S.N., Marquette University.
- BUFORD, ROBERT D., *Drama*. B.A., University of Alabama at Birmingham, M.A., University of Alabama at Tuscaloosa.
- BUKOWSKI, JOSEPH, *Division Chairman Business Technology*. B.B.S., Accounting; M.A., University of Connecticut; Ed.D., Nova University.
- BURDICK, MARINA GARCIA, *Department Head, Modern Foreign Language, Central Campus*. B.A., Brooklyn College; M.A., Columbia University.
- BURFORD, JUDY, *Department Head, Nursing and Dietetic Technology, South Campus*. B.S.N., Old Dominion University; M.S.N., University of Kentucky.
- BURKE, THOMAS, H., *Physical Education*. B.A., Transylvania College; M.A., University of Alabama.
- BURNHAM, JUDITH, *Department Head, CJI Training, Central Campus*. B.S., M.A., Washington State University.
- BURROUGHS, LYNDA, *Nursing*. B.S.N., Adelphi University; M.A., New York University.
- BUTLER, EARL, *Business Administration*. Florida Atlantic University; M.B.A., Nova University.
- BYRD, CARLTON, *Health, Physical Education and Recreation*. B.S., M.S., Florida State University.
- CABALLERO, ALFREDO A., *Spanish*. B.A., University of Kentucky; M.A., University of Miami; Ed.D., Nova University.
- CAGLEY, CONNIE, *Department Head, Communication, South Campus*. B.S., University of Minnesota; M.A., Boise State University; Ed.D., Florida Atlantic University.
- CALABRESE, JO ANN, *Aviation Tech.* A.S. Broward Community College., B.F.A., Minneapolis College of Art and Design.
- CALTON, SHARON, *Ultrasound*. A.A.S., Radiologic Tech., B.S. Weber State University.

- CALL, ISAAC, *Director of Learning Resources*. B.A., Mars Hill College; M.A., Appalachian State University; Ed.D., Nova University.
- CAMERON, JR., GIBSON A., *Student Affairs*. A.B., Central Methodist College; M.Ed., St. Louis University.
- CAPLAN, ELAINE, *Reading*. B.A., University of Michigan; M.S., Barry University.
- CAPELLO, JOSEPH, *Theatre*. B.A., Florida Atlantic University; M.A., Florida State University.
- CARABELLI, MARCELLA, *Math*. B.S., M.A., University of Miami; J.D., Nova University.
- CARL, MARY JO, *Director of Honors Institute*; B.S., Indiana State University; M.A., Purdue University, Ph.D., University of Miami.
- CARR, J.J., *Director, Energy Management Systems*. B.S.I.E., Widener College.
- CARTAYA, MARIO, *Architecture/Contract and Civil Engineering*. B.A., University of Florida; Masters in Building Construction, University of Florida; Registered Architect in the State of Florida.
- CARTER, DORIS, *Student Affairs*. B.A., History, Virginia Union University, Richmond; M.Ed., University of Miami
- CASALE, ANTHONY J., *Division Chairman (Community Services)*, *South Campus*. B.B.A., M.Ed., Niagara University.
- CASTILLO, JOSE, *Mathematics*. B.S., Florida Atlantic University; M.S., University of Miami
- CATALO, EILEEN, *Nursing*. B.S.N., Florida International University; M.Ed., Florida Atlantic University, M.S.N., Barry University.
- CAVENDISH, THOMAS, *Music*. B.A., West Virginia University; M.Med., Ph.D., Florida State University.
- CECCHINI, PARI *English*. B.A., University of Mashad., M.A., Florida Atlantic University.
- CECERE, ROSE-ANN, *English*. B.S., State University College at Potsdam; M.S., Iowa State University
- CHAIMOWITZ, IRVING, *Electronics*. B.S., City College of N.Y.; M.A., Teacher's College, Columbia University.
- CHANDLER-MANNING, ANN ELLEN, *Director of Cultural Affairs & Special Programs*. B.S., Long Island University; M.A., Brooklyn College; C. Phil et Lit., University of South Africa.
- CHINN, JAMES, *Mathematics*. B.A., M.A., Western Kentucky University; Ed.D., Florida Atlantic University.
- CHUNG SCHICKLER, GENEVIEVE *Dietetics*. B.S., Pratt Institute; M.S. Columbia University.
- CLAPHAM, STEPHEN, *Behavioral Science*. B.A., Cambridge University, England; M.A., Ph.D., Indiana University.
- CLEARY, MICHAEL, *English*. B.A., S.U.N.Y. at Potsdam; M.S., S.U.N.Y. at Plattsburgh; D.A., Middle Tennessee State University.
- CLEMENT, GEORGE D., *Mathematics*. B.S.E., M.Ed., University of Florida.
- CLEVELAND, DONALD, *Director, Academic Intervention Services - Student Affairs*. B.S., Middle Tennessee State University; M.S., Florida Atlantic University.
- COLE, THOMAS J., *Music, Central Campus*. B.A., Furman University; M.A., Eastman School of Music.
- COLLINS, JOHN, *Chemistry*. B.S., M.S., Florida Atlantic University; Ph.D., University of Florida.
- COMES, ELAINE, *Learning Laboratory Coordinator*. B.A., Florida Atlantic University; M.S., Nova University.
- COPELAND, ORION, *Biology*. B.S., Bethune Cookman College; M.S., Michigan State University.
- CORBETT, SHIRLEY, *Nursing*. B.H.S., M.Ed., Florida Atlantic University.
- CORSERI, RICHARD A., *History/Political Science*. B.A., University of Florida; Ed.D., Florida Atlantic University.
- COSGROVE, JEAN, *Behavioral Science*. B.A., University of Florida; M.A., University of Wyoming; Ph.D., University of Arkansas.
- COSNER, LINDA, *Senior Accountant*. B.A., Barry Univ.
- COSTA, SUSAN, *Mathematics*. B.S.E., M.A.T., University of Florida.
- COSIER, ROBERT, *Business Administration*. B.S., M.B.A., Florida Atlantic University.
- CRAWFORD, CARL M., *Provost, North Campus*. B.A., Florida A&M University; M.Ed., Boston University; Ed.D., University of Miami.
- CRAWFORD, RICHARD B., *Music*. B.M., M.M., Louisiana State University.
- CRISPO, NEIL SHEA, *Director of Alternative Learning Systems & Special Projects*. B.S., M.S., Florida State University; Ed.D., University of Southern Mississippi.
- CROSSMAN, GEORGE, *Electronics*, B.S.E.E., San Jose State College.
- CULMER, DARLA, *Biology*. B.S., Talladega College; M.S., Howard University.
- CURRY, FREDERIC, *German, Russian*. B.A., University of Florida; M.A., Middlebury College; M.A.T., Wesleyan University; Ed.D., Nova University.
- CUVILLIER, PAULETTE, *French*. B.A., M.S., Florida Atlantic University.
- DAVIDSON, URSULA, *Accounting Department Head, Aviation Technology, South Campus*. B.A., Ohio State University; M.A., American University.
- DAVIS, STEPHEN, *Physical Science*. B.A., M.A., Temple University.
- DAWKINS, ALGERINE, *Office Information Systems*. B.S., West Virginia State College; M.S., Indiana University.
- DeKler, Randy M., *Respiratory Therapy*, B.S. Wilmington College.
- DEMPS, ANNIE B., *Nursing*. B.S.N., Hampton Institute; M.A., Jersey City State College.
- DERY, WILLIAM M., *Department Head, Cooperative Education/Experiential Learning, South Campus*. B.A., University of Miami; M.Ed., Florida Atlantic University.
- DEYAMPERT, LUCIUS D., *Geology*. B.S., Birmingham Southern College; M.S.T., University of Florida.
- DIAZ, CARLOS F., *History*. B.A., M.Ed., Ed.S., Ed.E., Florida Atlantic University.
- DIBBLE, DEBORAH, *Biology*. B.S., University of Miami; M.S., Eastern Michigan University.
- DIETERICH, JR., LAWRENCE RAY, *Public Services*. B.S., Pennsylvania State University; M.Ed., Ed.D., Florida Atlantic University.
- DIFEDE, PATRICIA, *Department Head, Cooperative Education/Experiential Learning*. B.S.W., S.U.N.Y. at Albany; M.Ed., Florida Atlantic University
- DINNEN, MAUREEN, *History*. B.A., Barry College; M.S., Florida State University.
- DONES, YVONNE, *Nursing*. B.S., Florida State University, M.S.N., Barry University.
- DRAKE, GRADY W., *Director of Libraries*. B.A., University of Florida; B.S., in L.S., Columbia University.
- DRY, NELLIE, *Business Administration*. B.S., Concord College; M.S., University of Kentucky; Ed.D., Pennsylvania State University.
- DUNLEVY, ELVIRA, *Department Head, Speech Communications, North Campus*. B.A., University of Michigan; M.S., Purdue University.
- EARLY, JACQUELINE, *Learning Laboratory Coordinator*. B.S., University of Maryland; M.Ed., Florida Atlantic

- Atlantic University.
- EDELSTEIN, SUSAN, *Department Head, Physical Therapist Assistant*. B.S., S.U.N.Y. at Stony Brook.
- EDWARDS, WILLIAM, *Music*. B.M., Richmond Professional Institute; M.M., Ph.D., Indiana University.
- EICHNER, STEPHANIE, *Office Careers*. B.S., M.S., Florida Atlantic Univ.
- EISMAN, GREGORY *English*. B.A., M.A. - Florida Atlantic University.
- ELAM, JERRY W., *Journalism*. B.A., M.A., Western Kentucky University.
- ELIOT, C. STEVENS, *Art*. Central Campus, B.A., University of West Virginia; B.F.A., Yale University; M.F.A., Mayland Institute.
- ELLINGHAM, PATRICK, *English*. B.A. M.A., State University of New York at Buffalo.
- ELLIS LAWRENCE, *Librarian*. B.A., Florida Atlantic University; M.A., Florida State University.
- ENGLISH, BERNARDINE, *Psychology*. B.A., M.A., University of Florida.
- ERICKSON, JANE, *Physical Education*. B.S., Slippery Rock State College; M.Ed., University of Pittsburgh.
- ESCO, MARJORIE B., *Speech*. B.A., M.A., University of Alabama. EVERTZ, BARBARA, *History*. B.A., M.A.T., Florida Atlantic University.
- EVERTZ, BARBARA, *History*. B.A., M.A.T., Florida Atlantic University.
- FARQUHARSON, AMOS, *Behavioral Science*. B.A., Mercy College; M.A., Fordham University.
- FAZZINI, RUDOLPH V., *Reading*. B.A., Salem College; M.S., Barry College.
- FEASTER, SCOTT, *English*. B.A., University of the South; M.A., University of Miami, Ph.D., Ohio University.
- FERBER, SHERRY, *Employment Training Manager*. B.A., M.A., Florida International University
- FINDLEY, CAROL J., *Student Affairs*. B.S., M.A., Indiana State University; Ed.S., Butler University; Ed.D., Nova University.
- FISHE, PATRICIA, *Nursing*. Diploma, University of Tennessee; B.A., Florida Atlantic University; M.S., Barry College; Ed.D., Nova University.
- FORTE, JOSEPH, *Manager, Printing and Graphics Art*. Certificate of Completion, Journeyman Pressman, New York State Apprenticeship Council.
- FOSS, ARTHUR H., *Mathematics*. B.A., M.A., Boston University. FREEMAN, ROY E.M Assistant to Executive Vice President for Information Systems. B.B.A., M.B.A., Florida Atlantic University.
- FREEMAN, ROY E.M. *Special Assistant for Information & Research Services*. B.B.A., M.B.A., Florida Atlantic University.
- FRITZE, BERNARD, *Biology*. B.S.Ed., M.S., Kansas State Teachers College.
- FURLOW, RICHARD H., *Director of Staff and Program Development*. B.A., M.A., Indiana University.
- GANNOTT, WALTER, *Mathematics*. B.S. Chicago Technical College; M.S. Chicago State University.
- GASKINS, ROSA M., *Library*. B.S., Florida Memorial College; M.L.S., Florida State University.
- GIFFORD, WILBUR S., *Physical Education*. B.S.P.E., M.P.H., University of Florida.
- GILSON, CASEY, *English*. B.A., M.A., Temple University.
- GNAGE, DAVID C., *Registrar*. B.S., M.S., S.U.N.Y. at Brockport; M.B.A., S.U.N.Y. at Buffalo.
- GODAMBE, DEEPA, *Physical Science*. B.S., M.S., Bombay Univ. India.
- GODBY, STEVEN, *History/Political Science*. B.A., M.A., Florida State University.
- GODDARD, THOMAS, *Manager, Energy Management Systems*.
- GOMEZ, ALFREDO, *Computer Science*. B.E.E., Cornell; M.B.A., Florida Atlantic University.
- GOODWIN, RICHARD H., *Department Head, Marketing/Management, Central Campus*. B.A., University of North Carolina; M.B.A., University of Miami.
- GOVER, M. RAY, *Student Affairs*. B.S., Union College; M.A., Eastern Kentucky University.
- YOUNG, GRADY, DONNA K., *Division Chairman (Community Services), North Campus*. M.B.A., University Chicago Campus. M.B.A., University of Chicago.
- GRANDE, LUKE M., *English*. B.A., St. Mary's College; M.A., Loyola University; Ph.D., St. Louis University.
- GRASSMAN, JAN M., *Office Careers*. B.A., Michigan State Univ.
- GRASSO, MARY ELLEN, *Dept. Head, English/Speech/Journalism, Central Campus*. B.A., Westminster College; M.A., University of Pittsburgh; Ed.D., Nova University.
- GREEN, MARGARET, *Department Head, Biology, North Campus*. B.S., M.S., University of Florida
- GREEN, THOMAS L., *Department Head, History, Central Campus*. B.A., M.A., University of Florida; M.A., University of Miami.
- GREENE, WILLIAM E., *Director, International/Intercultural Education, North Campus*. B.A., M.A.T., Ed.D., Florida Atlantic University.
- GRIGSBY, TARI, *Assistant Registrar*. B.A., M.A., Michigan State University.
- GROSSO, VINCENT J., *Mathematics*. B.S., M.S., Ed.S., Florida Atlantic University.
- GROW, LYNN, *English*. B.A., M.A., Ph.D., University of Southern California.
- HAHL, LOUIS, *College Bookstores Coordinator*. B.B.A., University of Pittsburgh.
- HAIRE, RONALD, *Chemistry*. B.S., Valdosta State College; M.S., Florida State University.
- HALL, DAVID, *Radiologic Technology*. B.S., Medical College of Georgia; M.S., S.U.N.Y. at Buffalo.
- HALL, JACQUELINE, *English*. B.A., Ohio Wesleyan University; M.A., Western Kentucky University.
- HAMILTON, CLINTON D., *Executive Vice President*. A.B., Union University; M.A., Vanderbilt University; Ph.D., Florida State University.
- HAMILTON, TERRY, *Biology*. B.Ed., University of Miami; M.A., Appalachian State Teachers College.
- HANLON, WILLIAM, *Data Processing*. B.S., Univ. of Pittsburgh; H.B.A., Cleveland State Univ.
- HARDY, EVELYN, *Student Affairs*. B.A., Florida Atlantic Univ.; M.S., Barry Univ.
- HARNER, W. HOLT, *Biology*. B.S., West Virginia Wesleyan; M.S., Ohio State University.
- HART, MAUREEN, *Behavioral Science*. B.S., H.S., Iowa State Univ., Ed.D., Nova Univ.
- HART, MICHAEL J., *Sociology*. B.A., M.S., Iowa State University; Ed.D., Nova University.
- HEFFERIN, DEBORAH, *English*. B.S., M.A., Northern Illinois University.
- HENDERSON, BERTILDA, *Reading*. B.S., Florida Memorial College; M.Ed., Florida Atlantic University.
- HENDERSON, DONNA W., *Health, Physical Education and Recreation*. B.S., M.S., W. Virginia University.
- HENDERSON, LUTHER J., *Mathematics*. B.S., Bethune Cookman College; M.S., Atlanta University.
- HENDRICKS, VICKI, *English*. B.S., Ohio State University; M.A., Florida Atlantic University.
- HENN, EDWARD M., *Business Administration*. B.A.,

- University of South Florida; M.B.A., Florida Institute of Technology.
- HERNANDEZ, JOSE, *Contract & Civil Engineering*. B.S., M.S.C.E., National University of Columbia, S.A.
- HERTZ, MARQUERITE, *Health, Physical Education, Recreation*. B.S., Northern Illinois University; M.S., Indiana University.
- HILDEBRAND, BOYD, *Department Head Behavioral Science, Central Campus*. A.B., University of Miami; M.A., Western Kentucky University.
- HILL, JR., RICHARD D., *Department Head, Physical Science, Central Campus*. B.S., Florida State University; M.Ed., University of Florida.
- HOFSTATTER, CATHY, *Nursing*. B.S.N., Adelphi University; M.S.N., University of Miami.
- HOLCOMBE, WILLIS N., *President*. B.A., Baldwin-Wallace College; M.A., Ph.D., University of Florida.
- HOOPER, JOHN J., *Business Administration*. B.S., Pennsylvania State University; M.B.A., Pace College, C.P.A.
- HORNER, LINDA, *Mathematics*. B.A., Southwestern at Memphis, M.S., Middle Tennessee State University.
- HOWELL, JR., CHARLES B., *Business Administration*. B.S., M.B.A., University of Florida.
- HUANG, CHIEN-JEN, *Data Processing*. B.A., National Chien Chi Univ., Taiwan; M.S., Florida Atlantic Univ.
- HULEWICZ, RONALD, *English*. B.S., Western Michigan University; M.A., Eastern Michigan University; Ph.D., University of Michigan.
- HUNTER, KATHERINE E., *V.P. for Academic Affairs*. B.A., Lenoir Rhyne College; M.S., Ph.D., Florida State University, M.R.E., Southern Lutheran Theological Seminary.
- HUTTINGER, BEVERLY, *English*. B.A.E., University of Florida; M.S., Barry College.
- HYDE, NANCY, *Mathematics*. B.S., Florida State University; M.Ed., Florida Atlantic University.
- IDDINGS, ELEANOR M., *Office Information Systems*. B.S., Ball State University; M.A., Western Michigan University.
- INCIARDI, FRANK E., *Department Head Business Technologies, South Campus*. B.A., Brooklyn College; L.L.B., Brooklyn Law School.
- ISRAEL, PHILIP, *Business Administration*. B.C.S., Southeastern University; L.L.B., J.D., University of Baltimore.
- JACKSON, DONNA K., *Department Head, Nursing and Dietetic, Allied Health Campus*. B.S.N., University of Ottawa; M.A., Eastern Michigan University.
- JOHNSON, BARBARA, *Coordinator of Training and Development*. B.A., Florida Atlantic University
- JOHNSON, ELEASE, *English*. B.A., Bethune Cookman College; M.Ed., Florida Atlantic University.
- JOHNSON, GLORIA, *English*. B.A., M.A., University of Miami.
- JOHNSON, NANCY, *Mathematics*. B.S., Stetson University; M.S., Florida Atlantic University.
- JONES, DAVID, *Assistant Director of Personnel*. B.B.A., Florida Atlantic University.
- JONES, ENID, *Business Administration, North Campus*. M.B.A., New York University; B.S., University of West Indies. JONES, LEE C., *Sociology*. B.S., M.S., Mankato State University; Ed.D., Nova University.
- JONES, LEE C., B.S., M.S., Mankato State University; Ed., Nova University.
- JOYCE, PATRICIA, *English*. B.A., M.A., Florida State University. JUSTICE, THERESA, *Learning Laboratory Coordinator*. B.F.A., Florida Atlantic University; M.S., Nova University.
- JUSTICE, THERESA, *Learning Resources Coordinator*, Florida Atlantic University; M.S., Nova University.
- B.F.A., KAY, GARY, *Reading*. B.A., University of Manitoba; M.Ed., Ed.D., Florida Atlantic University.
- KAY, GARY, *Reading*. B.A., Univ. of Manitoba; M.S., Ed.D., Florida Atlantic University. KAY, JANET, *Bailey Hall Manager*. B.A., Rider College.
- KAYAJAN, DAVID, *Director of Alumni Relations*. B.A., Boston Univ.; M.A., Rutgers University.
- KEATING, KEVIN, *Behavioral Science*. B.A., Marquette University; M.A., Ph.D., Northwestern University.
- KING, ALMA, *Physical Education*. B.S., Miami University of Ohio; M. Ed., Bowling Green State University.
- KING, LAWSON, *Health, Physical Education and Recreation*. B.S., University of Southwestern Louisiana; M.S., University of Tennessee.
- KOVACS, MICHAEL, *Biology*. B.S., University Of Florida; M.S.T., Florida Atlantic University.
- KREMP, BARBARA, MT (ASCP) *Coordinator, Medical Laboratory Technology*. B.S., Wayne State University; M.A., Central Michigan University.
- KRUSE, BARBARA, *Nursing*. B.S.N., University of Florida; M.S., Nova University.
- LA CAVA, LYDIA, *Library*. B.S., University of Missouri; M.S., Florida State University.
- LAMBERT, SUZANNE, *Office Information Systems*. B.A., M.A., Marshall University.
- LANDERS, R.L., *Health, Physical Education, Recreation*. B.B.A., M.E., Baylor University; Ed. D., Nova University.
- LANGLOIS, CAROLE, *Mathematics*. B.A., St. Joseph's College; M.Ed., Florida Atlantic Univ.
- LANSHE, ROSEMARY, *Director of Curriculum for Communications, Central Campus*. B.S., State University of New York at Geneseo; M.S., Alfred University.
- LANSING, JAMES, *Art*. B.A., State University of New York At Buffalo; M.S., M.A., M.F.A., Northern Illinois University.
- LEDFORD, JAMES, *English*. B.A., Harding College, M.A., Ball State University.
- LEE, G. SHELBY, *English*. B.S.E., Arkansas State University; Ed. D., Nova University.
- LEMAIRE, ALFRED A., *English*. B.A., M.A., University of Oklahoma.
- LEVINE, RICHARD, *Behavioral Science*. B.A., Brooklyn College; M.A., Ph. D., Northwestern University
- LIBERMAN, LINDA, *Division Chairman, Community Services, Central Campus, Special Assistant for Womens Affairs*. B.A., Queens College; M.A., City College of New York.
- LIFTIN, HARVEY, *Biology*. B.A., NewYork University; M.A., Hofstra University; Ed.S., Florida Atlantic University.
- LINGER, NEIL B., *Librarian*. B.A., Stetson University; M.L.S., Florida State University.
- LONG, LETTY, *Librarian*. B.A., William Smith College; M.L.S., State University of New York at Geneseo.
- LONG, WILLIAM T., *Mathematics*. B.E.E., General Motors Institute, M.S., Michigan State University.
- LUCAS, VICKIE, *Computer Science*. B.S. Florida Atlantic University.
- LUCK, PHYLLIS, *English*. B.S., Auburn University; M.A., University of Alabama.
- LUKEN, PATRICIA, *Behavioral Science*. B.A., St. Bonaventure University; M.A. Xavier University.
- LUSK, GEORGE, *Fund Accountant*. B.S., Tennessee Wesleyan College.

- LUSK, T. JANE S., *Computer Science and Office Information Systems, South Campus*. B.S.S., M.Ed., Ed. S., Ed.D., Florida Atlantic University.
- MACGREGOR, DOUGLAS, *Dept. Head, CJI Education*. B.S., Florida Southern College; M.Ed., Florida Atlantic University.
- MACNAMARA, NANCY, *Accounting Department Head, Health Physical Education and Recreation, Social and Behavioral Science, South Campus*. B.S., M.A., George Peabody College; Ed. D., Nova University.
- MADDEN, JENNIFER H., *Librarian*. A.B., Emory University; M.S. Simmons College.
- MADDA, JEANETTE, *Physical Science*. B.S., M.S., Ph. D., Michigan State University.
- MALTER, SUSAN M., *Dean of Development, South Campus*. B.A., M.E.D., University of Florida; M.B.A., Florida International University.
- MANDT, EDWARD, *Director, Criminal Justice Institute*. B.A., Florida Atlantic University; M.S., Eastern Kentucky University.
- MANIERI, DENNIS, *Mathematics*. B.A., M.A., University of Miami.
- MARKUS-GILSON, MIRIAM, *English*. B.A., Pennsylvania State University; M.Ed., Temple University.
- MARTEL, HENRY, *Department Head, Mathematics and Science, South Campus*. B.S., Florida Southern College; M.S., Colorado State University, Ed. D. Nova University.
- MATTHEWS, J. TYRONE, *Department Head, Office Information Systems, Central Campus*. B.S., M.S., Morgan State University; Ph.D., University of Nebraska.
- MATTHEWS, PATRICIA, *English*. B.A., M.Ed., Ed. S., Florida Atlantic University.
- MATTOX, PAUL, *Behavioral Science*. B.A., City College of New York; M.S.S., Adelphi University.
- MCFARLANE, LARRY, *Provost, Central Campus*. B.A., University of Wisconsin; M.S.S., University of Mississippi; Ph.D., University of Georgia.
- MCGAHEE, ELAINE, *Librarian*. B.S., Florida Memorial College; M.L.S., Florida State University.
- MCGEHEE, WILLIAM M., *Health, Physical Education, and Recreation*. B.S., Tennessee Technological University; M.A., Middle Tennessee State University.
- MCLEAN, DAVID, *Landscape Technology*. B.S., University of Miami.
- MCNAIR, CONSTANCE, *Mathematics*. B.A., Oakwood College; M.A., Ohio State University.
- MEEKER, ROBERT, Jr, *English*. B.A., M.A., University of Miami.
- MEHALLIS, GEORGE, *Executive Director for Technical Education*. B.S., M.A., Ph.D., Ohio State University.
- MENHART, PATRICIA, *English*. B.A. Mount Union College; M.A., The University of Akron.
- MESA, ADRIAN, *Modern Foreign Language*. B.S. University of Havana, M.S., Kansas State Teachers College.
- METCALF, WILLIAM, *Tigertail Water Sports Facility*. B.A., University of Miami.
- MILANESE, GABRIEL, *Physical Science*. B.S., University of Maryland; M.S., University of Notre Dame.
- MINICONE, LORENZ, *Contracting and Civil Engineering*. B.S.C.E., Columbia University.
- MITCHNER, CHARLES J., *Social Science*. B.A., Wake Forest Univ; M.A., University of Louisville; Ph.D., Georgia State University.
- MOESCHL, THOMAS, *Behavioral Science*. B.A., Jacksonville University; M.A., College of William and Mary; Ph.D., Virginia Commonwealth University.
- MOLINARO, JOSEPH, *Art*. B.S., Ball State University; M.F.A., Southern Illinois University.
- MOORE, MERCY, *English*. B.A., Florida A & M University; M.A., Atlantic University.
- MOORE, RUTH, *Dept. Head, Continuing Education for Health Related Professions*. B.S.N., Florida International University; M.Ed., Ed.S., Ed.D., Community College Curriculum and Instruction, Ed.D., Florida Atlantic University.
- MOSKOWITZ, JANET, C.D.A., *Dental Assisting*. A.S., Gulf Coast Community College.
- MULLIKIN, MILDRED, *Theatre*. B.S., Lander College; M.A., University of Alabama.
- MURRAY, v. KIRKWOOD, *Director, Employee Relations*. B.A., Hartwick College.
- NANCE, MARSHALL, *Business Administration*. J.D., Stetson University.
- NAREL, RONALD A., *Student Affairs*. B.A., Hofstra University; M.A., Colgate University; Ph.D., Florida State University.
- NEMETH, JOYCE, *Mathematics*. B.A., Brooklyn College; M.S., Richmond College.
- NASH, PEGGY, *Behavioral Science*. B.A., M.A., Florida State University; Ed.D., Florida Atlantic University.
- NICHOLS, JUDITH B., *English*. B.A., M.A., University of North Carolina.
- NICHOLS, LEE, *English*. B.S., Appalachian State Teachers College; M.A., Duke University.
- NYCZ, DEBORAH M., *Dept. Head, Physical Science, Central Campus*. B.A., Douglas College; M.S., University of Delaware.
- NYCZ, THOMAS, *Physical Science*. B.S., Fairfield University; Ph.D., University of Delaware.
- O'DEL, JOHN, *Emergency Medical Services*. B.A., M.S., S.U.N.Y. at Buffalo.
- OPPENHEIMER, SAMUEL L., *Dept. Head, Engineering Technology, Central Campus*. Newark College of Engineering J.B.A., New York Institute of Technology; Ed.D., Nova University. M.B.A. Ohio State University
- OPPERMAN, WILLIAM, *Science*. B.S., M.S., University of Florida.
- OSBORNE, DIANNE S., *Dept. Head Business Administration, Central Campus*. B.S., B.A., University of Florida; M.B.A., Nova University.
- OTTO, ANN M., *Vice President of Development*. B.A., M.A. Florida State University; Ed.D., Nova University.
- OVERMEYER, KARON, *Nursing*. B.S., M.Ed., Columbia University.
- OWEN, ELSIE E., *Dept. Head English/Journalism, South Campus*. B.A., M.A., University of Miami.
- FACTOR, DAVID E., *Art*. B.S., M.A., Ball State Teachers College.
- PALMER, DUDLEY A. (DOUG), *Landscape and Pest Control Technology*. B.S.A., University of Florida.
- PARKE, JANET E., *Health, Physical Education, and Recreation*. B.S., Capital University; M.S., Indiana University; Ed.D., University of N. Carolina.
- PARKER, THOMAS F., *Student Affairs*. B.S.Ed., Northern Illinois University; M.A., Roosevelt University.
- PAWLOWSKI, JOHN, *Communications*. B.A., Northern Illinois University; M.A., Ph.D., Northwestern University.
- PERDUE, ELIZABETH, *Department Head, Emergency Medical Services, Central Campus*. B.S.N., Barry College; M.N., University of Florida.
- PERES, MARTIN, *Mathematics*. B.S., M.S., The City College of New York.
- PERFECT, MARY L., *Mathematics*. B.S., M.S., Florida State University.

- PETERSON, JON, *Associate Comptroller*. B.B.A., University of Massachusetts; M.S., Florida Atlantic University.
- PETRYSIAN, JOHN, *Systems Analyst*.
- POPPER, BENJAMIN, *Reading*. B.S., M.A., Seton Hall University; Ph.D., New York University.
- PORTERFIELD, WILLIAM A., *Director of Curriculum, Math/Science, Central Campus*. B.S., M.A., Middle Tennessee State College; Ed.D., University of Alabama.
- PRATT, ALDANZO, *Asst. Director Financial Aid*. B.S., Nova University.
- PRINCE, JOHN, *Department Head, Respiratory Therapy, Central Campus*. B.A., University of California at Los Angeles.
- QUILANTHY, RICHARD, *Speech*. B.A.E., M.Ed., University of Florida; Ed.D., Nova University.
- QUINTERO, MERVIN, *Electronics Tech.* B.S.E., Le Tourneau College.
- REBSTOCK, JAMES, *Sociology*. B.S., M.S., Mankato State University.
- REISS, CHRISTOPHER, *English*. B.A., University of Keele; M.S., Middle Tennessee State University.
- RENO, ERIC, *Provost, South Campus*. B.A. Florida Atlantic University; M.A. San Francisco State College. Ed.D., Florida Atlantic University.
- RETZ, LAURA, *Marketing Management*. B.S., Ball State University; M.S., Florida International University.
- RHOAD, KATHLEEN, *Student Affairs*. B.A., Bridgewater College; M.A., Illinois State College.
- RHODES, C.E., *Mathematics*. B.A., M.A., University of Texas; M.S., Florida Atlantic University.
- RHODES, PHYLLIS JANE, *Student Affairs*. B.S., M.A., West Virginia University.
- RHODES, SANDRA, *Student Affairs*. B.S., M.S., Florida State University.
- RICKENBACKER, JANET, *Purchasing Agent*.
- RICKER, PAUL, *Marketing Management*. A.A. Santa Fe Jr. College; B.B.A., M.B.A., Florida Atlantic University.
- ROBERTS, KAREN, *Art*. B.Ed., University of Miami; M.A., Michigan State University. Ph.D., State University of N.Y.
- ROCKER, SIDNEY, *Criminal Justice Institute*. B.A., J.D., Cornell University.
- ROMANCE, DENNIS J., *Business Administration*. B.S., State University of New York; M.B.A., Arizona State University; D.B.A., Nova University.
- ROSE, GLEN, *Dean of Academic Affairs, Central Campus*. B.S., M.P.H., University of Florida; Ed.D., Nova University.
- ROSS, KENNETH, *Dept. Head Mathematics, Central Campus*. B.S., M.Ed., University of Florida; Ed.D., University of Tennessee.
- ROTHHAAR, JANET A., *Librarian/Cataloger*. B.S., Connecticut College; A.M.L.S., Univ. of Michigan.
- ROULSTON, REYBURN R., *Business Administration*. B.A., M.A., University of Minnesota.
- ROUNDY, PETER, *English*. B.A., Boston University; M.A., Florida Atlantic University; Ph.D., Florida State University.
- RYAN, THOMAS J. Jr., *Director of Student Life*. B.S., Florida Southern College; M.A., University of Alabama.
- SADDI, KEWAL, *Chief Television Engineer*.
- SAMS, DORIS L., *Student Affairs*. B.A., Seton Hill College; M.Ed., A.B.D., University of Pittsburgh.
- SANDERS, SANDRA, *Electronics Tech.* B.S., M.S., University of Canterbury.
- SAWYER, JAMES, *Assistant Director, Physical Plant*. B.S., Utica College of Syracuse University.
- SCHAFFER, DONALD, *Social and Behavioral Sciences/HRPD, North Campus*. A.B., Lafayette College; M.S., M.A., Ed.D., University of Pennsylvania;
- SCHEFF, GLORIA, *Behavioral Science*. B.A., Ithaca College; M.A., Aldelphi University.
- SCHERPEREL, LORETTA, *Music*. B.M., Greensboro College; M.M., D.M.A., Eastman School of Music.
- SCHINDELER, EDWARD J. A., *Political Science*. B.S., M.S., Florida State University; Ed.D., University of Northern Colorado.
- SCHULTZ, DONALD, *Police Science*. B.S., Long Beach State College; M.P.A., University of Southern California.
- SCHULZ, REX Sr., *Police Science*. B.S., University of Nebraska; M.S., Ed.D., Nova University.
- SCHUMACHER, GEORGE, *Fire Science*. B.S., Queens College.
- SCOTT, FRED L., *Computer Science*. B.S., Miami University; Ohio; M.Ed., University of Florida; M.A., Rutgers; Ed.D., Nova University.
- SEARCY, FRED, *Biological Sciences*. B.A., M.S., University of Mississippi.
- SENIOR, WILLIAM, *English*. B.A., Colby College; M.A., University of Connecticut, Ph.D., University of Notre Dame.
- SERVICE, J. GREGORY, *Business Administration*. B.B.A., Florida Atlantic University; J.D., University of Miami.
- SHAW, DAVID, *English*. B.A., M.Ed., University of Florida.
- SHEEKS, JOHN T., *Marketing Management*. B.A., B.S., M.A., Ed. Spec., Ed.D., University of Minnesota.
- SIEFKUS, CLETUS, *Comptroller*. B.S., Xavier University.
- SIVIK, FRANK P., *Biology*. B.S., Providence College; M.S., University of Massachusetts.
- SLATER, CHARLES, *Fund Accountant*. B.S., Florida State University.
- SLOAN, DEBORAH, *Student Affairs*. B.A., Florida Atlantic University; M.S., Florida International University.
- SMITH, MONTY, *Director of Curriculum, HRPD/Social Science/Humanities*. B.S.E., Emporia Kansas State College; M.A., University of Missouri.
- SMITH, REGINALD, *Behavioral Science, North Campus*. B.A., Anderson College; M.S.W., New York University; M.Div., Union Theological Seminary.
- SMITH, THEODORE, *Department Head, Computer Science and Office Information Systems, South Campus*. B.S., Iowa-Weleyan College; M.S., University of Kansas; Ph.D., Nova University.
- SMYTHE, JANE, *Department Head, Dental Assisting, Allied Health Center Campus*. B.S., Florida Atlantic University; M.S., Florida International University; Ed.D., Nova University.
- SOMMERSDORF, VIRGINIA R., *Nursing*. B.S., Alfred University; M.S., Purdue University, M.S.N., Barry University.
- SORKIN, HOWARD, *Mathematics*. B.S., Long Island University; M.A., University of Miami.
- SPAHN, GEORGE, *Physical Science*. B.S., University of Dayton; B.S.C.E., Catholic University; M.S., Case Institute of Technology.
- SPANTON, KATHERINE, *Speech*. B.A., M.A., Bowling Green State University.
- STAATS, CHARLES, *English*. B.A., M.A., Seton Hall College.
- STANCIL, JOHN, *Business Administration/Accounting/Hotel/Motel/Tourism*. B.S., Wayne State University; M.B.A., University of Detroit.
- ST. LAURENT, SUZANNE, *English*. B.A., M.Ed., Florida Atlantic University.
- STOLL, GEORGE, *English*. B.A., M.A., Glassboro State

- College.
- STRYSICK, PAMELA, *Accounting*. B.B.A., Florida Atlantic University; M.S.M., Florida International University. CPA.
- SULLIVAN, GARY H., *Mathematics*. B.A., M.A., City College of New York.
- SULLIVAN, KYRA, *Art*. B.F.A., Arizona State University; M.F.A., Florida State University.
- SUTTON-KENNEDY, JOYCE, *F.C.C.A.A. -WAC Southern Conference Secretary*. B.S., Kentucky State College; M.S., University of Wisconsin.
- SWIFT, PATRICIA, *English*. B.A., Blackburn College; M.A., Florida Atlantic University.
- SWITZER, BERNARD, *Music*. B.M., Peabody Conservatory of Music; M.M., Towson State College.
- SZERDI, JOHN W., *Architecture*. B.A., M.A., University of Florida; Registered Architecture.
- TAYLOR, RODNEY, *Computer Science and Office Information Systems, South Campus*. B.S., M.B.A., Southeast Missouri University.
- TAYLOR, THEODORE, *Director of Admissions*. B.A., M.A., Florida A & M University; Ed.D., Nova University.
- TEAGUE, ELIZABETH, *Nursing*. B.S.N., Duke University; M.A., Wake Forest University.
- TENENBAUM, LINDA, *Nursing*. B.S.N., Adelphi College; M.S.N., Hunter College.
- THOMAS, WANDA, *Provost, Allied Health Center*. B.S., Kent State; Ed.D., University of Arkansas.
- THOMPSON, BYRON, *Mathematics*. B.A., Huntington College; M.A., Duke University.
- TIONA, ANTHONY, *Data Processing*. B.S., Florida Atlantic University.
- TOBE, LAWRENCE, *Art*. B.S., M.A., University of Louisville.
- TREES, PHILIP L., *Business Administration*. B.S., M.A., Ball State Teachers College.
- TYMESON, KATHARINE P., *Dean, Student Affairs, Central Campus*. B.A., University of Maryland; M.S.W., Columbia University.
- URQUHART, CATHERINE, *Student Affairs*. B.S., M.S., University of Wisconsin at Madison.
- VAN ALSTYNE, JUDITH, *English*. B.A., Miami University, Oxford, Ohio; M.Ed., Florida Atlantic University.
- VIGGIANO, LOUIS, *Electronics Tech*. B.E.E., City College of New York; M.S., Pratt Institute.
- VIVIANO, RALPH R., *Director of Industry Services*. B.A., Seton Hall Univ.; M.A., Montclair State College.
- WAGE, VALA E., *Program Director, Radiation Therapy Technology*. B.S., Florida Atlantic University.
- WAGNER, AURELIA, *Student Development*. B.A., D'Youville College; M.S., Barry University.
- WALKER, WILLIAM, *Psychology*. B.A., University of Florida; M.A., Ph.D., University of Mississippi.
- WELLS, ALEXANDER T., *Aviation Technology*. B.A., Hunter College; M.A., DePaul University; Ed.D., Nova University.
- WEST, BARBARA, *Nursing*. B.S.N., Florida A & M University; M.S., Nova University.
- WETMORE, LORETTA, *Nursing*. B.S.N., Nazareth College; M.S., Nova University.
- WHEAT, LEROY, *Assistant Athletic Director, Department Head, Health, Physical Education & Recreation, Central Campus*. B.S., Northeast Missouri State; M.A., University of Missouri.
- WILL, ALBERT A. Jr., *Biology*. B.L.A., M.S., University of Florida.
- WILLIAMS, GLORIA, *Mathematics*. B.A., Barnard College; M.A., Teachers College-Columbia University.
- WILLIAMS, HETTIE, *Dean of Academic Affairs, South Campus*. B.S., Florida A & M University; M.A., Morgan State College; Ed.D., Nova University.
- WILSON, JAMES, *Speech*. B.A., M.S., Kansas State Teachers College; Ph.D., Florida State University.
- WISNIOSKI, STANLEY W. Jr., *Criminal Justice Institute*. B.G.S., M.E., University of Massachusetts.
- WITKOV, CAREY, *Physical Science*. B.S., Northwestern University; M.A., Sangamon State University.
- WOLFSON, LEONARD, *Mathematics*. B.A., M.A., University of Miami.
- WOODEN, WALTER F., *Mathematics*. B.S., Bob Jones Univ.; M.S., Rensselaer Polytechnic Institute.
- WYNN, JOHN M., *Social Science*. B.S., Divine Word College; M.A., Divine Word Seminary; M.A., Catholic University.
- WYNN, PAMELA, *Behavioral Science*. B.A., M.A., University of Texas.
- YATER, ROY L., *English*. B.A., Mexico City College, Mexico; M.A., Florida State University.
- YOUNG, GEORGE W., *Vice President for Student Development*. B.S., M.S., Ph.D., Florida State University.
- WALL, CARLTON D., *Dept. Head Careers*. B.S., Belmont College; M.A., George Peabody College; Ph.D., Ohio State University.
- WALSH, KAREN, *Dept. Head Mathematics*. B.S., California State College; M.S., Florida Atlantic University.
- WALTERS, JONATHAN, *English*. B.A., Warwick University; M.A., University of Miami.
- WASHELL, RICHARD, *Behavioral Science*. B.A., M. A., St Johns University; Ph.D., University of Toronto.
- WEIR, Judith E., *Librarian*. B.A., State University College; M.L.S., State University of New York at Albany.
- WEISS, SALLY, *Nursing*. B.S.N., American University, M.S.N., University of Miami.
- WELDON, JOHN C., *French*. B.A., M.A., University of Kentucky.

Distinguished Service Award

Periodically, for outstanding meritorious service on behalf of the College, a Distinguished Service Award is presented. Awardees for the year in which the award was given are set forth below:

Mr. Gene A. Whiddon, 1973
Mrs. James D. Camp, Jr., 1977
Mr. Elmer E. Rasmuson, 1977
The Honorable James E. Minnet, 1977

Broward Community College Foundation, Inc. Board of Directors

Gene A. Whiddon,
Chairperson
Robert L. Elmore,
Vice Chairperson
Marietta M. Benevento
Alfred D. Harrington, Jr.
Ann M. Otto
Executive Director and Treasurer
Dr. Clinton D. Hamilton
Willis N. Holcombe, Secretary
William F. Leonard, Sr.
Stephen J. McDonald
Fred R. Millsaps
Margaret L. Roach
David H. Rush
Cletus A. Siefker
Judy Van Alstyne
Daniel S. Goodrum

Foundation Contributors

Ralph Anderson Estate
Ralph R. Bailey Estate
John E. and Nellie J. Bastien Memorial Foundation
Sondra Bleicher Memorial Fund
Otto M. Burkhardt Trust Fund
E. Virginia Leland Curren Trust Fund
June Van Fooshe Pre-Veterinary Scholarship Fund
William Van Keuren Police Scholarship Fund
Herbert T. Ehler Memorial Fund
Elmer E. Rasmuson Fund
Dr. Bruno C. Schmidt
Dr. Ruth L. Schmidt
Mary Edelstein Memorial Fund
Exxon Foundation
Mobil Foundation, Inc.
Shell Companies Foundation, Inc.
Wolff Architect Scholarship Award
Chester Handleman Memorial Fund
George F. Young Memorial Scholarship Fund
Herbert Benton Memorial Fund
Joseph Rukenbrod Memorial Fund
William Robbins
Benjamin Shulman Memorial Fund
Chane Scholarship
H. Klock Goos Memorial Fund
Volunteer Service Guild
Burton Greenstein Memorial Fund
Jean Knapp Memorial Fund
Anne Rudo Memorial Fund
Adeline Vanditti Memorial Nursing Scholarship
Omega Psi Phi Fraternity, Inc.-Zeta Chi Chapter
Continuing Education - Displaced Persons

University Hospital Volunteers
E.C. Frattini Memorial Scholarship Fund
Henry T. Minnard Criminal Justice Scholarship Memorial Fund
Angela Enegerbretson Memorial Fund
Terri Lewis Scholarship Fund
Nan Hutchison Memorial Fund
Steve Pihokken Scholarship Fund
Blas A. Mazzeo-TRW Foundation
Dania Jai Alai
Marge and Irving Cowan
Steve Cipolla Memorial Scholarship Fund
James F. Minnet, Jr. Memorial Scholarship Fund
Dudley J. Berson Memorial Fund
Oscar A. Schmerler Memorial Fund
Buehler Planetarium Fund
Sun Bank/South Florida N.A.
Miami Herald
Barnett Bank
Southern Bell
Lillian S. Wells Foundation

Scholarship Donors

Advertising Federation of Greater Ft. Lauderdale
American Business Women's Associations - Broward Chapters
American Legion Auxiliary
American Lung Association
Association of Educational Secretaries and Office Personnel (AESOP)
Association of Legal Administrators - South Florida Chapter
Aviation Maintenance Scholarship
Bennett Community Hospital Auxiliary Scholarship
Dudley J. Berson Memorial Scholarship
Bethune Cookman 2 + 2 Scholarship
Beverly Enterprises
Boyd Anderson High School
Bradshaw Foundation
BCC Colleagues Scholarship Award
Broward Community College Concert Choir
Broward County Auto Dealer Scholarship
Broward County Fair
Broward County Legal Secretaries
Broward County Medical Association Auxiliaries
Broward Educational Office Personnel
Broward General Medical Center Auxiliary
Buehler Endowment Scholarship Fund
Alan J. Chane Scholarship
Chase Federal Savings and Loan Association
Cipolla Memorial Scholarship
John Clark GED Scholarship
Clark 2 + 2 Scholarship
Coconut Creek High School
Colleague Associates Scholarship
Cooper City High School
Coral Spring's Women's Club
Coral Ridge Jr. Woman's Club
Descendants of Disable Veterans Scholarship
Deerfield Beach High School
Delta Sigma Theta Sorority Scholarship
Dillard High School
Displaced Homemakers Scholarship
DPMA-Chapter 183
Doctor's Hospital Auxiliary

Rebecca Eaves Memorial Scholarship
 Mary Edelstein Memorial Scholarship
 Eta Phi Beta Sorority - Iota Chapter
 Fire Rescue Scholarship
 Fischley Allied Health Loan Fund
 Florida Atlantic University - 2+2
 Florida Chamber Orchestra
 Florida International University - 2+2
 Florida Future Scientist Scholarship
 Florida Nurses Association, District #32
 Florida Nurses Association, District #21
 Florida Orthodontic Society
 Florida Power and Light
 Florida Society of Enrolled Agents
 June Fooshe Veterinarian Scholarship
 Fort Lauderdale Christian High School Scholarship
 Fort Lauderdale High School Scholarship
 Fort Lauderdale Women's Club
 Frattini Memorial Scholarship
 Marc C. Freels
 G M A C
 Gold Coast Opera
 Hilma Klok Goos Memorial Scholarship
 Gore Family Foundation
 Hallandale Community Council Scholarship
 Hallandale High School
 John H. Harland Company
 Heminger Family Scholarship
 Hollywood Hills High School
 Hollywood Kiwanis Club
 Hollywood Playhouse Drama
 Hollywood Rotary Club
 Holy Cross Hospital
 Jeffrey Hulmes Memorial Scholarship
 Nan Hutchison Memorial Scholarship
 Jewish Journal Scholarship
 Juried Art Show
 Harry Kleinman Memorial Scholarship
 Jean Knapp Memorial Scholarship
 Liberace Foundation
 Leah Mattson Memorial Scholarship
 Blas Mazzco-TRW Foundation
 C.N. McCune Scholarship
 Memorial Hospital Auxiliary
 Memorial Hospital Sponsorship
 Miami Food Trades
 Miami Showmwn's Association
 Henry T. Minard Memorial Scholarship
 James F. Minnet Jr. Memorial Scholarship
 Miramar High School
 Miramar/Pembroke Chamber of Commerce
 Music Guild of Boca Raton
 National Association of Educational Office Personnel
 National Association of Women in Construction
 National Secretaries Association Hollywood, Chapter
 Cindy Nielson Book Fund
 Earl Nightengale Scholarship
 North Beach Medical Center Auxiliary
 North Broward Hospital Auxiliary
 Northeast High School
 North Ridge Hospital Auxiliary Scholarship
 Northwest Regional Hospital Auxiliary
 Nova High School
 Pembroke Pines General Hospital Auxiliary
 Phi Theta Kappa, Omega Phi Chapter
 Piper High School
 Plantation Art Guild
 Plantation High School
 Plantation General Hospital Sponsorship
 Pompano Beach High School
 Pompano Beach Women's Club
 President's Ensemble
 Professional Secretaries International
 Rotary Club of Hollywood
 Rotary Club - Pembroke Pines
 Rotary Club of S.W. Broward
 Annie Rudo Memorial Scholarship
 Dr. Ruth Schmidt Scholarship
 Soroptimist Club
 Ft. Lauderdale
 Hollywood
 South Broward High School
 South Florida Chapter of the Association of Legal
 Administrators
 South Plantation High School
 St. Andrews Church
 Alisa Story Memorial Scholarship
 Stranahan High School
 University Hospital Sponsorship
 University Hospital Volunteer Service Scholarship
 Urban League of Broward County
 Van Keuren Police Scholarship
 Volunteer Service Guild of Community Hospital of South
 Broward
 VTAE Food Service
 Bunny Wagner Scholarship
 Waste Management Scholarship
 Tom Webb Memorial Scholarship
 Wendy's of South Florida
 Western High School
 F. Louis Wolff Family Foundation
 G. F. Young Memorial Scholarship
 Youth Symphony Association
 Philip Miles Zeltner Scholarship
 Scott Zelanka Memorial Scholarship

GLOSSARY

Definitions of Terms

- A.A.** — Associate of Arts Degree (See description under "VI Programs of Study")
- A.S.** — Associate of 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** — Students who reach minus 20 quality points below a "C" average or does not complete 50% of the total hours attempted for any two consecutive terms must leave college for one major term. However, no student maintaining a 2.0 average will be suspended.
- Advanced Placement** — Earning of college credits prior to enrollment at the College by passing certain examinations, as those by the College Entrance Examination Board.
- Articulation Agreement** — An 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** — A class which is removed from the schedule because of insufficient enrollment or other reasons.
- Career Programs** — Two-year Associate of Science Degree programs with courses designed to prepare students for specialized occupations.
- Class Period** — Normally a clock hour per week per credit hour carried.
- Closed Class** — A class that has been filled to capacity or requires special permission to enter.
- College Level** — CLEP is credit by examination by the College Examination Program 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 which must be taken concurrently with another course.
- Credit By Examination** — College credit in specified subjects granted by successful completion of national or local 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.
- Dismissal** — An academic status lasting twelve months which prohibits the student from attending classes. This status occurs when a student has returned from suspension and has failed to maintain an academic average of "C" or higher.
- Dual Credit** — Dual Enrollment where the college courses are used to satisfy high school graduation requirements
- Dual Enrollment** — Enrollment at two educational institutions concurrently. Usually occurring during high school years.
- 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 Terms I and II, or six (6) or more semester hours in Terms 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)** — The decimal figure which results when the total number of semester hours attempted is divided by quality points earned. The range is 4.0 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 fulfilled. Students are responsible for making the arrangements to have this evaluation done.
- Grant** — Funds awarded for college expenses to qualified students in financial need.
- HPRD** — Health, Physical Education, Recreation, and Dance.
- 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** — The department which offers courses through TV, Radio, Newspaper and Independent Study.
- Part-Time Student** — Enrollment for less than twelve (12) semester hours in Terms I or II, or less than six (6) hours in Terms IIIA or IIIB.
- Prerequisite** — A course that must be satisfactorily completed before taking the next higher level in a related course.
- 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** — The value obtained by multiplying the grade point by the number of semester hours.
- Quarter Hour** — 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 semester, fall and spring, usually 16 weeks in length.
- Semester Hour** — See "Credit Hour".
- Special Services** — A federally funded program providing support, counseling, testing, tutoring, and other services

to students qualified due to educational, economic, cultural, language, or physical disadvantage.

Special Student — Students who do not have a high school diploma or GED.

Student Classification — Full-time or part-time, university parallel or career, regular or special, freshman or sophomore, etc.

Student I.D. — The "Fee Card", received after payment of fees is the most common form of identification.

Student Load — Number of semester 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 — A status, lasting one full term, which prohibits the student from attending. This status occurs when a student's academic average is twenty (20) quality points below a "C" average.

T.B.A. — 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 to complete degree requirements and major course work.

Transient Student — One taking a limited number of classes at one 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.

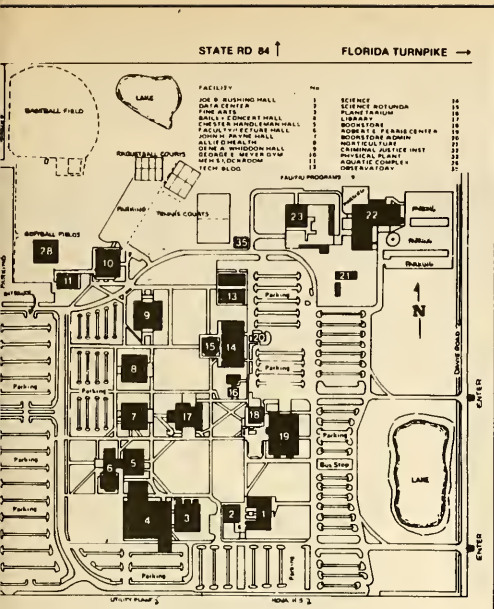
Withdrawal — Removal from a class and/or college via completion of proper forms in the Registrar's Office.

INDEX

*A.A. Degree Program sheets available at campus counseling office	
Academic Honors	30
Academic Intervention Services	31 & 46
Academic Load	37
Academic Regulations	37-39
Academic Scholarship	23
Accounting Courses	121
Accounting — A.S. Degree (Option #1)	76
Accounting — Certificate Degree	88
Accreditation	18
Administrative Assistant — A.S. Degree (Option #1)	85
Administrative Boards	205
Admissions and Registration	19-25
Advanced Placement & CLEP	42
Advanced Secretarial — Certificate Degree	88
Airline Marketing Careers — A.S. Degrees	83
Airline Specialist — A.S. Degree (Option #2)	85
Allied Health Department Policies	45
Allied Health Programs	45
Allied Health Students	15
Allied Health Center Campus Administration	199
Alumni Association	33
Anthropology Courses	121
Applied Music	105
Arabic Courses	122
Architectural Technology — A.S. Degree	95
Architecture Courses	122
Art	103
Art Courses	123
Assessment Procedures	23
Assessment, Academic Advisement & Registration	22
Associate of Arts Degree	49
Associate of Arts Degree/General Information	49
Associate of Science (Gen. Studies) Degree Requirements	53
Associate of Science Degree (What Is It?)	53
Associate of Science Degree — General Information	52
Associate of Science in General Studies Degrees	52
Astronomy Courses	125
Attorney for the Board of Trustees	205
Audit	37
Authority for Acceptance of Equivalent Courses	108
Automotive Technology	70
Automotive Technology Courses	125
Automotive Technology — A.S. Degree	70
Aviation Maintenance Technology Courses	128
Aviation Maintenance — A.S. Degree	72
Aviation Programs	72
Aviation Technology Courses	126
Banking and Financial Institutions — A.S. Degree	77
Banking Courses	130
BCC Foundation, Inc. Board of Directors	216
Biological Science	106
Biological Science Courses	132
Bookstores	30
Building Construction & Civil Engineering Courses	145
Building Construction — A.S. Degree	97
Building Construction — Certificate Degree	95
Business Administration — A.S. Degree	76
Business Law Courses	133
Business Math Courses	133
Business Technology	76
Cancellation of Previous Unsatisfactory Record	37
Career Planning	42
Career Planning & Placement Services	42
Career Planning Courses	133
Central Campus Administration	206
Certificate Degree — General Information	52
Certificate Programs	88
Chemistry Courses	133
Chinese Courses	135
Choral/Vocal Organizations	105
Class Attendance Policy	37
Classification of Students	37
Clerk Typist — Certificate Degree	89
College Administration	206
College Background	17
College Calendars (Terms I, II & III)	9-12
College Level Academic Skills Test (CLAST)	40
College Preparatory Program	41
College Purpose	17
College Regulations	37
Computer Science Courses	135
Computer Science/Business Option — A.S. Degree	78
Computer Science/Engineering & Sci. Option — A.S. Degree	78
Conduct	37
Continuing Education for Health Related Professions	56
Contracting & Civil Engineering Technology — A.S. Degree	95-96
Cooperative Education Courses	136
Cooperative Education/Experiential Learning	35
Corrections Emphasis — A.S. Degree (Option #2)	92
Corrections — Certificate Program	94
Counseling	30
Course Descriptions	121
Course Index	109
Court & Conference Reporting — A.S. Degree	79
Crime Scene Technology — A.S. Degree (Option #3)	92
Criminal Justice Courses	137
Criminal Justice — A.S. Degree	92
Criminal Scene Technology — A.S. Degree (Option #1)	83
Cultural Activities	32
Degree Requirements (University Parallel)	50
Dental Assisting Courses	138
Dental Assisting Program	57
Dental Assisting — A.S. Degree	57
Discipline Course Information	103
Department of English	94
Department of Journalism & Publication	95
Department of Marketing	91
Department of Modern Foreign Languages & Reading Communications	96
Department of Nursing Technology	63
Department of Reading Communications	97
Diagnostic Medical Sonography (Ultrasound) — Certificate	58
Dietetic Technician Program	58
Dietetic Technology Courses	139
Directory of Academic Personnel	207
Directory of Correspondence	205
Disabled Student Services	25
Distinguished Service Award	216
District Board of Trustees	205
Division of Continuing Education/Community Services	54
Division of Criminal Justice	92

Drama	103	Gordon Rule	40
Dual Credit Program	19	Grades and Records Policy	37
Dual Enrollment Program	19	Graduation Honors	38
Early Admissions Program	19	Graduation Requirements	38
Early Childhood Education & Management — A.S. Degree	100	Handicap Services	21
Economics Courses	140	Handicapped Student Services	25
Education Courses	141	Health Related Professions (Continuing Ed) Courses	154
Electronic Engineering Technology Courses	141	Health Science Education	55
Electronic Engineering Technology — A.S. Degree	96	Health Science Ed. Req. & Proc.	55
Emergency Calls	207	Health Services	30
Emergency Medical Services Courses	143	Health, Physical Education, & Dance Courses	181
Emergency Medical Services Program	59	Health, Physical Education, Recreation & Dance	104
Emergency Medical Services — A.S. Degree	60	Hebrew Courses	155
Emergency Medical Services — Certificate Programs	59	History Courses	156
EMT — Certificate Program	59	History of the College	17
Engineering Courses	145	Honorary Board of Trustees	203
Engineering Technology	95	Honors Courses	157
English as a Second Language	103	Honors Institute	44
English as a Second Language Courses	149	Hotel/Motel Administration — A.S. Degree	80
English Composition Courses	147	Humanities Courses	158
English Creative Writing Courses	147	Income Tax — Certificate Degree	89
English Literature Courses	148	Information/Word Processing — A.S. Degree (Option #6)	86
Equal Opportunity Policy	18	Instrumental Organizations	105
Equivalency of Sequences (Course Numbering System)	107	Insurance Careers Programs	80
Examination & Tests	37	Insurance Courses	158
Exceptions to the Rule for Equivalencies	108	Insurance — A.S. Degree (Option #3)	76
Executive Secretary — Certificate Degree	88	Insurance — Certificate Degree	88
Explanation of Prefixes & Numbers (Course Numbering)	107	Insurance/Agents Qualification — A.S. Degree	80
Fashion Design Courses	150	Insurance/Charter Property and Casualty — A.S. Degree	80
Fashion Marketing — A.S. Degree	83	Intercollegiate & Intramural Sports	32
Fashion Marketing — Certificate Degree (Option #3)	91	Interest Clubs	32
Fashion Merchandising Courses	169	Interior Design — A.S. Degree	96
Fees & Charges for Non Credit Courses	26	International Business — A.S. Degree (Option #4)	76
Final Examination Schedules	13-14	International Marketing — Certificate Degree (Option #2)	91
Finance Courses	150	International Students	20
Financial Assistance	23	Italian Courses	160
Financial Assistance Program	24	Japanese Courses	160
Fine Arts	104	Journalism Courses	160
Fire Science Courses	150	Laboratory Indicators	107
Fire Science Technology	94	Landscape Technology Courses	161
Fire Science — A.S. Degree	93	Landscape Technology Seminars & Short Courses	98
First Digit (Course Numbering System)	107	Landscape Technology — A.S. Degree	98
Florida Residency Requirements	21	Learning Resources	30
Florida's Statewide Course Numbering System	107	Legal Assisting Courses	162
Food Service/Hotel/Motel Technology Courses	151	Legal Assisting — A.S. Degree	81
Food Services	30	Legal Secretary — A.S. Degree (Option #3)	85
Foreign Study Program	43	Legal Secretary — Certificate Degree	88
Fort Lauderdale Center Administration	206	Libraries	31
Foundation Contributors	216	Library Consortium	30
French Courses	152	Management Courses	163
General Admission Requirements	19	Management — A.S. Degree	81
General Business Courses	153	Marketing Courses	164
General Business — A.S. Degree (Option #2)	76	Marketing — A.S. Degree	83
General Education Requirements (A.A. Degree)	50-51	Marketing — Certificate Degree	91
General Management — A.S. Degree (Option #3)	82	Materials Management Courses	165
General Marketing — Certificate Degree (Option #1)	91	Materials Management — A.S. Degree (Option #1)	81
General Rule of Course Equivalencies	107	Mathematics	104
General Secretary — Certificate Degree	88	Mathematics Courses	165
Geography Courses	153	Medical Assisting Program	60
Geology Courses	153	Medical Assisting Technology Courses	146
German Courses	154	Medical Assisting — A.S. Degree	61
Glossary (Definition of Terms)	218	Medical Assisting — Certificate of Achievement	61
		Medical Laboratory Technology Courses	168
		Medical Laboratory Technology Program	62

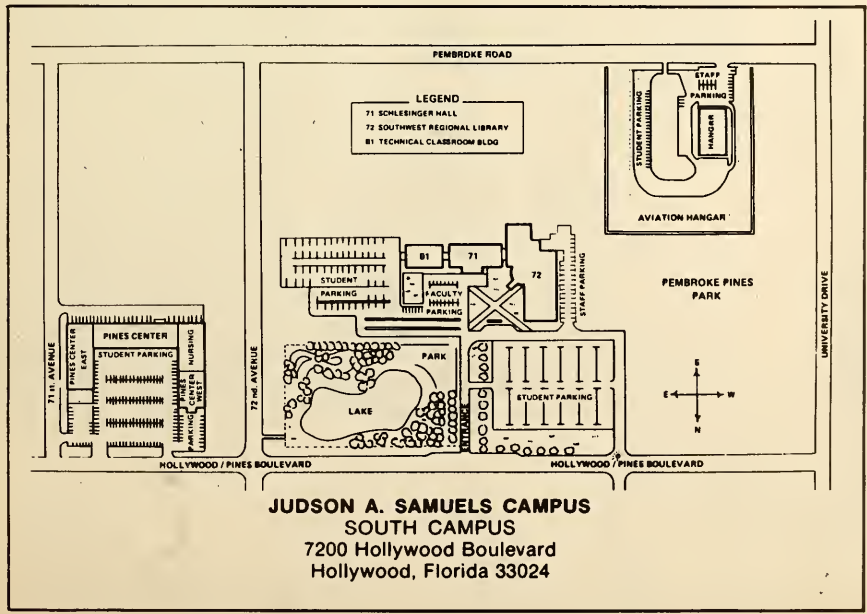
Medical Laboratory — A.S. Degree	62	Scholarship Donors	216
Medical Office Specialist — A.S. Degree (Option #4)	85	Scholarship Library	24
Medical Secretary — Certificate Degree	89	Scholastic Honorary Groups	33
Military Science Courses	170	Scholastic Standards	38
Modern Foreign Language Activities	105	Science — Certificate Degree	106
Music	105	Secretary — Certificate Degree	90
Music Courses	170	Semester Hours	39
Musical Activities	105	Semester System	39
North Campus Administration	206	Service Clubs	32
Nursing Technology Courses	175	Sites and Buildings	18
Nursing — A.S. Degree	64	Small Business Administration	91
Nutrition Care Services	48	Social & Behavioral Sciences	100
Office Information Systems Courses	177	Sociology Courses	196
Office Information System — A.S. Degree	85	South Campus Administration	206
Office Specialist — A.S. Degree (Option #5)	85	Southeast Florida Educational Consortium	18
Official Withdrawals	39	Spanish Courses	197
Open College	44	Special Course Fees	26
Orientation	23	Special Programs	42-46
Paramedic — Certificate Program	59	Special Student Admission	20
Patrons	203	Speech Courses	198
Pest Control Courses	180	State Board of Community Colleges	205
Pest Control Technology — A.S. Degree	99	State Board of Education	205
Pharmacology Courses	181	State Programs (Financial Aid)	24
Philosophy Courses	181	State Regulations	40
Philosophy of General Education	49	Statistics Courses	199
Philosophy of the College	17	Student Life	32-33
Physical Education/Health/Dance Courses	181	Student Fees	26-29
Physical Science	106	Student Financial Services	18
Physical Science Courses	185	Student Government	33
Physical Therapist Assistant Courses	185	Student Organizations and Programs	32
Physical Therapist Assistant Program	64	Student Publications	32
Physical Therapist Assistant — A.S. Degree	64	Student Support Services	30-31
Physics Courses	187	Students Fulfilling Requirements for Another College	20
Police Science — Certificate Degree	93	Table of Contents	2
Political Science Courses	173	Theatre Courses	199
Portuguese Courses	188	Therapist Program	68
Private Sources (Donor Scholarships) (Financial Aid)	24	Titles (Course Numbering System)	107
Professional and Academic Groups	33	Tourism Industries Administration — A.S. Degree	86-87
Professional Pilot — A.S. Degree	73	Traffic Management Courses	201
Professional Secretary — Certificate Degree	90	Transcripts	39
Professional Staff	209	Transfer Students	20
Programs of Study	47	Transient Students	15
Psychology Courses	188	Tuition Waivers	25
Purchasing Management — A.S. Degree (Option #2)	82	Types of Financial Assistance Available	24-25
Radiation Therapy Technology	65	Veterans Affairs	18
Radiation Therapy — A.S. Degree	65	Veterans Benefits	25
Radiation Therapy — Certificate Program	65	Where to Go for Help	1
Radiologic Technology Courses	189	Who Shall Be Assessed	22
Radiologic Technology Program	66	Withdrawals and Refund Policies	39
Radiologic Technology — A.S. Degree	66		
Reading Courses	193		
Real Estate Courses	193		
Real Estate — A.S. Degree (Option #5)	76		
Real Estate — Certificate Degree	89		
Recency of Credit	22		
Refund Policies	39		
Registration	23		
Religion Courses	194		
Religious Clubs	33		
Repeating Courses	38		
Respiratory Therapy Courses	195		
Respiratory Therapy Program	67		
Respiratory Therapy — A.S. Degree	67		
Restaurant & Food Service Administration — A.S. Degree	86		
Russian Courses	196		



CENTRAL CAMPUS
3501 S.W. Davie Road
Fort Lauderdale, Florida 33314

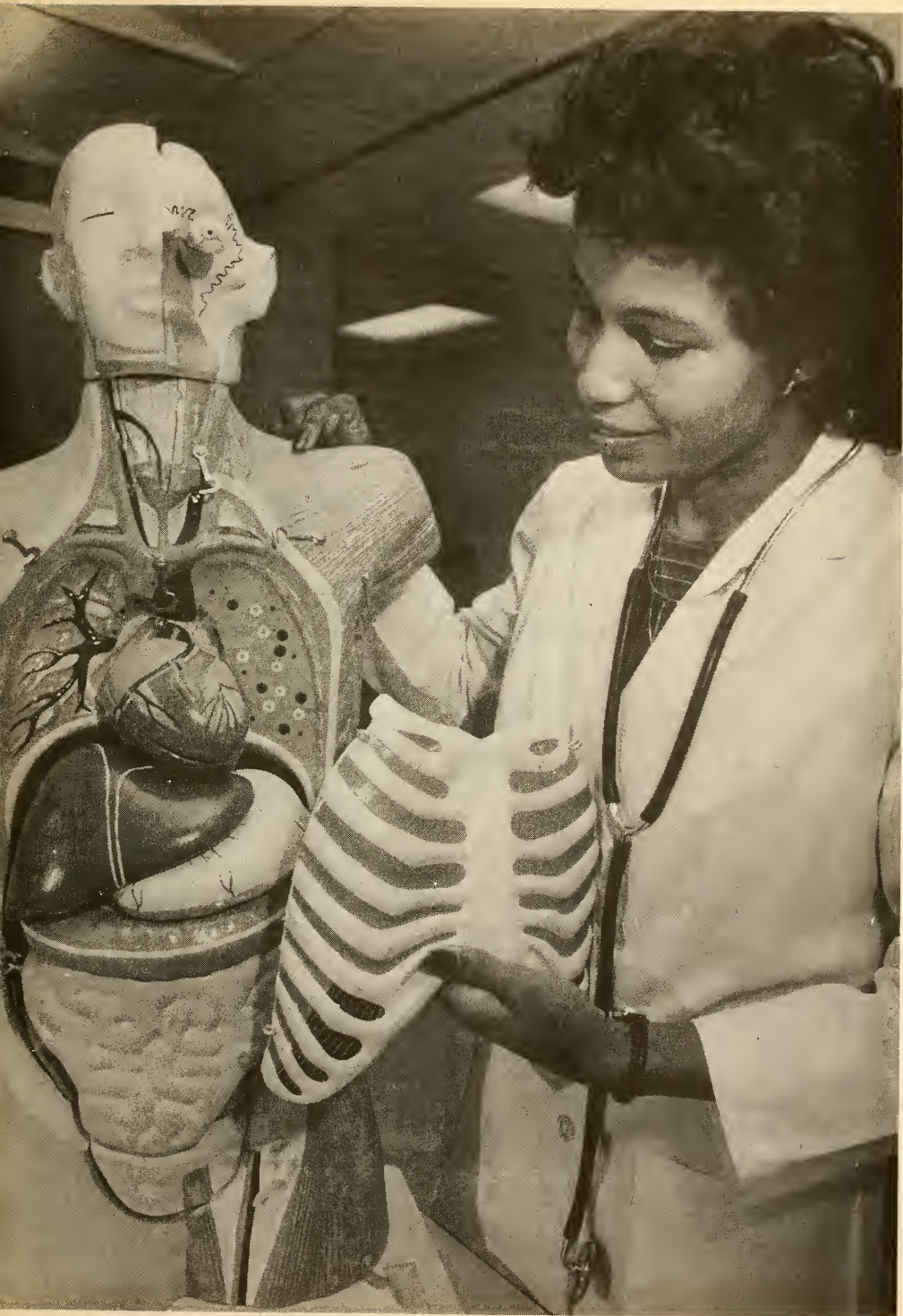


NORTH CAMPUS
1000 Coconut Creek Boulevard
Pompano Beach, Florida 33066



JUDSON A. SAMUELS CAMPUS
SOUTH CAMPUS
7200 Hollywood Boulevard
Hollywood, Florida 33024











**PLEASE COMPLETE
AND SUBMIT
WITH APPLICATION**



INSTRUCTIONS: Select the FIVE most important goals from EACH of the lists below. Rank your goals from 1-5, with #1 the highest and #5 the lowest.

Name _____ Date _____

Social Security Number _____

Major _____

Enrollment Status part-time full-time Employed part-time full-time

A. My goals with regard to CAREER DEVELOPMENT are:

1. _____ To determine a career goal
2. _____ To prepare for an immediate entry level occupation
3. _____ To meet the employment requirements of a specific job
4. _____ To discover my career potentials and competencies
5. _____ To develop management/leadership skills
6. _____ To earn an Associate in Science Degree (to get a job)
7. _____ To earn an Associate in Science Degree (General Studies)
8. _____ To earn a Planned Occupational Certificate
9. _____ To earn an Associate in Arts Degree (to transfer to another college)
10. _____ To take courses to retain my present job
11. _____ To take courses in order to get a promotion
12. _____ To prepare myself to change occupations
13. _____ To prepare for local, state, national board exams
14. _____ To take courses to keep current in my field

B. My goals with regard to PERSONAL DEVELOPMENT are:

1. _____ To explore my talents, skills, abilities and potentials in these areas in order to determine my goals
2. _____ To successfully undergo a transitional period in my life
3. _____ To assist in my personal adjustment
4. _____ To understand myself better
5. _____ To develop my self worth and confidence
6. _____ To meet my physical needs
7. _____ To focus on my personal strengths
8. _____ To clarify my values
9. _____ To develop personal strengths
10. _____ To explore/understand my feelings, thoughts and behaviors
11. _____ To explore my attitudes toward marriage, parenthood, and/or divorce
12. _____ To aid in my adjustment to a changed style of living (retirement, changes in employment or marital status, prison release, etc.)
13. _____ To learn more about my health
14. _____ To postpone the time when I will have to become financially independent
15. _____ To focus on my independence

C. My goals with regard to SOCIAL DEVELOPMENT are:

1. _____ To become active in the organizational life of the college
2. _____ To take an active leadership role
3. _____ To enhance my abilities in social interaction
4. _____ To learn more about team work, cooperation and group skills
5. _____ To interact with people of various ages and backgrounds
6. _____ To participate in the athletic/recreational program
7. _____ To exercise my social responsibility
8. _____ To develop a social awareness
9. _____ To obtain the education that's expected of me
10. _____ To develop an understanding of other ethnic and social groups

D. My goals with regard to ACADEMIC DEVELOPMENT are:

1. _____ To upgrade my basic academic skills (reading, writing, study and/or mathematics)
2. _____ To further develop my communication skills (oral, written and/or non-verbal)
3. _____ To develop my ability for critical thinking
4. _____ To upgrade my grade point average for entry or reentry to a university
5. _____ To prepare for transfer to an upper division university
6. _____ To learn more about my field of interest
7. _____ To pursue an area out of intellectual curiosity
8. _____ To strive for academic recognition (honors, grades)

E. My goals with regard to CULTURAL DEVELOPMENT are:

1. _____ To pursue my avocational interests
2. _____ To develop cultural and aesthetic appreciation
3. _____ To develop artistic, dramatic and/or musical talents
4. _____ To develop skills/interests for my leisure time

F. My goals with regard to COMMUNITY DEVELOPMENT are:

1. _____ To learn more about shaping/changing the environment
2. _____ To develop the skills to become involved with the community
3. _____ To learn about community problem solving
4. _____ To prepare myself for volunteer community service
5. _____ To learn about the "system" - living with, coping and changing it
6. _____ To develop community leadership skills

RETURNING BCC STUDENT COMPLETE PREVIOUSLY
 LAST TERM _____ YR _____
 Credit
 Audit
 Non-credit
 NAMED USED PREVIOUSLY IF DIFFERENT

INSTRUCTIONS: (Note reminders on reverse side) ALL ITEMS MUST BE COMPLETED BEFORE APPLICATION WILL BE PROCESSED TYPE OR PRINT IN INK BE SURE TO COMPLETE BOTH SIDES OF APPLICATION

BROWARD COMMUNITY COLLEGE APPLICATION

(Mailing Address) 225 East Las Olas Boulevard, Fort Lauderdale, Florida 33301

CRT OPERATOR _____ TERM _____
 DATE _____
 RECEIPT NO _____ AMOUNT _____

NON-REFUNDABLE \$20.00 APPLICATION FEE (CHECK OR MONEY ORDER) REQUIRED FROM NEW BCC STUDENTS AND PREVIOUS NON-CREDIT AND AUDIT STUDENTS. FEE IS REQUIRED ONLY WITH FIRST APPLICATION FOR CREDIT CLASSES.

PERSONAL INFORMATION

1 SOCIAL SECURITY NUMBER _____

4 LEGAL NAME LAST _____ FIRST _____ MIDDLE _____ (MAIDEN) _____

6 ADDRESS STREET _____ CITY _____ COUNTY _____ STATE _____ ZIP _____

Acceptance notice will be mailed directly to student at the address on this application

8 RACE (This information is needed for reporting purposes only)

- 1 American Indian or Alaskan Native
- 2 Black (not of Hispanic Origin)
- 3 Cuban National (Hispanic)
- 4 Hispanic
- 5 Asian or Pacific Islander
- 6 Caucasian/White (not of Hispanic Origin)
- 5 Vietnamese Refugee
- 6 Haitian Refugee

10 NON U.S. CITIZEN ONLY

- 1. Student*
- 2. Visitor*
- 3. Cuban Refugee
- 4. Resident Immigrant Alien
- 5. Vietnamese Refugee
- 6. Haitian Refugee
- 7. Other Refugee

*Students and visitors must submit the "International Student Requirements" form before consideration for admission can be made. Contact the Admissions Office at 761-7465.

11 EDUCATIONAL BACKGROUND

If B.C.C. 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 _____ COUNTY _____ STATE _____
 MONTH/YEAR GRADUATED OR COMPLETED GED _____

2 1. MALE 2. FEMALE

3 BIRTHDATE _____ MONTH DAY YEAR _____

BIRTHPLACE _____ STATE COUNTRY _____

5 COUNTRY OF CITIZENSHIP _____

7 HOME PHONE _____

BUSINESS PHONE _____

EMERGENCY PHONE _____

9 LANGUAGE SPOKEN IN THE HOME OTHER THAN ENGLISH _____

FOR OFFICE USE ONLY

Resident Immigrant Aliens must have their Alien Registration card verified by College Personnel or the student will be considered an International Student.

I.D. NO. _____ B.C.C. STAFF INITIALS _____ DATE _____

COLLEGE OR UNIVERSITIES ATTENDED

NOTE - DEGREE SEEKING STUDENTS: Transcripts from all institutions are required. Failure to submit transcripts may jeopardize future registration at BCC.

1. NAME OF INSTITUTION _____ DEGREE RECEIVED _____
 DATES ATTENDED _____ CITY _____ STATE _____

2. NAME OF INSTITUTION _____ DEGREE RECEIVED _____
 DATES ATTENDED _____ CITY _____ STATE _____

RETURNING BCC STUDENT	COMPLETE PREVIOUSLY
LAST TERM _____ YR _____	<input type="checkbox"/> Credit <input type="checkbox"/> Audit <input type="checkbox"/> Non-credit
NAME USED PREVIOUSLY IF DIFFERENT _____	

BROWARD COMMUNITY COLLEGE APPLICATION

(Mailing Address) 225 East Las Olas Boulevard Fort Lauderdale Florida 33301

CRT OPERATOR _____	DATE _____
RECEIPT NO _____	AMOUNT _____

INSTRUCTIONS: (Note reminders on reverse side) ALL ITEMS MUST BE COMPLETED BEFORE APPLICATION WILL BE PROCESSED TYPE OR PRINT IN INK BE SURE TO COMPLETE BOTH SIDES OF APPLICATION

NON-REFUNDABLE \$20.00 APPLICATION FEE (CHECK OR MONEY ORDER) REQUIRED FROM NEW BCC STUDENTS AND PREVIOUS NON-CREDIT AND AUDIT STUDENTS. FEE IS REQUIRED ONLY WITH FIRST APPLICATION FOR CREDIT CLASSES

PERSONAL INFORMATION

1 SOCIAL SECURITY NUMBER _____

4 LEGAL NAME LAST _____ FIRST _____ MIDDLE _____ (MAIDEN) _____

6 ADDRESS STREET _____
CITY _____ COUNTY _____ STATE _____ ZIP _____

Acceptance notice will be mailed directly to student at the address on this application

8 RACE (This information is needed for reporting purposes only)

1 American Indian or Alaskan Native 2 Black (not of Hispanic Origin) 3 Cuban National (Hispanic)

4 Hispanic 5 Asian or Pacific Islander 6 Caucasian/White (not of Hispanic Origin)

2 1. MALE 2. FEMALE

3 BIRTHDATE _____ MONTH/DAY/YEAR _____

BIRTHPLACE _____ STATE/COUNTRY _____

5 COUNTRY OF CITIZENSHIP _____

7 HOME PHONE _____
BUSINESS PHONE _____
EMERGENCY PHONE _____

9 LANGUAGE SPOKEN IN THE HOME OTHER THAN ENGLISH _____

10 NON U.S. CITIZEN ONLY

1 Student* 3 Cuban Refugee 5 Vietnamese Refugee

2 Visitor* 4 Resident Immigrant Alien 6 Haitian Refugee

7 Other Refugee

*Students and visitors must submit the "International Student Requirements" form before consideration for admission can be made. Contact the Admissions Office at 761-7465.

FOR OFFICE USE ONLY

Resident Immigrant Aliens must have their Alien Registration card verified by College Personnel or the student will be considered an International Student

I.D. NO. _____ B.C.C. STAFF INITIALS _____ DATE _____

11 EDUCATIONAL BACKGROUND

If B.C.C. is your first college, your high school transcript reflecting the graduation date should be submitted during the term you plan to attend

(Check box that applies)

1 Graduated
1A Anticipated Date of Graduation Mo _____ Yr. _____

2 Completed GED
3 Received Certification of Attendance
4 None of the above
5 Dual Enrollment*
6 Early Admissions*
7 Dual Credit*

HIGH SCHOOL ATTENDED OR SOURCE OF GED:

NAME OF SCHOOL _____
CITY _____ COUNTY _____ STATE _____

MONTH/YEAR GRADUATED OR COMPLETED GED _____

*See H & S Guidance Counselor

COLLEGE OR UNIVERSITIES ATTENDED

NOTE - DEGREE SEEKING STUDENTS Transcripts from all institutions are required. Failure to submit transcripts may jeopardize future registration at BCC

1 NAME OF INSTITUTION _____ DEGREE RECEIVED _____
DATES ATTENDED _____ CITY _____ STATE _____

2 NAME OF INSTITUTION _____ DEGREE RECEIVED _____
DATES ATTENDED _____ CITY _____ STATE _____

12 COLLEGE STATUS (CHECK ONE ONLY)
RETURNING BCC STUDENTS - CHECK BOX #1 IN ITEM 13

1 BCC is my first college - OR -
I HAVE ATTENDED ANOTHER COLLEGE AND I AM:

2 Eligible to return
3 On Probation, but eligible to return
4 On Suspension/Mo _____ Yr _____

13 ADMISSION BASIS (CHECK ONE ONLY)

I AM A:

1 Returning BCC Student
2 New B.C.C. Student
7 Transient Student (Taking BCC courses only 1 term)
8 Applied to B.C.C. but did not take classes

I AM A TRANSFER STUDENT FROM AN:

3 Instate 4-year College
4 Instate Community/Jr. College
5 Out-of-State 4-year College
6 Out-of-State Community/Jr. College

14 I WANT COURSES FOR:

College Credit
 Audit (all classes)

I AM INTERESTED IN INFORMATION ON:

14 a. FINANCIAL AID Yes No

14 b. VETERANS BENEFITS Yes No

14 c. HANDICAP SERVICES Yes No

CONTACT APPROPRIATE CAMPUS OFFICE FOR INFORMATION, FORMS OR SPECIAL SERVICES.

15 I WILL ENTER IN TERM: (CHECK ONE)

Students leaving area blank will be assigned to the next appropriate term

I - Fall (Aug. - Dec.) Year _____
 1A or 1B
 II - Winter (Jan - May) Year _____
 IIA or 11B
 IIIA Summer (May - June) Year _____
 IIIB Summer (June - Aug.) Year _____

16 I AM SEEKING THE FOLLOWING: (See reverse side for listing of BCC degrees)

DEGREE NUMBER REQUIRED	OPT	YOUR MAJOR MAY BE CHANGED AT ANY TIME BY CONTACTING THE REGISTRATION OFFICE
0 0 0 0	0 0	<input type="checkbox"/> I AM NOT INTERESTED IN SEEKING A DEGREE AT THIS TIME
_____	_____	<input type="checkbox"/> A.A. DEGREE (University Transfer Degree) _____ MAJOR OR PROGRAM _____
_____	_____	<input type="checkbox"/> A.S. DEGREE (Technical Degree) _____ MAJOR OR PROGRAM _____
_____	_____	<input type="checkbox"/> CERTIFICATE _____ MAJOR OR PROGRAM _____

*ALIED HEALTH APPLICATIONS: Admission to the college does not constitute 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: 1 Central Campus 2 North Campus 3 South Campus 4 Allied Health 5 Fort Lauderdale Center

18 a FLORIDA RESIDENT CERTIFICATION

BONA FIDE RESIDENT as used here means that the applicant (or his/her 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 had three consecutive years of at least one year immediately prior to the first day of classes at Broward Community College

I certify that I have been a bona fide Florida resident and have lived in Florida at least ONE YEAR CONSECUTIVELY since _____ and I declare under penalty of perjury punishable by law as a misdemeanor under Section 837.06, Florida Statutes, that the foregoing is true and correct

Signature of Applicant or Parent (if under 18 years of age) _____ Expiration on (Date) _____

19 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 applicants for admission, and will be handled confidentially. I certify that all statements given in this application are true and accurate to the 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

18 b NON-RESIDENT CERTIFICATION

I have NOT lived in Florida for at least one year prior to the first day of classes and therefore I will be responsible for payment of all applicable out of state fees. Please indicate in which state you were a legal resident _____

APPLICANTS SIGNATURE _____ DATE _____

PLEASE SELECT YOUR MAJOR FIELD UNDER YOUR EDUCATIONAL OBJECTIVE

NON-DEGREE STUDENTS - (Students taking courses for their own personal objectives, please mark "Not interested in seeking a degree at this time")

ASSOCIATE IN ARTS DEGREE PROGRAMS (A.A.) - Those who plan to earn a degree at BCC and transfer to a University or College

001 Agricultural Science	013 Theatre	037 Music	056 Pre-Veterinary Medicine
002 Anthropology	014 Education (Elementary)	038 Music Education	049 Psychology
002 Architecture	015 Education (Secondary)	039 Nursing	050 Radio & Television
003 Art	016 Engineering	041 Occupational Therapy	051 Recreation
004 Astronomy	017 English	043 Pharmacy	052 Religion
005 Biology	021 Foreign Language	066 Physical Education	054 Social Welfare
006 Building Construction	060 Graphic Design	047 Physics	063 Sociology
007 Business Administration	026 History	048 Political Science	055 Speech
008 Chemistry	028 Interior Design	011 Pre-Chiropractic	064 Speech Pathology-Audiology
062 Computer Science/Office Information Systems	069 International Studies	075 Pre-Electronics	058 Tourism Industries Administration
065 Criminal Justice	029 Journalism	Engineering Technology	057 P.A. Degree in Liberal Arts
1) Pre-Criminal Justice	031 Law	024 Pre-Geology	
2) Corrections	036 Marketing Management	034 Pre-Medical/Dental	
3) Law Enforcement	033 Mathematics	042 Pre-Optometry	
	035 Medical Technology	046 Pre-Physical Therapy	

ASSOCIATE IN SCIENCE DEGREE PROGRAMS (A.S.) MAJOR FIELD - Those students who plan to earn a two year technical occupational degree work in that area or possibly transfer in special areas

163 Airline Marketing Careers	178 Computer Engineering Technology	122 Insurance Management	134 Office Careers (cont.)
194 Architectural Technology	Computer Information System Analyst	170 Information Technology	3) Word Processing Management
168 Automotive Service Technology (opt. 1 or 2 yr)	113 Computer Programmer/Analyst	123 Landscape Technology	4) Legal Secretary
105 Aviation Science Management	109 Contracting & Civil Engineering	172 Legal Assisting	Technology/Administration
173 Aviation Maintenance	150 Court Reporting Administration	161 Management	5) Medical Secretary Administration
166 Banking & Financial Institution Business Administration	Criminal Justice	General Management	6) Office System Specialist
100 Accounting	1) Law Enforcement	1) Materials Management	140 Pest Control Technology
(Para Professional)	2) Corrections	2) Purchasing Management	153 Physical Therapist Assistant
119 Business Administration Management	3) Crime Scene Technology	3) Savings and Loan Career	107 Professional Pilot
122 Insurance Management	146 Dental Assisting Technology	126 Marketing Management	159 Radiation Therapy Technology
115 International Business Management	147 Dietetic Technician	125 Medical Assisting	131 Radiologic Technology
138 Real Estate Management	166 Pre-School Specialist	139 Medical Laboratory Technology	165 Restaurant and Food Service Administration
174 Transportation and Traffic Management	114 Electronic Engineering Technology	127 Nursing	132 Respiratory Therapy Technology
	160 Emergency Medical Technology	1) LPN Transition	142 Tourism Industries Administration
	141 Fashion Marketing Management	134 Office Careers	
	118 Fire Science Technology	1) Executive Secretary Administration	
	190 General Studies	2) Airline Specialist	
	121 Hotel-Motel Administration		

CERTIFICATE PROGRAMS - SPECIALIZED AREAS - Those students who plan to earn a one year or more specialized certificate only

214 Accounting	210 Electronics	215 Medical Assisting	207 Secretarial Advanced (Cont)
232 Air Frame	205 Emergency Medical Technician	208 Paramedic	3) General
235 Air Frame and Power Plant	202 Fire Science	208 Police Science	4) Insurance
223 Aviation Maintenance	203 Food Service	233 Power Plant	5) Legal
221 Building Construction	234 Helicopter-Maintenance	228 Radiation Therapy Technology	6) Medical
204 Clerk-Typist	211 Income Tax Preparation	236 Respiratory Therapy Tech	7) Real Estate
212 Corrections	240 Marketing	237 Secretarial	206 Secretarial Certified Professional
217 Dental Assisting	1) General Marketing	207 Secretarial Advanced	213 Small Business Administration
230 Diagnostic Medical-Sonography (Ultra-Sound)	2) International Marketing	1) Accounting	
	3) Fashion Marketing	2) Executive	

IMPORTANT: REMINDERS BEFORE SUBMITTING APPLICATION

ALL APPLICANTS MUST THOROUGHLY COMPLETE ALL APPLICABLE PARTS OF THE APPLICATION AND INCLUDE THE FOLLOWING:

1. A \$20.00 check or money order application fee that is non-refundable for all new credit and audit students. Returning former non-credit students who are applying for credit or audit must also pay the \$20.00 fee (if mailing).
2. Forms are available at the Registrar's Office to voluntarily provide the college with information concerning any disability you feel we should have on record for you.
3. **TRANSCRIPTS: YOU** Must request your own final high school and/or college transcripts(s) and have them forwarded to Broward Community College. Failure to submit your transcripts may jeopardize future registration at Broward Community College.

POINTS TO CONSIDER IN FILING COMPLETED APPLICATION. IT IS IMPERATIVE THAT ALL SPACES ARE COMPLETED UNLESS THEY ABSOLUTELY DO NOT APPLY.

1. Social Security Number, Addresses, Dates, etc are required.
2. The **Residency Affidavit** should be completed if the applicant has lived in Florida consecutively for at least **ONE YEAR** prior to the term he/she plans to enter. **ATTENTION:** The date you began your Florida residency is mandatory and if omitted you will be classified as out-of-state.
3. **TRANSFER STUDENTS:** If you want to have your credits from another institution evaluated and added to your Broward Community College academic record please request this in writing at your campus counseling office. This is necessary **ONLY** if you are a degree seeking student

PLEASE DIRECT QUESTIONS TO THE CAMPUS REGISTRAR'S OFFICE



CENTRAL CAMPUS
3501 Southwest Dave Road
Fort Lauderdale, Florida 33314
(305) 475-6865

NORTH CAMPUS
1000 Coconut Creek Boulevard
Pompano Beach, Florida 33063
(305) 973-2240

SOUTH CAMPUS
7200 Hollywood/Pines Boulevard
Pembroke Pines, Florida 33024
(305) 963-8835

ALLIED HEALTH
3501 Southwest Dave Road
Fort Lauderdale, Florida 33314
(305) 475-6767

FORT LAUDERDALE CENTER
College Administrative Offices
225 East Las Olas Boulevard
Fort Lauderdale, Florida 33301
(305) 761-7465

12 COLLEGE STATUS (CHECK ONE ONLY)
RETURNING BCC STUDENTS - CHECK BOX #1 IN ITEM 13

- 1. BCC is my first college - OR -
- I HAVE ATTENDED ANOTHER COLLEGE AND I AM:**
- 2. Eligible to return
- 3. On Probation, but eligible to return
- 4. On Suspension/Mo. _____ Yr. _____

13 ADMISSION BASIS (CHECK ONE ONLY)

I AM A:

- 1. Returning BCC Student
(*must complete information in top left corner*)
- 2. New B.C.C. Student
- 7. Transient Student (Taking BCC courses only 1 term)
- 8. Applied to B.C.C. but did not take classes

- I AM A TRANSFER STUDENT FROM AN:**
- 3. Instate 4-year College
 - 4. Instate Community/Jr. College
 - 5. Out-of-State 4-year College
 - 6. Out-of-State Community/Jr. College

14 I WANT COURSES FOR:

- College Credit
- Audit (all classes)

I AM INTERESTED IN INFORMATION ON:

- 14 a. FINANCIAL AID** Yes No
- 14 b. VETERANS BENEFITS** Yes No
- 14 c. HANDICAP SERVICES** Yes No

CONTACT APPROPRIATE CAMPUS OFFICE FOR INFORMATION, FORMS OR SPECIAL SERVICES

15 I WILL ENTER IN TERM: (CHECK ONE)

Students leaving area blank will be assigned to the next appropriate term.

- I - Fall (Aug. - Dec.) Year _____
- 1A or 1B
- II - Winter (Jan. - May) Year _____
- IIA or IIB
- IIIA Summer (May - June) Year _____
- IIIB Summer (June - Aug) Year _____

16 I AM SEEKING THE FOLLOWING: (See reverse side for listing of BCC degrees)

DEGREE NUMBER REQUIRED

- 0_ 0_ 0_ 0_ 0_ I AM NOT INTERESTED IN SEEKING A DEGREE AT THIS TIME
- _____ A.A. DEGREE (University Transfer Degree) _____ MAJOR OR PROGRAM _____
- _____ A.S. DEGREE (Technical Degree) _____ MAJOR OR PROGRAM _____
- _____ CERTIFICATE _____ MAJOR OR PROGRAM _____

*ALLIED HEALTH APPLICANTS: Admission to the college does not constitute 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:

- 1. Central Campus
- 2. North Campus
- 3. South Campus
- 4. Allied Health
- 5. Fort Lauderdale Center

18 a FLORIDA RESIDENT CERTIFICATION

BONA FIDE RESIDENT as used here means that the applicant (or his/her 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 first day of classes at Broward/Community College

- I certify that I have been a bona fide Florida resident and have lived in Florida at least ONE YEAR CONSECUTIVELY since _____ and I declare under penalty of perjury punishable by law as a misdemeanor under Section 837.06, Florida Statutes, that the foregoing is true and correct

Signature of Applicant or Parent (if under 18 years of age) _____

Executed on: (Date) _____

18 b NON-RESIDENT CERTIFICATION

- I have NOT lived in Florida for at least one year prior to the first day of classes and therefore I will be responsible for payment of all applicable out of state fees. Please indicate in which state you were a legal resident: _____

19 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 applicants for admission, and will be handled confidentially. I certify that all statements given in this application are true and accurate to the 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

APPLICANT'S SIGNATURE _____

DATE _____

A Location For Every Education

1. FORT LAUDERDALE CENTER

225 East Las Olas Boulevard
Fort Lauderdale, Florida 33301
761-7465

2. CENTRAL CAMPUS

3501 Southwest Davie Road
Davie, Florida 33314
475-6520

CENTER FOR HEALTH SCIENCE EDUCATION
475-6770

CRIMINAL JUSTICE INSTITUTE
475-6790

3. NORTH CAMPUS

1000 Coconut Creek Boulevard
Coconut Creek/Pompano, Florida 33066
973-2300

4. SOUTH CAMPUS

7200 Hollywood/Pines Boulevard
Pembroke Pines, Florida 33024
963-8875

5. POMPANO OUTREACH CENTER

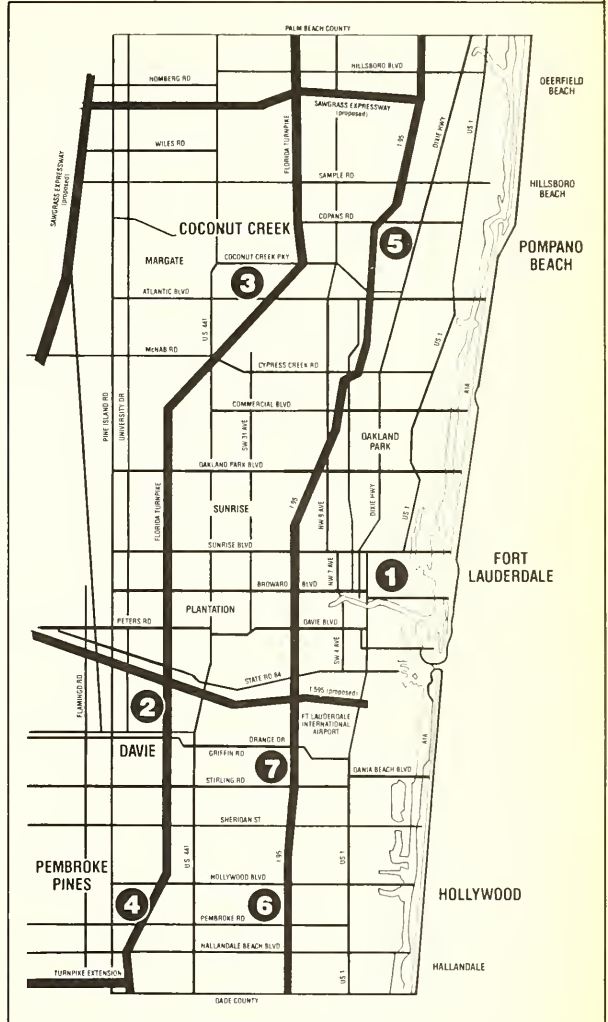
2011 Northwest 3rd Avenue
Pompano Beach, Florida 33060
786-4541

6. CARVER RANCHES OUTREACH FACILITY

4733 Southwest 18th Street
Hollywood, Florida 33023
989-0949

7. OTTO M. BURKHARDT CONFERENCE FACILITY

Tigertail Watersports Facility
4930 Ravenswood Road
Fort Lauderdale, Florida 33312
989-2824



 **broward
community
college**
Fort Lauderdale, Florida



BROWARD COMMUNITY COLLEGE
Fort Lauderdale, Florida