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The
JUNIOR
COLLEGE
OF BROWARD COUNTY

FORT
LAUDERDALE
FLORIDA

1964-1965

**GENERAL
CATALOG**

**The
Junior College
of
Broward County**

Published by

**THE JUNIOR COLLEGE
of BROWARD COUNTY**

Fort Lauderdale
Florida

COUNTY ADMINISTRATION

SUPERINTENDENT OF PUBLIC INSTRUCTION

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

BROWARD COUNTY BOARD OF PUBLIC INSTRUCTION

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COLLEGE ADVISORY COMMITTEE

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LLOYD C. CASSELSPompano Beach, Florida
JUDSON A. SAMUELSHollywood, Florida
(MRS.) FLORENCE TUSTISONFort Lauderdale, Florida
JOHN H. PAYNEFort Lauderdale, Florida

NOTES

COLLEGE CALENDAR

1964-65

FIRST TERM

August 1	Last day for new students to file complete applications for admission for the first term.
August 17	All teachers report for work.
August 18	President's Reception.
August 19	Orientation for new students.
August 19	6:30-9:00 P.M.—Registration for Returning Evening students only.
August 20	6:30-9:00 P.M.—Registration for New Evening students only.
August 20-21	8:00 A.M.—Registration for Day students by appointment only.
August 24	8:00 A.M.—Classes begin.
August 24-28	Late Registration-Fees increased \$5.00.
August 25-28	Change of courses and sections when necessary .
August 28	3:00 P.M.—Last day for late Registration, adding or changing of courses or filing request for refund of fees.
September 7	Labor Day Holiday.
September 21	Last day to change a course from credit to audit.
September 21	Last day to drop courses without receiving grade penalty.
October 1	Examination day to remove incomplete grades for preceding term.
November 26-27	Thanksgiving Holidays.
December 14-18	Final examinations.
December 18	First term ends.
December 20	Last day for new students to file complete applications for admission for the second term.

SECOND TERM

January 4-5	8:00 A.M.—Registration for Day students by appointment only.
January 4	6:30-9:00 P.M.—Registration for Returning Evening students only.
January 5	6:30-9:00 P.M.—Registration for New Evening students only.
January 6	8:00 A.M.—Classes begin.
January 6-12	Late Registration-Fees increased \$5.00.
January 7-10	Change of courses and section when necessary .
January 12	3:00 P.M.—Last day for late registration, adding or changing courses or filing requests for refund of fees.

February 2	Last day to change a course from credit to audit.*
February 2	Last day to drop courses without receiving grade penalty.
February 16	Examination day to remove incomplete grades for preceding term.
April 11	Dean of Instruction's Reception for graduating sophomores.
April 16	Easter Holidays.
April 20	Last day for new students to file complete application for admission for Term III-A.
April 26-30	Final examinations.
April 30	Second term ends.

TERM III-A

May 5	8:00 A.M.—Registration for Day students by appointment only.
May 5	6:30-9:00 P.M.—Registration for Evening Students only.
May 6	8:00 A.M.—Classes begin.
May 6	Late Registration-Fees increase \$5.00.
May 7-10	Change of course and section when necessary .
May 10	3:00 P.M.—Last day for late registration, adding or changing courses, or sections, or for filing request for refund of fees.
May 13	Last day to change a course from credit to audit.
May 13	Last day to drop courses without receiving grade penalty.
June 7	Last day for new students to file complete application for term III-B.
June 18	Final examinations.
June 18	Term III-A ends.

TERM III-B

June 21	8:00 A.M.—Registration for Day students by appointment only.
June 21	6:30-9:00 P.M.—Registration for Evening Students only.
June 24	8:00 A.M.—Classes begin.
June 24	Late Registration-Fees increase \$5.00.
June 25-28	Change of course and sections when necessary .
June 26	Saturday classes.
June 28	3:00 P.M.—Last day for late registration, adding or changing courses, or sections, or for filing request for refund of fees.
June 29	Last day to change a course from credit to audit.
June 29	Last day to drop courses without receiving grade penalty.
July 10	Saturday classes.
July 17	Saturday classes.
July 30	Final examinations.
July 30	Term III-B ends.



COLLEGE ADMINISTRATION

- RUSHING, Joe B.President
B.A., Howard Payne College
M.A., East Texas State College
Ph.D., University of Texas
- ROBERTS, Dayton Y.Assistant to the President
B.A., M.A., Ph.D.,
The Florida State University
- LAUDERDALE, E. P.Dean of Instruction
B.A.E., M.E., Ed.D.,
University of Mississippi
- OATES, Harvey B.Dean of Administrative Services
A.B., B.S, West Virginia Institute of Technology
M.A., University of Kentucky
Ed.D., West Virginia University
- TAYLOR, Jack D.Dean of Students
B.S., M.S., Ed.D.,
University of West Virginia
- TRUSSLER, Lester B.Director of Admissions and Records
A.B., West Virginia Wesleyan
M.A., West Virginia University
- KIDD, Rex C.Assistant Dean for Special Programs
B.S., East Tennessee State College
M.E., Duke University
Ed.D., University of Florida
- KOTCHI, Edward F.Assistant Dean for Technical Education
B.S., M.Ed., Pennsylvania State University
- LaROWE, Donald P.Assistant Director for Special Programs
B.S., Butler University
M.B.A., Indiana University
- EISEN, IrvingDirector of Advisement and Counseling
B.A., B.S., Ohio State University
M.Ed., Ed.D., Rutgers University
- HUTCHISON, Nan S.Director of Student Activities and Dean of Women
A.B., M.A., Marshall University
- MELOTT, Robert N.Assistant Director of Admissions and Records
B.S., Bethany College
M.A., Marshall University
- DRAKE, GradyDirector of Library Services
B.S., University of Florida
B.S. in L.S., Columbia University
- STYLES, Jimmie C.Director of Data Processing
B.S., Georgia Teachers College
M.A., Ed.S., George Peabody College

STYLES, MargrettaDirector of Nursing
B.S., Juniata College
M.N., Yale University School of Nursing
ROBERTSON, AlbertSupervisor of Business Operations
A.B., Duke University

SPECIAL SERVICE STAFF

PARDEE, MaryLibrarian
A.B., Stetson University
B.S. in L.S., Emory University
PORTER, Margaret F.Reading Specialist
B.A., Converse College
M.Ed., University of Virginia
McCALL, George F., Jr.Coordinator of Placement
A.S., Chipola Junior College
B.S., Livingston State College
M.Ed., University of Florida

THE FACULTY

- BAUER, ArnoldChairman of the Department of Fine Arts
 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
- BRIEGEL, Ann C.....English
 B.A., Ohio Wesleyan University; M.A., Ohio State University
- BROWN, E. LeonardSocial Studies
 A.B., M.A., Colorado State College
- BROWN, StewartHead, Department of Political Science
 B.A.E., M.Ed., University of Florida
- BRUMLEY, RexChairman of the Department of Health,
 Physical Education, and Recreation
 B.S., Sam Houston State Teachers; M.A., George Peabody
- BUNCH, John M.....Head, Department of History
 B.A.E., M.Ed., University of Florida
- BURDICK, MarinaSpanish
 B.A., Brooklyn College; M.A., Columbia University
- BURNS, LonaEnglish
 A.B., Woman's College, Hattiesburg, Mississippi
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- CALLERY, Rosmond A.....Nursing Education
 B.S., M.A., New York University
- CASELL, 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
- CAVANAGH, George J.Speech
 B.A., New York State College
 M.A., University of Connecticut
- CLARK, Barbara J.....English
 A. B., M.A., University of Miami
- CLARK, RalphSocial Studies
 A.B., Princeton; M.A., University of Virginia

CREWS, Harry E.....	English
B.A., M.Ed., University of Florida	
CRISPO, Neil S.....	Social Studies
B.S., M.S., Florida State University	
DeYAMPERT, Lucius D.....	Geology
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DICKERSON, Lee Farthing	English
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GRAZIANO, Henry Paul	Biology
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GUINN, V. O.	Chemistry
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HAIRE, Ronald	Chemistry
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HAMLETT, Mayme L.....	Chairman of the Department of Language and Literature
B.A., B.S., A.M., University of Missouri	
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HAYS, John P.....	Social Studies
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- LANDERS, R. L.....Physical Education
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B.S., M.S., Florida State University
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M.Ed., Rutgers University
- NELMS, Ellen G.....Chemistry
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- OATES, Harvey B.....Dean of Administration
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- PARDEE, MaryAssistant Librarian
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B.S., Central State College of Oklahoma;
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- PAWLOWSKI, JohnSpanish
B.A., Northern Illinois University; M.A., Northwestern University
- PEDIGO, FrancesEnglish
A.B., Florida State College for Women;
M.A., Ph.D., University of North Carolina
- PERFECT, Mary L.Mathematics
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PORTERFIELD, William A.....Physical Education
 B.S., M.A., Middle Tennessee State College

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SHENOSKY, Peter S.....Business
 B.S., Murray State Teachers College; M.A., Rollins College

SMITH, M. BrindaPhysical Education
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 B.S., M.A. and Ph.D., New York University

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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

TAYLOR, Jack D.....Dean of Students
 B.S., M.A., Ed.D., West Virginia University

THERIAULT, Harold JohnSocial 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

VanARSDALL, Chas. S.....Mathematics
 B.S., Eastern Kentucky State College;
 M.A., Louisiana State University

VANMEEVEREN, ArthurEnglish
 B.A., Central College, Iowa; M.A., University of Iowa

WALKER, Ruth S.....Librarian
 B.A., Ohio Wesleyan University; M.T.A., Mt. Sinai Hospital Laboratory
 M.A., Western Reserve University

WALLACE, Mary E.....	Art
B.S., M.A., Ball State Teachers College	
WARWICK, Lewis A.....	Mathematics
A.B., Asbury College, Kentucky; M.A., University of Michigan	
WATTS, Leon	Physical Education
B.S., Florida A&M University; M.A., University of Michigan	
WELLS, John D.....	Philosophy
A.B., M.A., Florida State University	
WEST, Marion N.....	Business
B.A., State Teachers College, N. Dakota	
M.A., Northwestern University	
WILL, Albert A., Jr.....	Biology
B.L.A., M.S., University of Florida	
WILLIAMS, Joann	Psychology
B.S., Florence State College; M.A., University of Florida	
WOODLE, Jimmy O.....	Music
B.A., Furman University; M.M., Indiana University	
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 — EVENING DIVISION

BERNTSON, Robert K.....	Psychology
B.S., University of Utah; M.S., Utah State University; Ph.D., Purdue University	
BROOKING, Ann M.....	Business
A.B., Georgetown College; M.A., University of Kentucky	
BROWN, Frances	Psychology
A.B., M.Ed., University of Florida	
CHRISTY, Carl W.....	Law Enforcement
A.B., Colgate University; LL.B., University of Miami	
COHN, Claire Mazur	Business
B.B.A., College of the City of New York; M.Ed., University of Miami	
EHRHARDT, Joyce	Business
B.S., M.S., Florida State University	
FOREMAN, Darrell	Data Processing
B.S., Temple University	
FORTSON, Jimmie C.....	Data Processing
B.B.A., University of Miami	
GALLOWAY, Henry G.....	Religion
A.B., Presbyterian College, Clinton, S.C.; B.D., Emory University	
HESS, Lawrence H., Jr.....	Business
B.S., Bowling Green College; M.S., Florida State	
HILL, Robert D.....	Psychology
A.B., University of Miami; M.S., Utah State University	
KNAUS, Barbara	Education
A.B., Western Reserve 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	
LESSNE, Marvin L.....	Business
B.B.A., LL.B., University of Miami	
LEWIS, Richard H.....	Data Processing
B.B.A., University of Miami	
MOORE, James T.....	Law Enforcement
B.S., University of Idaho; LL.B., University of Miami	
O'LOUGHLIN, Donald J.....	Data Processing
B.B.A., University of Miami	
PETERSEN, Robert B.....	Electronics
B.E.E., University of Florida	
ROBERTS, Josefina	Spanish
B.A., University of Puerto Rico	
ROSE, Ruth R.....	Education
B.Ed., Eastern Illinois University; M.S., University of North Carolina	

ROSENBLATT, MarvinPsychology
 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

SMOYER, LorenC.P.C.U. Insurance
 B.S., Ohio Northern University

SPAULDING, George P.....Mathematics
 B.S., Oklahoma University; M.Ed., University of Miami

STANTON, John D.....Electronics
 B.S., Florida State University

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



HISTORY

The Junior College of Broward County was authorized by the Florida State Legislature in 1959. The local Advisory Committee was appointed by the State Board of Education in October of that year. Dr. Joe B. Rushing was invited to be the first president 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 Junior College enrollment had grown to 2,450 students with a full-time faculty of 108 and an additional part-time faculty of 20 during the first semester of 1963-64.

In August, 1963, the College moved to its permanent campus on Southwest Davie Road, Fort Lauderdale, Florida. The campus consists of 152 acres. The present buildings are as follows: Administration, Data Processing, Library, Science, Health and Physical Education, Student Center, and Technical Laboratories.

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 Junior College of Broward County is accredited by the Florida State Department of Education and has been accorded advanced recognition by the Southern Association of Colleges and Schools. Courses of study offered have been approved for transfer purposes by all of Florida's four-year colleges and universities.

STUDENT 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. Participation in the Orientation Program is required of all full time students during their first semester of residence.

COUNSELING AND ADVISEMENT SERVICES

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

INSURANCE

A low-cost accident insurance is offered 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 sold at the college book store.

FOOD SERVICES

At the present time, campus food facilities consist of vending machines. Other food facilities are located within a short distance of the campus.

TRANSPORTATION

The campus is readily accessible by automobile. One of the service clubs will coordinate car pools to all sections of the county.

HEALTH SERVICES

Medical or hospital facilities are not provided by the college. In case of accident or illness students should report to the Student Personnel office. Please do not report to the Nursing Department since it is not equipped to handle medical problems of any type.

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, academic adjustment to senior college or university life, and personal-social adjustments to senior college or university life are discussed.

STUDY SKILLS

A Study Skills Program is provided 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 analyzed.

PLACEMENT SERVICES

Placement Services are available to give encouragement and guidance in job selection and analysis and to provide information and background to the student in making his individual job decisions. Employment for both part-time and full-time positions will be available free to those students registered with the Placement Office. This office will be operated for our college students and our graduates with vocational counseling and testing provided if desirable. Interested students should contact the Co-ordinator of Placement Services.

DEVELOPMENTAL READING SERVICES

The Reading Program offers a three-level approach for students: 1. Superior reader works to increase speed with comprehension; 2. Average reader works to refine reading skills; 3. Below average reader works to improve vocabulary, comprehension, and speed.

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-Architecture
Pre-Agriculture
Pre-Art
Pre-Business Administration
Pre-Dentistry
Pre-Engineering
Pre-Forestry
Pre-Journalism
Pre-Law
Pre-Liberal Arts
Pre-Library
Pre-Medicine
Pre-Music
Pre-Nursing
Pre-Pharmacy
Pre-Religion
Pre-Science
Pre-Social Work
Pre-Teaching (El. Ed.)
Pre-Teaching (Sec. Ed.)
Pre-Veterinary

SPECIALIZED TECHNICAL

Building & Contracting Technology
Data Processing Technology
Drafting & Design Technology
Electronics Technology
General Business
Hotel-Motel Management
Mid-Management Program
(Retailing, Distribution, Marketing)
Nursing
Ornamental Horticulture
Recreation Aide
Secretarial (General)
Secretarial (Legal)
Secretarial (Medical)

Many students will not be clear regarding their career-goals. 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 Professional counselors are available to assist in identifying and clarifying such requirements.

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 Students with a statement that their parents(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 Students. 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.

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, baseball in the 1963-64 college year.

INTEREST CLUBS

BUSINESS CLUB. The primary purpose of the Business Club is to promote fellowship among the students and to have projects that will further the interest of club members.

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.

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.

MEDICAL CLUB. The purpose of this club is to inform interested students in the medical field more about the many specialties offered in the field, and what the required subjects for a certain specialty are like.

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

PSYCHOLOGY CLUB. To help the student acquire a knowledge of the psychological principles which may be applied to various areas of life and work. To make the student aware of the factors which should be considered before making a vocational choice.

SPANISH CLUB. To encourage and interest others to learn Spanish and thus serve as a link with other cultural interests in the college.

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

VISPECTA CLUB. The purpose of this club is to create more interest in the visual arts, to stress the cultural importance of the visual arts on and off campus, and to serve the college through improvement of the campus by the use of visual arts.

YOUNG AMERICANS FOR FREEDOM. This is a nation-wide organization dedicated to furthering the principles of conservatism among young people in particular and the general public.

YOUNG DEMOCRATIC CLUB OF BROWARD COUNTY. The purpose of this organization shall be to stimulate in young people an active interest in governmental affairs.

STUDENT PUBLICATIONS

The Venetian Crier, the bimonthly newspaper, and Silver Sands, the junior college annual, are the two major student publications of the Junior College of Broward County. Students with high school publications experience are urged to join the staffs of these publications.

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

DELTA PSI OMEGA. This is an honorary dramatic fraternity for the purpose of providing an honor society for those doing a high standard of work in dramatics.

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.

THE CHRISTIAN SCIENCE ORGANIZATION. To afford the college community the opportunity of learning the truth about Christian Science; to welcome Christian Scientists entering the college and unite them in closer bonds of Christian fellowship; to hold regular testimony meetings; to co-operate whenever possible with other student religious groups on campus and with college authorities in participation in projects that promote interreligious interest.

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 College.

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".

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.

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.

COLLEGE CIVINETTES. A service club of 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.

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

ADMISSIONS AND GENERAL REGULATIONS

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 who rank in the upper fifty 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 institutions attended may be accepted. Those not eligible for readmission to the institutions they have attended may be considered after one regular term 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.

E. Nursing Students:

1. Official High School transcripts.
 - a. Partial transcript before graduation (one copy).
 - b. Complete transcript after graduation (two copies).
2. Official transcripts (2) from each college, Nursing School, or Practical Nurse program previously attended.
3. Completed reference form from a high school counselor or teacher. (A reference from an employer or professional person will be acceptable for those persons who have not recently attended schools.)
4. Personal interview.

ADMISSION POLICIES

Admission and application forms can be obtained by writing the Director of Admissions, Davie Road, 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 term. 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 terms may apply for re-admission and will be subject to the rules and regulations that are in effect at the time he applies for readmission.

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 term 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 record of class attendance and reports excessive absences to the office of the Dean of Students or Dean of Women. 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 absences could result in an administrative entry of "X" 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.

Upon receipt of an excessive absence report, the student must report to the Dean of Students or Dean of Women to justify each absence. Written verification signed by a parent or physician must be provided for illness or death in the immediate family. If for any other reason a student is excessively absent, written verification must also be provided.

TRANSCRIPTS

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 term. The press of work in the Admissions 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 Admissions Office at least two weeks before the credentials are needed. No transcript or official statement will be issued for students who are financially indebted to the college, or have not fully satisfied admission requirements. A request for a transcript of credit should give the date of attendance at this college. Married women should give their maiden names as well as their married names.

FINANCIAL AID

The college attempts to offer students a quality education at a minimum cost. The Division of Student Services has developed a program of financial aids to assist worthy students who experience extreme difficulty financing a college education.

SCHOLARSHIPS. A limited number of scholarships are available to aid worthy students who need financial assistance and to students whose academic records demonstrate above average ability. These scholarships will increase as the college grows in size and recognition. Information concerning scholarships may be secured from the office of the Dean of Women.

Available at this time are the following scholarships: Air Force Society, Alpha Delta Kappa, American Association of University Women, Apco Supply Corporation, Broward County Association of School Librarians, Broward County Teachers Credit Union, Broward Education Association, Classroom Teachers' Association, Committee of One Hundred, Fort Lauderdale Beach Hospital Women's Auxiliary, Fort Lauderdale High School, Fort Lauderdale News Scholarship, Fort Lauderdale Women's Civic Club, Muriel Hanson Memorial, Tom Hardee Scholarship Fund, Himmarshee Chapter, NSDAR, Hollywood Arts and Craft Guild, Jaycee-ettes—Pompano Beach, Kiwanis Club of Fort Lauderdale, Kiwanis Club of Pompano Beach, Kiwanis Club of West Broward, McArthur Jersey Farm Dairy, Inc., National Secretaries Association Fort Lauderdale Chapter, National Secretaries Association Hollywood Chapter, Park Temple Methodist Church, Rotary Club of West Hollywood, Sinawik Club of West Hollywood, South Broward High School, Stranahan High School, Stranahan Parent-Teacher-Student Association, Stranahan Workday Committee Scholarship, Winn-Dixie Stores, Inc., Women's Club of Deerfield Beach, Women's Club of West Hollywood.

LOANS. Several individuals and organizations within the area have provided funds to aid worthy students who need financial assistance. An interest free student loan fund is available to those students who need temporary financial assistance. The fund is available to those students who have completed one term at the college. Information concerning loans may be secured from the office of the Dean of Women.

Available at this time are the following loan funds: Florida General Scholarship Loans for Preparation of Teachers, Florida State Scholarship Loan Program for Nursing Education, Roy T. Styles Loan Fund, Junior College of Broward County Loan Fund.

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

STUDENT EMPLOYMENT. A limited number of students will be employed on a part-time basis on the college campus. Information concerning part-time student employment on the campus may be secured from the Dean of Administration.

full time semesters = 337.00 + books

STUDENT FEES

All students must pay an Admission Fee of \$10 at the time the application is returned to the Director of Admissions and Records. 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.

	Full-time Students (12 or more Sem. Hrs.)	Part-time Students (Per Sem. Hr.)
Broward County Students (Matriculation)	\$ 60	\$ 6
Other Florida Students		
(Matriculation and Tuition)	120	12
Non-Florida Students		
(Matriculation and Tuition)	235	23
Student Activity	15	None
Other Course Fees:		
Laboratory	5	5
Reading Development	10	10
HPR—Towel and Locker	2	2
HPR—Bowling	15	15
HPR—Horsemanship	20	20
HPR—Swimming	4	4
HPR—Scuba Diving	20	20
HPR—Aviation	50	50
HPR—Ice Skating	16	16
Private Music	15	15
Miscellaneous Fees:		
Transcript: First Transcript	Free	Free
Each Additional	1	1
Admission	10	10
Late Registration	5	5
Graduation	10	10

* 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 or drops a course for which a refund is due 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.

PROGRAM FOR VETERANS AND FOR VETERANS' DEPENDENTS

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 veterans 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 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 term. 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 Admission 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 term. 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 Term III-A and Term III-B will have "W" entered upon their record if they officially withdraw within the first week of Term III-A and III-B. A "WP" or "WF" will be recorded for those who withdraw after the first calendar week of Term III-A or III-B.

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 Term I and 2 or within one week of the end of Term III-A and Term III-B.

RESIDENCE

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

TERM SYSTEM

The term system is used. The academic year is divided into three terms. Terms I and II are approximately seventeen weeks in length and Term III approximately twelve weeks. Term III is divided into two parts, Term IIIA and Term IIIB.

UNIT OF CREDIT

The unit of credit is the semester hour, each representing one hour of recitation with two hours of preparation per week for a period of approximately seventeen weeks. Generally, two hours of laboratory work count as one hour of class work. The schedule in Terms IIIA and IIIB is adjusted to include the same time equivalent as is used in the longer terms.

STUDENT COURSE LOAD

During Terms I and II the minimum course load for a full-time student is twelve (12) semester hours. Veterans must enroll for fourteen (14) or more semester hours in order to qualify for full-time veteran benefits. During Term III the minimum course load for a full-time student is five semester hours each half of the term. The normal course load for a student is sixteen (16) semester hours during Terms I and II and six (6) semester hours during each half of Term III. 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. The maximum number of semester hours for which a student may enroll during each half of Term III is seven.

GRADES AND RECORDS

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

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	
X	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 term. "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 Terms I and II or after the first calendar week of either Term IIIA or IIIB.

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 term will be placed on academic probation for the next term. Failure to earn a grade point average of 1.70 the following term of enrollment will cause him to be placed on academic suspension for one term.

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

After one term of suspension has passed, a student may apply for readmission, and may be permitted to re-enroll for one term on probation. Failure to maintain a 1.75 average during this term 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 terms in which they complete 12, 24, and 36 semester hours, respectively.

Transfer students not in good academic standing at a previous institution and those with less than a 1.75 average (4.00 system) may be 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 term grade point average of 1.70 during any term of enrollment while on "Academic Probation" will result in "Academic suspension."

ACADEMIC HONORS

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

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

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 term is available. For admission information please contact the Director of Admissions, Junior College of Broward County, Davie Road, 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 15 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 regular term.



GENERAL EDUCATION

A. 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.

B. Requirements

I. Special and Technical Curricula

There is a variation in kind and amount of General Education needed by students. For this reason specific General Education requirements for each of the special and technical curricula are found under the Degree Requirements of that curriculum.

II. University Parallel Curricula

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

A. Area Requirements:

Area 1. English Composition	6 semester hours
Area 2. The Humanities	6 semester hours
Area 3. Natural Science	6 semester hours
Area 4. Social Studies	6 semester hours
Area 5. Mathematics	3 semester hours
*Area 6. Foreign Language	0-6 semester hours

B. 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 per-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:

1. 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
ENG 100 or 101 and 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; or FRE 253, or	
FRE 254; or SPA 263; or SPA 264;	
or GER 273, or GER 274.	
and one of the following courses;	
Art 207, or MUS 110, or PHI 261, or PHI 262	
Area 3. Natural Sciences	6 semester hours
BIO 101, 102; CHE 121, 122;	
PHY 110, or GY 105	
Area 4. Social Studies	6 semester hours
HIS 101, 102, or HIS 111, 112,	
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: FRE 251, 252, or GER 271, 272, or SPA 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 completely.

BUILDING AND CONTRACTING TECHNOLOGY

Requirements for the Associate in Science Degree in Building and Contracting:

- I. Completion of 64 hours of credit with a grade point average of 2.0 or better.
- II. Completion of the following requirements in General Education:
 - English Composition 6 semester hours
 - ENG 100 or 101 and 103
 - Social Studies 3 semester hours
 - PSC 121
 - Mathematics 3 semester hours
 - MTH 105
 - Science 3 semester hours
 - PHY 110
 - Speech 3 semester hours
 - SPE 100
 - Psychology 3 semester hours
 - PSY 201
- III. Completion of EGR 101, 105 and 6 semester hours in the following electives:
 - BA 221-222, BA 231, MTH 130, MTH 140, Art 207

- IV. Completion of 27 semester hours in major field.
BC 100 BC 200 BC 240
BC 110 BC 210 BC 250
BC 120 BC 220 BA 262
- V. Completion of four 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.



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 in General Education:

English composition	6 semester hours
ENG 100 or 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 four semester hours of Physical Education Activities.
- V. Completion of a minimum of twenty-four hours of residence at the Junior College of Broward County, including the last twelve semester hours.
- VI. Make formal application for the degree to the Registrar at the completion of thirty 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 in General Education:

English Composition	6 semester hours
ENG 100 or 101 and 102	
Social Studies	6 semester hours
PSC 121, ECO 251	
Psychology or Speech	3 semester hours
PSY 101 or SPE 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 four semester hours of Physical Education Activities.
- V. Completion of a minimum of twenty-four hours of residence at the Junior College of Broward County, including the last twelve semester hours.
- VI. Make formal application for the degree to the Registrar at the completion of thirty 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 68 hours of credit with a grade point average of 2.0 or better.
- II. Completion of the following requirements:

English Composition	6 semester hours
ENG 100 or 101 and 102	
Social Studies	6 semester hours
PSC 121, ECO 251	
Speech 100	3 semester hours
Statistics	3 semester hours
- *III. Completion of 27 semester hours in major field of concentration.

DP 101	DP 102	DP 105	DP 108
DP 205	DP 210	DP 221	DP 225
- *IV. Completion of 23 semester hours in related areas.

BA 221	BA 222	BA 260
BA 225	BA 223	STA 221
MTH 130		
- V. Completion of four 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.

DRAFTING AND DESIGN TECHNOLOGY

Requirements for the Associate in Science Degree in Drafting and Design:

- I. Completion of 69 hours of credit with a grade point average of 2.0 or better.
- II. Completion of the following requirements in General Education:

English Composition	6 semester hours
ENG 100 or 101 and 103	
Social Studies	6 semester hours
PSC 121, ECO 251	
Mathematics	3 semester hours
MTH 105	
Speech 100	3 semester hours
- III. Completion of 30 semester hours in major field:

TD 100	TD 200	TD 203
TD 101	TD 201	TD 204
TD 102	TD 202	AD 200
- IV. Completion of 17 semester hours in related areas:

Mathematics	13 semester hours
MTH 191, 130, 140; EGR 105	
Science	4 semester hours
PHY 110	
- V. Completion of four 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.

ELECTRONICS TECHNOLOGY

Requirements for the Associate in Science Degree in Electronics:

- I. Completion of 71 hours of credit with a grade point average of 2.0 or better.
- II. Completion of the following requirements in General Education:

English Composition	6 semester hours
ENG 100 or 101 and 102	
Social Studies	6 semester hours
PSC 121; ECO 251	
Mathematics	3 semester hours
MTH 105	3 semester hours
SPE 100	

- III. Completion of 35 semester hours in major field:

EL 100	EL 102	EL 103	EL 104
EL 105	EL 206	EL 207	EL 208
EL 209	EL 210	EL 211	EL 212
EL 213			
- IV. Completion of 14 semester hours in related areas:

Mathematics	6 semester hours
MTH 130, 191	
Science	8 semester hours
PHY 201, 202	
- V. Completion of four 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.

HOTEL-MOTEL ADMINISTRATION TECHNOLOGY PROGRAM

Requirements for the Associate in Science Degree in Hotel-Motel Administration:

- I. Completion of 68 hours of credit with a grade point average of 2.0 or better.
- II. Completion of the following requirements in General Education:

English Composition	3 semester hours
ENG 101	
Social Studies	9 semester hours
PSC 121, PSY 101, PHI 262	
Speech	3 semester hours
SPE 100	
- III. Completion of 29 semester hours in major field.

HMA 100	HMA 115	HMA 210
HMA 102	HMA 120	HMA 215
HMA 105	HMA 200	HMA 220
HMA 110	HMA 205	HMA 225
- IV. Completion of 12 semester hours in related areas:

BA 150 Business Math
BA 221 Principles of Accounting
BA 230 Salesmanship
BA 245 Business Communications

- V. Completion of at least 8 hours to be taken from the following courses:
 - BA 101 Elementary Typing
 - MUS 110 Music Appreciation
 - ENG 201 World Literature
 - FRE 151 Elementary French
 - GER 171 Elementary German
 - SPA 161 Elementary Spanish
 - Art 106, 107 Basic Design
- VI. Completion of 4 semester hours of Physical Education Activities.
- VII. Completion of a minimum of twenty-four semester hours of residence at the Junior College of Broward County, including the last twelve semester hours.
- VIII. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
- IX. Remove all admission conditions.
- X. Attend all official graduation exercises.

NURSING EDUCATION

Requirements for the Associate in Science in Nursing Degree:

- I. Completion of 72 semester hours of credit with a grade point average of 2.0 or better.
- II. Completion of the following courses in General Education:

English Composition 100 or 101 and 102	6 semester hours
Social Studies	6 semester hours
SOC 211, PS 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, 203, 210	34 semester hours
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- 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 four 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.

A brochure describing the nursing program is available on request from the Department of Nursing Education.

ORNAMENTAL HORTICULTURE

Requirements for the Associate of Science Degree in Ornamental Horticulture:

- I. Completion of 69 hours of credit with a grade point average of 2.0 or better.
- II. Completion of the following requirements in General Education:

English Composition	6 semester hours
ENG 100 or 101 and 103	
Social Studies	3 semester hours
PSC 121	
- III. Completion of 44 semester hours in major field:

OH 100	OH 105	OH 110	OH 120
OH 131	OH 132	OH 133	OH 250
OH 260	OH 270	OH 285	OH 286
OH 287			
- IV. Completion of 12 semester hours in related areas:

BA 150	3 semester hours
BA 221	3 semester hours
BA 230	3 semester hours
Elective	3 semester hours
- V. Completion of a minimum of twenty-four semester hours of residence at the Junior College of Broward County, including the last twelve semester hours.
- VI. Completion of four semester hours of Physical Education Activities.
- VII. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
- VIII. Removal all admissions conditions.
- IX. Attend all official graduation exercises.

CERTIFICATE PROGRAMS

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 Shorthand	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 or	
BA 100	Introduction 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 246	Basic Accounting Machines	2
Electives		3	BA 261	Office Management	3
Total Semester Hours		16	Electives		3
			Total Semester Hours		16

* Students who have had typing in high school 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	Secretary 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

The following is a certificate program to prepare an individual for the entry job. It is terminal in nature and is specifically designed for the employed student or the student anticipating employment at an early date after college entrance. To be awarded the certificate a student must have completed the courses with an average of "C".

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 130	Contemporary College Algebra or equivalent		5
			—
			17
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
			—
			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
			—
			17

**A CERTIFICATE OF ACHIEVEMENT PROGRAM
FOR TEACHERS OF PRIVATE NURSERY SCHOOLS
AND KINDERGARTENS**

Courses	Hours	Credit
EDU 81 Early Childhood Education*	3	3
EDU 82 Pre-School Activities*	3	3
EDU 83 Children's Literature*	3	3
EDU 250 Introduction to Education*	3	3
EDU 251 Educational Psychology**	3	3
ENG 101 Composition	3	3
HPR 151 Personal Hygiene and Community Health*	3	3
HPR 152 First Aid	3	3
PS 121 National Government	3	3
PSY 201 General Psychology*	3	3
PSY 211 Child Psychology**	3	3
SOC 211 General Sociology	3	3
SPE 110 Fundamentals of Speech	3	3

* Required courses.

** Education 251 or Psychology 211 required—both recommended.

To be awarded the certificate a student must complete twenty-seven hours of the thirty-six hours listed with a grade average of "C" or better on all courses attempted. All courses except Education 81, 82, and 83 are from the list of regular college courses and are transferable to other institutions. Education 81, 82, and 83 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.

A CERTIFICATE IN RECREATION

This program is offered to aid those persons who desire positions in the field of Recreation.

HPR 150 Introduction to Physical Education	3	
HPR 151 Health	3	
HPR 152 First Aid and Safety	3	
HPR 153 Introduction to Recreation	3	
HPR 154 Sports Officiating (Men)	3	
HPR 155 Sports Officiating (Women)	2	
SPE 100	3	
PSY 101 (Psychology and Adjustment)	3	
SPE 251 (Play Production)	3	
EDU 83 Children's Literature	3	
HPR Activity Courses (Men)	8	
HPR Activity Courses (Women)	9	
	Total Hours	
	Women	35
	Men	35

(Activity Courses will be approved by advisor)

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.

BUILDING AND CONTRACTING TECHNOLOGY COURSE OUTLINE

First Term		First Year		Second Term	
ENG 101	Composition	3	ENG 103	Technical Report Writing	3
MTH 105	Basic Mathematics	3	PHY 110	Elements of Physics	3
PSC 121	National Government	3	BC 110	Construction Planning	3
BC 100	Materials and Processes	3	BC 120	Construction Drawing	3
EGR 101	Engineering Drawing	3	EGR 105	Descriptive Geometry	3
HPR	Physical Education	1	HPR	Physical Education	1
Total semester hours		16	Total semester hours		16
Third Term		Second Year		Fourth Term	
SPE 100	Introductory Speech	3	BA 262	Principles of Supervision	3
BC 200	Concrete Construction	3	PSY 201	General Psychology	3
BC 210	Mechanical and Electrical Equipment	3	BC 240	Construction Estimating	3
BC 220	Construction Administration	3	BC 250	Construction Surveying	3
	*Elective	3		*Elective	3
HPR	Physical Education	1	HPR	Physical Education	1
Total semester hours		16	Total semester hours		16

* Electives: BA 221-222 Principles of Accounting, BA 231 Business Law, MTH 130 Contemporary College Algebra, MTH 140 Trigonometry and Analytical Geometry, Art 207 Art Appreciation.

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

First Term		Second Term	
BA 223 Intermediate Accounting	3	BA 224 Intermediate Accounting	3
BA 225 Cost Accounting	3	BA 227 Income Tax	3
BA 260 Introduction to Management	3	BA 261 Office Management	3
BA 245 Business Communications	3	BA 246 Basic Accounting Machines	2
PSC 121 National Government	3	Electives	4
HPR Physical Education	1	HPR Physical Education	1
<hr/>		<hr/>	
Total Semester Hours	16	Total Semester Hours	16

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

SUGGESTED GENERAL BUSINESS (CLERICAL) PROGRAM

First Term		Second Term	
ENG 101 English Composition	3	ENG 102 English Composition	3
PSC 121 National Government	3	PSY 101 Psychology of Adjustment	3
*BA 101 Beginning or	2	BA 102 Intermediate Typing or	2
*BA 102 Intermediate Typing		BA 201 Advanced Typing	
BA 100 Introduction to Business	3	BA 150 Business Math	3
Electives	4	Electives	4
HPR Physical Education	1	HPR Physical Education	1
<hr/>		<hr/>	
Total Semester Hours	16	Total Semester Hours	16

Second Year

First Term		Second Term	
BA 261 Office Management	3	BA 243 Secretarial Accounting ¹	3
BA 242 Office Machines	2	ECO 251 Economics	3
BA 231 Business Law	3	Humanities	3
BA 245 Business Communications	3	BA 201 Advanced Typing or Elective	2
Electives	4	BA 246 Basic Accounting Machines	2
HPR Physical Education	1	Electives	4
<hr/>		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.

SUGGESTED PROGRAMS FOR SECRETARIAL SCIENCE — EXECUTIVE, LEGAL AND MEDICAL *

First Term		Second Term	
ENG 101 English Composition	3	ENG 102 English Composition	3
PSC 121 National Government	3	BA 100 Introduction to Business	3
**BA 111 Shorthand	3	**BA 112 Intermediate 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
<hr/>		HPR Physical Education	1
Total Semester Hours	15	Total Semester Hours	17

Second Year

First Term		Second Term	
BA 211 Shorthand Dictation	3	BA 243 Secretarial Accounting	3
BA 212 Shorthand 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 Communications	3	PSY 101 Psychology of Adjustment	3
BA 246 Basic Accounting Machines	2	Electives	4
HPR Physical Education	1	HPR Physical Education	1
Total Semester Hours		Total Semester Hours	
17		17	

* The program outlined above is for the executive or 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.

MID-MANAGEMENT IN DISTRIBUTION AND MARKETING

This is a two-year planned program leading to an Associate in Science Degree in Business Administration. It includes a cooperative plan in which classroom instruction is supplemented with on-the-job training in an approved distributive or marketing occupation. (Examples: retailing, wholesaling, advertising, banking, credit, sales, transportation, loan companies and insurance.) Each student is placed in a real occupational situation and trained (usually in the afternoon) in the required responsibilities and attitudes. Students should arrange to discuss the possibilities of entering this program at least two or three weeks before registration with the program supervisor.

Suggested Course Requirements

First Year

First Term		Second Term	
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 Psychology of Adjustment or	3
BA 260 Introduction to Management	3	SPE 110 Fundamentals of Speech	
HPR Physical Education	1	BA 173 Distribution and Marketing Practice	3
Total Semester Hours		Total Semester Hours	
16		16	

Second Year

First Term		Second Term	
BA 221 Principles of Accounting	3	BA 222 Principles of Accounting	3
BA 245 Business Communications	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		Total Semester Hours	
16		16	

DATA PROCESSING TECHNOLOGY

Suggested Two Year Degree Program

		First Year				
		First Term		Second Term		
ENG 101	Composition	3		ENG 102	Composition	3
*BA 221	Principles of Accounting	3		*BA 222	Principles of Accounting	3
DP 101	Basic Computer Machine	3		DP 105	Introduction to Programming Systems	3
DP 102	Unit Record Equipment	3		DP 108	The Accounting Machine	3
MTH 130	College Algebra or Equivalent	5		ECD 251	Principles of Economics	3
HPR	Physical Education	1		HPR	Physical Education	1
		—				—
Total Semester Hours		18		Total Semester Hours		18

		Second Year				
		First Term		Second Term		
BA 260	Management	3		SPE 100 or Equivalent	3	
DP 205	Computer Programming Scientific and Commercial	4		DP 221	Systems Development and Design I	4
BA 225	Cost Accounting	3		DP 225	Advanced Computing and Programming Systems I	4
STA 221	Statistics	3		PSC 121	Political Science	3
DP 210	Data Processing Application	3		BA 223	Intermediate Accounting	3
HPR	Physical Education	1		HPR	Physical Education	1
		—				—
Total Semester 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.

DRAFTING AND DESIGN TECHNOLOGY PROGRAM

		First Year				
		First Term		Second Term		
ENG 101	Composition	3		ENG 103	Technical Report Writing	3
MTH 105	Basic Math	3		MTH 130	Contemporary College Algebra	5
MTH 191	Slide Rule Math	1		PSC 121	National Government or Equivalent	3
SPE 100	Introductory Speech	3		TD 101	Technical Drafting II	3
TD 100	Technical Drafting I	5		TD 102	Design of Machine Elements	3
HPR	Physical Education	1		HPR	Physical Education	1
		—				—
Total Semester Hours		16		Total Semester Hours		18

		Second Year				
		Third Term		Fourth Term		
MTH 140	Trigonometry and Analytic Geometry	4		ECD 251	Principles of Economics	3
PHY 110	Elements of Physics	3		EGR 105	Descriptive Geometry	3
TD 200	Technical Drafting III	3		TD 203	Basic Tool Design	4
TD 201	Basic Mechanics	3		TD 204	Principles of Industrial Engineering	3
TD 202	Manufacturing Processes	3		TD 210	Architectural Drafting	3
HPR	Physical Education	1		HPR	Physical Education	1
		—				—
Total Semester Hours		17		Total Semester Hours		17

ELECTRONICS TECHNOLOGY PROGRAM

First Year

First Term		Second Term			
ENG 101	Composition	3	ENG 103	Technical Report Writing	3
MTH 105	Basic Math	3	MTH 130	Contemporary College Algebra	5
MTH 191	Slide Rule Math	1	PHY 201	Intermediate Physics	4
EL 100	Fundamental Electricity and D.C. Theory	3	EL 104	A.C. Theory	3
EL 102	Electronic Drafting	3	EL 105	Electronics Laboratory II	3
EL 103	Electronics Laboratory I	3	HPR	Physical Education	1
HPR	Physical Education	1	Total Semester Hours		19
Total Semester Hours		17			

Second Year

Third Term		Fourth Term			
PHY 202	Intermediate Physics	4	SPE 100	Introductory Speech	3
ECO 251	Principles of Economics	3	PSC 121	National Government or Equivalent	3
EL 206	Vacuum Tube Theory	2	EL 210	Circuit Theory	3
EL 207	Power Sources and Supplies	2	EL 211	Diagnostic Trouble Shooting	3
EL 208	Semiconductors	2	EL 212	Introduction to Systems Analysis	2
EL 209	Electronics Laboratory III	3	EL 213	Electronics Laboratory IV	3
HPR	Physical Education	1	HPR	Physical Education	1
Total Semester Hours		17	Total Semester Hours		18

HOTEL-MOTEL ADMINISTRATION TECHNOLOGY PROGRAM

First Year

First Term		Second Term		Third Term	
ENG 101	Composition	3	HMA 110	General Hotel- Motel Operations and Service Admin- istration Practicum	(3 credits)
BA 150	Business Math	3	SPE 100	Speech	3
BA 230	Salesmanship	3	PSY 101	Psychology of Adj.	3
HMA 100	Introduction to Hotel-Motel Administration	3	BA 221	Principles of Acct.	3
HMA 102	Cuisine Nomen.	1	HMA 115	Hotel-Motel Front Office Procedure	2
HMA 105	Supervisory Devel- opment for Hotels-Motels	3	HMA 120	Hotel-Motel Housekeeping	2
HPR	Physical Education	1	HPR	Physical Education	1
Total Sem. Hrs.		17	Total Sem. Hrs.		14

		Second Year					
First Term		Second Term		Third Term			
PHI 262	Human Values	3	HMA 215	Hotel-Motel Mgt. Practicum	PSC 121	National Govt. or Equivalent	3
BA 245	Business Comm.	3			HMA 220	Hotel Sales and Pro.	2
HMA 200	Organization and Personnel Mgt.	3		(3 credits)	HMA 225	Hotel Law	2
HMA 205	Hotel-Motel Rest. Accounting	3			HPR	*Electives	6
HMA 210	Hotel Sales and Promotion	2				Physical Education	1
	*Elective	2					
HPR	Physical Education	1					
		—					
	Total Sem. Hrs.	17				Total Sem. Hrs.	14

*Electives: At least eight credit hours are to be taken from the following courses:

BA 101	Elementary Typing	2	FRE 151	Elementary French	3
MUS 110	Music Appreciation	3	GER 171	Elementary German	3
ENG 201	World Literature	3	SPA 161	Elementary Spanish	3

NURSING

Suggested Program Leading to the Associate in Science in Nursing Degree

		First Year			
First Term				Second Term	
ENG 101	Composition	3	ENG 102	Composition	3
CHE 111	Introductory Chemistry	4	BIO 130	Anatomy and Physiology	4
BIO 110	Microbiology	3	PSY 101	Psychology of Adjustment	3
NSG 101	Nursing	6	NSG 102	Nursing	6
HPR	Physical Education	1	HPR	Physical Education	1
		—			—
	Total Semester Hours	17		Total Semester Hours	17

SUMMER SESSION (6 Weeks)

NSG 200	Nursing	4
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		Second Year			
First Term				Second Term	
SOC 211	General Sociology	3	PSC 121	National Government	3
	Elective	3	SPE 110	Fundamentals of Speech	3
NTR 201	Nutrition	2	NSG 203	Nursing	8
NSG 202	Nursing	8	NSG 210	Nursing Seminar	2
HPR	Physical Education	1	HPR	Physical Education	1
		—			—
	Total Semester Hours	17		Total Semester Hours	17

SUGGESTED CURRICULUM IN ORNAMENTAL HORTICULTURE

First Year

First Term

ENG 101 English Composition	3
BA 150 Business Mathematics	3
OH 100 Botany for Horticulture Majors	4
OH 105 Principles of Horticulture Science	3
OH 131 Ornamental Plants and Their Use I	3
HPR Physical Education	1
Total Semester Hours	17

Second Term

ENG 103 Technical Report Writing	3
BA 221 Principles of Accounting	3
OH 285 Nursery Practices I	4
OH 110 Plant Propagation	3
OH 132 Ornamental Plants and Their Use II	3
HPR Physical Education	1
Total Semester Hours	17

SUMMER SESSION

OH 270 Field Service	3
Total Semester Hours	3

Second Year

Third Term

PSC 121 National Government	3
OH 120 Fruitculture	3
OH 286 Nursery Practices II	4
OH 133 Ornamental Plants and Their Use III	3
OH 250 Entomology and Plant Pathology	3
HPR Physical Education	1
Total Semester Hours	17

Fourth Term

BA 230 Salesmanship	3
OH 260 Planting Design	4
OH 287 Nursery Practices III	4
HPR Physical Education	1
Electives	3
Total Semester Hours	15
Total Hours	69



SUGGESTED PROGRAMS IN UNIVERSITY - PARALLEL CURRICULUM

SUGGESTED PRE-AGRICULTURAL ENGINEERING (A.S. Degree)

First Year

First Term		Second Term			
ENG 101	Composition	3	ENG 102	Composition	3
CHE 121	General Chemistry	4	CHE 122	General Chemistry	4
	Social Studies	3		Social Studies	3
MTH 201	Analytic Geometry	3	MTH 211	Calculus	4
EGR 101	Engineering Drawing	3	EGR 105	Descriptive Geometry	3
HPR	Physical Education	1	HPR	Physical Education	1
		—			—
	Total Semester Hours	17	Total Semester Hours		18

Second Year

First Term		Second Term			
	Humanities	3		Humanities	3
MTH 212	Calculus	4	MTH 251	Diff. Equations	3
PHY 210	General Physics	4	PHY 211	General Physics	4
BIO 101	Botany	4	BIO 220	Horticulture	3
HPR	Physical Education	1		Elective	3
		—	HPR	Physical Education	1
	Total Semester Hours	16	Total Semester Hours		17

SUGGESTED PRE-AGRICULTURAL SCIENCES (A.S. Degree)

First Year

First Term		Second Term			
ENG 101	Composition	3	ENG 102	Composition	3
BIO 101	or 102 Gen. Botany, Gen. Zoology	4	MTH 105, 130	Basic Mathematics, Col. Algebra	3-5
	Social Studies	3	BIO 101	or 102 Gen. Botany, Gen. Zoology	4
	Electives	3-6		Social Studies	3
HPR	Physical Education	1		Elective	3
		—	HPR	Physical Education	1
	Total Semester Hours	14-17	Total Semester Hours		17-19

Second Year

First Term		Second Term			
	Humanities	3		Humanities	3
BIO 240	Genetics	3	ECD 251	Principles of Economics	3
MTH 130	or 140 College Algebra,		CHE 122	General Chemistry	4
	Analytic Geometry	4-5		Biology Elective	3-4
CHE 121	General Chemistry	4		Elective	3
	Elective	3	HPR	Physical Education	1
HPR	Physical Education	1			—
		—	Total Semester Hours		17-18
	Total Semester Hours	18-19			

Suggested Electives

BA 245 Business Communication	3	MTH 201 Analytic Geometry	3
BIO 210 Bacteriology	4	(required of Forestry students)	
BIO 220 Horticulture	4	PHY 110 Physics	3
BIO 230 Anatomy	4	SPE 101 Speech	3

SUGGESTED PRE-ARCHITECTURAL (A.S. Degree)

First Year

First Term		Second Term	
ENG 101 Composition	3	ENG 102 Composition	3
MTH 130 College Algebra	5	MTH 201, 140 Analytic Geometry	3-4
CHE 121 General Chemistry	4	CHE 122 General Chemistry	4
Social Studies	3	Social Studies	3
HPR Physical Education	1	Elective	3
	—	HPR Physical Education	1
Total Semester Hours	16	Total Semester Hours	17-18

Second Year

First Term		Second Term	
MTH 211 Calculus	4	MTH 212 Calculus	4
PHY 201 Intermediate Physics	4	PHY 202 Intermediate Physics	4
Humanities	3	Humanities	3
Electives	4	Electives	4
HPR Physical Education	1	HPR Physical Education	1
	—		—
Total Semester Hours	16	Total Semester Hours	16

SUGGESTED PRE-BIOLOGY (A.S. Degree)

First Year

First Term		Second Term	
ENG 101 Composition	3	ENG 102 Composition	3
MTH 105, 130 Basic Mathematics, College Algebra	3-5	BIO 101 or 102 Gen. Botany, Gen. Zoology	4
BIO 101 or 102 Gen. Botany, Gen. Zoology	4	CHE 122 General Chemistry	4
CHE 121 General Chemistry	4	*Electives	3-4
HPR Physical Education	1	HPR Physical Education	1
	—		—
Total Semester Hours	15-17	Total Semester Hours	15-16

Second Year

First Term		Second Term	
Social Studies	3	Social Studies	3
CHE 221 Organic Chemistry	4	Biology Elective	4
Humanities	3	Humanities	3
BIO 240 Genetics	3	MTH 140 (or elective)	4
MTH 130 or 140 Algebra, Analytic Geometry	4-5	*Electives	3-4
HPR Physical Education	1	HPR Physical Education	1
	—		—
Total Semester Hours	19	Total Semester Hours	18-19

* Students who plan to continue at Florida Atlantic University should include PHY 110, Elements of Physics, as an elective.

SUGGESTED PRE-BUSINESS ADMINISTRATION

First Year

First Term		Second Term		
ENG 101	English Composition	3	ENG 102 English Composition	3
	Science	3-4	Science	3-4
	Social Studies	3	Social Studies	3
*BA 101	Beginning Typing	2	PSY 201 General Psychology	3
BA 100	Introduction to Business	3	MTH 104 or 105 Basic Mathematics	3
HPR	Physical Education	1	HPR Physical Education	1
Total Semester Hours		15-16	Total Semester Hours	
			16-17	

Second Year

First Term		Second Term		
MTH 130	Contemporary College Algebra	3	STA 221 Statistics	3
BA 221	Principles of Accounting	3	BA 222 Principles of Accounting	3
BA 260	Principles of Management	3	ECO 252 Principles of Economics	3
ECO 251	Principles of Economics	3	BA 231 Business Law	3
	Humanities	3	Humanities	3
HPR	Physical Education	1	HPR Physical Education	1
Total Semester Hours		16	Total Semester Hours	
			16	

* May be waived if taken in high school with grade of "B" or by passing a proficiency test. SPE 100 is recommended as an alternative.

TRANSFER PROGRAM

SUGGESTED PRE-SECRETARIAL SCIENCE PROGRAM

First Year

First Term		Second Term		
ENG 101	English Composition	3	ENG 102 English Composition	3
	Social Studies	3	Social Studies	3
	Natural Science	4	Natural Science	4
*BA 101	Typing or		*BA 101 Typing or	
BA 102	Intermediate Typing	2	BA 201 Advanced Typing	2
*BA	Shorthand	3	*BA Shorthand	3
HPR	Physical Education	1	HPR Physical Education	1
Total Semester Hours		16	Total Semester Hours	
			16	

Second Year

First Term		Second Term		
	Humanities	3	Humanities	3
MTH 104	or 105 Basic Mathematics	3	BA 244 Secretarial Procedures	3
BA 211	Advanced Shorthand Dictation	3	PSY 201 General Psychology	3
BA 212	Advanced Shorthand Transcription	3	Natural Science or Mathematics	4
BA 242	Office Machines	2	BA 245 Business Communications	3
HPR	Physical Education	1	HPR Physical Education	1
Total Semester Hours		15	Total Semester Hours	
			17	

* Students who have had typing and shorthand in high school will be placed in proper advanced classes. Suggested electives are: BA 150, SPE 110, BA 100, BA 231, BA 232, ECO 251, ECO 252.



SUGGESTED PRE-CHEMISTRY (A.S. Degree)

First Year

First Term			Second Term		
ENG 101	Composition	3	ENG 102	Composition	3
MTH 201	or 140 Analytic Geometry	3-4	MTH 211	Calculus	4
CHE 121	General Chemistry	4	CHE 122	General Chemistry	4
	Social Studies	6	BIO 101	or 102 Botany, General Zoology	4
HPR	Physical Education	1		Social Studies	3
		—	HPR	Physical Education	1
	Total Semester Hours	17-18		Total Semester Hours	19

Second Year

First Term			Second Term		
MTH 212	Calculus	4	MTH 251	Diff. Equations	3
CHE 221	Organic Chemistry	4	CHE 222	Organic Chemistry	4
PHY 210	General Physics	4	PHY 211	General Physics	4
	Humanities	3		Humanities	3
HPR	Physical Education	1	(SPE 110)	Elective	3
		—	HPR	Physical Education	1
	Total Semester Hours	16		Total Semester Hours	18

SUGGESTED PRE-ENGINEERING AND PHYSICS* (A.S. Degree)

First Year

First Term			Second Term		
ENG 101	Composition	3	ENG 102	Composition	3
	Social Studies	3		Social Studies	3
MTH 130	Contemporary College Algebra	5	MTH 201	or 140 Analytic Geometry	3-4
EGR 101	Engineering Drawing	3	EGR 105	Descriptive Geometry	3
CHE 121	General Chemistry	4	CHE 122	General Chemistry	4
HPR	Physical Education	1	HPR	Physical Education	1
		—			—
	Total Semester Hours	19		Total Semester Hours	17-18

Second Year

First Term		Second Term			
	Humanities	3	Humanities	3	
MTH 211	Calculus	4	MTH 212	Calculus	4
PHY 210	General Physics	4	PHY 211	General Physics	4
SPE 110	Fundamentals of Speech	3		Electives	3-4
HPR	Physical Education	1	HPR	Physical Education	1
		—			—
	Total Semester Hours	15	Total Semester Hours	15-16	

* Physics majors should substitute a language (German, French or Russian) for EGR 101 and 105; and MTH 191. The Slide Rule, should be added to the course taken the second semester of the first year.

SUGGESTED PROGRAM FOR MATHEMATICS MAJORS

First Year

First Term		Second Term			
ENG 101	Composition	3	ENG 102	Composition	3
	Social Studies	3		Social Studies	3
MTH 130*	Contemporary College Algebra	5	MTH 201	or 140 Analytic Geometry	3-4
	Electives	6	MTH 191	The Slide Rule	1
HPR	Physical Education	1		Electives	6
		—	HPR	Physical Education	1
		—			—
	Total Semester Hours	18	Total Semester Hours	17-18	

Second Year

First Term		Second Term			
	Humanities	3	Humanities	3	
PHY 210	General Physics	4	PHY 211	General Physics	4
MTH 211	Calculus	4	MTH 212	Calculus	4
	Elective	3		Elective	3
HPR	Physical Education	1	HPR	Physical Education	1
		—			—
	Total Semester Hours	15	Total Semester Hours	15	

* With departmental recommendation, qualified students may take MTH 140 during the first semester, then continue in the following sequence: MTH 211, MTH 212, MTH 251.

Suggested Electives

BIO 101	Botany	4	EGR 105	Descriptive Geometry	3
BIO 102	Zoology	4	FRE 151, 152	Elementary French	3, 3
CHE 121, 122	General Chemistry	4, 4	FRE 251, 252	Intermediate French	3, 3
CHE 221, 222	Organic Chemistry	4, 4	FRE 253, 254	Advanced French	3, 3
EDU 250	Introduction to Education	3	GER 171, 172	Elementary German	3, 3
EDU 251	Educational Psychology	3	GER 271, 272	Intermediate German	3, 3
EGR 101	Engineering Drawing	3	GER 273, 274	Advanced German	3, 3

**SUGGESTED PRE-MEDICAL AND PRE-DENTAL
(A.S. Degree)**

		First Year				Second Term	
		First Term				Second Term	
ENG 101	Composition	3		ENG 102	Composition	3	
BIO 101	or 102 Gen. Botany, Gen. Zoology	4		BIO 101	or 102 Gen. Botany, Gen. Zoology	4	
CHE 121	General Chemistry	4		CHE 122	General Chemistry	4	
MTH 105	or 130 Basic Mathematics, College Algebra	3-5		MTH 130	or 201 or 140 College Algebra, Analytic Geometry	3-5	
HPR	Physical Education	1		HPR	Physical Education	1	
	Total Semester Hours	15-17			Total Semester Hours	15-17	

		Second Year				Second Term	
		First Term				Second Term	
CHE 221	Organic Chemistry	4		CHE 222	Organic Chemistry	4	
PHY 201	Intermediate Physics	4		PHY 202	Intermediate Physics	4	
	Humanities	3			Humanities	3	
BIO 210	or 240 Bacteriology, Genetics	3-4		BIO 230	Comparative Vertebrate Anatomy	4	
	Social Studies	3			Social Studies	3	
HPR	Physical Education	1		HPR	Physical Education	1	
	Total Semester Hours	18-19			Total Semester Hours	19	

If two years of foreign language are required by the senior institutions to which transfer is planned, French or German should be taken in place of Biology the freshman year, and Physics the sophomore year. BIO 101 and 102 should then replace the 200 level Biology courses the sophomore year. Students eligible upon entering college, and desiring to elect the 200 level foreign language courses should substitute them for Physics. If an elective is needed it may replace BIO 210 or 240, or be added during the freshman year.

**SUGGESTED PRE-NATURAL SCIENCE PROGRAM
(A.S. Degree)**

		First Year				Second Term	
		First Term				Second Term	
ENG 101	Composition	3		ENG 102	Composition	3	
	Social Studies	3			Social Studies	3	
	Science Elective	4			Science Elective	4	
MTH 104	or 105 Basic College Mathematics	3		MTH 130	Contemporary College Algebra	5	
GEO 105	and 106 Physical Geology and Lab.	4		PHY 110	Elements of Physics	3	
HPR	Physical Education	1		HPR	Physical Education	1	
	Total Semester Hours	18			Total Semester Hours	19	

		Second Year				Second Term	
		First Term				Second Term	
	Humanities	3			Humanities	3	
	Science Electives	4			Science Electives	4	
	*Recommended Electives	3-6			*Recommended Electives	3-6	
	Language Elective	3			Language Elective	3	
HPR	Physical Education	1		HPR	Physical Education	1	
	Total Semester Hours	14-17			Total Semester Hours	14-17	

***Recommended Electives**

ENG 103	Technical Report Writing	3
GEO 210	Introduction to Geography	3

SUGGESTED PRE-NURSING (A.S. Degree)

First Year

First Term		Second Term			
ENG 101	Composition	3	ENG 102	Composition	3
BIO 101	or 102 Gen. Botany, Gen. Zoology	4	BIO 101	or 102 Gen. Botany, Gen. Zoology	4
HPR 151	Personal Hygiene and Community Health	3		Social Studies	3
	Social Studies	3	MTH 104	or 105 or 130 Basic Mathematics, College Algebra	3-5
PSY 101	or 201 Psychology of Adjustment, General Psychology	3	PHY 110	Elements of Physics	3
HPR	Physical Education	1	HPR	Physical Education	1
		—			—
	Total Semester Hours	17		Total Semester Hours	17-19

Second Year

First Term		Second Term			
CHE 121	General Chemistry	4	CHE 122	General Chemistry	4
BIO 230	Comparative Vertebrate Anatomy	4	BIO 210	Bacteriology	4
	Humanities	3	BIO 240	Genetics	3
	*Elective	3-6		Humanities	3
HPR	Physical Education	1	HPR	Elective	3
		—	HPR	Physical Education	1
		—			—
	Total Semester Hours	15-18		Total Semester Hours	18

*Suggested Electives

SOC 211	General Sociology	3
SPE 110	Fundamentals of Speech	3

SUGGESTED PRE-OPTOMETRY (A.S. Degree)

First Year

First Term		Second Term			
ENG 101	Composition	3	ENG 102	Composition	3
MTH 104	or 105 Basic Mathematics	3	MTH 130	Contemporary College Algebra	5
CHE 121	General Chemistry	4	CHE 122	General Chemistry	4
	Humanities	3		Humanities	3
	Social Studies	3	HPR	Physical Education	1
HPR	Physical Education	1			—
		—		Total Semester Hours	16
	Total Semester Hours	17			—

Second Year

First Term		Second Term			
MTH 140	Trigonometry and Analytic Geometry	4	PHY 202	Intermediate Physics	4
PHY 201	Intermediate Physics	4	BIO 230	Comparative Vertebrate Anatomy	4
BIO 102	General Zoology	4		Social Studies	3
	Elective	3	PSY 101	Psychology of Adjustment	3
HPR	Physical Education	1		Elective	2
		—	HPR	Physical Education	1
		—			—
	Total Semester Hours	16		Total Semester Hours	17

SUGGESTED PRE-PHARMACY (A.S. Degree)

First Year

First Term			Second Term		
ENG 101	Composition	3	ENG 102	Composition	3
MTH 104	or 105 or 130 Basic Mathematics, College Algebra	3-5	MTH 130	or 140 College Algebra, Analytic Geometry	3-5
CHE 121	General Chemistry	4	CHE 122	General Chemistry	4
BIO 101	or 102 Gen. Botany, Gen. Zoology	4	BIO 101	or 102 Gen. Botany, Gen. Zoology	4
HPR	Physical Education	1	HPR	Physical Education	1
Total Semester Hours		15-17	Total Semester Hours		15-17

Second Year

First Term			Second Term		
	Humanities	3		Humanities	3
PHY 201	Intermediate Physics	4	PHY 202	Intermediate Physics	4
CHE 221	Organic Chemistry	4	CHE 222	Organic Chemistry	4
	Social Studies	3		Social Studies	3
BA 221	Principles of Accounting	3		Elective	3
HPR	Physical Education	1	HPR	Physical Education	1
Total Semester Hours		18	Total Semester Hours		18

SUGGESTED PRE-VETERINARY MEDICINE

All veterinary colleges require for entrance at least two years of general college study with essentially the following courses:

Mathematics	6 hours	Chemistry	16 hours
English	6 hours	Physics	6 hours
Zoology	8 hours	Social Science	12 hours
	Animal Husbandry		6 hours

The Regional School of Veterinary Medicine, Auburn University, Auburn, Alabama requires Botany in addition to the above, and medical vocabulary or a foreign language. The Regional School requires a minimum of 60 semester hours for admission with no grade less than C and a grade point average of at least 2.25.

High School preparation for the Veterinary Medicine course should include two years of Foreign Languages, Chemistry, all the Mathematics obtainable, Physics, Botany, Biology and Zoology.

SUGGESTED TEACHER EDUCATION PROGRAM

Certain differences exist among the various disciplines in teacher education. For this reason only those areas common to all teachers are given. The student should seek the advice of his major department for details concerning preparation in that particular discipline. There are, however, certain requirements in general education common to all teachers. A total of not less than 45 semester hours in general preparation is required, including not less than 6 and not more than 12 semester hours in each of the five groups listed.

(a) **Arts of communication.**—Minimum requirements is 6 semester hours in English composition, rhetoric, grammar. (Speech, journalism, and elementary foreign languages may also be counted.)

(b) **Human adjustment.**—Health, physical education, psychology, religion, philosophy, logic, ethics, nutrition, problems of living in home and family, community living.

(c) **Biological and physical sciences; mathematics.**—Comprehensive courses or a separate subject arrangement may be accepted, but in no case may the entire amount be presented from mathematics.

(d) **Social studies.**—Comprehensive courses or separate subject credit in at least two of the following: geography, history, political science, sociology, anthropology, economics.

(e) **Humanities and applied arts.**—Comprehensive courses in the humanities or separate subject credit in at least two of the following: literature (English, American, world), literature written in a foreign language, technological skills, constructive design and fine arts, art as applied to personal and family living, music, philosophy.

COURSES OF INSTRUCTION

ART

Art 100—Introduction to Drawing

A laboratory course designed to introduce the non-art major to the elementary drawing techniques, media, and creative experiences of the artist. This course is not open to art majors or minors. Sketch-books are required. Six hours studio per week.

Credit, 3 semester hours

Art 101—Drawing

Landscape and still life composition in charcoal, ink and other mediums. Sketch books. Six hours studio per week.

Credit, 3 semester hours

Art 102—Drawing

Human and animal forms using various media. Sketch-books. Six hours studio per week. Prerequisite: Art 101.

Credit, 3 semester hours

Art 106—Basic Design

Two dimensional study of 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 semester hours

Art 107—Basic Design

Three dimensional study of form, fundamental principles and elements of design. One hour lecture and four hours studio per week. Prerequisite: Art 106.

Credit 3 semester hours

Art 201—Watercolor Painting

Creative techniques, color theory and composition. Six hours studio per week. Prerequisites: Art 101, 106.

Credit 3 semester hours

Art 202—Oil Painting

Creative techniques and composition. Six hours studio per week. Prerequisites: Art 101, 106.

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 through the Renaissance.

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. Prerequisites: Art 101, 106.

Credit, 3 semester hours

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 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

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 or approval of instructor.

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 or approval of instructor.

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 or approval of instructor.

Credit, 4 semester hours

BUILDING AND CONTRACTING

BC 100—Materials and Processes

A student will become familiar with all the characteristics of the materials and processes now employed in all types of heavy construction.

Credit, 3 semester hours

BC 110—Construction Planning

An analysis of what the architect, engineer and builder does. Primary functions of specialty contractors, the various trades, employees, machine tools and equipment. Preparation of material take off from working drawings. **Credit, 3 semester hours**

BC 120—Construction Drawing

The essentials of architectural drafting including details of basic components of construction. Required will be working drawings including plans, elevations and sections using wood, masonry and concrete construction in accordance with building code requirements. It will also include working drawings in bridges, roads and utilities. One hour lecture, four hours laboratory. **Credit, 3 semester hours**

BC 200—Concrete Construction

How concrete is used in construction today, what it consists of and how it is handled. Various forms, footings and foundations. Plain, reinforced and pre-stressed concrete and how each is utilized.

Credit, 3 semester hours



BC 210—Mechanical and Electrical Equipment

The fundamentals of heating, air conditioning, water supply, sanitation and electrical service and their proper installation. The basics of efficient and correct design, including equipment and controls.

Credit, 3 semester hours

BC 220—Construction Administration

This course will include contracts, subcontracts, specifications, insurance, labor relations, expediting, state and local building codes, safety, lien laws, F.I.C.A., social security, and workman's compensation.

Credit, 3 semester hours

BC 240—Construction Estimating

A study of the fundamental principles and practices now used in estimating building costs including the use of PERT. The student prepares materials lists and takes off quantities of materials and calculates labor hours from working drawings and spec-

ifications using calculators and adding machines. Total estimates of projects are developed.

Credit, 3 semester hours

BC 250—Construction Surveying

This course will consist of: 1. Basic Survey: Elementary land survey, and surveying instruments, their use and care, and a review of the required mathematics. 2. Location Survey: Surveying as a tool for selecting locations of roads, bridges, airports, buildings, marine structures and utilities. Surveying layout for construction from engineering plans. Final survey for preparation as "As Built" drawings. 3. Construction Survey: How to maintain control during construction. How to provide accurate, fast information for use of construction personnel. How to compute earthwork, paving, dredging and pipeline quantities for payment.

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 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 150—Business Mathematics

Review of arithmetic as a tool of business; fundamental mathematical processes; fractions; decimals and 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 Practices

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 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 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 121. **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 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 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**

BA 246—Basic Accounting Machines

Instruction in the operation of adding machines, calculators, and accounting machines. Includes accounts receivable, accounts payable, payroll, and proofs of posting and distribution. Three class periods per week. Credit, 2 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

CHEMISTRY**CHE 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

CHE 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 Pg.). Prerequisite or corequisite: any college mathematics course or qualified for MTH 130. Credit, 4 semester hours

CHE 122—General Chemistry

A continuation of Chemistry 121, including descriptive materials 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

CHE 221, 222—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 a week. Prerequisite: CHE 122 with "C" or higher. Credit, 4 hours each semester



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. Prerequisite DP 101. **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. Prerequisite DP 102 and DP 105. **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. Prerequisite DP 205. **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 of 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. Prerequisite DP 221. **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, or in the County School System. Prerequisite DP 225. **Credit, 2 semester hours**

DRAFTING AND DESIGN

TD 100—Technical Drafting I

This course is designed to provide basic knowledge of the standards of mechanical drafting and to develop skill in the use of drafting equipment. The principles of orthographic projection and the technique of laying out multiview drawings are introduced. Subjects covered include applied geometry, basic dimensioning, pictorial representations, auxiliary views, sections, conventions, and inking. **Credit, 5 semester hours**

TD 101—Technical Drafting II

The student becomes acquainted with the field of intersections and developments of geometrical solids. The principles of dimensioning are studied further, and such topics as finish marks, surface symbols, tolerances, fits, and allowances are covered. Both detail and assembly drawings are made involving the basic machine elements such as screws, keys, pins, rivets, and springs. The student learns to recognize and use the A.S.A. standard welding symbols and also draws various types of charts and graphs. Prerequisite: TD 100. **Credit, 3 semester hours**

TD 102—Design of Machine Elements

Design principles are studied and calculations are made in determining the size and shape of various machine parts. It also takes up the selection of the materials to be used. The student will receive instruction in designing such elements as beams, bearings, clutches, brakes, shafts, bushings, screws, rivets, gears, belts, springs, and flywheels. Attention will be given to loads of various types, stresses, deformations, shrink fits, and other factors influencing the design of machine elements. Prerequisite: TD 101. **Credit, 3 semester hours**

TD 200—Technical Drafting III

The student is introduced to schematic representation. He learns how to make working drawings of gears and cams and to make details from the designer's layout. In addition the course touches upon such topics as architectural and structural drawing, topographic drawing, illustrations, and patent drawing. Prerequisite: TD 102. **Credit, 3 semester hours**

TD 201—Basic Mechanics

This course consists of a study of the motion of machine parts and the manner of supporting and guiding them without regard to their strength. The principles of motions, velocities, and accelerations are discussed. Motions are studied by the use of instant centers. The uses of belts and linkages are illustrated by problems. Cam layout is taken up in detail and appropriate problems are solved. Velocity diagrams are illustrated by quick-return-motion mechanisms. Practical problems are used in the study of toothed gearing. Attention is also given to such mechanisms as ratchets, photographs, and universal joints. **Credit, 3 semester hours**

TD 202—Manufacturing Processes

This course covers the basic principles of cold processing of materials by abrasion, cutting, and press working to obtain desired forms, dimensions, and surface finishes. Lectures deal with the operations that can be performed on various types of machine tools and presses. These machines are described in detail and interpreted in terms of

classifications, capacities, and versatility. Special consideration is given to the various types of cutting tools, dies, jigs, and fixtures, emphasizing their particular functions and the types of materials from which they are made, together with their physical and chemical characteristics and other factors which determine performance and tool life. **Credit, 3 semester hours**

TD 203—Basic Tool Design

Course work consists of lectures, classroom discussion, and actual drawing board work which are combined to give the student some knowledge necessary to design tools commonly used in modern manufacturing. The work consists of laying out simple jigs, fixtures, cutting tools, gages, and dies. Mass production methods are discussed, so that this knowledge may be applied in the practical work of tool designing. Prerequisite: TD 100. **Credit, 4 semester hours**

TD 204—Principles of Industrial Engineering

This course is designed to teach the essential elements of good plant layout, materials handling, and the principles of industrial engineering. It explains the basic phases of setting up an efficient plant layout and discusses fundamental factors influencing these operations. A comprehensive study is also made describing the specific methods and equipment used in the horizontal, vertical, and overhead movement of materials. Problems in product protection, packaging, and storage are presented for analysis. Specific cases are studied to show the close relationship between plant layout and efficient materials handling. **Credit, 3 semester hours**

TD 210—Architectural Drafting

Experience is offered in detailing, sectioning, and drawing floor plans and elevations for larger residences and small commercial and industrial buildings. Drawings are made from prepared sketches and specifications. The student makes practical application of the knowledge he has gained concerning building codes and utility arrangement. **Credit, 3 semester hours**

DRAMA

DRA 251—Play Production

A course designed to investigate the principles of stagecraft, lighting, props, and set designing. **Credit, 3 semester hours**

DRA 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**

DRA 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**

DRA 260—Contemporary Drama

This course is designed to acquaint the student with contemporary plays as a dramatic medium of the theatre. Plays will be studied as they relate to both past dramatic literature and to the history of the theatre. Each play will be analyzed from the dramatist's viewpoint. **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

EDUCATION

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

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

ELECTRONICS

EL 100—Fundamental Electricity and D.C. Theory

The student is introduced to the principles of basic electricity, electron theory, electrostatics, unit of measurements, color codes and symbols, and Ohm's Law. Resistors, conductors, insulators, batteries, capacitors and electromagnets are studied. Instruction is offered in series, parallel, series-parallel and complex circuits involving more than one source of EMF. Includes voltage dividers, open, closed and loaded circuits; and the theory and study of construction of basic meters for voltage, current and resistance measurements.

Credit, 3 semester hours

EL 102—Electronic Drafting

The purpose of this course is to develop an understanding of electrical symbols and their uses in electronic circuit diagrams. The student becomes familiar with dimensioning, proper layout procedures, prepares drawings of schematics, wiring, cable diagrams, and makes conventional-type drawings.

Credit, 3 semester hours

EL 103—Electronics Laboratory I

Laboratory experience in construction, testing and use of series and parallel circuits, voltage dividers, voltmeter, ammeter, wattmeter, ohmmeter, relay applications and RC time charge circuits. Instruction includes circuit tracing with the aid of schematic and instruments. Use of hand tools. How to solder. Building of bread boards.

Credit, 3 semester hours

EL 104—A.C. Theory

A comprehensive study in inductance, transformers, hi-pass and low-pass filter design capacitive and inductive reactance, resonance circuits, power factor, impedance matching. Motor and generator applications and band-pass circuits, graphical and vector representations of alternating quantities are presented.

Credit, 3 semester hours

EL 105—Electronics Laboratory II

Laboratory experience is made available in the construction and test of series and parallel reactive circuits, resonant circuits, hi-pass and low-pass filters, power supply filters, band-pass circuits and transformers. Course familiarizes student with use of oscilloscope, medium and high frequency meters, probe measurements, bridges, Q meters and auxiliary equipment.

Credit, 3 semester hours

EL 206—Vacuum Tube Theory

The construction and theory of diodes, triodes, tetrodes, pentodes, cathode ray tubes, gas tubes and tubes employing photoemissive cathodes, is explored and studied.

Credit 2 semester hours

EL 207—Power Sources and Supplies

This course includes the operation of half-wave and full-wave rectifiers, bridge rectification, voltage regulators, voltage multipliers and special purpose supplies. A study of single phase and polyphase power sources and supplies is included.

Credit, 2 semester hours

EL 208—Semiconductors

An introduction to semiconductor theory with emphasis on diodes and transistors, their parameters and methods of measuring.

Credit, 2 semester hours

EL 209—Electronics Laboratory III

Laboratory practice in construction, testing, and application of half-wave, full-wave and bridge rectifiers, vibrator and rotary converters, voltage regulators, multipliers and filter circuits.

Credit, 3 semester hours

EL 210—Circuit Theory

This course delves into basic amplifier theory, oscillators and switching circuits. Vacuum tube and semiconductor circuits will be covered.

Credit, 3 semester hours

EL 211—Diagnostic Trouble Shooting

Various opportunities are provided for applying diagnostic and measurement techniques to a complete electronic system. Use and misuse of measuring equipment is reviewed.

Credit, 3 semester hours

EL 212—Electronics Laboratory IV

Practice is provided in construction and test of voltage and power amplifiers, audio and RF amplifiers using vacuum tubes and transistors; includes plotting characteristic curves, dynamic measurement, techniques of troubleshooting, gain and signal transfer measurements and distortion measurements with respect to design factors.

Credit, 3 semester hours

EL 213—Introduction to Systems Analysis

This course analyzes electronic systems by block diagrams, trigger and signal paths. Theory and operation of pulse techniques equipment is taught. Digital logic.

Credit, 2 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: MTH 104 or 105. Three two-hour classes a 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 a week.

Credit, 3 semester hours

ENGLISH

ENG 100—Composition

An intensive study of basic language skills with frequent exercises in the development of accurate and precise sentences and paragraphs. Upon successful completion of ENG 100 the student will enter ENG 102. Class will meet five hours per week.
Credit, 3 semester hours

ENG 101—Composition

A study of expository prose and practice in writing.
Credit, 3 semester hours

ENG 102—Composition

A continuation of Composition 100 or 101, research and the writing of a term paper are a part of this course. Prerequisite: ENG 100 or ENG 101.
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: ENG 100 or 101, or consent of instructor. Credit, 3 semester hours

ENG 201—World Literature

A study of selected masterpieces of Oriental, European and American literature. Prerequisite: six hours of freshman English. Credit, 3 semester hours

ENG 202—World Literature

A study of selected masterpieces of European and American literature. Prerequisite: six hours of freshman English. Credit, 3 semester hours

ENG 221—English Literature

Selected masterpieces of British literature. Prerequisite: six hours of freshman English.
Credit, 3 semester hours

ENG 222—English Literature

Selected masterpieces of British literature. Prerequisite: six hours of freshman English.
Credit, 3 semester hours

ENG 230—American Literature

Masterpieces in American Literature. Prerequisite: six hours of freshman English.
Credit, 3 semester hours

ENG 240—Creative Writing

Analysis of narrative prose fiction, practice in writing fiction, and critical discussion of student writing. Prerequisites: six hours of freshman English, one course in literature, and the consent of the instructor. Credit, 3 semester hours

FRENCH

FRE 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. Classroom instruction supplemented by language laboratory sessions.
Credit, 3 semester hours

FRE 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

FRE 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

FRE 252—Intermediate French

A continuation of French 251. Prerequisite: French 251 or its equivalent.
Credit, 3 semester hours

FRE 253—Advanced French

A study of the development of the French language and literature, with selected readings dating from the *Chanson de Roland* to representative twentieth century authors. Discussions and written reports in French, with attention to the development of correct expression and fluency. Classroom instruction supplemented by literary recordings. Prerequisite: French 252 or its equivalent.
Credit, 3 semester hours

FRE 254—Advanced French

Continuation of French 253. Prerequisite: French 252 or (its equivalent) or French 253.
Credit, 3 semester hours

GEOGRAPHY

GEO 101—Introduction to Physical Geography

An analysis and human significance of the inter-relationships 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.

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

GEO 211—Conservation of Natural Resources

Distribution, utilization, and regulation of the natural resources of the world. Special emphasis will be placed on Anglo-America.

Credit, 3 semester hours

GEOLOGY

GY 105—Physical Geology

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

Credit, 3 semester hours

GY 106—Physical Geology Laboratory

A study of common rocks and minerals including their classification and origin. The interpretation of landforms through the study of geologic maps. One two-hour laboratory per week. Prerequisite or corequisite: Geology 105.

Credit, 1 semester hour

GERMAN

GER 171—Elementary German

Fundamentals, with emphasis on pronunciation and conversation for fluency, supplemented by language laboratory work. 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

GER 172—Elementary German

Further development of German 171, supplemented by language laboratory work. Fuller use of conversation in class. Introduction to literary and musical masters.

Credit, 3 semester hours

GER 271—Intermediate German

Review, development of elements of grammar, syntax, and improved composition. Daily emphasis on oral German. Supplementation by films, record-

ings and movies. Prerequisite: German 172.

Credit, 3 semester hours

GER 272—Intermediate German

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

Credit, 3 semester hours

GER 273—Advanced German

A study of literary and musical masters and their works, with written reports. Careful attention is given to fluency and correct expression. This course is conducted in German. Supplementary films, recordings, slides. Prerequisite: German 272 or its equivalent.

Credit, 3 semester hours

GER 274—Advanced German

Continuation and elaboration on 273. Conducted entirely in German. Prerequisite: German 272 (or its equivalent) or German 273.

Credit, 3 semester hours

HEALTH, PHYSICAL EDUCATION AND RECREATION

HPR 101—Archery and Badminton		
Coeducational	Credit, 1 semester hour	
HPR 102—Aerial Tennis and Paddle Tennis		
Coeducational	Credit, 1 semester hour	
HPR 103—Bait Casting		
Coeducational	Credit, 1 semester hour	
HPR 104—Bowling		
Coeducational	Credit, 1 semester hour	
HPR 105—Dance (Modern)		
Coeducational	Credit, 1 semester hour	
HPR 106—Dance (Social)		
Coeducational	Credit, 1 semester hour	
HPR 107—Dance (Folk and Square)		
Coeducational	Credit, 1 semester hour	
HPR 108—Fencing		
Coeducational	Credit, 1 semester hour	
HPR 109—Golf		
Coeducational	Credit, 1 semester hour	
HPR 110—Gymnastics		
Coeducational	Credit, 1 semester hour	
HPR 111—Horsemanship		
Coeducational	Credit, 1 semester hour	
HPR 112—Beginning Swimming		
Coeducational	Credit, 1 semester hour	
HPR 113—Intermediate and Swimmer Swimming		
Coeducational	Credit, 1 semester hour	
HPR 114—Tennis		
Coeducational	Credit, 1 semester hour	
HPR 115—Tumbling and Trampoline		
Coeducational	Credit, 1 semester hour	
HPR 116—Basic Rhythms		
Coeducational	Credit, 1 semester hour	
HPR 117—Recreational Games		
Coeducational	Credit, 1 semester hour	
HPR 118—Beginners Ice Skating		
Coeducational	Credit, 1 semester hour	
HPR 121—Volleyball and Basketball		
Women only	Credit, 1 semester hour	
HPR 122—Conditioning		
Women only	Credit, 1 semester hour	
HPR 123—Field Hockey		
Women only	Credit, 1 semester hour	
HPR 124—Soccer, Speedball and Softball		
Women only	Credit, 1 semester hour	
HPR 131—Basketball and Volleyball		
Men only	Credit, 1 semester hour	
HPR 132—Softball and Speedball		
Men only	Credit, 1 semester hour	
HPR 133—Flag Football and Soccer		
Men only	Credit, 1 semester hour	
HPR 134—Handball and Paddle Ball		
Men only	Credit, 1 semester hour	
HPR 135—Conditioning		
Men only	Credit, 1 semester hour	
HPR 136—Weight Training		
Men only	Credit, 1 semester hour	
HPR 150—Introduction to Physical Education		
This course will give the prospective teacher, early in his training, some understanding of what is involved in the profession and an adequate preparation for teaching. Credit, 3 semester hours		
HPR 151—Personal Hygiene and Community Health		
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		
HPR 152—First Aid and Safety		
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		
HPR 153—Introduction to Recreation		
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		
HPR 154—Sport Officiating		
Men only. Theory and practice of officiating in elected sports. Field work in intramural activities. Credit, 3 semester hours		
HPR 155—Sport Officiating		
Women only. Theory and practice of officiating in elected sports. Practice is accomplished in intramural activity. Credit, 2 semester hours		
HPR 251—Beginners Aviation		
Coeducational. A study of the basic principles and operating concepts of fixed wings, powered flight with dual flight instruction leading to initial solo. Prerequisite: Class III Medical Certificate. Credit, 1 semester hour		
HPR 204—Intermediate Bowling		
Coeducational	Credit, 1 semester hour	
HPR 209—Intermediate Golf		
Coeducational	Credit, 1 semester hour	
HPR 211—Intermediate Horsemanship		
Coeducational	Credit, 1 semester hour	
HPR 214—Intermediate Tennis		
Coeducational	Credit, 1 semester hour	
HPR 218—Intermediate or Figure Skating Group		
Coeducational. Prerequisite: HPR 118. 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	

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.

Credit, 3 semester hours

HIS 111—History of the Americas

Cultural history of the Western Hemisphere through its colonization.

Credit, 3 semester hours

HIS 112—History of the Americas

Continuation of HIS 111 to the present.

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—History of Russia and the Soviet Union

Russia from beginnings to the present with emphasis on the twentieth century.

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.

Credit, 3 semester hours

ORNAMENTAL HORTICULTURE

OH 100—Botany for Horticulture Majors

A basic course that stresses applied botany in terms of taxonomy, ecology, physiology, genetics, anatomy and morphology of the higher plants. Three lectures and one two-hour laboratory a week.

Credit, 4 semester hours

OH 105—Principles of Horticultural Science

An introduction to the fundamental principles of horticultural science with emphasis on soils, fertilizers, plant nutrition and climate of southern peninsular Florida. Three lectures with an occasional one hour laboratory a week.

Credit, 3 semester hours

OH 110—Plant Propagation

Contemporary methods in both sexual and asexual propagation of herbaceous and woody ornamental plants. Two lectures and one two-hour laboratory a week.

Credit, 3 semester hours

OH 120—Fruitculture

A course in the identification and culture of tropical and subtropical edible fruits grown in Florida. Three lectures a week. Two Saturday field trips are required.

Credit, 3 semester hours

OH 131—Ornamental Plants and Their Use I

The first of three courses in the identification and ornamental use of native plants, ground covers, vines, shrubs, trees and palms of southern peninsular Florida. Approximately 200 species and varieties of plants will be covered each semester. Two lectures and one two-hour laboratory a week.

Credit, 3 semester hours

OH 132—Ornamental Plants and Their Use II

See course description of OH 131.

Credit, 3 semester hours

OH 133—Ornamental Plants and Their Use III

See course description of OH 131.

Credit, 3 semester hours

OH 250—Entomology and Plant Pathology

The identification and chemical and biological controls of insects and diseases affecting the ornamental plants of South Florida will be stressed along with the proper use of all necessary mechanical equipment. Three lectures a week with occasional field trips.

Credit, 3 semester hours

OH 260—Planting Design

An introduction to the basic principles of landscape design. Stress will be on the drawing, reading and execution of landscape plans. Two three-hour laboratories a week with occasional field trips.

Credit, 3 semester hours

OH 270—Field Service

One summer's practical experience in an approved commercial business. Technical report required. Full time employment for a minimum of eight weeks.

Credit, 3 semester hours

OH 285—Nursery Practices I

The first of three courses in applied horticultural maintenance and horticultural problems: power equipment—its maintenance and use, irrigation, turf management, labor management, cost accounting and record keeping, etc. Two lectures and two two-hour laboratories a week. Occasional field trips are required.

Credit, 4 semester hours

OH 286—Nursery Practices II

See course description of OH 285.

Credit, 4 semester hours

OH 287—Nursery Practices III

See course description of OH 285.

Credit, 4 semester hours

HOTEL - MOTEL ADMINISTRATION

HMA 100—Introduction to Hotel-Motel Administration

Many aspects of the field are studied along with its history, famous people and its impact upon the economy of the area. Credit, 3 semester hours

HMA 102—Cuisine Nomenclature

Students will master the glossary as it pertains to food and beverage. Credit, 1 semester hour

HMA 105—Supervisory Developments for Hotels and Motels

Training in the techniques involved in the supervision of employees. Developing sound relations with other departments, group discussions, methods of improvement, and development of cost consciousness. Credit, 3 semester hours

HMA 110—General Hotel-Motel Operations and Service Administration Practicum

The student will work in a hotel or motel and will closely observe and study the duties that are involved in the administration of an inn. The reservation function will be stressed in general operations. Credit, 3 semester hours

HMA 115—Hotel-Motel Front Office Procedure

Knowledge and skill of the duties involved in the front office in registering, accounting for and checking out guests. Credit, 2 semester hours

HMA 120—Hotel-Motel Housekeeping

An understating is developed of the organization, duties and administration of hotel-motel housekeeping. Practical problems in housekeeping maintenance are considered. Credit, 2 semester hours

HMA 200—Organization and Personnel Management

The student becomes familiar with the organizational structure that affects the most efficient inn operation and with the many problems that arise in the management of hotel-motel personnel. The importance of developing proper attitudes, personal appearance and cleanliness in achieving and maintaining better guest relations. How to cultivate and promote maximum human relations with personnel and guests. Also included is a study of social security, workman's compensation, withholding tax and other employee benefits. Credit, 3 semester hours

HMA 205—Hotel-Motel-Restaurant Accounting

The course consists of theoretical and practical applications to the many services within the hotel

with emphasis on operating cost analysis and the various methods of financial reporting. How to read financial statements. Analysis of capital and maintenance cost. Study of cost control of food and beverage as well as procurement of materials. Credit, 3 semester hours

HMA 210—Hotel Sales and Promotion

How to sell and promote the many services that a hotel or motel offers to guests. How to sell food and beverage. How to acquaint prospective guests through the media of advertising such as brochures, house organs, direct mail, newspapers, magazines, radio and television. Promoting individual guest sales, conferences, groups, conventions, local group sales such as banquets, luncheons and breakfasts. Credit, 2 semester hours

HMA 215—Hotel-Motel Management Practicum

The fundamentals of general hotel-motel operations and services are observed by the student with special emphasis on efficient methods of management. He will become acquainted with the methods of handling food and beverage. The importance of sales and guest relations will be stressed. Standard arrangement of hotel-motel operation will be studied. Credit, 3 semester hours

HMA 220—Hotel Sales and Promotion

This course is a continuation of HMA 210 with emphasis on the technical aspects of news writing, salesmanship and advertising. Credit, 2 semester hours

HMA 225—Hotel Law

This course consists of a study of law as it applies to the operation of hotels and motels relative to guests while on the premises. Credit, 2 semester hours

HMA 255—Guest Relations for Hotels and Motels

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

JOURNALISM

JOU 120—Introduction to News Writing

Individual study of principles of Journalism integrated with work on the College newspaper. Credit, 1 semester hour

JOU 205—Mass Communication

An introduction to the various media of mass communications with special emphasis on newspa-

pers, 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

LAW ENFORCEMENT

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**

LAE 120—Criminal Evidence and Court Procedures

Criminal Evidence as it is applied to arrest, force, search, and seizure. Consideration of the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. **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

MATHEMATICS

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. This is a terminal course, not in sequence with other mathematics courses but giving full transfer credit. **Credit, 3 semester hours**

MTH 104—Basic College 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. Credit will not be given for both this course and MTH 100. **Credit, 3 semester hours**

MTH 105—Basic College 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. Credit will not be given for both this course and MTH 100. **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. Prerequisite: MTH 111. **Credit, 3 semester hours**

MTH 130—Contemporary College Algebra

Polynomials, fractions, exponents and radicals, the number system, proofs, sets, equations, matrices, inequalities, relations, algebraic functions, exponential and logarithmic functions, graphs. Prerequisite: MTH 104 or MTH 105 or two years of high school algebra with grade of "C" or better, or departmental recommendation. **Credit, 5 semester hours**

MTH 140—Trigonometry and Analytic Geometry

Trigonometric functions of angles and real num-

bers, solution of right and oblique triangles, radian measure, fundamental identities, vectors, inverse trigonometric functions, complex numbers, the straight line, conic sections, polar coordinates, parametric equations, hyperbolic functions. Prerequisite: MTH 130 or departmental recommendation. **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 may not be 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 or 140. 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**

MUSIC

MU 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. **Credit, 3 hours each semester**

MU 111, 112—Theory of Music

An integrated course in elementary written and keyboard harmony, dictation, sight singing, form and analysis. Prerequisite: MU 101, 102 or an entrance examination. Five class periods per week. **Credit, 4 hours each semester**

MU 211, 212—Theory of Music

An advanced course in music theory with emphasis on chromatic harmony. Prerequisite: MU 111, 112 or an entrance examination. Five class periods per week. **Credit, 4 hours each semester**

MU 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

MU 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: MU 110, ENG 102, HIS 102.

Credit, 3 semester hours

MU 115, 116—Class Voice

Fundamentals of voice production and building of solo repertoire. **Credit, 1 hour each semester**

MU 215, 216—Class Voice

Continuation of MU 116. Extension of repertoire with emphasis of French, German, and Italian vocal literature. **Credit, 1 hour each semester**

MU 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 MU 101, 102 or 111, 112 who do not play piano.) **Credit, 1 hour each semester**

MU 217, 218—Class Piano

Continuation of MU 118. Extension of piano repertoire with some emphasis on form and analysis. **Credit, 1 hour each semester**

MU 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 one spring con-

cert of a general nature. Formal registration is not necessary for those who do not wish credit for the course. **Credit, 1 hour each semester**

MU 128, 129, 228, 229—College Chorists

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 Chorists 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**

MU 136, 137, 236, 237—Instrumental Ensemble

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

Credit, 1 hour each semester

MU 131, 132—Voice**MU 141, 142—Piano****MU 231, 232—Voice****MU 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.

MU 243, 244—Keyboard Improvisation

A course in applied music for the advanced pianist or organist. Training is designed to develop creative and performance powers through immediate production and logical manipulation of musical ideas at the keyboard. Prerequisites: Interview and successful audition with the instructor.

Credit, 3 hours each semester

MU 213, 214—Composition

A course to afford the advanced music student an opportunity to compose music for either or both vocal and instrumental media. Team taught. Prerequisite: Theory 211 or examination.

Credit, 3 hours each semester



NURSING

NSG 101—Nursing

A designed sequence of planned experiences to develop the basic understandings, knowledge and skills of nursing care. This includes concepts of interpersonal relationships, nursing history, community health, hygienic practices, body mechanics, asepsis, nutrition, and medication. Each week three hours of lecture and nine hours of laboratory on campus and in community agencies.

Credit, 6 semester hours

NSG 102—Nursing

A fundamental course including interpersonal relationships, reactions of human body to disease and injury, comprehensive medical and surgical care of patients with respiratory, circulatory and digestive disturbances, and the role of the nurse in emergency and disaster situations. Each week three hours of lecture and nine hours of laboratory on campus and in community agencies. Prerequisite: NSG 101.

Credit, 6 semester hours

NSG 200—Nursing

The nursing care of the mentally ill patient is given primary consideration in this course. Offered in the summer session, it includes each week six hours of lecture and eighteen hours of laboratory in community agencies. Prerequisites: NSG 101, 102.

Credit, 4 semester hours

NSG 202—Nursing

A study of the nursing care of the maternity patient, the newborn infant, and the child who is ill. Each week four hours of lecture and twelve hours of laboratory in community agencies. Prerequisites: NSG 101, 102, 200.

Credit, 8 semester hours

NSG 203—Nursing

A course designed to continue the study of advanced nursing problems. Each week four hours of lecture and twelve hours of laboratory in community agencies. Prerequisites: NSG 101, 102, 200, 202.

Credit, 8 semester hours

NSG 210—Nursing Seminar

The study of (1) the planning, implementation, and evaluation of a nursing care plan for a group of patients and the direction of auxiliary personnel in its execution and (2) the relationship of the registered nurse in the profession and in the community. Each week one hour of lecture and four hours of laboratory. Prerequisites: NSG 101, 102, 200, 202.

Credit, 2 semester hours

NTR 201—Nutrition

Basic principles of human nutrition. Required for students in the associate degree nursing program. Each week two hours of lecture.

Credit, 2 semester hours

PHILOSOPHY

PHI 161—Introductory Logic

A study of the principles of critical thinking and evaluation including identification and analysis of fallacious as well as effective reasoning. Emphasis will be placed upon traditional logic, but foundations will be laid for further study in axiomatic semantic analysis, and symbolic and mathematical logic. Prerequisite: ENG 101 or equivalent.

Credit, 3 semester hours

PHI 261—Human Knowledge

An introductory study of the nature and criteria of knowledge with emphasis on deductive and in-

ductive 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

PHYSICS

PHY 110—Elements of Physics

This is a non-laboratory course of a terminal nature involving the classical problems of physics. It is intended for students who are majoring in such fields as general education, nursing, biology, business 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, or qualified for MTH 130.

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, sound, electricity, magnetism, light, atomic and nuclear physics. 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 technical fields. Three lectures and one two-hour laboratory a week for two terms. Either PHY 201 or 202 may be taken first. Prerequisite or corequisite MTH 130. Credit, 4 hours each semester

PHY 210 and 211—General Physics

Designed as a two term laboratory course to offer

a comprehensive coverage of the entire science of physics. Contents: mechanics, heat, wave motion and sound the first term. The second term contains electricity, magnetism, light, and modern physics. Calculus is used extensively and 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. Three lectures and one two hour laboratory a week. Prerequisite or corequisite for PHY 210; MTH 211. Prerequisite or corequisite for PHY 211; MTH 212. (PHY 210 is not necessarily a prerequisite for PHY 211.)

Credit, 4 hours each semester

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

PSC 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.

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. 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.

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 relations. 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 Alexan-

der 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, inci-

dence, 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

SPANISH

SPA 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. Student is expected to continue sequence. Credit, 3 semester hours

SPA 162—Elementary Spanish

This is a continuation of Spanish 161.

Credit, 3 semester hours

SPA 163—Elementary Spanish Accelerated

A comprehensive and intensive course in elementary Spanish, designed for students presenting credit covering the regular two-semester course; but who, because of a time lapse or insufficient preparation, may find the intermediate level of Spanish too advanced. Credit, 3 semester hours

SPA 261—Intermediate Spanish

An intensive review of grammar and syntax plus readings in modern Spanish prose. Course conducted entirely in Spanish to allow students opportunity to use oral Spanish. Prerequisite: SPA 162 or its equivalent. Credit, 3 semester hours

SPA 262—Intermediate Spanish

Emphasis is placed on the rapid reading of Spanish prose. Composition and conversation based on readings. Prerequisite: Spanish 261. Credit, 3 semester hours

SPA 263—Introduction to Spanish Literature

This course enables the student to read intelligently classical masterpieces in Spanish prose and poetry. Careful attention is given to correct expression and fluency. The course is conducted entirely in Spanish. Prerequisite: SPA 262 or its equivalent. Credit, 3 semester hours

SPA 264—Introduction to Spanish Literature

A continuation of Spanish 263. Prerequisite: SPA 262 (or its equivalent) or SPA 263. Credit, 3 semester hours

SPA 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: SPA 262 or its equivalent. Credit, 3 semester hours

SPEECH

SPE 100—Introductory Speech

This course deals with the practical aspects of everyday speaking situations rather than the physiological and pathological approaches to speech. Emphasis placed on critical listening, evaluation of speech habits, platform behavior, combating stage fright, reading from a manuscript, impromptu and extemporaneous speaking. This course is not recommended for students majoring or minoring in speech.

Credit, 3 semester hours

SPE 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. Class exercises, particularly with the tape recorder, should help the student improve his interpretation of oral literature and class speeches. This course is primarily for the speech major or minor, students in the nursing program, and for those who plan study in public school speech correction.

Credit, 3 semester hours

SPE 111—Public Speaking

The techniques of oral communication, including speech structure, delivery, and vocabulary. Original speeches in varied subjects for varied occa-

sions, with individual criticism. Study and drill in parliamentary procedure and presiding for group action. Prerequisite: SPE 110.

Credit, 3 semester hours

SPE 115—The Phonetics of American English

A course designed for the student who plans further study in the fields of general speech correction. A study of the normal and variant forms of the sounds of American English, use of the International Phonetic Alphabet, standards of American pronunciation and inflection, methods of sound formation, and phonetics in corrective speech. Prerequisite: SPE 100 or 110.

Credit, 2 semester hours

SPE 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: SPE 110.

Credit, 3 semester hours

SPE 220—An Introduction to Speech Correction

A survey of the etiology and therapeutic methods as related to prime speech problems of pre-school and elementary school populations. Prerequisite: SPE 110. Corequisite, SPE 115, or with permission of the instructor.

Credit, 3 semester hours

STATISTICS

STA 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. Prerequisite: Any college mathematics course or qualified for MTH 130.

Credit, 3 semester hours

DEPARTMENTS AND DIVISIONS OF THE COLLEGE

BUSINESS ADMINISTRATION AND ECONOMICS

Lotz, Chairman; Brooking, Cohn, Ehrhardt, Hess, Horton, Holloway, Howell, Larson, Lessne, Neely, Paul, Schenks, Shenosky, 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.

DATA PROCESSING

Jimmie C. Styles, Director, Data Processing Center; Ellis, Foreman, Fortson, Lewis, O'Loughlin.

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.

This 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.

FINE ARTS

Bauer, Chairman; Cavanagh, Kern, McMillion, Mullikin, Pactor, Wallace, Woodle

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.

Students who plan intensive study in art should confer, well in advance of initial registration, with an art instructor in order to plan a program of work which best fits the individual's needs, interests, and abilities. Students are encouraged to take both basic design courses before attempting 200 level studio subjects. Art majors should take these design courses during the freshman year. Materials for studio courses will cost at least \$15; the art department reserves the right to keep permanently selections from a student's work.

Students who plan to take courses in music other than Music 110 should confer with a music instructor in advance of registration; prerequisites, placements, fees, rehearsal and program time obligations should be clearly understood. It is possible, for example, for students to participate in certain choral and instrumental activities with or without college credit. Students should not register for piano instruction unless they have the instrument in their residence for practice. Music majors are encouraged to register for either or both choral or instrumental ensembles during each semester they attend the college; further, they should plan their college program with aid from a music instructor.

The speech and drama areas of the Department of Fine Arts offer programs which will fulfill general educational requirements as well as provide opportunity for study leading to a major or minor in general speech, public speaking, oral interpretation, drama, theatre, or speech correction. A student seeking a major or minor in any of these areas should make an appointment with a speech instructor in order to plan a logical program of study while the student is at the college.

The program of study in speech correction should (1) provide all students with basic knowledge of speech defects and the methods of correction used in the public schools; (2) serve as introductory material for those students who plan a career in speech correction; and (3) enable the teacher or teacher-to-be to understand the speech defective child, cope with speech problems in the classroom, and to recognize indications of the need for the services of a qualified speech therapist.

Courses in drama provide the student actor or technician with practical experience in theatre arts which may lead to further work in the theatre as a vocation or avocation.

HEALTH, PHYSICAL EDUCATION AND RECREATION

Brumley, Chairman; Gavigan, Harris, Landers, Morris, Porterfield, Smith, Watts, 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.

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 continuously in the military service for one year or more, those medically excused.

The following Health, Physical Education and Recreation courses **do not** count towards your 4 semester hours of activity HPR 150, 151, 152, 153, 154, 155, 251.

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
- HPR 118 Beginners Ice Skating

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 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.



LANGUAGE AND LITERATURE

Hamlett, Chairman; Boggs, Briegel, Burdick, Burns, Clark, Crews, Dickerson, Glaze, Hartzell, Henderson, Kempton, Head Foreign Language Department; Kyle, O'Neal, Pawlowski, Pedigo, Rehm, Roberts, Ryan, Shaw, Smith, Van Meeveren.

The Language and Literature Division includes the English Department and the Modern Foreign Language Department.

The English Department offers instruction in composition and literature.

In modern foreign languages, departmental placement tests are given to new students who have had some previous study of a foreign language. Such students are expected to elect the course level indicated by the tests, which in some cases may be supplemented by interviews with the instructor. Attention is called to the degree requirements appearing elsewhere in this catalogue. It should be noted that candidates for the A.A. degree are required to complete the intermediate level of one modern foreign language. In exceptional cases in which the student indicates proficiency beyond the intermediate level, he is permitted to elect an advanced level. While foreign language study is not a requirement for the A.S. degree, it is strongly recommended that students who plan to go on to a senior institution begin their foreign language experience here.

NURSING EDUCATION

Styles, Director; Callery, Dunn, Miller

The associate degree program in nursing is designed to prepare both men and women for careers in nursing. The program recognizes as its purpose the education of persons to become expert in providing direct patient care and to contribute to the promotion of health in the community.

The program combines studies in general education and nursing education at the College with selected experiences in nursing in hospitals and other community facilities.

Applicants must fulfill the general requirements for admission to the Junior College. The selection of students is based upon the following additional factors:

Evidence of good physical and mental health.

Satisfactory records in high school and college or nursing programs previously attempted.

Acceptable test scores.

Written recommendations.

Satisfactory interview in the Department of Nursing Education.

Graduates 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.

SCIENCE AND MATHEMATICS

Cassell, Chairman; Bishop, Bockstege, DeYampert, Foss, Head of Department of Mathematics; Graziano, Guinn, Haire, Hill, Head of Department of Physical Sciences; Holmberg, Holmes, Martin, Head of Department of Biological Sciences; Medusky, Morar, Nelms, Odom, Perfect, Rhodes, Spaulding, Taylor, VanArsdall, Warwick, Will, Yost.

The primary objectives in the design and contents of the courses offered by the Division 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 Division 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. Entering day division students will be assigned to the mathematics course best suited to their needs and abilities on the basis of high school records, placement test scores, and stated goals. MTH 100 is recommended for many students taking only a single semester of mathematics. Students enrolling for more than one semester of mathematics should take the courses in the following sequence: MTH 104 or MTH 105, MTH 130, MTH 140, MTH 211, MTH 212, MTH 251. (Students who have previously completed MTH 111, MTH 115, MTH 120, or MTH 201 may consult last year's catalog for the proper sequence of courses.) MTH 191 is a non-sequential course which may be taken concurrently with any other mathematics course.

Chemistry and Physics courses are designed to meet the needs prerequisite for Nursing, Medicine, Dentistry, Pharmacy, Engineering and similar occupations. Entering day division students starting college chemistry will be assigned to one of two divisions of CHE 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 lecture section meeting five days a week. (See CHE 121.)

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.



SOCIAL STUDIES

Bernston, F. Brown, L. Brown, S. Brown, Head of Department of Political Science; Bunch, Head of Department of History; Clark, Crispo, Dinnen, Galloway, Hannan, Hays, Hill, Kilmer, Knaus, LaBelle, Leach, Mauk, 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.



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