

*Mary Kadee*

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*The*  
Junior College  
*of*  
Broward County

FORT LAUDERDALE  
FLORIDA



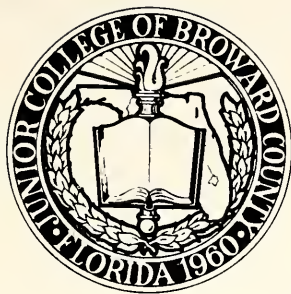
# College Calendar 1963-64

## FIRST SEMESTER

- August 15..... Last day for new students to file complete applications for admission to the first semester.  
August 26..... New teachers report for work.  
August 27..... President's Reception honoring new faculty members.  
August 28..... Returning teachers report for work.  
August 30..... Orientation for new and transfer students. Advisement of former students not yet advised.  
Faculty-Student Reception.  
September 2..... Labor Day Holiday.  
September 3, 4, 5..... Registration for Day Division students by appointment only. Evening Division Registration, 6:30 - 9:00 P. M.  
September 6..... Classes begin.  
September 13..... 3:00 P.M., last day and time to change courses or sections.  
October 2..... Last day to drop courses without receiving a grade penalty.  
October 24..... Examination day to remove *Incomplete Grades* for preceding semester.  
November 6..... Last day to complete *Incomplete Grades* for preceding semester.  
November 28, 29..... Thanksgiving Holidays.  
Dec. 23 - Jan. 1..... Christmas Holidays.  
January 10..... Last day for new students to make application for Second Semester.  
January 16-23..... Final Examinations.  
January 23..... First Semester Ends.  
January 24..... Grades due in the Office of Admissions and Records before 10:00 A. M.

## SECOND SEMESTER

- January 27, 28..... Registration for Day Division students by appointment only.  
January 27, 28, 29..... Registration for Evening Division students 6:30-9:00 P.M.  
January 29..... Classes begin.  
February 5..... 3:00 P.M., Last day and time to change courses or sections.  
February 27..... Last day to drop courses without receiving a grade penalty.  
March 17..... Examination day to remove *Incomplete Grades* for preceding semester.  
March 23-27..... Easter Holidays.  
March 30..... Last date to complete *Incomplete Grades* for the preceding semester.  
April 24..... FEA Holiday.  
May 24..... Dean of Instruction's reception for graduating Sophomores.  
June 3-10..... Final Examinations.  
June 10..... Grades due in Office of Admissions and Records for candidates for degrees.  
Second semester ends.  
June 11..... Grades due in the Office of Admissions and Records before 10:00 A. M.  
June 12..... Commencement Exercises.



1963-1964

GENERAL  
CATALOGUE

*The*  
Junior College  
*of*  
Broward County

APRIL 1963

*Published by*

THE JUNIOR COLLEGE  
of BROWARD COUNTY

Fort Lauderdale  
Florida

# County Administration



## SUPERINTENDENT OF PUBLIC INSTRUCTION

MYRON L. ASHMORE.....Hollywood, Florida  
B.S. University of Tampa  
M.A. University of Florida  
Ed.D. Florida State University

## BROWARD COUNTY BOARD OF PUBLIC INSTRUCTION

JOHN O. CALVIN.....Hollywood, Florida  
VERLON BURRELL.....Dania, Florida  
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A. WESLEY PARRISH.....Pompano Beach, Florida  
(MRS.) VIRGINIA S. YOUNG.....Fort Lauderdale, Florida

## COLLEGE ADVISORY COMMITTEE

ROBERT E. FERRIS.....Fort Lauderdale, Florida  
LLOYD C. CASSELS.....Pompano Beach, Florida  
JUDSON A. SAMUELS.....Hollywood, Florida  
(MRS.) FLORENCE TUSTISON.....Fort Lauderdale, Florida  
JOHN H. PAYNE.....Fort Lauderdale, Florida

# College Administration

- JOE B. RUSHING.....President  
 B.A., Howard Payne College  
 M.A., East Texas State College  
 Ph.D., University of Texas
- E. P. LAUDERDALE.....Dean of Instruction  
 B.A.E., M.E., Ed.D.,  
 University of Mississippi
- CHARLES H. MILEY.....Dean of Student Personnel Services  
 B.A., M.A., Baylor University
- JAMES J. GARDENER.....Dean, Branch Campus  
 B.S., M.S., Florida A&M
- HARVEY B. OATES.....Director of Administrative Services  
 A.B., B.S., West Virginia Institute of Technology  
 M.A., University of Kentucky  
 Ed.D., West Virginia University
- LESTER B. TRUSSLER.....Director of Admissions and Records  
 A.B., West Virginia Wesleyan  
 M.A., West Virginia University
- ROBERT N. MELOTT.....Assistant Director of Admissions and Records  
 B.S., Bethany College  
 M.A., Marshall University
- GRADY DRAKE.....Director of Library Services  
 B.S., University of Florida  
 B.S. in L.S., Columbia University
- NAN S. HUTCHISON.....Director of Student Activities and  
 A.B., M.A., Marshall University      Dean of Women
- REX C. KIDD.....Director of Community Services  
 B.S., East Tennessee State College  
 M.E., Duke University  
 Ed.D., University of Florida
- DONALD P. LaROWE.....Assistant Director of Community Services  
 B.S., Butler University  
 M.B.A., Indiana University
- IRVING EISEN.....Director of Advisement and Counseling  
 B.A., B.S., Ohio State University  
 M.Ed., D.Ed., Rutgers University

EDWARD F. KOTCHI.....Director of Technical Education  
 B.S., M.Ed., Pennsylvania State University

JIMMIE C. STYLES.....Director of Data Processing  
 B.S., Georgia Teachers College  
 M.A., George Peabody College

MARGRETTA STYLES.....Director of Nursing  
 B.S., Juniata College  
 M.N., Yale University School of Nursing

## SPECIAL SERVICE STAFF

MARY PARDEE.....Librarian  
 A.B., Stetson University  
 B.S. in L.S., Emory University

MARGARET F. PORTER.....Reading Specialist  
 B.A., Converse College  
 M.Ed., University of Virginia

MARY VIRGINIA BRYANT.....Librarian, Branch Campus  
 B.S., Florida A&M

GEORGE F. McCALL, JR.....Counselor  
 B.S., Livingston State College  
 M.Ed., University of Florida

CAROL C. MOTT.....Counselor  
 B.S., Appalachian State Teachers College  
 M.A., Ph.D., Florida State University



# The Faculty

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- ALLISON, Herbert W.....Chemistry  
 B.S., M.Ed., Teachers College, Shippensburg, Pennsylvania  
 M.A., Teachers College—Columbia University
- BAUER, Arnold.....Chairman of the Department of Music  
 B.A., University of Pittsburgh; M.M., Syracuse University  
 D.Ed., Pennsylvania State University
- BISHOP, Dan H.....Physics  
 B.S., M.A., Ball State Teachers College
- BOCKSTEGE, Ben, Jr.....Mathematics  
 B.S., Indiana University  
 M.S., Northern Illinois University
- BOGGS, Diane C.....French  
 B.A., Rollins College  
 M.A.T., Duke University
- BOLTON, Julian E.....Business  
 B.S., University of South Carolina  
 M.B.A. and M.A., Emory University
- BRIEGEL, Ann C.....English  
 B.A., Ohio Wesleyan University; M.A., Ohio State University
- BROWN, E. Leonard.....Social Studies  
 A.B., M.A., Colorado State College
- BROWN, Stuart.....Social Studies  
 B.A.E., M.Ed., University of Florida
- BRUMLEY, Rex .....Chairman of the Department of Health,  
 Physical Education, and Recreation  
 B.S., Sam Houston State Teachers; M.A., George Peabody
- BRYANT, Mary Virginia.....Branch Campus Librarian  
 B.S., Florida A&M
- BUNCH, John M.....Social Studies  
 B.A.E., M.Ed., University of Florida
- BURDICK, Marina .....Spanish  
 B.A., Brooklyn College; M.A., Columbia University
- BURNS, Lona.....English  
 A.B., Woman's College, Hattiesburg, Mississippi  
 M.A., University of Alabama

CASSELL, Robert C.....	Chairman of the Department of Science and Mathematics B.S., Iowa State University; M.S., University of Idaho Ph.D., University of Minnesota
CLARK, Ralph.....	Social Studies A.B., Princeton; M.A., University of Virginia
CREWS, Harry E.....	English B.A. and M.Ed., University of Florida
CRISPO, Neil S.....	Social Studies B.S., M.S., Florida State University
DICKERSON, Lee Farthing.....	English B.S., Appalachian State Teachers College; M.A., Duke University
DINNEN, Catherine Marie.....	Social Studies B.A., St. Mary's College, South Bend, Indiana M.A., University of Southern California
DONALDSON, Walter Daniel.....	Branch Campus, Social Studies B.S., Tennessee State University; M.A., New York University
DRAKE, Grady.....	Librarian B.S., University of Florida; B.S. in L.S., Columbia University
EISEN, Irving.....	Counselor B.A., B.S., Ohio State University; M.Ed., D.Ed., Rutgers University
FOSS, Arthur H.....	Mathematics A.B., A.M., Boston University
GARDENER, James J.....	Dean, Branch Campus B.S., M.S., Florida A&M
GAVIGAN, Elaine.....	Physical Education B.S., Florida State University; M.A., Ohio State University
GLAZE, Lucile.....	English B.S., Birmingham Southern; M.A., George Peabody
GRAZIANO, Henry Paul.....	Biology B.S., Boston University; M.Ed., University of Florida
GUINN, V. O.....	Chemistry B.S. and M.S., Mississippi State
HAIRE, Ronald.....	Chemistry B.S., Valdosta State College; M.S., Florida State University
HAMLETT, Mayme L.....	Chairman of the Department of Language and Literature B.A., B.S., A.M., University of Missouri



- HANDLEMAN, Chester..... Social Studies  
A.B., Clark University; Ed.M., Massachusetts State College;  
M.A., Clark University
- HANNAN, Adelaide..... Social Studies  
B.A., Mount St. Vincent, Bronx; M.A., Fordham
- HARRIS, Charles E. Jr..... Physical Education  
A.B. and M.Ed., University of South Carolina
- HARTZELL, Judith D..... English  
B.A., Cornell; M.A., University of Michigan
- HAYS, John P..... Social Studies  
A.B., University of Georgia; M.A., Emory University
- HENDERSON, June M..... English  
B.A., Baylor University; M.A., University of Texas
- HILL, Richard D., Jr..... Chemistry  
B.S., Florida State University;  
M.Ed., University of Florida
- HOLMBERG, Minerva ..... Biology  
A.B., A.M., Boston University
- HOLMES, Lucille ..... Biology  
B.S., Eastern Michigan University; M.S., University of North Carolina
- HORTON, Doris ..... Business  
B.S., M.S., Kansas State College of Pittsburgh, Kansas
- HOWELL, Charles B., Jr..... Business  
B.S. and M.B.A., University of Florida
- HUTCHISON, Nan S..... Director of Student Activities and Dean of Women  
A.B., A.M., Marshall University
- KEMPTON, Willard R..... French  
A.B., Dartmouth; M.A., Columbia University
- KERN, William George ..... Art  
B.F.A., Nebraska State Teachers College  
M.A., Ball State Teachers College
- KIDD, Rex C..... Director of Community Services  
B.S., East Tennessee State College; M.Ed., Duke University;  
Ed.D., University of Florida
- KILMER, Louis J..... Social Studies  
B.A., M.A., University of Rochester
- KOTCHI, Edward F..... Director of Technical Education  
B.S. and M.Ed., Pennsylvania State University

KYLE, Patricia .....	English
A.B. and M.A., Indiana University	
LaROWE, Donald P.....	Assistant Director of Community Services
B.S., Butler University; M.B.A., Indiana University	
LAUDERDALE, E. P.....	Dean of Instruction
B.A.E., M.E., Ed.D., University of Mississippi	
LEACH, Dorothy.....	Psychology
B.A., University of Texas;	
M.Ed. and Ed.D., University of Florida	
LOTZ, John F.....	Chairman of the Department of Business
Administration and Economics	
B.S., Temple University; M.A., New York University;	
Ed.D., Temple University	
MARTIN, Joel M.....	Biology
B.S., M.A.E., University of Florida	
MAUK, Gertrude.....	Education
B.A., Morehead State College; M.Ed., Ed.D., Wayne University	
McCALL, George F., Jr.....	Counselor
B.S., Livingston State College;	
M.Ed., University of Florida	
McGILL, Cassandra.....	Physical Education
B.A., M.Ed., University of South Carolina	
McMILLION, Betty.....	Music
A.B., Morris Harvey College; M.A., Marshall University	
MELOTT, Robert N.....	Assistant Director of Admissions and Records
B.S., Bethany College; M.A., Marshall University	
MILEY, Charles H.....	Dean of Student Personnel Services
B.A., M.A., Baylor University	
MORRIS, Clinton E.....	Physical Education
B.S., Livingston State; M.A., George Peabody	
MOTT, Carol C.....	Counselor
B.S., Appalachian State Teacher's College;	
M.A. and Ph.D., Florida State University	
MULLIKIN, Mildred .....	Speech
B.A., Lander College; M.A., University of Alabama	
NEELY, Dennis W.....	Business
A.B., College of Commerce, Bowling Green, Kentucky;	
M.Ed., Rutgers University	

- OATES, Harvey B.....Director of Administrative Services  
B.S., A.B., West Virginia Institute of Technology;  
M.A., University of Kentucky; Ed.D., West Virginia University
- O'CONNOR, Gertrude.....Spanish  
Ph.B., Stetson University  
M.A., Middlebury College—School of Spanish
- O'NEAL, Robert D.....Spanish  
A.B., Florida State University;  
M.A.T.S., University of New Mexico
- PACTOR, David E.....Art  
B.S. and M.A., Ball State Teachers College
- PARDEE, Mary.....Assistant Librarian  
A.B., Stetson University; B.S. in L.S., Emory University
- PAUL, Mary.....Business  
B.S., Central State College of Oklahoma;  
M.S., Oklahoma State University
- PEDIGO, Frances.....English  
A.B., Florida State College for Women;  
M.A. and Ph.D., University of North Carolina
- PORTER, Margaret F.....Reading Specialist  
B.A., Converse College, S.C.  
M.Ed., University of Virginia
- RHODES, C. E.....Mathematics  
B.A. and M.A., University of Texas
- RIZOR, Lawrence, Jr.....Branch Campus, Science and Mathematics  
B.S., M.S., Tennessee State University
- RUSHING, Joe B.....President  
B.A., Howard Payne College; M.A., East Texas State;  
Ph.D., The University of Texas
- SCHALEMAN, Harry J., Jr.....Social Studies  
B.S., Miami University, Ohio;  
M.A., University of Cincinnati
- SHAW, David Alan.....English  
B.A., M.Ed., University of Florida
- SMITH, M. Brinda.....Physical Education  
B.S., Murray State College;  
M.S., Louisiana State University
- SMITH, Natalie G.....German  
B.S., M.A. and Ph.D., New York University

- STYLES, Jimmie Carter.....Director of Data Processing  
B.S., Georgia Teachers College; M.A., George Peabody
- STYLES, Margretta M.....Director of Nursing Education  
B.S., Juniata College  
M.N., Yale University School of Nursing
- TAYLOR, E. O.....Mathematics  
B.S., West Point; M.S., Purdue University
- THERIAULT, Harold John.....Social Studies  
B.S., Massachusetts Maritime Academy;  
M.S., Florida State University
- TRUSSLER, Lester B.....Director of Admissions and Records  
A.B., West Virginia Wesleyan;  
M.A., West Virginia University
- VANMEEVEREN, Arthur.....English  
B.A., Central College, Iowa  
M.A., University of Iowa
- WAGGONER, Brooks.....Chairman of the Department of Social Studies  
A.B., University of Arkansas; B.D., M.A., Ph.D., Duke University
- WARWICK, Lewis A.....Mathematics  
A.B., Asbury College, Kentucky;  
M.A., University of Michigan
- WATTS, Leon.....Branch Campus, Physical Education  
B.S., Florida A&M University;  
M.A., University of Michigan
- WELLS, John D.....Philosophy  
A.B. and M.A., Florida State University
- WHEAT, Sally B.....Physical Education  
B.S., University of Missouri
- WILKINS, Heanon M.....Branch Campus, Spanish  
B.A., Howard University;  
M.A., University of Wisconsin
- WILL, Albert A., Jr.....Biology  
B.L.A. and M.S., University of Florida
- WILLIAMS, Joann.....Psychology  
B.S., Florence State College; M.A., University of Florida
- WRIGHT, Herbert.....Physical Education  
B.S., High Point College; M.E., University of North Carolina
- YOST, John.....Mathematics  
A.B., Princeton; M.S., Florida Southern College

# Part-time Faculty

## Fall and Spring Semesters 1962-63

AARON, Lloyd B.....	Mathematics
B.S., Clarion State Teachers College, Pa.	
M.Ed., Barry College	
AURAND, Alvin D.....	Engineering
B.S., Michigan State University; M.S., Florida State University	
BERNTSON, Robert K.....	Psychology
B.S., University of Utah; M.S., Utah State University;	
PhD., Purdue University	
CHANDLER, James .....	Mathematics
B.S., M.A., University of Kentucky	
CHESSER, Gordon S.....	Mathematics
B.A., Northwestern University, Evanston, Ill.	
M.S., Barry College	
CHINYOY, Norman .....	Mathematics
A.B., Montclair State College; M.A., Seton Hall University	
COHN, Claire Mazur.....	Business
B.B.A., College of the City of New York;	
M.Ed., University of Miami	
CREECH, Helen Emily.....	English
A.B., Northwestern University; M.Ed., University of Pittsburgh	
DECKER, Escar J., Jr.....	Engineering
B.S., M.A., Western Kentucky State College	
EHRHARDT, Joyce .....	Business
B.S., M.S., Florida State University	
FORCE, Lorraine .....	Art
B.S., Southwest Missouri College	
FORTSON, Jimmie C.....	Data Processing
B.B.A., University of Miami	
FRITZE, Bernard .....	Biology
B.S.Ed., M.S., Kansas State Teachers College	
GALLOWAY, Henry G.....	Religion
A.B., Presbyterian College, Clinton, S. C.; B.D., Emory University	

GILMOUR, Robert H.....	German
B.A., Otterbein College, Ohio	
GLAZE, Frank .....	Mathematics
B.S., M.A., University of Alabama	
HIGGINSON, William D.....	Chemistry
B.S., M.A., George Peabody College	
JOHNSON, Elizabeth A.....	English
A.B., Florida State University	
JUST, Elizabeth.....	Education
B.S., Ohio State University; M.S., Northern Illinois University	
LaBELLE, Katherine F.....	Education
A.B., Rosary College; M.Ed., University of Miami	
LARSON, Lawrence W., Jr.....	Business
B.S., Northwestern University; M.B.A., University of Chicago	
LEWIS, Richard H.....	Data Processing
B.B.A., University of Miami	
MATHEWS, John C.....	Physics
B.S., Emory University; M.Ed., Duke University	
MILLER, Mildred .....	English
A.B., Fairmont State College; M.A., West Virginia University	
MOORE, James T.....	Law Enforcement
B.S., University of Idaho; LL.B., University of Miami	
NOLAN, Robert .....	Psychology
B.S., M.A., Ph.D., Florida State University	
PERFECT, Mary .....	Calculus
B.S., M.S., Florida State University	
ROBERTS, Josefina .....	Spanish
B.A., University of Puerto Rico	
ROSE, Ruth R.....	Education
B.Ed., Eastern Illinois University; M.S., University of No. Carolina	
ROSENBLATT, Marvin .....	Psychology
B.A., M.A., University of Louisville; Ph.D., Florida State University	
RYAN, Thomas P.....	English
A.B., Wesleyan University; M.S., University of the State of New York	
SCHENKS, Maxine G.....	Business
A.B., M.A., University of Kentucky	



SHEKMAR, Llewellyn B.	English
A.B., Georgia State College for Women; M.A., University of Georgia	
SIMKO, Jeannie	Music
B.S., Indiana State Teachers College;	
M. Mus., DePaul University, Chicago	
SIMON, Bernard	Mathematics
B.S., City College of New York;	
M.A., Teachers College, Columbia University	
SMOYER, Loren	C.P.C.U. Insurance
B.S., Ohio Northern University	
SPAULDING, George P.	Mathematics
B.S., Oklahoma University; M.Ed., University of Miami	
STATEN, Ralph N.	Mathematics
B.S. in M.E., B.S. in Edu., Fenn College;	
M.A., Western Reserve University	
THOMAS, Kenneth A.	Business
B.B.A., School of Business, College of the City of New York;	
M.B.A., Graduate School of Business Administration, New York University	
VALASKY, Mary	Chemistry
A.B., M.A., Montclair State College	
WEST, Marion N.	Business
B.A., State Teachers College, Mayville, N. Dakota;	
M.A., Northwestern University	
WRAY, Martha	Speech
B.A., M.A., University of Tennessee	
WHITE, Natalie E.	Acting
A.B., M.A., George Washington University; Ph.D., Yale University	



# General Information

## HISTORY

The establishment of the Junior College of Broward County was authorized by the Florida State Legislature in 1959 when it designated Broward County as a Priority One area. The Advisory Committee was appointed on October 21, 1959; on the same date the Board of Public Instruction passed a resolution establishing the Junior College. The first President, Dr. Joe B. Rushing, was employed March 17, 1960, and assumed his duties on April 7, 1960.

The first session began on August 30, 1960, when 438 full-time students and 249 part-time students enrolled. Classes were held in the buildings of the former Naval Air Station adjacent to the Broward International Airport, Fort Lauderdale, Florida. The Branch Campus of the Junior College of Broward County was opened August 28, 1961, at Dillard Comprehensive High School.

The Junior College enrollment has grown to 1961 students with a full-time faculty of 92, and an additional part-time faculty of 38, during the first semester of 1962-1963.

The College will move in August 1963, to its permanent campus at 3501 Davie Road, Southwest, Fort Lauderdale, Florida. The new campus will be located on 152 acres of land in the Davie section. It will consist of the following new buildings: Administration, Data Processing, Library, Science, Health and Physical Education, Student Center, and additional classroom space.

The College is very proud to become a part of the Educational system of Broward County and of the State of Florida.

## PURPOSES

The Junior College of Broward County has as its main purposes:

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

## **ACCREDITATION**

The College is accredited by the State Department of Education and approved for Veterans training. It is authorized to enroll students who hold the Florida General Scholarships for the preparation of teachers. The College is a member in good standing of several professional organizations:

The American Association of Junior Colleges.  
The Southern Association of Junior Colleges.  
The Florida Association of Public Junior Colleges.  
The Florida Association of Colleges and Universities.  
The American Association of Collegiate Registrars and Admissions Officers.

This College is also a member of "Phi Theta Kappa," National Junior College Honorary Scholastic Society.

## **Student Personnel Services**

### **ORIENTATION**

The Orientation Program is intended to acquaint the student with campus facilities and services, college rules and regulations, and to assist him in making an adequate adjustment to college life. Though the content of the Orientation Program will vary from time to time, depending upon demonstrated needs, it will include such topics as: Planning Study and Recreation, Notetaking, Textbook Study, Use of the Library, and Examination Skills.

Participation in the Orientation Program is required of all full-time students during their first semester of residence unless they can demonstrate that they have participated in a similar program in another college or university.

### **COUNSELING AND ADVISEMENT SERVICES**

Educational guidance is provided through a Faculty Advisory System. A staff of well-trained, experienced professional counselors are available to help students resolve educational-vocational-personal problems.

### **DEVELOPMENT READING SERVICES**

Developmental Reading Services are available for a limited number of students. This program enables students to improve reading comprehension, speed, and vocabulary.

### **GROUP CONFERENCES**

#### **Future Educational Planning**

Future Educational Planning is offered each semester. It is open to sophomores who plan to transfer to another educational institution at the end of the current semester. Problems of curriculum planning, financing additional education, problems of academic adjustment to senior-college or university life, and personal social adjustments to senior-college or university life are considered.

## Study Skills

Study Skills is offered each semester. It is open to any student. Planning for Study, Notetaking, Learning to Listen, Textbook Study Methods, Use of the Library, and Examination Skills are considered.

## Vocational Planning

Vocational Planning is offered each semester. It is open to any student. The significance of work in human life, the complexity of the world of work, the individual's interests and abilities, and the process of vocational choice are considered.

## FACULTY ADVISORY SYSTEM

Each student is assigned a faculty advisor in keeping with his declared educational-vocational interests. This assignment continues throughout the student's period of study at the Junior College of Broward County unless the student changes his vocational objective or either person requests a change of assignment.

The faculty advisor is primarily responsible for helping the student to work out a program of study in view of the student's abilities, interests, and declared vocational objective.

In general Faculty Advisors will assume responsibility for program advisement in the direction of the following career-related goals:

### University Parallel

Pre-Agriculture  
Pre-Architecture  
Pre-Arts  
Pre-Business Admin.  
Pre-Dentistry  
Pre-Engineering  
Pre-Forestry  
Pre-Journalism  
Pre-Law  
Pre-Liberal Arts  
Pre-Medicine  
Pre-Music  
Pre-Nursing  
Pre-Pharmacy  
Pre-Religion  
Pre-Science  
Pre-Teaching El. Ed.  
Pre-Teaching Sec. Ed.  
Pre-Veterinary

### Specialized Technical

General Business  
Data Processing  
Electronics Technology  
General Secretarial  
Legal Secretarial  
Medical Secretarial  
Mid-Management  
Nursing  
Other

Many students will not be clear as to their career-goal. Such students are well advised to pursue the college's program in general education and to seek early assistance in working through a vocational decision. The staff of the Counseling and Advisement Service is available for help in this area.

Students are encouraged to correspond with the senior college or university which they contemplate attending after completion of their first two years study. They should familiarize themselves with specific admission and degree requirements. Faculty Advisors and the Professional counselors are available to assist in identifying and clarifying such requirements.

### **PLACEMENT SERVICES**

Placement services are intended to serve two groups—those needing employment to continue their college study, and those terminating their formal educational preparation. Interested students should contact the office of the Dean of Student Personnel Services.

### **STUDENT ACTIVITIES**

A varied program of scholastic, professional, service, interest, and religious clubs have been developed in response to interests and leadership of the Student Activities. All campus organizations must operate with the approval of the College Administration and faculty.

### **STUDENT GOVERNMENT**

The students of the Junior College of Broward County, in order to facilitate a fruitful and effective self-government and to create an active interest in the self-government for the purpose of promoting and maintaining the general welfare of the student body, organized and established the Student Government Association.

The powers are granted by the faculty and administration of the Junior College of Broward County.

### **INTRAMURAL SPORTS PROGRAM**

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

Participation is entirely voluntary and all students are invited to take part. Among the activities included in the program are: basketball, tag football, table tennis, tennis, softball, volleyball, badminton, swimming, golf, bowling, paddleball, archery, and recreational games.

### **ATHLETICS**

The Junior College is a member of the Florida Junior College Athletic Association and the National Junior College Athletic Association. It began intercollegiate basketball in the 1962-63 college year.

### **INTEREST CLUBS**

**COLLEGE SINGERS.** This group is open to any student who enjoys singing. Programs are presented for various clubs in the community and at the college.



**FRENCH CLUB.** The club is open to students taking French. The purpose of the club is to promote interest in spoken French and in French culture.

**SPARTANS.** The club is open to Physical Education Majors and works to promote further interest in the program of health, and safety education, recreation, and athletics.

**VENETIAN PLAYERS.** Students who want to participate in, direct, or help in the production of plays from this dramatic group.

**PHI SCI.** The purpose of this club is to promote interest in the physical sciences.

**GERMAN CLUB.** The club is open to students taking German. The purpose of the club is to provide facilities, opportunities, and association for students' educational, cultural, economic, and social enhancement.

**COLLEGE YOUNG REPUBLICANS CLUB.** The purpose of this club is to foster greater interest in the activities of the Republican Party.

### **STUDENT PUBLICATIONS**

The College sponsors a newspaper, The Venetian Crier, and a year-book, Silver Sands.

### **RELIGIOUS LIFE**

The College feels that spiritual and moral influences have a significant contribution to make to wholesome, well-balanced living. Most major religious faiths are represented in the Broward County area. Students are encouraged to align themselves with the religious group of their choice.

### **SCHOLASTIC ORGANIZATIONS**

**PHI THETA KAPPA.** This is a National Honorary Scholastic Society. Its purpose shall be to promote scholarship, to develop character, and to cultivate fellowship among the students of both sexes of the junior colleges of the United States of America.

### **PROFESSIONAL ORGANIZATIONS**

**NATIONAL STUDENT EDUCATION ASSOCIATION.** This club is for all students who are planning to make teaching their life profession, and for those who are interested in the teaching profession.

### **RELIGIOUS ORGANIZATIONS**

**BAPTIST STUDENT UNION.** The B.S.U. is a youth organization for Baptists in higher institutions of learning. It seeks to promote spiritual development of students through Christian comradeship, Bible study, and church membership.

**METHODIST STUDENT FELLOWSHIP.** The Methodist Student Fellowship is an organization for Methodist Students to aid them in growing religiously as they are growing intellectually on the college campus. The group holds regular meetings to provide religious programs and plan activities of Christian service and fellowship.

**INTER-VARSITY CLUB.** This is a student-led group with national and international affiliations. It is inter-denominational in character and seeks to investigate the claims of Jesus Christ and to consider His challenge to today's college and university student.

**NEWMAN CLUB.** This is a Catholic club that shall foster the spiritual, intellectual, and social interests of the Catholic students of the Junior College of Broward County.

## **SERVICE ORGANIZATIONS**

**CIRCLE K.** The Circle K is an organization for men who are interested in the betterment of educational and community life. In addition, the club sponsors social and recreational activities for the college. Circle K is sponsored by the Beach Kiwanis Club of Fort Lauderdale. Its motto is "We Build". One service project is the second-hand bookstore.

**COLLEGE CIVITAN.** A service organization for men of high standards and the desire to work for service projects that will develop a better college community, and challenge them with a broader fellowship. Selling of college decals is one project of this club.

**COLLEGIATE CIVINETTES.** A service club for women that endeavors to carry out campus and community projects.

**JAYBEES.** The Jaybees is a men's service organization that strives to build better men through a collegiate atmosphere. It is sponsored by the Junior Chamber of Commerce.

**SERVICE CLUB ALLIANCE.** This organization is made up of the service clubs of the Junior College of Broward County. It seeks to unify high standards and rules and to promote in the best way ideal service for college and community.

**STUDENT SOCIAL ACTIVITIES CALENDAR.** The Director of Student Activities office maintains a student social activities calendar.

**CIRCLETTES.** A service club for college women who are interested in serving the college and community. Their goal is to promote good leadership, scholarship, and friendship.

## **HOUSING**

Housing facilities are not provided by the College. The College strongly discourages young people under the age of twenty-one years from moving into the community to attend college unless they can live with their parents or other relatives.

Unmarried students under twenty-one years of age must furnish the Dean of Student Personnel Services with a statement that their parent(s) or legal guardian(s) are aware of and approve of their housing arrangement. This statement must be submitted on a form available upon request from the Dean of Student Personnel Services' Office. A similar statement must be provided any time the student changes residence address. It is the responsibility of the student to provide this information. Failure to do so may result in disciplinary action.

## **INSURANCE**

A low-cost accident insurance is made available to students through a local agency. All students are strongly encouraged to avail themselves of this service.

## **STUDENT CENTER**

A Student Center is maintained for the convenience and comfort of the students.

## **BOOK STORE**

School supplies and new and used textbooks are available at the college book store.

## **FOOD SERVICES**

Snack bar facilities are available.

## **TRANSPORTATION**

The campus is readily accessible by automobile. Public bus transportation service may be provided in the future.

## **HEALTH SERVICES**

Medical or hospital facilities are not provided by the college. In case of accident or illness, the parent(s) or legal guardian are notified immediately.

# Admissions

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## ADMISSION REQUIREMENTS

### A. Students entering College for the first time:

1. Graduates of regionally accredited secondary schools in Florida are eligible for admission.
2. Graduates of secondary schools which are not accredited by a regionally accredited agency may be accepted on academic probation.
3. Applicants who cannot comply with either 1 or 2 above may submit a certificate obtained through the Florida State Department of Education based on their performance on the General Educational Development Test. Applicants who have completed a similar test in the Armed Forces or another state must meet the same score requirements as those completing the test in Florida.
4. Out-of-state applicants must rank in the upper sixty percent of their high school graduating class.

### B. Transfer Students:

Any student who has registered or attended another college or university is considered to be a Transfer student.

1. Academic courses in which a student has earned a grade of "C" or better will be acceptable for transfer purposes.
2. Transfer students whose overall grade point average is less than 1.75 will be placed on academic probation until he has raised his grade point average to a 1.75 on all hours attempted.
3. Transfer students eligible for readmission to the institution last attended will be accepted. Those not eligible for readmission to the last institution they attended will be considered after one semester of non-attendance on the basis of testing, an interview, and previous record.
4. Falsification of statements on the application for admission will result in immediate dismissal without refund. Unanswered statements regarding previous colleges will be cause for rejection of application.

### C. Special Students:

Adults and other students who cannot qualify under the categories outlined above may apply to the Director of Admissions for admission to audit a course or to attend a non-credit course.

### D. Foreign Students:

A foreign student is one who has not taken out first papers for United States Citizenship.

1. He must meet the requirements outlined above.
2. He must be able to speak and write the English language fluently.
3. He must establish respectable character references by three or more local citizens who are not blood relatives.
4. He must establish adequate financial security to meet all expenses.
5. He must have academic ability and motivation to pursue a college course of study.

## **ADMISSION PROCEDURES**

Forms for effecting admission application can be obtained by writing the Director of Admissions, 1450 Southwest 41st Court, Ft. Lauderdale, Florida, until August 15; thereafter, the new address will be 3501 Davie Road, Southwest, Fort Lauderdale, Florida.

An application for admission should be completed at least one month before the registration dates for the semester in which admission is desired, if the applicant is to be assured of admission.

The College will accept qualified applicants on a space available, staff available basis. Broward County residents will be given priority. The College reserves the right to deny admission to any applicant when appropriate ideals of scholarship and deportment are jeopardized.

The College reserves the right to request a physical, psychological, or a psychiatric examination from an applicant or student at any time that such a 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.

## **Placement Testing and Pre-Registration**

### **PROGRAM ADVISEMENT**

Shortly after filing his application for admission to the College and prior to Registration for his first semester of study each new full-time day division student is required to take a battery of college-level placement tests and receive pre-registration program advisement. These activities are intended to help the student arrange a program of study which is appropriate to his educational plans and vocational objective and in line with his ability and interests.

During pre-registration program advisement the student receives valuable information regarding the academic program and requirements of the College and is assigned to a permanent faculty advisor who can be of help in a continuing relationship. Requests for variance from the placement testing requirement (possible for transient students, special adult students, and sophomore-level students transferring into the College) should be directed to the Director of Counseling and Advisement Services. This should be done well in advance of scheduled testing and advisement dates.

### **REGISTRATION**

Students are required to register for courses at the beginning of each semester. The Admissions Procedures must be completed in the Office of Admissions and Records before registering for courses.

A student whose attendance at the College is interrupted by one or more regular semesters may apply for re-admission and will be subject to the rules and regulations that are in effect at the time he makes application for re-admission.



Registration dates are listed in the College Calendar. Students who enroll in a course after instruction has begun are at a distinct disadvantage. They are responsible for assignments and instruction which they have missed. Late registrants will be charged an additional fee of \$5.00. All credentials submitted in support of an application for admission becomes the permanent property of the College.

### **ADDING, DROPPING, OR CHANGING SCHEDULE**

Information regarding the procedure to initiate a schedule change can be obtained from the Admissions and Records Office. The student is expected to continue in class attendance and participation until he has complied with procedures outlined by the Admissions and Records Office.

Schedule changes are possible early in the semester when absolutely necessary. Students may not change an original registration for the purpose of transportation or work schedule other than to drop courses.

### **CLASS ATTENDANCE**

Regular and punctual attendance at all classes and laboratories is required. Students are responsible for all assignments and instruction presented.

Each instructor keeps a careful record of class attendance and reports excessive absence to the Office of the Dean of Student Personnel Services. Excessive absence is defined as one more absence than the number of semester hours credit assigned to a given course. For example, four class absences would be considered excessive in a course which carries three semester hours credit. Excessive absence will result in an administrative entry of "X" or "Suspended due to excessive absence" on the student's permanent record. This entry is considered to be the same as an "F" for purposes of computing grade point average.

Students who are absent on the school day preceding a holiday or on the first day of school following a holiday shall be charged with two class absences.

Students are not permitted to return to class following their suspension. If the student feels there is a justifiable reason for each of his absences he may petition the Dean of Student Personnel Services for reinstatement to a class. This petition must be accomplished within seventy-two hours after the student returns to the campus.

A justifiable reason is interpreted to mean illness or injury to the student or some member of his immediate family (mother, father, brother, sister, husband, wife, child, or other with whom there has been a clear and continued relationship). The student must be prepared to submit such documentary evidence as may be requested to verify the basis for his absences.

### **TRANSCRIPTS**

On written requests to the Registrar, each student at the Junior College of Broward County is entitled to one official transcript free. A fee of one dollar is charged for each additional transcript which a student requests. Students are urged not to request transcripts near the beginning or near the



end of a semester. The press of work in the Registrar's Office at such times makes it impossible to give prompt service. Transcripts are mailed as promptly as possible; however, students should make written requests to the Registrar's Office at least two weeks before the originals are needed. No transcript or official statement will be issued for students who are financially indebted to the college, or have not fully satisfied admission requirements. A request for a transcript of credit should give the date of attendance at this college. Married women should give their maiden names and their married names.

## **Financial Assistance - Awards, Loan Funds Scholarships and Student Employment**

The college attempts to offer students a quality education at a minimum cost. It attempts to help worthy students who experience extreme difficulty financing a college education. However, it cannot assume the responsibility for financing a student's education. Every student should have sufficient funds on hand to cover his first semester's obligations at time of enrollment.

Several individuals and organizations within the geographic area served by the college have provided scholarship awards and loans to aid worthy students who need financial assistance. Funds available for this purpose should increase as the college grows in size and influence.

The college has been approved for scholarships provided by the Florida State Legislature to encourage students preparing for careers in teaching. These scholarships, valued at \$400.00 per year, are granted to students on a competitive basis. The promise of one year of teaching in the public schools of Florida for each year the scholarship is granted is required. Additional information regarding these scholarships can be obtained from the Superintendent of Public Instruction in the student's county of residence.

The college cooperates with the Division of Vocational Rehabilitation of the State Department of Education in providing financial and other assistance for students with physical handicaps.

A limited number of students will be employed on a part-time basis on the college campus. An interest-free student loan fund is available for those students who need temporary financial assistance. This fund is available only to those students who have completed one semester at the College. Inquiries concerning part-time student employment on the campus or student loans should be directed to the Director of Administrative Services.

## **Student Fees**

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All students must pay an Admission Fee of \$10 at the time the application is returned to the Director of Admissions. Checks or money orders should be made payable to the Junior College of Broward County. This fee is not

refundable. It will be applied to the student's account at the time of registration. All fees are to be paid at the time of registration.

Student fees are as follows:	Full-time Students (12 or More Sem. Hrs.)	Part-time Students (Per Sem. Hr.)
Broward County Students (Matriculation)	\$ 60.00	\$ 6.00
Other Florida Students (Matriculation and Tuition)	120.00	12.00
Non-Florida Students (Matriculation & Tuition)	235.00	23.50
Student Activity	15.00	None

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#### Other Course Fees:

Laboratory	5.00	5.00
Reading Development	5.00	5.00
HPR — Towel	1.25	1.25
HPR — Bowling	15.00 (Estimated)	15.00
HPR — Horsemanship	20.00 (Estimated)	20.00
HPR — Swimming	4.00 (Estimated)	4.00
HPR — Scuba Diving	10 - 25.00	10 - 25.00
Private Music	15.00	15.00

#### Miscellaneous Fees:

Transcript: First Transcript	Free	Free
Each Additional	1.00	1.00
Admission	10.00*	10.00*
Late Registration	5.00	5.00
Graduation	10.00	10.00

\*The Admission Fee is applied toward the student's account upon the initial enrollment. This fee is not to be charged for enrollment in non-credit courses.

## REFUND POLICIES

The \$10 admission fee is not refundable unless the Junior College of Broward County refuses admission to the student.

If a student is officially withdrawn from the college on or before the last date of registration, he is entitled to an eighty (80%) per cent refund of the following fees: Matriculation and tuition, student activity, laboratory, reading, physical education, and private music.

The following fees are not refundable: admission, transcript, late registration and graduation.

To be officially withdrawn from college, a student must have completed the proper forms as prescribed by the Director of Admissions and Records on or before the last date of registration. I. D. cards are to be returned to the Director of Student Affairs at the time of withdrawal.

# Program for Veterans and for Veterans' Dependents

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This College is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veterans' training laws and dependents of deceased veterans who expect to enroll under the War Orphans Education Assistance Act, should consult with the local Veterans Administration office well in advance of registration.

Upon enrollment, veterans and veterans' dependents, are required to pay all regular fees and charges, just as other students. Upon certification of approval and attendance by the College and Veterans Administration, educational allowance is paid monthly to the veteran for training time computed as follows:

14 or more semester hours .....	Full Time.
10-13 semester hours .....	Three Fourths Time.
7-9 semester hours .....	One Half Time.
Less than 7 semester hours .....	Fees only.

Those who expect to receive monthly V. A. subsistence should report to the Admission and Records office and sign the proper forms before the fifth of each month.

## General Regulations

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### CLASSIFICATION OF STUDENTS

A student who has earned 28 semester hours credit is classified as a sophomore.

A student is a full-time student if he carries not less than 12 semester hours (in academic courses) in a given semester. Veterans have to carry 14 academic hours to be eligible for subsistence benefits.

### ASSEMBLY ATTENDANCE

Full-time Day Division students are expected to attend all scheduled assemblies and convocations if they have a class any time before or immediately following the hour set aside for assemblies or convocations.

### CONDUCT

A college education is a privilege, not a right. College students are considered to have reached an age of responsible citizenship and are expected to conduct themselves appropriately both on and off campus.

Every student, by the act of registering for scholastic work at the Junior College of Broward County, obligates himself to obey rules and regulations

which the institution formulates. The college reserves the right to discipline or dismiss any student whose conduct is considered unbecoming or detrimental to the college or community.

Decisions to dismiss a student will be reviewed by the President of the College. The decision of the President of the College is final.

## WITHDRAWAL FROM COLLEGE COURSES

A student who finds it necessary to withdraw from any course must secure a withdrawal form in the Admissions and Records Office; have it properly filled out and signed. The student is expected to continue in class until the withdrawal procedure has been completed. If excessive absences are reported before the date of withdrawal, an "X" grade will remain on the record.

A "W" will be recorded for those withdrawing within one calendar month from the first day of regular registration for each semester. Students who withdraw after this date will receive a "WP" or "WF" entered upon their record. An "X" will be recorded for students who are suspended from class for excessive absences.

Students attending the summer sessions will have "W" entered upon their record if they officially withdraw within the first week of the summer session. A "WP" or "WF" will be recorded for those who withdraw after the first calendar week of the summer session.

A "WF", "F", and "X" record will be included in determining grade point averages; each of them carry the same grade point penalty. These policies apply to all part-time as well as all full-time students.

Students may not withdraw within two weeks of the end of a semester or within one week of the final summer session.

## RESIDENCE

For the purpose of computing college costs, students are classified as: (1) Broward County students; (2) other Florida Students; or (3) out-of-state students.

A Broward County student is interpreted to mean that the student, or if the student be less than twenty-one years of age, his parent(s) or legal guardian(s) shall have resided in Florida for at least one year prior to the time of admission to college; and be residents of Broward County for at least the past six months.

An other-Florida student is interpreted to mean that the student, or if the student be less than twenty-one years of age, his parent(s) or legal guardian(s) shall have resided in Florida for at least one year prior to the time of admission to the College.

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

Residence status is determined at the time of the student's admission to the College and may not be changed unless, in the case of a minor, his parent(s) or legal guardian(s) move to and become bonafide residents of Broward County and the State of Florida.

# Administration of the Curricula

## SEMESTER SYSTEM

The semester system, based on the division of the academic year into two semesters of approximately eighteen weeks each, is used.

## UNIT OF CREDIT

The unit of credit is the semester hour, each representing one hour of recitation with two hours of preparation a week for a period of approximately eighteen weeks. As a rule, two hours of laboratory work count as one hour of class work.

## STUDENT COURSE LOAD

The minimum course load for a full-time student is twelve (12) semester hours per semester. Veterans must enroll for fourteen (14) or more semester hours in order to qualify for full-time Veterans Benefits. The normal course load for a student is sixteen (16) semester hours. In exceptional cases a student who has earned a "B" (3.0) average or above on his previous college work may secure written permission from his faculty advisor and the Dean of Instruction to enroll for more than eighteen (18) semester hours. Students should secure the proper petition form from the Admissions and Records Office, and have it properly filled out.

## GRADES AND RECORDS

Final Grades for each semester are recorded and preserved. Reports are submitted to students and to their parents or legal guardians at the close of the semester.

Grade points are earned and recorded as follows:

Grades		Grade Points per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0
I	Incomplete	0
W	Official Withdrawal	0
WP	Withdrawal Passing	0
WF	Withdrawal Failing	0
X	Suspended—Excessive absences	
	Failing	0
AU	Audit	0
NC	Non-credit course	0

"I" grades will become "F" grades if not completed within two months after the beginning of the new semester. "I" grades are evaluated as "F" grades until officially removed from the records.



No student may change a course from Credit to Audit after the first Calendar month of a regular semester or after the first calendar week of the summer session. (October 3, 1963 for first semester) (February 28, 1964 for second semester)

Grade Point Averages are computed on *all* work attempted at *all* colleges.

### **SCHOLASTIC STANDARDS**

A full-time student failing to maintain a 1.50 grade point average for any semester will be placed on academic probation for the next semester. Failure to earn a grade point average of 1.70 the following semester of enrollment will cause him to be placed on academic suspension for one semester.

A student who is on academic probation must earn at least 1.70 grade point average each semester of enrollment. He will remain on academic probation until he has earned a 1.75 overall grade point average.

After one semester of suspension has passed, a student may apply for readmission, and may be permitted to re-enroll for one semester on probation. Failure to maintain a 1.75 average during this semester will cause a student to be suspended from the college.

Part-time students will be subject to the same regulations at the end of the semesters in which they complete 12, 24, and 36 semester hours, respectively.

Transfer students accepted for admission with less than a 1.75 average (4.00 system) are admitted on "Academic Probation." Attainment of a cumulative 1.75 grade point average on all work attempted will remove this academic admission condition. Failure to maintain a semester grade point average of 1.70 during any semester of enrollment while on "Academic Probation" will result in "Academic Suspension."

A 2.0 grade point average is required on all work attempted to complete an Associate Degree.

### **ACADEMIC HONORS**

The College recognizes scholastic achievement by publishing the President's List and the Dean's List at the end of each semester.

The President's List includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 4.00.

The Dean's List includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 3.000 to 3.999.

### **EVENING CLASSES**

The Junior College of Broward County provides an educational program for people who are unable to attend college during the day. The evening program is multipurpose in function. It is designed to offer courses to meet the needs of persons who wish to complete the first two years of a four year college program and those who wish to take two years of college work in some area and terminate their education at this point. It is also designed to meet



the needs of persons who wish to increase their proficiencies and broaden their educational and cultural backgrounds by taking a course, or courses, in certain areas. As the total program of the Junior College expands, the program of the evening courses will expand proportionately. The college will at all times, as financial means and physical facilities permit, attempt to meet student and community needs.

The policies for admission, registration, graduation and requirements are the same for the evening student as it is for the day student. A separate brochure describing the program offered each semester is available. For additional information please contact the Director of Community Services, Junior College of Broward County, 1450 Southwest 41 Court, Fort Lauderdale, Florida. After August 15, 1963, the new college address will be 3501 Davie Road, Southwest, Fort Lauderdale, Florida.

## **CORRESPONDENCE AND EXTENSION COURSES**

A maximum of 15 semester hours in correspondence and extension course credits may be accepted from regionally accredited or recognized colleges and universities. No more than six of the final fifteen semester hours before graduation may be earned through correspondence. No student will be granted a degree from the Junior College of Broward County who has earned less than 24 semester hours in residence. A regular student must secure permission from the Dean of Instruction before registering for a correspondence and extension course. The combined load of residence and correspondence study should not exceed 18 semester hours per semester.

# **General Education**

## **OBJECTIVES**

General Education as defined by the Junior College of Broward County is that part of learning which makes it possible for all students to achieve lives that are satisfying to themselves and useful to society.

The objectives of General Education are to be attained by presenting a program enabling the student:

- I. To continue the development of intellectual powers
  1. in using methods of logical thinking,
  2. in discriminating values,
  3. in creating and appreciating the creativeness of others.
- II. To improve the art of communication.
- III. To increase the understanding of self, of the nature of the universe, and of society
  1. by maintaining mental and physical health,
  2. by comprehending the nature of the universe,
  3. by accepting the privileges and responsibilities of democratic citizenship,

4. by sharing in the development of family life,
  5. by being aware of economic conditions.
- IV. To further the growth of ethical and spiritual values to be translated into effective patterns of living.

## REQUIREMENTS IN GENERAL EDUCATION

Candidates for the Associate in Arts and Associate in Science degrees in University parallel curricula must fulfill the following general education requirements:

I. Area Requirements:	Semester Hours
Area 1. English Composition	6
Area 2. The Humanities	6
Area 3. Natural Science	6
Area 4. Social Studies	6
Area 5. Mathematics	3
*Area 6. Foreign Language	0-6

- II. Additional requirements of 9 semester hours in two or more of the Areas 1 through 6.

Note: Students planning to transfer to any of the state universities in Florida are reminded that, in addition to the general education program, certain other lower division requirements must be met in order to be admitted to the upper division. In some specialized programs (e.g., pre-engineering and pre-medicine) care must be taken to select the proper level of mathematics and science courses.

\*Six semester hours of language at the intermediate level is required of all candidates for the A A Degree. Students planning to transfer to certain four-year institutions should complete the lower division requirements of those institutions.

## DEGREE REQUIREMENTS

### University Parallel

Requirements for the Associate in Arts and Associate in Science Degrees in university parallel curricula:

- I. Completion of 64 semester hours of credit with a grade point average of 2.0 or better.
- II. Completion of the requirements in General Education as follows:
  - A. Area Requirements:
 

Area 1. English Composition	6 semester hours
English 101, 102	
Area 2. The Humanities	6 semester hours
One of the following courses;	
Eng. 201, or Eng. 202, or Eng. 221,	
or Eng. 222, or Eng. 230	
and one of the following courses;	
Art 207, or Music 110, or Phi. 261, or Phi. 262	

- |         |                                                               |                    |
|---------|---------------------------------------------------------------|--------------------|
| Area 3. | Natural Sciences                                              | 6 semester hours   |
|         | Bio. 101, 102; Chem. 121, 122;<br>Physics 110, or Geology 105 |                    |
| Area 4. | Social Studies                                                | 6 semester hours   |
|         | His. 101, 102, or His. 111, 112,<br>or Psc. 121, 122          |                    |
| Area 5. | Mathematics                                                   | 3 semester hours   |
| Area 6. | Foreign Language                                              | 0-6 semester hours |
- B. Additional requirements for the A.A. Degree of 6 sem. hrs. of a foreign Language: French 251, 252, or German 271, 272, or Spanish 261, 262.
  - C. Additional requirements for the A.S. Degree of 6 sem. hrs. of mathematics and science or a combination of the two.
  - D. Three semester hours selected from any one of the six areas of General Education.
- III. Completion of four semester hours of Physical Education Activities.
  - IV. Completion of a minimum of twenty-four hours of residence at the Junior College of Broward County, including the last twelve semester hours.
  - V. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
  - VI. Remove all admission conditions.
  - VII. Attend all official graduation exercises except in emergency cases excused by the President.

## TECHNICAL AND SPECIAL CURRICULA

It is the purpose of the Junior College of Broward County to provide, in its technical and special curricula, opportunities for students to develop knowledge, skills, attitudes and appreciations which will enable them to enter their chosen vocations qualified to perform competently.

In order to reach these goals the various two-year curricula include those courses which have as their primary purpose the development of the knowledge and skills of the vocations. Auxiliary courses are required which are complementary to the major courses and tend to give educational breadth to the program. In addition to these other courses in arts and sciences are required and elected. These courses are included to the extent practical in each of the programs for the purpose of providing students with as much liberal education as possible.

The organization and instruction in these technical and special curricula make them an integral part of the total college. This assures that students enrolled in these various programs will become acquainted with teachers and students in the other departments of the college. Their liberal education and personal development will be enhanced by participation in discussions, student activities and general associations made in a rather complex college atmosphere.

## BUSINESS ADMINISTRATION

Requirements for the Associate in Science degree in Business Administration. (Accounting, General Business, and Secretarial Science Majors)

- I. Completion of 66 semester hours with an overall grade point average of 2.0 or above.
  - II. Completion of the following courses:

English composition	6 semester hours
English 101 and 102	
Social Studies	6 semester hours
Psc 121 and	
His 211 or Eco 251	
Psychology	3 semester hours
Psy 101	
  - III. Completion of one of the following majors:
    - A. Accounting  
Completion of 40 semester hours in the major field of concentration: BA 101\*, 150, 221, 222, 223, 224, 225, 231, 232, 227, 242, 245, 260, 261 — Elective Courses, 7 semester hours.
    - B. General Business  
Completion of 26 semester hours in the major field of concentration: BA 101\*, 102\*, 100, 150, 201, 231, 242, 243, 244, 245 — Elective Courses, 21 semester hours.
    - C. Secretarial Science  
Completion of 38 semester hours in the major field of concentration: BA 111\*, 112\*, 101\*, 102\*, 150\*\*, 211, 244, 100, 242, 201, 231, 243, 245 and 212.
  - IV. Completion of 4 semester hours of Physical Education Activities.
  - V. Completion of a minimum of 24 hours of residence at the Junior College of Broward County, including the last 12 semester hours.
  - VI. Make formal application for the degree to the Registrar at the completion of 30 semester hours.
  - VII. Remove all admission conditions.
  - VIII. Attend all official graduation exercises except in emergency cases excused by the President.
- \*May be exempt if taken previously in high school; electives must be taken instead.
- \*\*May be exempt if achievement test is passed the first day of classes; must take another course in mathematics or science.

Requirements for the Associate in Science degree in Business Administration. (Mid-management in Distributive Education and Marketing major)

- I. Completion of 64 semester hours with an overall grade point average of 2.0 or above.
- II. Completion of the following courses:

English Composition	6 semester hours
English 101 and 102	
Social Studies	6 semester hours
PSc 121	
Eco 251	
Psychology or Speech	3 semester hours
Psy 101 or Speech 110	
- III. Completion of 45 semester hours in the major field of concentration: BA 100, 150, 230, 171, 173, 174, 170, 260, 261, 231, 232, 271, 245, 251, 283 and 284.
- IV. Completion of 4 semester hours of Physical Education Activities.
- V. Completion of a minimum of 24 hours of residence at the Junior College of Broward County, including the last 12 semester hours.
- VI. Make formal application for the degree to the Registrar at the completion of 30 semester hours.
- VII. Remove all admission conditions.
- VIII. Attend all official graduation exercises except in emergency cases excused by the President.

## DATA PROCESSING TECHNOLOGY

Requirements for the Associate in Science Degree in Data Processing:

- I. Completion of 67 hours of credit with a grade point average of 2.0 or better.
- II. Completion of the following requirements:

English Composition	6 semester hours
English 101, 102	
Social Studies	6 semester hours
Psc. 121	
Eco. 251	
Mathematics	3 semester hours
College Algebra	
Speech 110	3 semester hours
Statistics	3 semester hours
- \*III. Completion of 27 semester hours in major field of concentration.

DP 101	DP 205
DP 102	DP 210
DP 105	DP 221
DP 108	DP 225



\*IV. Completion of 15 semester hours in related areas.

BA 221

BA 225

BA 222

BA 223

BA 260

V. Completion of 4 semester hours of Physical Education Activities.

VI. Completion of a minimum of twenty-four semester hours of residence at the Junior College of Broward County, including the last twelve semester hours.

VII. Make formal application for the degree to the Registrar at the completion of thirty semester hours.

VIII. Remove all admission conditions.

IX. Attend all official graduation exercises except in emergency cases excused by the President.

\*Students primarily interested in the scientific-engineering aspects of computer programming should complete courses in mathematics through Calculus and science courses in their area of specialization in lieu of accounting and data processing applications.

## DEPARTMENT OF NURSING EDUCATION

The program of the Department of Nursing Education purposes to prepare selected students, both men and women, to provide direct nursing care to patients in hospitals and other health agencies and to contribute to the promotion of health in the community. The education of nurses who possess a technical competency, combined with a feeling of obligation to their own intellectual, cultural, and professional growth is the goal toward which this preparation is directed.

The program combines studies at the college with planned and guided experience in patient care in hospitals and other community resources.

Graduates of the program will receive an Associate in Science in Nursing Degree and will be eligible to write the Florida State Board of Nursing examination for licensure as registered nurses.

Requirements for the Associate in Science in Nursing Degree:

I. Completion of 22 semester hours of credit with a grade point average of 2.0 or better.

II. Completion of the following courses:

English Composition I, 102

6 semester hours

General Studies

6 semester hours

Sociology 211, Political

Science 121

Psychology 101

3 semester hours

Speech 110

3 semester hours

Elective

3 semester hours



- III. Completion at the Junior College of Broward County of the following courses in the major field of concentration: (No grade lower than C will be acceptable in the Nursing Courses.)
 

Nursing 101, 102, 200, 202,	34 semester hours
203, 210	
- IV. Completion of the following courses in related areas:
 

Chemistry 111	4 semester hours
Biology 110, 130	7 semester hours
Nutrition	2 semester hours
- V. Completion of 4 semester hours in Physical Education Activities.
- VI. Make formal application for the degree to the Registrar.
- VII. Remove all admission conditions.
- VIII. Attend all official graduation exercises except in emergency cases excused by the President.

## Certificate Programs in Business

For those students who are unable to attend college for two years, we offer special one-year programs. Upon completion of the required courses with an average of "C" a certificate of accomplishment is granted.

### ONE-YEAR SECRETARIAL

First Semester			Second Semester		
ENG 101	English Composition	3	BA 201	Advanced Typing	2
*BA 102	Intermediate Typing	2	BA 211	Dictation	3
BA 150	Business Math	3	BA 212	Transcription	3
*BA 112	Intermediate Sh'thand	3	BA 231	Business Law	3
BA 242	Office Machines	2	BA 243	Secretarial Accounting	3
BA 244	Secretarial Procedures	3	BA 245	Business Communications	3
Total Semester Hours		16	Total Semester Hours		17

\*Students who have had shorthand and typing in high school will be placed in the proper advanced classes. Those students who have not had shorthand and typing previously will need more than two semesters to earn the certificate.

## ONE-YEAR GENERAL BUSINESS (CLERICAL)

First Semester		Second Semester	
ENG 101	English Composition 3	BA 102	Intermediate Typing <i>or</i>
BA 100	Intro. to Business 3	BA 201	Advanced Typing 2
*BA 101	Typing 2	BA 243	Secretarial Accounting 3
BA 150	Business Math 3	BA 245	Business Communications 3
BA 242	Office Machines 2	BA 261	Office Management 3
_____	Electives 3	_____	Electives 5
Total Semester Hours 16		Total Semester Hours 16	

\*Students who have had typing in high will be placed in the proper advanced class.

Suggested electives are: BA 170, BA 231; BA 230, BA 232; BA 221, ECO 251; ECO 250, HIS 211.

## CERTIFICATE PROGRAM for CERTIFIED PROFESSIONAL SECRETARIES

The College in cooperation with the National Secretaries Association offers the following certificate program for secretaries. It is offered primarily as an aid to those secretaries preparing for the national examination used to qualify secretaries for the title, "Certified Professional Secretary." However, it is a program that should be of considerable aid to any secretary interested in increasing her proficiencies and in qualifying herself for a top secretarial position.

### CREDITS

BA 100	— Introduction to Business	3
BA 231	— Business Law	3
BA 232	— Business Law	3
BA 243	— Secretarial Accounting	3
	or	
BA 221	— Principles of Accounting	3
BA 244	— Secretarial Procedures	3
BA 245	— Business Communication	3
BA 260	— Introduction to Management	3
BA 261	— Office Management	3
ECO 251	— Economics	3
ECO 252	— Economics	3
PSY 221	— Applied Psychology	3

A certificate is to be granted upon the completion of a planned program based on individual needs including any twenty-four hours of the above.

# A THREE SEMESTER CERTIFICATE PROGRAM in DATA PROCESSING TECHNOLOGY

Course Number	Description	Lab.	Hrs.
DP 101	Basic Computing Machines		3
DP 102	Unit Record Equipment	2	3
BA 221	Principles of Accounting		3
Eng. 101	Composition		3
Mth 111	College Algebra or equivalent		3
			<hr/>
			15
DP 105	Introduction to Programming Systems		3
DP 108	The Accounting Machine		3
BA 222	Principles of Accounting		3
Eng. 102	Composition		3
DP 221	Systems Development and Design	1	4
			<hr/>
			16
DP 205	Computer Programming—Scientific and Commercial		4
DP 210	Data Processing Applications		3
BA 225	Cost Accounting		3
DP 225	Advanced Computing and Programming Systems	1	4
PSc. 121	Political Science		3
			<hr/>
			17

## A CERTIFICATE OF ACHIEVEMENT PROGRAM For Teachers of Private Nursery Schools and Kindergartens Presented by The Junior College of Broward County

COURSES	HOURS CREDIT
Education 81 — Early Childhood Education*	3
Education 82 — Pre-School Activities*	3
Education 250 — Introduction to Education*	3
Education 251 — Educational Psychology**	3
English 101 — Composition	3
HPR 151 — Personal Hygiene and Community Health*	3
HPR 152 — First Aid	3
Political Science 121 — National Government	3
Psychology 201 — General Psychology*	3
Psychology 211 — Child Psychology**	3
Sociology 211 — General Sociology	3
Speech 110 — Fundamentals of Speech	3

\*Required courses.

\*\*Education 251 or Psychology 211 required — Both recommended.

To be awarded the certificate a student must complete twenty-four hours of the thirty-six hours listed with a grade average of "C" or better on all courses attempted. All courses except Education 81 and 82 are from the list of regular college courses and are transferable to other institutions. Education 81 and 82 can be credited toward the Associate Degree at the Junior College but are not transferable. Education 250 and 251 are teacher education courses which are required for general teacher certification in the areas of Sociological and Psychological Foundations of Education.

## Suggested Programs of Study in Technical and Special Curricula

The following suggested programs are given as examples of how a student may pursue one of the two-year degree curricula:

### BUSINESS ADMINISTRATION

(Accounting, Business Administration, Mid-management, Secretarial Science)

Each of the following programs is designed to provide the student with an opportunity for preparation to enter a specialized field of employment or for the employed student an opportunity to acquire additional proficiency in the respective study. Individual programs will also be arranged to meet specific needs of students with unusual programs.

These specialized programs lead to an Associate Degree in Business Administration, with emphasis on employable skills or advanced training. Most of the courses will transfer for credit to senior institutions, but if the student is reasonably sure he is continuing on for his bachelor's degree, he should follow a transfer program.

### SUGGESTED ACCOUNTING PROGRAM

#### First Year

First Semester			Second Semester		
ENG	101	English Composition 3	ENG	102	English Composition 3
BA	150	Business Math 3	ECO	251	Prin. of Economics 3
BA	221	Prin. of Accounting 3	BA	232	Business Law 3
*BA	101	Beginning Typing 2	BA	222	Prin. of Accounting 3
BA	231	Business Law 3	PSY	101	Psy. of Adjustment 3
BA	242	Office Machines 2	HPR		Physical Education 1
HPR		Physical Education 1			
Total Semester Hours 17			Total Semester Hours 16		

## Second Year

First Semester				Second Semester			
BA	223	Intermediate Account.	3	BA	224	Intermediate Account.	3
BA	225	Cost Accounting	3	BA	227	Income Tax	3
BA	260	Intro. to Management	3	BA	261	Office Management	3
STA	221	Statistics	3	BA	245	Business Com'cations	3
PSC	121	National Government	3			Electives	4
HPR		Physical Education	1	HPR		Physical Education	1
Total Semester Hours			16	Total Semester Hours			17

\*May be exempt if taken in high school with grade of "B" or by passing a proficiency test.

## NON-TRANSFER

### SUGGESTED GENERAL BUSINESS (CLERICAL) PROGRAM

#### First Year

First Semester				Second Semester			
ENG	101	English Composition	3	ENG	102	English Composition	3
PSC	121	National Government	3	PSY	101	Psy. of Adjustment	3
*BA	101	Beginning or	2	BA	102	Intermediate Typing or	2
*BA	102	Intermediate Typing		BA	201	Advanced Typing	
BA	100	Introd. to Business	3	BA	150	Business Math	3
		Electives	4			Electives	4
HPR		Physical Education	1	HPR		Physical Education	1
Total Semester Hours			16	Total Semester Hours			16

#### Second Year

First Semester				Second Semester			
BA	261	Office Management	3	BA	243	Secretarial Accounting	3
BA	242	Office Machines	2	ECO	251	Economics	3
BA	231	Business Law	3			Humanities	3
BA	245	Business Com'unications	3	BA	201	Advanced Typing	2
		Electives	4			or Elective	
HPR		Physical Education	1			Electives	4
				HPR		Physical Education	1
Total Semester Hours			16	Total Semester Hours			16

\*May be exempt if taken in high school. Suggested electives are: PSc 122, PSc 123, HIS 211, BA 170, BA 221, BA 230, BA 261.

**NON-TRANSFER**  
**SUGGESTED PROGRAMS FOR SECRETARIAL SCIENCE—**  
**GENERAL, LEGAL AND MEDICAL\***

**First Year**

<b>First Semester</b>				<b>Second Semester</b>			
ENG	101	English Composition	3	ENG	102	English Composition	3
PSC	121	National Government	3	BA	100	Intro. to Business	3
†BA	111	Shorthand	3	†BA	112	Intermed. Shorthand	3
†BA	101	Beginning Typing	2	†BA	102	Intermediate Typing	2
BA	150	Business Math	3	BA	242	Office Machines	2
HPR		Physical Education	1			Electives	3
				HPR		Physical Education	1
Total Semester Hours			15	Total Semester Hours			17

**Second Year**

<b>First Semester</b>				<b>Second Semester</b>			
BA	211	Shorthand Dictation	3	BA	243	Secretarial Accounting	3
BA	212	Shtd. Transcription	3	BA	244	Secretarial Procedures	3
BA	201	Advanced Typing	2	HIS	211	Economic History or	3
BA	231	Business Law	3	ECO	251	Economics	
BA	245	Business Com'cations	3	PSY	101	Psychology of Adjust.	3
		Electives	2			Electives	4
HPR		Physical Education	1	HPR		Physical Education	1
Total Semester Hours			17	Total Semester Hours			17

\*The program outlined above is for the general secretary; the Legal Secretary will be the same except that Business Law 232 and Legal Shorthand 213 must also be taken.

†The Medical Secretary program requires Medical Shorthand 214 also. Suggested electives are: PSC 122, PSC 123, BA 170, BA 230, BA 260, BA 261.

**NON-TRANSFER**  
**MID-MANAGEMENT IN DISTRIBUTION AND MARKETING**

This is a cooperative plan in which classroom instruction is supplemented with on-the-job training in an approved distributive occupation (concerned with moving products and services from the producer to the consumer.) Each student is placed in a real occupational situation and trained in the required responsibilities and attitudes.



## SUGGESTED COURSE REQUIREMENTS

### First Year

First Semester				Second Semester			
Eng	101	English Composition	3	Eng	102	English Composition	3
PSc	121	Political Science	3	BA	170	Marketing	3
BA	150	Business Mathematics	3	ECO	251	Economics	3
BA	230	Salesmanship	3	Psy	101	Psych. of Adjust. or	3
BA	260	Introduction to Management	3	Spe	110	Fundamentals of Speech	3
HPR		Physical Education	1	BA	173	Distribution and Marketing Practice	3
				HPR		Physical Education	1
Total Semester Hours			16	Total Semester Hours			16

### Second Year

First Semester				Second Semester			
BA	221	Principles of Acctg.	3	BA	222	Principles of Acctg.	3
BA	245	Business Com'cations	3	BA	232	Business Law	3
BA	231	Business Law	3	BA	271	Merchandising	3
BA	171	Advertising and Sales Promotion	3	BA	261	Office Management	3
BA	283	Distribution and Marketing Practice	3	BA	284	Distribution and Marketing Practice	3
HPR		Physical Education	1	HPR		Physical Education	1
Total Semester Hours			16	Total Semester Hours			16

## Data Processing Technology

### Suggested Two Year Degree Program

#### First Year

First Semester				Second Semester			
Eng.	101	Composition	3	Eng.	102	Composition	3
*BA	221	Principles of Acctg.	3	*BA	222	Principles of Acctg.	3
DP	101	Basic Comput. Mach.	3	DP	105	Intro. to Programming Systems	3
DP	102	Unit Record Equip.	3	DP	108	The Accounting Mach.	3
Mth	111	College Algebra	3	BA	251	Principles of Ec'omics	3
HPR			1	HPR			1
Total Semester Hours			16	Total Semester Hours			16

## Second Year

Third Semester				Fourth Semester			
BA	260	Management	3	Speech 110 or 111	Speech		3
DP	205	Computer Program'g		DP	221	Systems Development	
		Scientific and Comm.	4			and Design I	4
BA	225	Cost Accounting	3	DP	225	Advanced Computing	
Stat.	221	Statistics	3			and Prog. Systems I	4
DP	210	Data Processing App.	3	PSc.	121	Political Science	3
				BA	223	Intermediate Acctg.	3
HPR			1	HPR			1
Total Semeste Hours			17	Total Semester Hours			18

\*Students primarily interested in the scientific-engineering aspects of computer programming should complete courses in mathematics through Calculus and science courses in their area of specialization in lieu of accounting and data processing applications.

## Nursing

### Suggested Program Leading to the Associate in Science in Nursing Degree

#### First Year

First Semester				Second Semester			
ENG	101	Composition	3	ENG	102	Composition	3
CHE	111	Introductory Chem.	4	BIO	130	Anatomy & Physiology	4
BIO	110	Microbiology	3	PSY	101	Psychology of Adjust.	3
NSG	101	Nursing	6	NSG	102	Nursing	6
HPR			1	HPR			1
Total Semester Hours			17	Total Semester Hours			17

#### Summer Session (6 weeks)

NSG	200	Nursing	4
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#### Second Year

First Semester				Second Semester			
SOC	211	General Sociology	3	PSC	121	National Government	3
		Elective	3	SPE	110	Fund'mentals of Speech	3
		Nutrition	2	NSG	203	Nursing	8
NSG	202	Nursing	8	NSG	210	Nursing Seminar	2
HPR			1	HPR			1
Total Semester Hours			17	Total Semester Hours			17

# Departments and Course Descriptions

## BUSINESS ADMINISTRATION AND ECONOMICS

*Lotz, Chairman; Bolton, Cohn, Ehrhardt, Horton, Howell, Larson, Neely, Paul, Schenks, Thomas, West*

Business education prepares the student not only vocationally but also helps to develop the social and economic attitudes which are essential in establishing the future success of the American youth in our democratic economic system. It offers a knowledge and understanding of business and business methods, a competency in skill, and the development of character and personality that will help the student to cope with our changing economy.

This department offers two types of programs granting the associate degree. The first, or transfer type, includes the Pre-Business Administration, Pre-Secretarial, and Pre-Business Teacher Training curricula and covers the first two years of a four-year university program leading to a Bachelor of Science degree.

The second group (non-transfer) emphasizes specialized programs for employable skills and advanced training in order to enter business. Most of the courses will transfer to universities. The specialized curricula are Accounting, General Business (Clerical), Secretarial Science – General, Legal, and Medical, and Mid-Management in Distribution and Marketing.

There are also specialized programs for one year or less for which certificates are granted. These are: One-year Secretarial, One-year General Business (Clerical), and the program for Certified Professional Secretaries.

## SECRETARIAL

### BA 101—Elementary Typing

The development of fundamental typing techniques in the touch system of typing and the application of typing skill to general use. Four class periods per week.

**Credit, 2 semester hours**

### BA 102—Intermediate Typing

Continuation of Typing 101 with attainment of a higher degree of skill in vocational production typing. Prerequisite: Typing 101 or one year of typing in high school with a grade of "B" or better. Four class periods per week.

**Credit, 2 semester hours**

### BA 111—Beginning Shorthand

Gregg shorthand simplified. Complete shorthand theory presented. Emphasis upon reading and writing shorthand accurately and with correct techniques. Attention is given to the development of appropriate speed in writing simple new material dictation. Not open for credit to students with high school credit in shorthand. Prerequisite: One year of high school typing or concurrent enrollment in BA 101. Four class periods per week.

**Credit, 3 semester hours**

### **BA 112—Intermediate Shorthand**

Continuation of BA 111 with reading and transcribing of own shorthand notes with increased practice in dictation and transcription. Spelling, punctuation, and arrangement are stressed. Prerequisite: BA 111 or one year of shorthand in high school with a grade of "B" or its equivalent; and BA 102 or concurrent enrollment in BA 102. Four class periods per week.

**Credit, 3 semester hours**

### **BA 201—Advanced Typing**

Stresses the improvement of production ability, a thorough review of office forms, letters, tabulated reports, invoices, legal documents, and frequent special practice to develop maximum typing skill. Prerequisite: Typing 102. Four class periods per week.

**Credit, 2 semester hours**

### **BA 211—Advanced Shorthand. Dictation**

Intensive speed-building program through shorthand vocabulary and planned dictation. Office standards of speed and accuracy emphasized. A shorthand writing speed of 120 words a minute is developed. Prerequisite: BA 112, BA 201, and BA 212 scheduled concurrently. Four class periods per week.

**Credit, 3 semester hours**

### **BA 212—Advanced Shorthand. Transcription**

Production to meet office standards. Daily transcription of business letters, memorandums, and documents dictated in BA 211 from 80 to 120 words a minute. A transcription rate of 40 words or more a minute is developed. Prerequisite: BA 112 and BA 201 and concurrent enrollment in BA 211. Four class periods per week.

**Credit, 3 semester hours**

### **BA 213—Legal Shorthand**

Speed-building program in legal shorthand vocabulary and thorough preview of office procedures and methods as they relate to the work of a legal secretary. Prerequisites: BA 112 and BA 201 or equivalent.

**Credit, 3 semester hours**

### **BA 214—Medical Shorthand**

Writing of medical terms in shorthand is emphasized in this course. A substantial vocabulary is acquired through dictation of medical letters and reports. Prerequisites: BA 112 and BA 201 or equivalent.

**Credit, 3 semester hours**

### **BA 242—Office Machines**

Instruction in the use of duplicating machines, dictating and transcribing machines, adding and calculating machines. Course is designed to give student general office training. Prerequisite: BA 101 or the equivalent.

**Credit, 2 semester hours**

### **BA 243—Secretarial Accounting**

Presents the theory and practice of bookkeeping and accounting in an elementary form with particular emphasis on forms and procedures. The non-technical approach is through cash records as used by professional and personal-service enterprises.

**Credit, 3 semester hours**

### **BA 244—Secretarial Procedure**

Training in the duties, responsibilities, and personal qualifications of a secretary; efficiency in office routine. Prerequisites: BA 102 BA 112 or concurrent enrollment in BA 112.

**Credit, 3 semester hours**

### **BA 245—Business Communications**

A study of the psychology and techniques of effective business writing, stressing the use, planning and writing of important types of business letters. Reports are studied with emphasis on the gathering of data, organizing of data, and the writing of business reports. Prerequisites: BA 101, or equivalent, and ENG 101.

**Credit, 3 semester hours**

## **BUSINESS ADMINISTRATION**

### **BA 100—Introduction to Business**

A 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. The course content is designed to give special emphasis on business vocabulary and career opportunities by surveying the various areas of specialization as to personal characteristics and training needed for success.

**Credit, 3 semester hours**

### **BA 150—Business Mathematics**

Review of arithmetic as a tool of business; fundamental mathematical processes; fractions; decimal and common, percentage in business; interest and bank discount; compound interest; and payrolls and taxes.

**Credit, 3 semester hours**

### **BA 170—Principles of Marketing**

A study of those areas of company management dealing with the broad problem of sales. Emphasis is given to the kinds of decisions for which the marketing manager is responsible; prices, advertising and other promotion, sales management, the kind of products to be manufactured, and the marketing channels to be used. Prerequisite: BA 100 or approval of instructor.

**Credit, 3 semester hours**

### **BA 171—Advertising and Sales Promotion**

Introduces the fundamental principles, practices and common media in modern advertising. Includes those activities that supplement both advertising and personal selling, such as sampling, displays, demonstrations and other kinds of effort that render them more effective.

**Credit, 3 semester hours**

### **BA 173—Distribution and Marketing Practice**

Features a practical arrangement by which each student is placed in a real occupational situation and trained in the responsibilities and attitudes required on actual jobs that exist in the field of his career interests. The student's career training for distributive occupations proceeds in harmony with prevailing practices in the particular field.

**Credit, 3 semester hours**



**BA 221—Principles of Accounting**

An introductory study of the fundamental and underlying principles of basic record-keeping techniques as applied to individual proprietorships, partnerships, and corporations.

**Credit, 3 semester hours**

**BA 222—Principles of Accounting**

A continuation of basic principles of record keeping with special emphasis on receivables and investments, inventory accounting, cost accounting, and analysis of financial statements. Prerequisite: BA 221.

**Credit, 3 semester hours**

**BA 223—Intermediate Accounting**

A review of accounting procedures and financial statements. Further development of principles and problems related to capital stock, surplus, cash receivables, inventories, and investments. Prerequisites: BA 221-222 with "C" average.

**Credit, 3 semester hours**

**BA 224—Intermediate Accounting**

Continuation of 223 Accounting with special attention to principles and problems related to fixed assets, intangible assets, and liabilities. Analyses and interpretations of supplementary statements. Prerequisite: BA 223 or approval.

**Credit, 3 semester hours**

**BA 225—Cost Accounting**

A study of the relation of cost accounting to management for control involving principles and methods in handling materials, direct labor, and the distribution of overhead expense; cost records, operating reports; and budgetary control. Covers job order and process cost. Prerequisites: BA 221-222 with at least a "C" average, or approval of instructor.

**Credit, 3 semester hours**

**BA 227—Income Tax**

The study of the Federal income tax laws and procedures. Emphasizes the determination and taxation for individuals, partnerships. No prerequisite.

**Credit, 3 semester hours**

**BA 230—Salesmanship**

An introduction to selling and an analysis of the problems and techniques of personal salesmanship. Demonstrations.

**Credit, 3 semester hours**

**BA 231—Business Law**

A study of the basic principles of law and their application to business problems, encompassing a discussion of courts and legal procedures, the law of contracts, agency, negotiable instruments, bailment, and employer and employee relationships.

**Credit, 3 semester hours**

**BA 232—Business Law**

A continuation of 231. Including a study of the legal principles covering sales, insurance, suretyship, partnerships, corporations, real property, leases, bankruptcy, torts, and business crimes. Prerequisite: BA 231.

**Credit, 3 semester hours**



### **BA 255—Supervisory Development for Hotels, Motels, and Apts.**

Training in the supervision of employees; dealing with personnel; how to get greater results with trained personnel; developing sound relations with other departments; how to communicate ideas; group discussions; development of cost consciousness and methods improvement.

**Credit, 3 semester hours**

### **BA 256—Guest Relations for Hotels, Motels, and Apartments**

Development of better guest relations through proper attitudes; personal appearance; personality requirements; meeting the needs of people; front office tactics; sales procedures; services; checking out the guest; guest follow-up.

**Credit, 3 semester hours**

### **BA 260—Introduction to Management**

Reflects current theory and research in stressing the concepts and analysis of principal phases of management. Emphasizes fundamental principles of scientific organization, motivation, economic analysis and control and their application to business decisions. Integrates new developments in the behavioral sciences and quantitative techniques for basic management courses.

**Credit, 3 semester hours**

### **BA 261—Office Management**

An analysis of various office departments, their organization and management. Methods used in selection and training of office personnel; office planning and layout; scientific analysis of office procedures, office jobs, office forms and relating these items to cost control; types and uses of office appliances, and other techniques necessary for efficient operation of the modern office.

**Credit, 3 semester hours**

### **BA 271—Merchandising**

A study of the planning and supervision involved in marketing merchandise or service at the places, times and prices and in the quantities which will best serve to realize the marketing objectives of business.

**Credit, 3 semester hours**

### **BA 280—Principles of Insurance**

Principles and applications of insurance to business management and personal finance. Basic aspects of life, property and casualty insurance. Prerequisites: BA 100 and ECO 251 or approval of instructor.

**Credit, 3 semester hours**

### **BA 283-284—Distribution and Marketing Practice**

A continuation of BA 173. It includes an average of fifteen hours of supervised work experience each week, with related weekly seminar as scheduled by co-ordinator.

**Credit, 3 semester hours each semester**

### **BA 290—Principles of Real Estate**

Nature of rights in real estate; urban development and utilization; valuation of real property; the real estate business; government regulations. Prerequisites: BA 100 and ECO 251 or approval of instructor.

**Credit, 3 semester hours**

## ECONOMICS

### ECO 251—Principles of Economics

Introductory course in economic principles and analysis. Areas covered include: nature and development of the free-enterprise system; the relationship of income and growth, the financial organization of society; and money and banking. Prerequisite: MTH 105 or its equivalent.

**Credit, 3 semester hours**

### ECO 252—Principles of Economics

Extension of ECO 251, dealing with prices and production, the distribution of income, the world economy, and comparative economic systems. Prerequisite: ECO 251 or consent of instructor.

**Credit, 3 semester hours**

## DATA PROCESSING

*Styles, Director, Data Processing Center, Fortson, Lewis*

The requirements of modern business, industry, and science have created a tremendous demand for persons skilled in the technical field of data processing.

In order to help meet this demand, the division of Data Processing has adopted a program of studies that is specifically designed for the employed or the individual anticipating employment at an early date after college entrance. Therefore, some of the courses will not transfer to the universities.

The series of courses is intended to produce, as output, a computer programmer. This person will be a candidate for on-the-job training positions in the business world and will be qualified to:

Apply currently available programming techniques to a defined problem with minimum supervision.

Acquire knowledge of a particular machine in two weeks or less.

Understand and master special techniques as the "point of need" occurs.

Communicate his programming decisions to personnel involved through proper documentation.

An individual entering this course of studies may choose to complete a three semester certificate program or work toward the two-year AS degree in Data Processing.

### DP 101—Basic Computing Machines

This is a course in basic computer theory designed to provide a foundation for future detailed study of specific systems. It describes the evolution of computer systems—from manual methods to the stored program. The following basic functions of the computer are studied: introduction to problem organization, storage media, fundamentals of input and output operations, and elementary programming techniques.

**Credit, 3 semester hours**

### **DP 102—Unit Record Equipment**

This is a survey of unit record equipment, which will develop the need for machine “processable” solutions to accounting and record keeping problems. The concept, power, and flexibility of the unit record approach is imparted to the students during class sessions.

**Credit, 3 semester hours**

### **DP 105—Introduction to Programming Systems**

The basic concepts of programming systems are taught in this course. These concepts provide the necessary foundation for understanding topics presented in DP 221.

**Credit, 3 semester hours**

### **DP 108—The Accounting Machine**

This course is designed to give the student experience in the basic operations and control panel wiring of an accounting machine. This is a versatile machine, but it is not a computer.

**Credit, 3 semester hours**

### **DP 205—Computer Programming, Scientific and Commercial**

Lecture and practice problems covering all machine functions of an IBM 1620 Computer. The course will include programming in machine language, Fortran and Symbolic Programming Systems.

**Credit, 4 semester hours**

### **DP 210—Data Processing Applications**

This course is designed to acquaint students with actual business data processing applications. They learn through lecture and practical case studies to apply the data processing equipment studied in previous semesters to various applications. The students gain an understanding of how machines and systems are combined and the advantages to be realized from mechanization.

**Credit, 3 semester hours**

### **DP 221—Systems Development and Design**

A course designed to fulfill management objectives relative to: ability and capacity to perform data processing; recurring monthly costs; ease of programming; ease of conversion; future capacity for expansion; availability of standby equipment; availability of service. Includes a survey of present procedures and the present system of internal controls; the study and evaluation of data gathered in a survey or analysis; the development of remedial measures; presentation of recommendations, and the installation of a completely integrated system or the modification of current procedures and methods within an existing system.

**Credit, 4 semester hours**

### **DP 225—Advanced Computing and Programming Systems**

This course is designed to provide the student with sufficient knowledge of programming systems concepts so that he may easily master any specific system with a minimum of instruction. Furthermore, he will be qualified to analyze, evaluate, and make minor modifications to such systems. Individual phases of certain selected systems are treated in detail in order that the student may learn advanced programming and logic decision techniques as applied in sophisticated systems.

**Credit, 4 semester hours**

### **DP 226—Data Processing Field Project**

The student is required to choose or be assigned a project of developing a detailed analysis of an existing data processing application in some business, industry, or in the County School System.

**Credit, 2 semester hours**

# Fine Arts

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*Bauer, Chairman; Force, Kern, McMillion, Mullikin, Nelson,  
Pactor, Simko, White, Wray*

The Fine Arts department offers the student an opportunity to investigate and acquaint himself with visual arts, theatre, speech, and music. Three approaches are possible: (1) the student may elect work to obtain basic skills and fundamental knowledge for application in any of these areas, (2) he may select courses which should increase his understanding and appreciation of the arts as part of his general cultural knowledge and heritage, or (3) he may pursue, after investigation and decision, a logical program of studies in one area leading to a major at a senior institution.

All students planning to take courses offered by the department should confer with the instructors before registration; certain prerequisites, fees and rehearsal time obligations should be clearly understood. In the visual arts, students are encouraged to take both basic design courses before attempting 200 level subjects. Art majors should take these courses during their freshman year. Materials for project courses will cost at least \$15 dollars; the art department reserves the right to keep permanently selections from student's work. Students enrolled in college choir and play production should familiarize themselves with rehearsal and program obligations. Students should not register for piano instruction unless they have the instrument in their residence for practice.

## ART

### Art 101—Drawing

Natural forms, composition and perspective in pencil, charcoal and ink. Sketch-books. Six hours studio per week. **Credit, 3 semester hours**

### Art 102—Drawing

Human figures and animals using various media. Sketch-books. Six hours studio per week. Prerequisite: Art 101. **Credit, 3 semester hours**

### Art 106, 107—Basic Design

Study of structural form, fundamental principles and elements of design for all creative work in the visual arts. One hour lecture and four hours studio per week. **Credit, 3 hours each semester**

### Art 201—Watercolor Painting

Creative techniques, color theory and composition. Six hours studio per week. **Credit, 3 semester hours**

### Art 202—Oil Painting

Creative techniques and composition. Six hours studio per week. Prerequisite: Art 106, 107. **Credit, 3 semester hours**



### **Art 203, 204—Advertising and Industrial Design**

The study of various media: direct mail, magazine, packaging, display and poster design. Preparation of samples. One hour lecture and five hours studio per week. Prerequisites: Art 106, 107.

**Credit, 3 hours each semester**

### **Art 205—Interior Design**

Design of home and commercial interiors. Studio problems include plans, elevations and perspective renderings. One hour lecture and five hours studio per week. Prerequisites: Art 106, 107.

**Credit, 3 semester hours**

### **Art 206—Crafts**

A course which offers experience in crafts that may be adapted to various levels of education. Emphasis on jewelry design employing copper, silver, wood, stone, and enameling. One hour lecture and five hours studio per week.

**Credit, 3 semester hours**

### **Art 207—Art Appreciation**

A course which considers both the form and content of art in the western world emphasizing the historical aspect so that the student may become aware how and why a work is created and of its resulting contribution to his culture.

**Credit, 3 semester hours**

### **Art 208—Sources of Contemporary Art**

Survey and analysis of western art sources for the twentieth century. Architecture, painting, sculpture and crafts from paleolithic times to 1800.

**Credit, 3 semester hours**

### **Art 209—Contemporary Art**

Survey of nineteenth and twentieth century art in Europe and the Americas stressing the revolutionary "isms".

**Credit, 3 semester hours**

### **Art 211—Graphic Processes**

A study of positive and negative printmaking with problems in silk-screen and woodcut techniques. One hour lecture and four hours studio per week.

**Credit, 3 semester hours**

## **MUSIC**

### **Music 101, 102—Skills in Musicianship**

A course in the fundamentals of applied music with emphasis on keyboard harmony, ear training and sight singing. Not acceptable as part of the sequence of courses for music majors. Prerequisite: Music 117 or an examination in piano proficiency.

**Credit, 3 hours each semester**

### **Music 111, 112—Theory of Music**

An integrated course in elementary written and keyboard harmony, dictation, sight singing, form and analysis. Prerequisite: Music 101, 102 or an entrance examination. Five class periods per week.

**Credit, 4 hours each semester**



### **Music 211, 212—Theory of Music**

An advanced course in music theory with emphasis on chromatic harmony. Prerequisite: Music 111, 112 or an entrance examination. Five class periods per week.

**Credit, 4 hours each semester**

### **Music 110—Music Appreciation**

A course designed to enlarge the student's personal appreciation of music and to expand his knowledge of music as matter of cultural information. Emphasis on evaluation and listening to music from the Renaissance through the Contemporary periods. First year students should register only with specific approval of instructor.

**Credit, 3 semester hours**

### **Music 210—Survey of Music Literature and History**

A detailed study of the literature of music in the western world with emphasis on the development of music as related to the development of man. Prerequisite: Music 110, English 102, History 102.

**Credit, 3 semester hours**

### **Music 115, 116—Class Voice**

Fundamentals of voice production and building of solo repertoire.

**Credit, 1 hour each semester**

### **Music 215, 216—Class Voice**

Continuation of Music 116. Extension of repertoire with emphasis of French, German, and Italian vocal literature.

**Credit, 1 hour each semester**

### **Music 117, 118—Class Piano**

Fundamentals of piano technique with attention given to rudimentary knowledge of music theory. Class sections limited to four students. (Required of all students taking Music 101, 102 or 111, 112 who do not play piano.)

**Credit, 1 hour each semester**

### **Music 217, 218—Class Piano**

Continuation of Music 118. Extension of piano repertoire with some emphasis placed on form and analysis.

**Credit, 1 hour each semester**

### **Music 126, 127, 226, 227—College Singers**

This chorus is open to any student registered at the junior college. Programs include a Christmas Concert, an assembly program, and two or three spring concerts of a general nature. Formal registration is not necessary for those who do not wish credit for the course.

**Credit, 1 hour each semester**

### **Music 128, 129, 228, 229—College Choristers**

Members of this chorus will be selected from the College Singers; the size of the group will number from twenty to thirty students. Admission to this group is obtained by invitation of the director. The Choristers will perform for many programs requested by community organizations. Formal registration is not necessary for those who do not wish credit for the course.

**Credit, 1 hour each semester**

**Music 131, 132—Voice**

**Music 141, 142—Piano**

**Music 231, 232—Voice**

**Music 241, 242—Piano**

These are private instructions in voice and piano open only to regularly enrolled, full-time students. One twenty-minute lesson per week. Organ may be substituted for piano through arrangement with the instructor.

**Music 136, 137, 236, 237—Instrumental Ensemble**

Open to all college students who play an orchestral or band instrument.

**Credit, 1 hour each semester**

## **SPEECH**

**Speech 110—Fundamentals of Speech**

Study of the anatomy and function of the speech mechanisms. Drill in breath control, resonance and articulation with emphasis on variety and expressiveness. Through the use of the tape recorder and class exercises, improvement will be realized in the oral interpretation of literature and in class speeches. Offered both semesters.

**Credit, 3 semester hours**

**Speech 111—Public Speaking**

The techniques of oral communication, including speech structure, delivery, and vocabulary. Original speeches in varied subjects for varied occasions, with individual criticism. Study and drill in parliamentary procedure and presiding for group action. Prerequisite: Speech 110.

**Credit, 3 semester hours**

**Speech 115—Voice and Diction**

Oral selections will be interpreted for their individual and different rhythms and moods while proficiency in diction, voice and breath control will be the goal of each student. The class will present selections in solo, group and unison speaking. Two class periods per week.

**Credit, 1 semester hour**

**Speech 140—Oral Interpretation**

Principles of analysis and oral interpretation of various forms of literature. Emphasis on poetry, drama and choral reading. Much opportunity is given for oral performance before the class. Prerequisite: Speech 110.

**Credit, 3 semester hours**

**Speech 251—Play Production**

A course designed to investigate the principles of stagecraft, lighting, props, and set designing.

**Credit, 3 semester hours**

**Speech 252—Play Production**

A course designed to investigate the problems of choosing and analyzing the script, casting, rehearsal, costuming, make-up, organization and management of the educational theatre.

**Credit, 3 semester hours**

**Speech 255—Acting**

The techniques of acting, including expressive use of the body and voice in characterization. Exercises from various types of plays for business, movement, pacing, emotional expression, creation and projection of character.

**Credit, 3 semester hours**

# Health, Physical Education and Recreation

*Brumley, Chairman; Gavigan, Harris, McGill, Morris, Smith, Wheat, Wright*

## OBJECTIVES OF PHYSICAL EDUCATION

Physical Education is that part of the college curriculum which is concerned with the physical well-being of each student with consideration for the social, intellectual, and emotional aspects of his development as they relate to the physical in the learning of skills, development of endurance, strength, and organic vigor.

## MAJOR PURPOSES

1. The development of the organic systems of the body so that physical vigor and resistance may be insured.
2. The development of skills basic to games, sports, and dances which are within themselves pleasurable and satisfying to students and which are valuable in wholesome leisure-time activities.
3. The development of attitudes of appreciation toward physical activity.
4. The development of standards of conduct necessary to co-operative.

## ULTIMATE OBJECTIVES

1. Health and physical fitness
2. Organic vigor
3. Citizenship
4. Ethical character
5. Worthy use of leisure time
6. Wholesome personality

All regularly enrolled freshmen and sophomore students will be required to take four (4) semester hours credit of physical education unless those students fall into these categories: students who have reached their 29th birthday, those who have served in the military service for one year or more, those medically excused.

It is suggested that one course from each of the following areas be selected for these four (4) semester hours credit.

## AREA I—Individual and Dual Recreational Activities

- HPR 101—Archery and Badminton
- HPR 102—Aerial Tennis
- HPR 103 Bait Casting
- HPR 104—Bowling
- HPR 106—Dance (Social)
- HPR 107—Dance (Folk and Square)
- HPR 108—Fencing

HPR 109—Golf  
 HPR 111—Horsemanship  
 HPR 114—Tennis  
 HPR 134—Handball and Paddle Ball  
 HPR 117—Recreational Games

## **AREA II—Team Sports**

HPR 121—Volleyball and Basketball	(Women)
HPR 123—Field Hockey	(Women)
HPR 124—Soccer, Speedball and Softball	(Women)
HPR 131—Basketball and Volleyball	(Men)
HPR 132—Softball and Speedball	(Men)
HPR 133—Flag Football and Soccer	(Men)

## **AREA III—Physical Fitness**

HPR 105—Dance (Modern)	
HPR 110—Gymnastics	
HPR 115—Tumbling and Trampoline	
HPR 116—Basic Rhythms	
HPR 122—Conditioning	(Women)
HPR 135—Conditioning	(Men)
HPR 136—Weight Training	(Men)

## **AREA IV—Aquatics**

HPR 112—Beginning and Advanced Beginning Swimming  
 HPR 113—Intermediate and Swimmer Swimming  
 HPR 242—Water Skiing  
 HPR 244—Senior Life Saving and Advanced Survival  
 HPR 245—Instructor Course (Swimming)  
 HPR 246—Scuba Diving

## **UNIFORMS**

Gym suits and shoes that meet the approval of Physical Education Department must be furnished by the student. Such outfits are available at the Sport Shops in the county.

### **HPR 101—Archery and Badminton**

Coeducational	<b>Credit, 1 semester hour</b>
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### **HPR 102—Aerial Tennis and Paddle Tennis**

Coeducational	<b>Credit, 1 semester hour</b>
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### **HPR 103—Bait Casting**

Coeducational	<b>Credit, 1 semester hour</b>
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### **HPR 104—Bowling**

Coeducational	<b>Credit, 1 semester hour</b>
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### **HPR 105—Dance (Modern)**

Coeducational	<b>Credit, 1 semester hour</b>
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<b>HPR 106—Dance (Social)</b> Coeducational	Credit, 1 semester hour
<b>HPR 107—Dance (Folk and Square)</b> Coeducational	Credit, 1 semester hour
<b>HPR 108—Fencing</b> Coeducational	Credit, 1 semester hour
<b>HPR 109—Golf</b> Coeducational	Credit, 1 semester hour
<b>HPR 110—Gymnastics</b> Coeducational	Credit, 1 semester hour
<b>HPR 111—Horsemanship</b> Coeducational	Credit, 1 semester hour
<b>HPR 112—Beginning and Advanced Beginning Swimming</b> Coeducational	Credit, 1 semester hour
<b>HPR 113—Intermediate and Swimmer Swimming</b> Coeducational	Credit, 1 semester hour
<b>HPR 114—Tennis</b> Coeducational	Credit, 1 semester hour
<b>HPR 115—Tumbling and Trampoline</b> Coeducational	Credit, 1 semester hour
<b>HPR 116—Basic Rhythms</b> Coeducational	Credit, 1 semester hour
<b>HPR 117—Recreational Games</b> Coeducational	Credit, 1 semester hour
<b>HPR 121—Volleyball and Basketball</b> Women only	Credit, 1 semester hour
<b>HPR 122—Conditioning</b> Women only	Credit, 1 semester hour
<b>HPR 123—Field Hockey</b> Women only	Credit, 1 semester hour
<b>HPR 124—Soccer, Speedball and Softball</b> Women only	Credit, 1 semester hour
<b>HPR 131—Basketball and Volleyball</b> Men only	Credit, 1 semester hour



<b>HPR 132—Softball and Speedball</b>	
Men only	Credit, 1 semester hour
<b>HPR 133—Flag Football and Soccer</b>	
Men only	Credit, 1 semester hour
<b>HPR 134—Handball and Paddle Ball</b>	
Men only	Credit, 1 semester hour
<b>HPR 135—Conditioning</b>	
Men only	Credit, 1 semester hour
<b>HPR 136—Weight Training</b>	
Men only	Credit, 1 semester hour
<b>HPR 150—Introduction To Physical Education</b>	
This course will give the prospective teacher, early in his training, some understanding of what is involved in the profession and in adequate preparation for teaching.	
	Credit, 3 semester hours
<b>HPR 151—Personal Hygiene and Community Health</b>	
This course is designed to provide information and to induce attitudes and behavior conducive to the maintenance of optimal health, both of the individual and the community.	
	Credit, 3 semester hours
<b>HPR 152—First Aid and Safety</b>	
It covers the standard and advanced courses of the American Red Cross. The prevention of common accidents and the care of emergencies in the home and school are the aims of the course.	
	Credit, 3 semester hours
<b>HPR 153—Introduction to Recreation</b>	
Planned for the purpose of training leaders in the field of recreation. Acquaints the individual with the recreation organization and opportunities for leaders in this field.	
	Credit, 3 semester hours
<b>HPR 154—Sport Officiating</b>	
<i>Men Only.</i> Theory and practice of officiating in elected sports. Field work in intramural activities.	
	Credit, 3 semester hours
<b>HPR 155—Sport Officiating</b>	
<i>Women Only.</i> Theory and practice of officiating in elected sports. Practice is accomplished in intramural activity.	
	Credit, 2 semester hours
<b>HPR 204—Intermediate Bowling</b>	
Coeducational	Credit, 1 semester hour
<b>HPR 209—Intermediate Golf</b>	
Coeducational	Credit, 1 semester hour
<b>HPR 211—Intermediate Horsemanship</b>	
Coeducational	Credit, 1 semester hour

**HPR 214—Intermediate Tennis**

Coeducational

Credit, 1 semester hour

**HPR 242—Water Skiing**

Coeducational

Credit, 1 semester hour

**HPR 244—Senior Life Saving and Advanced Survival**

Coeducational

Credit, 1 semester hour

**HPR 245—Instructor Course (Swimming)**

Coeducational

Credit, 1 semester hour

**HPR 246—Scuba Diving**

Coeducational

Credit, 1 semester hour

## **Language and Literature**

*Hamlett, Chairman; Boggs, Briegel, Burdick, Burns, Creech, Crews, Dickerson, Gilmour, Glaze, Hartzell, Henderson, Johnson, Kempton, Kyle, Miller, O'Connor, O'Neal, Pedigo, Roberts, Ryan, Shaw, Shekmar, Smith, VanMeeveren*

We believe that the language student should be characterized by:

1. Intellectual honesty.
2. Intellectual curiosity.
3. Ability to think independently, logically, critically, and creatively.
4. Ability to speak and write his native language accurately and lucidly.
5. Ability to read with sensitivity.
6. Reading and speaking acquaintance with at least one foreign language.
7. Acquaintance with masterpieces of literature.

We, therefore, recommend the following objectives:

### **ENGLISH COMPOSITION**

1. Become familiar with the resources of the dictionary.
2. Build a vocabulary adequate for a college student.
3. Understand the principles and the terminology of grammar.
4. Write prose characterized by
  - (a) correctness in mechanics
  - (b) orderliness in arrangement
  - (c) quality in content
  - (d) logic in reasoning
  - (e) maturity in style.

### **LITERATURE**

1. Explore the world of ideas expressed and implied in literature.
2. Appreciate the form, the language, and the matter of literature.
3. Develop a discriminating taste for literature.

## FOREIGN LANGUAGE AND LITERATURE

(German, French and Spanish)

1. Develop the ability to speak, read, write, and understand the basic language through drill in correct pronunciation and through practice in listening, speaking, reading and writing.
2. Build a vocabulary of practical words and basic idioms.
3. Enrich the understanding of English through the study of cognates.
4. Increase the knowledge of grammar and derivatives as an aid to the further study of language.
5. Acquire a knowledge of the cultural achievements of the people promoting good will and world peace.

### ENGLISH

#### Eng 101—Composition

Required of all freshmen, this course is designed to acquaint the student with thoughts of various writers, to stimulate his thinking, and to provide him an opportunity to express his thoughts in accurate and effective prose. Reading, a study of the mechanics of the language, and practice in composition are the means employed to achieve the goals. **Credit, 3 semester hours**

#### Eng 102—Composition

A continuation of English 101, which is a prerequisite.

**Credit, 3 semester hours**

#### Eng 103—Technical Report Writing

A course designed for students enrolled in technical curricula. It includes composition slanted toward writing technical reports, brochures, promotional materials, surveys, and similar projects. Some attention will be given to the preparation and delivery of speeches pertaining to technical or business interests. Open only to students enrolled in technical curricula. In no case may a student enrolled in the university parallel program substitute English 103 for English 102. He may elect to take English 103 in addition to English 101 and English 102, if space is available and his faculty advisor so recommends. Prerequisite: English 101, or consent of instructor.

**Credit, 3 semester hours**

#### Eng 201—World Literature

A survey of the masterpieces of the literature of the ancient world—the Orient, Greece, and Rome—and of the major European countries from the earliest periods through the Renaissance.

**Credit, 3 semester hours**

#### Eng 202—World Literature

A survey of the masterpieces of European and American literature from the Renaissance to the present.

**Credit, 3 semester hours**

#### Eng 221—English Literature

A survey, chronologically arranged, of English life and literature, from Anglo-Saxon days to the Romantic period. Required of English majors. Prerequisite: Six hours of freshman English.

**Credit, 3 semester hours**

### **Eng 222—English Literature**

A survey of English life and literature from the Romantic period to the present.

**Credit, 3 semester hours**

### **Eng 230—American Literature**

Masterpieces in American Literature. Prerequisite: Eng 101 and 102.

**Credit, 3 semester hours**

### **Eng 240—Creative Writing**

Provides opportunities for the student to write informal essays and narratives. He may also elect to write drama or poetry. Prerequisites: Eng 101 and 102, one course in literature, and the consent of the instructor.

**Credit, 3 semester hours**

## **FRENCH**

### **French 151—Elementary French**

Fundamentals of speaking, reading, writing, and understanding. Intensive practice to develop oral-aural skills and confidence in the use of the language. Tape recordings and films used as part of classroom instruction. Credit given only upon successful completion of French 152.

**Credit, 3 semester hours**

### **French 152—Elementary French**

A continuation of French 151. Selected readings from French literary masters, with further development of conversational and writing skills based on these readings. Prerequisite: French 151 or its equivalent.

**Credit, 3 semester hours**

### **French 251—Intermediate French**

A careful review of the elements of grammar and syntax. Readings based on French civilization: geographical, historical, and literary. Masterpieces of the short story. Increased use of the French language in class discussions and reports is stressed. Prerequisite: French 152 or its equivalent.

**Credit, 3 semester hours**

### **French 252—Intermediate French**

A continuation of French 251. Prerequisite: French 251 or its equivalent.

**Credit, 3 semester hours**

### **French 253—Advanced French**

A survey of French literature. A chronological study of French literature from the *Chanson De Roland* to representative twentieth-century authors, with particular attention being given to the novel and the drama. Prerequisite: French 252 or its equivalent.

**Credit, 3 semester hours**

### **French 254—Advanced French**

Continuation of French 253. Prerequisite: French 253 or its equivalent.

**Credit, 3 semester hours**

## GERMAN

### German 171—Elementary German

Fundamentals, with emphasis on pronunciation and conversation for fluency, mastery of a vocabulary of approximately 760 words. Introduction of and understanding of reading and writing to communicate effectively and grammatically. Introduction, through slides, films, recordings and lectures to the cultural, scientific, musical, theatrical, historical, scenic and industrial life of Germany.

**Credit, 3 semester hours**

### German 172—Elementary German

Further development of German 171. Fuller use of conversation in class. Introduction to literary and musical masters.

**Credit, 3 semester hours**

### German 271—Intermediate German

Review, development of elements of grammar, syntax and improved composition. Daily emphasis on oral German. Supplementation by films, recordings, and movies. Prerequisite: German 171-172.

**Credit, 3 semester hours**

### German 272—Intermediate German

Increased fluency and increased ability in reading and writing the language. Continuation of German 271.

**Credit, 3 semester hours**

### German 273—Advanced German

Directed to proficiency and fluency in written German and in public speeches, prepared and extemporaneous. Discussion groups about literary and musical masters and their works. Supplementary films, et al, as per 171-172; 271-272. Prerequisite: German 271-272.

**Credit, 3 semester hours**

### German 274

Continuation and elaboration on 273. Conversation in class entirely in German.

**Credit, 3 semester hours**

## JOURNALISM

### Jou 205—Mass Communication

An introduction to the various media of mass communications with special emphasis on newspapers, radio and television; their requirements and opportunities; and their responsibilities to the public.

**Credit, 3 semester hours**

### Jou 206—Writing for Mass Communication

A study of the various techniques required in writing for mass communications, with practice in each field.

**Credit, 3 semester hours**

## LIBRARY SCIENCE

### LS 260—Library Resources

An introductory course dealing with the card catalog and the more common filing rules, periodical indexes, encyclopedias and dictionaries, and basic



reference books in the standard subject areas. One lecture a week, assigned practical problems, and several field trips during the semester. Prerequisite: Permission of instructor. **Credit, 1 semester hour**

## **SPANISH**

### **Span 161—Elementary Spanish**

The instruction is planned to enable the student to read ordinary Spanish prose on sight. A careful study is made of the essentials of grammar and syntax, together with simple composition. Attention is paid to correct pronunciation and to the understanding of simple spoken Spanish. Credit granted only on successful completion of Spanish 162. **Credit, 3 semester hours**

### **Span 162—Elementary Spanish**

This is a continuation of Spanish 161.

**Credit, 3 semester hours**

### **Span 261—Intermediate Spanish**

An intensive review of grammar, syntax with emphasis on advanced composition. Course conducted entirely in Spanish to allow students opportunity to use oral Spanish every day. Prerequisite: Spanish 161-162 or its equivalent.

**Credit, 3 semester hours**

### **Span 262—Intermediate Spanish**

Emphasis is placed on the rapid reading of modern and classical Spanish prose. Composition and conversation based on readings. Prerequisite: Spanish 261.

**Credit, 3 semester hours**

### **Span 263-264—Introduction to Spanish Literature**

This course enables the student to read intelligently classical masterpieces in Spanish prose and poetry. Composition and conversation are an integral part of the course which is conducted entirely in Spanish. Prerequisite: Spanish 261-262 or its equivalent.

**Credit, 3 hours each semester**

### **Span 265-266—Advanced Composition and Conversation**

For students who wish to attain greater proficiency in spoken and written Spanish. Conversation and discussion on a variety of contemporary topics. Prerequisite: Spanish 261-262 or its equivalent.

**Credit, 3 hours each semester**

# Science and Mathematics

*Cassell, Chairman; Aaron, Allison, Aurand, Bishop, Bockstege, Chandler, Chesser, Chinoy, Decker, Foss, Fritze, Glaze, Graziano, Guinn, Haire, Higginson, Hill, Holmberg, Holmes, Martin, Mathews, Perfect, Rhodes, Simon, Spaulding, Staten, Taylor, Valasky, Warwick, Will, Yost*

The primary objectives in the design and contents of the courses offered by the Department are to provide (1) thorough basic instruction with application to the sciences and practices concerned, and to provide (2) a liberal as well as practical general education. Insofar as possible audio-visual aids and the laboratory methods of instruction are used, each student is given the opportunity to perform as many operations as possible himself. To this end each curriculum of the Department includes those courses generally required in the first two years by four-year degree granting institutions.

The Mathematics curriculum has a variety of courses covering the needs of those interested in general education to those requiring Calculus and Differential Equations. Course prerequisites for Physics and Engineering are included.

Chemistry and Physics courses are designed to meet the needs prerequisite for Nursing, Medicine, Dentistry, Pharmacy, Engineering and similar occupations.

Biology includes a variety of courses dealing with animals and plants. Completion of the Sophomore level courses prepares students to explore and/or pursue the fields of Agriculture, Medicine and allied endeavors.

## BIOLOGY

### **Bio 101—General Botany**

An introductory course with emphasis on the flowering plants as living entities. The approach is both analytical and dynamic resulting from modern research, and is based on an experimental outlook. Wherever possible, the biochemical and bioatomic foundations are treated so that the course is oriented toward molecular biology without slighting the nonmolecular aspects. Evolution of the plant kingdom is treated in the modern light of genetics. Three lectures and one two-hour laboratory period a week.

**Credit, 4 semester hours**

### **Bio 102—General Zoology**

A basic course pertaining to the development, anatomy, physiology, ecology and natural relationships of the animal kingdom. Laboratory study representing the various groups. Three lectures and one two-hour laboratory period a week.

**Credit, 4 semester hours**

**Bio 210—Bacteriology**

An introduction to the principles and applications of bacteriology; laboratory work consisting of isolation, culturing, staining and identifying bacteria. Three lectures and one two-hour laboratory period a week. Prerequisite: Biology 101.

**Credit, 4 semester hours**

**Bio 220—Horticulture**

An introductory course in plant culture involving a study of the underlying principles and practices in the production and care of trees and shrubs. Attention is given to local landscape gardening and floriculture. Prerequisite: Biology 101.

**Credit, 3 semester hours**

**Bio 230—Comparative Vertebrate Anatomy**

Comparative morphological and embryological study of the vertebrates; phylogenetic relationships and evolutionary successions including man are emphasized. Three lectures and one two-hour laboratory period a week. Prerequisites: Biology 101 and 102.

**Credit, 4 semester hours**

**Bio 240—Genetics**

Study of the principles of heredity and the effects of environment with particular emphasis on the higher plants and animals. Laboratory experiments to illustrate the mechanism of heredity. The class is scheduled for four one-hour periods per week, two of which are usually devoted to laboratory work. Prerequisite: Biology 101 and 102.

**Credit, 3 semester hours**

**Bio 250—Principles of Marine Biology**

An introduction to marine life involving identification of the organisms and the nature of their environment. Collection trips and laboratory study relate to economic applications. Three lectures and one two-hour laboratory period a week. Prerequisites: Biology 101 and 102.

**Credit, 4 semester hours**

**Bio 110—Microbiology**

A study of pathogenic organisms, their effects, isolation and control. Also the response of the host in infection, immunity and the carrier condition. The course will meet the requirements for nursing. Three hours lecture and demonstration. Prerequisite or corequisite: Chemistry 111.

**Credit, 3 semester hours**

**Bio 130—Anatomy and Physiology**

Human macroscopic and microscopic anatomy are taught with emphasis on the relation of structure to function. Mechanisms and regulations in the functioning of various tissues and organ systems of the body are studied with emphasis on homeostasis. The course will meet the requirements for nursing. Four hours lecture and demonstration. Prerequisite: Chemistry 111.

**Credit, 4 semester hours**

## CHEMISTRY

Entering day division students starting college chemistry will be assigned to one of two divisions of Chem 121. Those having credit for high school chemistry with a grade of "C" or higher will be placed in a section meeting

in lecture three days a week. Others with less chemistry background will be assigned to a section meeting five days a week. (See Chem 121).

### **Chem 121—General Chemistry**

The fundamentals of chemistry with emphasis upon the unifying theory and principles of the science. Three, or five lectures, and one two-hour laboratory period a week (see preceding paragraph). Prerequisite or corequisite: any college mathematics course.

**Credit, 4 semester hours**

### **Chem 122—General Chemistry**

A continuation of Chemistry 121, including descriptive material on the compounds of the important families of metals and non-metals. The laboratory consists of qualitative analysis. Three lectures and one three-hour laboratory period a week. Prerequisite: Chemistry 121.

**Credit, 4 semester hours**

### **Chem 221, 222—General Organic Chemistry**

A study of the structures, preparations, and reactions of the various classes of hydrocarbons and their derivatives, these reactions being interpreted and unified in the light of modern electronic theory. The course is integrated in organization, taking up aliphatic and aromatic compounds together. Three lectures and one three-hour laboratory per week. Prerequisite: Chem 122 with "C" or higher.

**Credit, 4 semester hours**

### **Chem 111—Introductory Chemistry**

A one-semester course dealing with inorganic, organic and bio-chemistry. The practical applications of chemistry to physiology, pathology, and clinical procedures is stressed. The course will meet the requirements for nursing. Three lectures and one two-hour laboratory a week.

**Credit, 4 semester hours**

## **ENGINEERING**

### **Egr 101—Engineering Drawing**

Use of drafting instruments, lettering, title composition, orthographic projection, dimensioning, drawing to scale, plan reading, auxiliary and sectional views, isometric and oblique projection, linear perspective, technical sketching, accepted practices and conventions, fits and tolerances, common fasteners. Corequisite: Math 105. Three two-hour classes per week.

**Credit, 3 semester hours**

### **Egr 105—Descriptive Geometry**

Orthographic representation, fundamental problems of the point, line, and plane with especial emphasis on visualization in order to develop the ability to think in three dimensions. Practical applications to problems in engineering. Prerequisite: Egr 101. Three, two-hour classes per week.

**Credit, 3 semester hours**



## **GEOLOGY**

### **Gy 105—Physical Geology**

A study of geologic agents, minerals, rocks and the resulting land formations. Maps are used in the interpretations of regions, climates and topography. Applications are made to life and human relations.

**Credit, 3 semester hours**

## **MATHEMATICS**

Entering day division students will be assigned to Mth 104, Mth 105, Mth 120, or Mth 201 on the basis of high school records and placement test scores. Courses should be taken in the following sequence: Mth 104 or Mth 105, Mth 120, Mth 201, Mth 211, Mth 212, Mth 251. The equivalent sequence for evening division students is Mth 100 or Mth 105, Mth 111, Mth 115, Mth 201, Mth 211, Mth 212, Mth 251. Mth 191 is a non-sequential course which may be taken concurrently with any other mathematics course.

### **Mth 100—General Education College Mathematics**

A general education course recommended primarily for students not planning to major in mathematics or science. Emphasis is upon the structure of the number system and the fundamental concepts of algebra.

**Credit, 3 semester hours**

### **Mth 104—Basic Mathematics**

A review of arithmetic and introduction to algebra, with emphasis on operations with algebraic symbols, solution of equations, functional relationships, graphs, verbal problems, and selected additional topics. Sections meet five hours per week for three semester hours credit. Not open to students who have completed Mth 100 with grade of C or higher.

**Credit, 3 semester hours**

### **Mth 105—Basic Mathematics**

Content identical with Mth 104, but sections meet only three hours per week. Enrollment limited to students capable of proceeding at this somewhat faster pace. Not open to students who have completed Mth 100 with grade of "C" or higher.

**Credit, 3 semester hours**

### **Mth 111—College Algebra**

Factoring, fractions, functions and graphs, variation, equations through quadratics, exponents and radicals, logarithms, complex numbers, higher degree equations, inequalities, progressions, mathematical induction, the binominal theorem. Prerequisite: Mth 100, or Mth 104, or Mth 105, or departmental recommendation.

**Credit, 3 semester hours**

### **Mth 115—Trigonometry**

The right triangle, circular functions, solution of oblique triangles, the fundamental identities and formulas, inverse functions, radian measure, polar coordinates, complex numbers, DeMoivre's theorem. Corequisite: Mth 111.

**Credit, 3 semester hours**



### **Mth 120—College Algebra and Trigonometry**

A unified course recommended for day division students in place of Mth 111 and Mth 115. Includes most of the topics of both these courses. Prerequisite: Mth 100, or Mth 104, or Mth 105, or departmental recommendation. Not open to students who have completed Mth 111 or Mth 115.

**Credit, 4 semester hours**

### **Mth 191—Slide Rule Mathematics**

Elementary theory of the slide rule and drill in solving problems involving multiplication, division, powers, roots, proportions, and trigonometric functions. Students are required to purchase a slide rule of a type acceptable to the department. Presupposes a knowledge of trigonometric functions sufficient to solve right triangles. Credit earned in this course is acceptable for graduation from the Junior College but is not transferable to a four-year institution.

**Credit, 1 semester hour**

### **Mth 201—Analytic Geometry**

Sets and relations on sets, the real number system, Cartesian coordinates, the straight line, conic sections, polar coordinates, functions. Emphasis is placed upon the interpretation of analytic geometry in terms of the one-to-one correspondence between the set of ordered pairs of real numbers and the set of points in the plane. Prerequisite: Mth 120 or both Mth 111 and 115, or departmental recommendation.

**Credit, 3 semester hours**

### **Mth 211 and 212—Calculus**

Functions, limits, the derivative, differentials, integrals, parametric equations and polar coordinates, infinite series, partial differentiation, multiple integration, and selected additional topics. Prerequisite for Mth 211: Mth 201. Prerequisite for Mth 212: Mth 211.

**Credit, 4 hours each semester**

### **Mth 251—Differential Equations**

The classification and solution of equations involving variables and their derivatives, with numerous applications. Prerequisite: Mth 212.

**Credit, 3 semester hours**

## **PHYSICS**

### **Phy 110—Elements of Physics**

A semester course of a terminal nature involving the classical problems of physics. This is a non-laboratory course taught with a minimum of mathematics involving relatively few problems and intended for students who are majoring in such fields as general education, nursing, and home economics. Students preparing for medicine, law, architecture, agriculture, and majors in engineering, physics or chemistry should not enroll in Phy 110. Prerequisite or corequisite: any college mathematics course.

**Credit, 3 semester hours**

### **Phy 201 and 202—Intermediate Physics**

A general physics course at the intermediate level accompanied by laboratory. Contents: mechanics; properties of matter; heat; magnetism; electricity;

atomic and nuclear physics; light and sound. The course is not intended for students majoring in engineering or the physical sciences, but satisfies the needs of pre-medical students and majors in other fields such as architecture, agriculture, etc. Either Phy 201 or 202 may be taken first. Prerequisite or corequisite Mth 120.

**Credit, 4 hours each semester**

### **Phy 210 and 211—General Physics**

Designed as one year laboratory course to offer a comprehensive coverage of the entire science of physics. Contents: mechanics; heat wave motion; sound and light the first semester. Second semester includes electricity; magnetism; structure of matter; atomic and nuclear physics along with new research discoveries. Simple differential equations are solved. Complex numbers are introduced and used in the solution of problems. The course is intended for majors in physics, or the physical sciences, or in engineering. Prerequisite or corequisite for Phy 210; Mth 211. Prerequisite or corequisite for Phy 211; Mth 212. (Phy 210 is not necessarily prerequisite for Phy 211).

**Credit, 4 hours each semester**

## **STATISTICS**

### **Stat 221—Elementary Statistics**

A first course in statistical methods dealing with such topics as collecting, grouping, and presenting data; measures of central tendency and variation; theoretical distributions; probability; tests of hypotheses, regression, and correlation.

**Credit, 3 semester hours**

# Social Studies Department

*Waggoner, Chairman; Bernston, Brown, Brown, Bunch, Clark, Crispo, Dinnen, Galloway, Handleman, Hannan, Hays, Just, Kilmer, LaBelle, Leach, Mauk, Nolan, Rose, Rosenblatt, Schaleman, Theriault, Wells, Williams*

Underclass courses are offered in four program areas: Non-Credit, Certificate, Associate Degree, and University Parallel; and in nine subject areas: Education, Geography, History, Law Enforcement, Philosophy, Political Science, Psychology, Religion and Sociology.

Non-Credit courses are listed in periodic brochures issued by the Division of Community Services; courses provided primarily for Certificate and Associate Degree programs, which generally are not accepted for transfer credit by senior institutions, are listed separately; University Parallel courses, which may also be credited toward Certificate and Associate Degree programs, carry course numbers from 100 to 199 – primarily for Freshmen, and from 200 to 299 – primarily for Sophomores.

## **EDU 81—Early Childhood Education**

Behavior patterns, growth patterns in relation to needs of children to six years of age. School-parent attitudes, techniques and materials in instruction are considered. Credit for Florida teacher certificate or college transfer not recommended.

**Credit, 3 semester hours**

## **EDU 82—Pre-School Activities**

Curricula for and activities of the pre-school child. Techniques and materials appropriate to art, drama, music, science, and play are considered. Credit for Florida teacher certification or college transfer not recommended.

**Credit, 3 semester hours**

## **EDU 83—Children's Literature**

Literary selections suitable for children and methods of presenting literature to children. Open to eligible students in the program for kindergarten and nursery school teachers. Credit for Florida teacher certification or college transfer not recommended.

**Credit, 3 semester hours**

## **LAE 100—Introduction to Law Enforcement**

The philosophy and history of law enforcement; a survey of police problems and crime; organization and jurisdiction of local, state and federal enforcement agencies; a survey of professional qualifications and opportunities. College transfer credit unlikely.

**Credit, 3 semester hours**

## **LAE 110—Criminal Law**

The course will be concerned with the sources and elements of criminal law. Emphasis will be placed on criminal law as related to law enforcement officers with particular attention given to the rights and responsibilities of officers in enforcing various criminal laws.

**Credit, 3 semester hours**

## EDUCATION

### **EDU 250—Introduction to Education**

Preview of: the historical, philosophical, psychological, social, health, and administrative foundations of public education; various levels of teaching; and pertinent professional information. Open to second semester freshmen and advanced students.

**Credit, 3 semester hours**

### **EDU 251—Educational Psychology**

Study of psychological principles relevant to effective teaching and learning. Prerequisites: PSY 201 and EDU 250 or equivalents.

**Credit, 3 semester hours**

## GEOGRAPHY

### **GEO 101—Introduction to Physical Geography**

An analysis and human significance of the interrelationships of the physical elements of man's natural environment, including climate, weather, land forms, soils, vegetation, minerals, and conservation of natural resources.

**Credit, 3 semester hours**

### **GEO 201—World Regional Geography**

International significance, geographical characteristics, areal relationships, and major problems of the world's component regions. Prerequisite: GEO 101 or consent of the instructor.

**Credit, 3 semester hours**

### **GEO 202—Geography of Latin America**

A comprehensive and detailed study of geographical regions, peoples, problems, and potentials. Prerequisite: GEO 101 or consent of the instructor.

**Credit, 3 semester hours**

## HISTORY

### **HIS 101—World Civilization**

Cultural history of the world from the appearance of man to the mid-seventeenth century.

**Credit, 3 semester hours**

### **HIS 102—World Civilization**

Continuation of HIS 101 to the present. Special emphasis upon the expansion of the West. Prerequisite: HIS 101 or approved equivalent.

**Credit, 3 semester hours**

### **HIS 111—American History**

Cultural history of the Western Hemisphere through its colonization.

**Credit, 3 semester hours**

### **HIS 112—American History**

Continuation of HIS 111 to the present. Prerequisite: HIS 111 or approved equivalent.

**Credit, 3 semester hours**

### **HIS 205—Twentieth Century World**

Survey of the major political forces. Among the topics covered are: the end of European world dominance; the rise of totalitarianism; the emergent nations, and the free world versus the Communistic empires. Prerequisite: HIS 101-102.

**Credit, 3 semester hours**

### **HIS 206—Russian History**

Russia from beginnings to the present with emphasis on the twentieth century. Prerequisite: HIS 101-102

**Credit, 3 semester hours**

### **HIS 211—Economic History of the United States**

A study of historical forces affecting the economic development of the United States from the Colonial Period to the present with special emphasis on the last century.

**Credit, 3 semester hours**

### **HIS 215—Early United States History**

European and continental factors and forces which were involved in the colonies' becoming a nation. Prerequisite: HIS 111-112 or equivalent.

**Credit, 3 semester hours**

## **PHILOSOPHY**

### **PHI 261—Human Knowledge**

An introductory study of the nature and criteria of knowledge with emphasis on deductive and inductive methods of inquiry, basic assumptions and the development of the sciences, and their implications for metaphysics and the other areas of human experience. Prerequisite: Sophomore standing.

**Credit, 3 semester hours**

### **PHI 262—Human Values**

An introductory consideration of the philosophical foundations of the humanities with emphasis on the major areas of human values: ethics, esthetics, social and political philosophy and philosophy of religion. Prerequisite: Sophomore standing.

**Credit, 3 semester hours**

## **POLITICAL SCIENCE**

### **PSC 121—National Government**

Study of the theory, principles, and institutions involved in the American National Government.

**Credit, 3 semester hours**

### **PSC 122—State and Local Government**

Study of the principles and institutions of American state and local government. Not open to students who take PSC 123.

**Credit, 3 semester hours**



### **PCS 123—Florida History and Government**

Consideration of the historic and shifting social and economic characteristics of Florida with special attention to their reflection in the emerging structure of government. Not open to students who take PSC 122. Prerequisite: PSC 121.

**Credit, 3 semester hours**

### **PSC 221—Introduction to International Relations**

Inquiry into the nature of international relations; nationalism, imperialism, militarism, armaments, functions and problems of democracy and history of international relations; international organizations and their function. Prerequisite: PSC 121 or HIS 102.

**Credit, 3 semester hours**

### **PSC 222—Introduction to International Relations**

Foreign policies and contemporary problems of major regions in international relations. Western Europe, U.S.S.R., United States and the Far East are the considered. Prerequisite: PSC 221.

**Credit, 3 semester hours**

## **PSYCHOLOGY**

### **PSY 101—Psychology of Adjustment**

A basic study of motivation, reactions to frustration and conflict, personality, and techniques of mental hygiene. Recommended for students who do not plan to take advanced psychology courses.

**Credit, 3 semester hours**

### **PSY 201—General Psychology**

A scientific approach to the basic principles of human behavior, emphasis is placed on such topics as learning, motivation, perception, feeling and emotion, intelligence, and personality.

**Credit, 3 semester hours**

### **PSY 202—General Experimental Psychology**

An introduction to the basic principles of scientific experimentation relative to behavior. Experimental designs and research techniques are applied in the areas of sensation, perception, learning and motivation. Two hours lecture and two hours laboratory per week. Prerequisite: PSY 201.

**Credit, 3 semester hours**

### **PSY 211—Child Psychology**

A study of the concepts and principles of the areas of physiological and psychological growth and development in infancy and childhood. Observations will supplement assignments. Prerequisite: PSY 201.

**Credit, 3 semester hours**

### **PSY 212—Adolescent Psychology**

Personal and social development and maturation during adolescence with attention to research dealing with characteristic problems and adjustments. Prerequisite: PSY 201.

**Credit, 3 semester hours**

### **PSY 221—Applied Psychology**

Study of the psychological principles as applied to every day living and working. Emphasis is given to psychology in its relation to business, industry, advertising, selling, health, education, law, and criminology. Prerequisite: PSY 201.

**Credit, 3 semester hours**

### **PSY 238—Social Psychology**

The application of psychological principles to social problems and social relationships. The topics studied include: the individual and the group, role and status, fads and fashions, attitudes, public opinion, propaganda, conflict and prejudice. Prerequisite: PSY 201.

**Credit, 3 semester hours**

## **RELIGION**

### **REL 141—Old Testament History**

A cultural history of the Hebrew people to the third century B.C. Prerequisite: Advanced standing or approval.

**Credit, 3 semester hours**

### **REL 142—New Testament History**

The cultural context and the dynamics of the beginnings and spread of Christianity from Alexander of Macedon to the second century A. D. Prerequisite: Advanced standing or approval.

**Credit, 3 semester hours**

### **REL 240—World Religions**

Primarily an ideological examination of the world's most popular religions. Prerequisite: Advanced standing or approval.

**Credit, 3 semester hours**

## **SOCIOLOGY**

### **SOC 211—General Sociology**

A general analysis of the structure and functions of society and culture through a scientific consideration of the most significant generalizations and concepts of man's collective behavior.

**Credit, 3 semester hours**

### **SOC 221—Social Problems**

Study of the social and cultural aspects, incidence, and characteristics of selected social problems. Prerequisite: SOC 211.

**Credit, 3 semester hours**

### **SOC 231—The Family**

A study of the institution of the family utilizing cross-cultural pre-literate types; the background, evolution and current structure of the American family. Prerequisite: SOC 211.

**Credit, 3 semester hours**

## REQUEST FOR ADMISSION PAPERS

Any student who desires to apply for admission should use the form shown below, or a personal letter, to request the necessary admission papers. An official application blank and other papers will be forwarded by return mail.

For any information not covered in the Catalogue, correspondence and personal correspondence should be addressed to the Director of Admissions and Records, Junior College of Broward County, 3501 Davie Road, Southwest, Fort Lauderdale, Florida.

Dear Sir:

Please send the necessary admissions papers to:

_____	_____	_____
First	Middle	Last Name
_____		
Mailing Address	City	State

I graduated from \_\_\_\_\_ in 19\_\_\_\_.

Name                      City                      State

I (have) (have not) previously attended another college or university.

I expect to enroll for the \_\_\_\_\_ Semester or session, 19\_\_\_\_.

Date \_\_\_\_\_

(Signed) \_\_\_\_\_

# Index

	page		page
Academic Honors .....	16	Insurance .....	7
Accreditation .....	2	Interest Clubs .....	4
Administration of the Curricula .....	15	Intramural Sports Program .....	4
Admissions .....	8	Journalism .....	49
Art .....	38	Language and Literature .....	46
Assembly Attendance .....	13	Library Science .....	49
Athletics .....	4	Literature .....	46
Biology .....	51	Mathematics .....	54
Book Store .....	7	Music .....	39
Business Administration .....	20, 33	Nursing .....	30
Business Administration and Economics .....	31	Orientation .....	2
Certificate Programs in Business .....	23	Philosophy .....	59
Chemistry .....	52	Physics .....	55
Class Attendance .....	10	Placement Services .....	4
Classification of Students .....	13	Placement Testing and Pre-Registration .....	9
College Administration .....	iii	Political Science .....	59
College Calendar 1963-64 .....	i	Professional Organizations .....	5
Conduct .....	13	Program Advisement .....	9
Correspondence and Extension Courses .....	17	Program for Veterans .....	13
Counseling and Advisement Services .....	2	Psychology .....	60
County Administration .....	ii	Purposes .....	1
Data Processing .....	36	Refund Policies .....	12
Data Processing Technology .....	21, 29	Registration .....	9
Degree Requirements .....	18	Religion .....	61
Department of Nursing Education .....	22	Religious Life .....	5
Departments and Course Descriptions .....	31	Religious Organizations .....	5
Development Reading Services .....	2	Request for Admission Papers .....	62
Economics .....	36	Residence .....	14
Education .....	58	Scholastic Organizations .....	5
Engineering .....	53	Scholastic Standards .....	16
English .....	47	Science and Mathematics .....	51
English Composition .....	46	Secretarial .....	31
Evening Classes .....	16	Semester System .....	15
Faculty .....	v	Service Organizations .....	6
Faculty Advisory System .....	3	Social Studies Department .....	57
Financial Assistance .....	11	Sociology .....	61
Fine Arts .....	38	Spanish .....	50
Food Services .....	7	Speech .....	41
Foreign Language and Literature .....	47	Statistics .....	56
French .....	48	Student Activities .....	4
General Education .....	17	Student Center .....	7
General Regulations .....	13	Student Course Load .....	15
Geography .....	58	Student Fees .....	11
Geology .....	54	Student Government .....	4
German .....	49	Student Personnel Services .....	2
Grades and Records .....	15	Student Publications .....	5
Group Conferences .....	2	Suggested Programs in Technical and Special Curricula .....	26
Health Courses .....	42	Technical and Special Curricula .....	19
Health Services .....	7	Transcripts .....	10
History .....	58	Transportation .....	7
History of College .....	1	Unit of Credit .....	15
Housing .....	6	Withdrawal .....	14

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