

ARTHUR H. FOSS

JUNIOR COLLEGE OF BROWARD COUNTY

CATALOG 1966
1967



JUNIOR COLLEGE OF BROWARD COUNTY

GENERAL CATALOG


**1966
1967**



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**THE JUNIOR COLLEGE
of BROWARD COUNTY**

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Florida



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College Calendar

1966-1967

TERM I

- August 1**—Last day for new students to file complete applications for admission for the first term.
- August 8**—Final testing for new Day Students.
- August 9-12**—Orientation of new students.
- August 12**—Last day to complete application for Admission as Day Students for the Admissions and Records Office.
- August 16**—President's Reception.
- August 17**—All teachers report for work.
- August 17**—6:30-9:00 p.m.—Registration for returning evening students only.
- August 18**—6:30-9:00 p.m.—Registration for new evening students only.
- August 18-19**—8:00 a.m.—Registration and orientation for day students by appointment only.
- August 22**—8:00 a.m.—Classes begin.
- August 22-26**—Late Registration for Day and Evening applicants who fail to register during the Pre-registration, and regular registration periods. Late Registration Fee is \$5.00.
- August 23**—Screen applicants for Drop and Add of Courses.
- August 24-26**—Change of courses and sections when necessary.
- August 26**—3:00 p.m.—Last day for late registration, adding or changing of courses or filing request for refund of fees.
- September 2**—5:00 p.m.—Labor Day holiday begins.
- September 5**—Labor Day holiday.
- September 6**—Classes resume after Labor Day holiday, 8:00 a.m.
- September 19**—Last day to change a course from credit to audit.
- September 19**—Last day to change a course from audit to credit.
- September 19**—Last day to drop courses without receiving grade penalty.
- September 29**—Examination day to remove incomplete grades for preceding term.
- October 13**—Last day for Faculty members to complete corrected grade reports in the Admissions and Records Office.
- October 31**—Last day for mid-term grade reports to be brought to the Admissions and Records Office.
- November 18**—Last day for a student to withdraw from a class.
- November 23**—5:00 p.m.—Thanksgiving holidays begin.
- November 24-25**—Thanksgiving holidays.

- November 28**—8:00 a.m.—Classes resume after Thanksgiving holidays.
- December 12**—Final Testing for New Day Students.
- December 12-16**—Final Examinations.
- December 16**—First Term ends.
- December 16**—Last day for new students to file complete applications for the second term.
- December 17**—All Grades due in the Admissions and Records Office on or before 10:00 a.m. on December 17, 1966.

TERM II

- January 2-3**—8:00 a.m.—Registration and orientation for day students by appointment only.
- January 2**—6:30-9:00 p.m.—Registration for returning evening students only.
- January 3**—6:30-9:00 p.m.—Registration for new evening students only.
- January 4**—8:00 a.m.—Classes begin.
- January 4-10**—Late registration for Day and Evening students who failed to enroll before or during regular registration. Late Registration Fee is \$5.00.
- January 10**—8:00 p.m.—Last day for late registration, adding or changing of courses or filing request for refund of fees.
- February 1**—Last day to change a course from credit to audit.
- February 1**—Last day to change a course from audit to credit.
- February 1**—Last day to drop courses without receiving grade penalty.
- February 15**—Examination day to remove incomplete grades for preceding term.
- March 1**—Last day for Instructors to report Incomplete grade changes for the preceding term.
- March 8**—10:00 a.m.—Instructors mid-term grade progress reports due in the Admissions and Records Office.
- April 1**—Last day for a student to withdraw from a class in Term II.
- April 6**—5:00 p.m.—Good Friday holiday begins.
- April 7**—Good Friday Holiday.
- April 10**—8:00 a.m.—Classes resume after Good Friday holiday.
- April 16**—Dean of Instruction's reception for graduating sophomores.
- April 20**—Last day for new students to file complete applications for admission for Term III-A.
- April 24-28**—Final Examinations.
- April 28**—Second term ends.
- April 28**—Grades due on or before 10:00 a.m. April 29, 1967.

TERM III-A

- May 2**—8:00 a.m.—Registration for day students by appointment only.
- May 2**—6:30-9:00 p.m.—Registration for evening students only.
- May 3**—8:00 a.m.—Classes begin.
- May 3**—Late registration fees increase \$5.00.
- May 3-9**—Change of course and section when necessary.
- May 9**—8:00 p.m.—Last day for late registration, adding or changing courses, or sections, or for filing request for refund of fees.
- May 10**—Last day to change a course from credit to audit.
- May 10**—Last day to change a course from audit to credit.
- May 10**—Last day to drop courses without receiving grade penalty.
- June 5**—Last day for new students to file complete application for Term III-B.
- June 15**—Final examinations.
- June 15**—Term III-A ends.

TERM III-B

- June 16**—8:00 a.m.—Registration for day students by appointment only.
- June 16**—6:30-9:00 p.m.—Registration for evening students only.
- June 19**—8:00 a.m.—Classes begin.
- June 19**—Late registration fees increase \$5.00.
- June 19-23**—Change of course and section when necessary.
- June 23**—12:00 Noon—Last day for late registration, adding or changing courses, or sections, or for filing request for refund of fees.
- June 24**—Saturday classes.
- June 26**—Last day to change a course from audit to credit.
- June 26**—Last day to change a course from credit to audit.
- June 26**—Last day to drop courses without receiving grade penalty.
- July 3**—10:00 p.m.—July Fourth holiday begins.
- July 4**—Holiday.
- July 5**—8:00 a.m.—Classes resume after July Fourth holiday.
- July 8**—Saturday classes.
- July 28**—Final examinations.
- July 28**—Term III-B ends.

College Administration

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and Records
RAY M. GOVER, M.A. Assistant Director of Admissions
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GLEN ROSE, MPH Assistant Director of Special Programs
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MARY PARDEE, B.S. in L.S. Librarian
LOIS SHULL, M.A. Librarian

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GIBSON CAMERON, Ed.M. Counselor
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ROGER SOLOMAN, Ed.S. Counselor
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*On leave

ABBOTT, Frances	Biology
B.S., M.S., Florida State University	
ACUFF, Anna Jean	Nursing Education
B.S., M.S., Florida State University	
AURAND, Alvin D.	Engineering
B.S., Michigan State University	
M.S., Florida State University	
BAILEY, William G.	Chemistry
B.S., Trenton State Teachers	
M.Ed., University of Georgia	
BARTON, Wayne E.	Education
B.A., Western Michigan University	
M.A., University of Miami	
BELL, Wallace E.	Mathematics
B.S.E., M.Ed., University of Florida	
BISHOP, Dan H.	Physics
B.S., M.A., Ball State Teachers College	
BLANKENSHIP, Audelia	Music
B.M., Wheaton College	
M.M., New England Conservatory of Music	
BOCKSTEGE, Ben, Jr.	Mathematics
B.S., Indiana University	
M.S., Northern Illinois University	
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B.A., Rollins College	
M.A.T., Duke University	
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B.A., Ohio Wesleyan University	
M.A., Ohio State University	
BROGDON, Charles W.	English
B.S., M.S., University of Southern Mississippi	
BROWN, Stewart	Head, Department of Political Science
B.A.E., M.Ed., University of Florida	

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Ph.D., University of Minnesota
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M.A., University of Connecticut
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 M.S., University of Iowa
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 M.S.T., University of Florida
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 B.S., Pennsylvania State University
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 B.A., St. Mary's College, South Bend, Indiana
 M.A., University of Southern California
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 B.A., St. John's University
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 M.B.A., Akron University
- DOWERMAN, Louise R. Librarian
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 B.S., M.A., Columbia University
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- DUNNE, Mary C. Nursing Education
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 B.A., Maryville College; M.A., University of Florida
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M.A.T., Rollins College	
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B.A., Concordia College; M.A., Rutgers University	
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A.B., M.A., University of Alabama	
ESTES, Nancy E.	Physical Education
B.S., M.A., George Peabody College for Teachers	
FAIKS, Walter A.	Technical Education
B.S., U. S. Military Academy, West Point	
M.S., University of California	
FORD, Charlotte	Political Science
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M.A.T., University of Florida	
FOSS, Arthur H.	Head, Department of Mathematics
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B.S., Florida State University; M.A., Ohio State University	
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- STYLES, Margretta M. Director of Nursing Education
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- TAYLOR, Jack D. Acting President
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M.S., Florida State University

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TRUSSLER, Lester B. Dean of Admissions and Records
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VanARSDALL, Chas. S. Mathematics
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VANMEEVEREN, Arthur English
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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 Counselor
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 A.B., M.A., University of Kentucky

WELLS, John D. Philosophy
 A.B., M.A., Florida State University

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 B.A., State Teachers College, N. Dakota
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 B.S., Northeast Missouri State
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WILL, Albert A., Jr. Horticulture
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*WILLIAMS, Joann Psychology
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WILLIAMS, Millicent Business Education
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YATER, Roy L. English
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 M.A., Florida State University

Part-Time Faculty

EVENING DIVISION

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B.S., Clarion State Teachers College, Pa.	
M.Ed., Barry College	
AUCAMP, Betty D.	Business Administration
B.S., Florida Southern College	
BARTFAY, Richard M.	Mathematics
M. Ed., Kent University, Ohio	
BECKETT, Albert H.	Mathematics
B.A., Ohio Wesleyan University	
BERNTSON, Robert K.	Psychology
B.S., University of Utah; M.S., Utah State University	
Ph.D., Purdue University	
BETHEL, Jaquelyn	Economics
B.A., Marietta College, Ohio	
BROWN, Frances	Psychology
A.B., M.Ed., University of Florida	
CABLER, John	Horticulture
B.S.A., Ph.D., University of Florida	
CHANDLER, James	Mathematics
B.S., M.A., University of Kentucky	
CROSS, John H.	Electronics
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B.A., University of Florida	
L.L.B., Georgetown University, Washington, D.C.	
FOREMAN, Edwin	Business
B.A., University of Florida	
FORTSON, James	Data Processing
B.B.A., University of Miami	
GALLOWAY, Henry G.	Religion
A.B., Presbyterian College, Clinton, S.C.	
B.D., Emory University	
GLAZE, Frank	Mathematics
M.A., University of Alabama	
GREENSTEIN, Burton	Electronics
B.S.E.E., University of Miami	
GREGG, Alan	Psychology
B.A., Ph.D., University of Miami	

HARPER, Max	History
B.A., University of Missouri	
HESS, Lawrence	Business Administration
B.S., Bowling Green College; M.S., Florida State	
HILL, Robert	Psychology
A.B., University of Miami; M.S., Utah State University	
HORNE, Eugene	Business Administration
M.A., Western Michigan University	
JARECKE, Edith J.	Reading
B.S., Mansfield State College; M.S., Duke University	
Ed.D., West Virginia University	
IRVING, Stephen	Psychology
A.B., M.A., University of Miami	
Ph.D., University of Florida	
KARMOS, Joe	Mathematics
B.A., Willamette; M.S., Notre Dame	
KNAUS, Barbara	Mathematics
A.B., Western Reserve University	
KURTH, Richard	
B.S., Florida Southern College	
M.S., Florida State University	
LaBELLE, Katherine	Education
A.B., Rosary College; M.Ed., University of Miami	
LANG, Mary	Education
B.S., U.C.L.A.; M.A., Columbia University	
LANIER, Ivan	Building Construction
LICA, Frederick	Data Processing
B.B.A., University of Toledo	
MARTIN, Kendric	Engineering
B.Ed., Illinois State Normal University; M.A., Florida State	
MOORE, Coralee	Hotel-Motel
B.A., Florida State University	
MOORE, James	Police Science and Criminology
B.S., University of Idaho; L.L.B., University of Miami	
O'LOUGHLIN, Donald	Data Processing
B.B.A., University of Miami	
ORR, Jerry	Drafting and Design
B.I.E., M.S.I.E., Georgia Institute of Technology	
PEDERSON, James	Drafting and Design
B.I.E., University of Florida	

PETERSEN, Robert	Electronics
B.E.E., University of Florida	
PLANAS, Juan	Drafting and Design
B.S.C.E.	
PREZIOSI, Richard	Data Processing
B.S., Union College	
ROBERTS, Josefina	Spanish
B.A., University of Puerto Rico	
ROSE, Ruth	Education
B.Ed., Eastern Illinois University	
M.S., University of North Carolina	
ROSENBLATT, Marvin	Psychology
B.A., M.A., University of Louisville	
Ph.D., Florida State University	
ROY, George	Hotel-Motel
B.B.A., University of Miami	
SANCHEZ, Adelaide	Nursing
B.S., Mundelein, Chicago, Illinois	
SCHAEFER, Robert	Engineering
M.A., Columbia University, New York	
SENDERLING, Elizabeth	Mathematics
B.S., Ohio State; M.S., Northern Illinois University	
SMITH, Margaret	Mathematics
A.B., Florida State University; M.A., University of Florida	
SPAULDING, George	Mathematics
B.S., Oklahoma University; M.Ed., University of Miami	
SPINA, Joseph	Business
B.B.A., M.B.A., University of Miami	
STANTON, John	Electronics
B.S., Florida State University	
STATEN, Ralph	Mathematics
B.S. in M.E., B.S. in Ed., Fenn College; Western Reserve University	
SULZINSKI, David	Data Processing
B.A., Montclair State College	
THOMAS, Kenneth	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	

Advisory Committees for Technical and Special Programs

A significant development in recent years has been the greatly increased use of lay advisory committees in public education. The Junior College of Broward County is committed to this practice. A large group of Broward County citizens make a good contribution by working with professional staff members in curriculum development. Names of those currently serving on committees are listed below:

BUSINESS ADMINISTRATION AND ECONOMICS

- Mr. John B. Allen, Manager, Pier 66 Hotel, 2301 S. E. 17th St. Causeway, JA 4-0561.
- Mr. Joseph A. Bunsfield, Vice-President-Personnel, First Federal Savings & Loan, 301 East Las Olas Boulevard, JA 5-1511.
- Mr. Hugh F. Coll, Personnel Manager, Sears, Roebuck & Company, 901 North Federal Highway, JA 5-1611.
- Mr. Keith Brown, Systems & Procedures Manager, Univis, Inc., 3301 S. W. 9th Avenue, JA 5-1351.
- Mr. Perry Brouard, Assistant Manager, Jordan Marsh, Sunrise Shopping Center, LO 6-9601.
- Mr. Hamilton B. Jones, Manager, National Cash Register Company, 1500 North Federal Highway, 566-3271.
- Mr. Charles B. Moyd, President and General Manager, Coronet Kitchens, 4200 Northwest 10th Avenue, 565-5611.
- Mr. Charles R. Saunders, Manager, Florida State Employment Service, 105 East Broward Boulevard, JA 4-8641.
- Mr. Arlington L. Zellers, General Manager, Powell Motor Company, 1333 North Federal Highway, Fort Lauderdale, Florida.

ORNAMENTAL HORTICULTURE

Mr. Adrian P. Bambini, Hollywood Gardens Nursery, Hollywood.
Mr. George Behrens, Behrens Nursery, Fort Lauderdale.
Mr. William P. Brook, Wyldwood Tropical Nursery, Dania.
Mr. Charles F. Chaplin, Chaplin Nurseries and Florists, Fort Lauderdale and Miami.
Mr. Daniel J. Miranda, Miranda's Nursery, Hollywood.
Mr. Robert S. Pryor, County Agent, Fort Lauderdale.
Mr. John Shirah, Division of Plant Industry, Fort Lauderdale.
Mr. Jerome Soowall, East Marsh Nursery, Dania.
Mr. Lewis E. Watson, Assistant County Agent, Fort Lauderdale.
Mr. Norm Schlaak, House and Garden Lawn Service, Fort Lauderdale.
Mr. Ralph Thurston, Humphrey's Nursery, North Miami.
Mr. Thomas Turner, Turner Nursery and Landscape Co., Boca Raton.

POLICE SCIENCE AND CRIMINOLOGY

Chief Ernest Peters, Chief of Police, Deerfield Beach, Florida (President, Broward County Chiefs of Police Association).
Chief J. Lester Holt, Chief of Police, Fort Lauderdale, Florida.
Lieutenant W. T. Joyce, Director of Broward County-Florida State Highway Patrol, Fort Lauderdale, Florida.
Sheriff Allen B. Michell, Sheriff of Broward County, Fort Lauderdale, Florida.
Judge Robert J. O'Toole, Court of Record, Broward County, Fort Lauderdale, Florida.
Lieutenant Thomas E. Randel, Coordinator, Broward County Police Academy, Fort Lauderdale, Florida.
Captain Elton T. Naylor, Chief of Police, Hollywood, Florida.
Chief J. Ziegler, Chief of Police, Pompano Beach, Florida.
James F. McGowan, Chairman of the Committee, Director of Police Science and Criminology, Junior College of Broward County, Fort Lauderdale, Florida.

MEDICAL ASSISTING

Dr. R. H. Pfeifer, Ophthalmologist, President, Broward County Medical Association, Fort Lauderdale, Florida.

Dr. Malcolm E. Miller, Ophthalmologist and Otolaryngologist, Fort Lauderdale, Florida.

Dr. Georgia Reynolds, Pediatrician (formerly a nurse), Fort Lauderdale, Florida.

Dr. Raymond P. Nolan, Obstetrician and Gynecologist, Hollywood, Florida.

Mrs. Ann C. Hale, Medical Assistant, President, Broward County Medical Assistants Association, Fort Lauderdale, Florida.

Mrs. Betty Mays, Medical Assistant, President-Elect, Broward County Medical Assistants Association, Fort Lauderdale, Florida.

Mrs. Margretta Styles, Registered Nurse, Director of the Department of Nursing Education, Junior College of Broward County, Fort Lauderdale, Florida.

Mrs. Maxine Schenks, Instructor, Department of Business Administration, Junior College of Broward County, Fort Lauderdale, Florida.

Dr. Rex C. Kidd, Chairman of the Committee, Assistant Dean for Special Programs, Junior College of Broward County, Fort Lauderdale, Florida.



SECRETARIAL TEACHER AIDE

- Miss Doris Horton, Department of Business Administration, Junior College of Broward County, Fort Lauderdale.
- Mr. Hal Jackson, Director of Employee Services Department, Broward County Public Schools, Fort Lauderdale.
- Mrs. Katherine LaBelle, Principal, Westwood Heights Elementary School, Hollywood, Florida.
- Mr. Wilbur Marshall, Director of Secondary Education, Broward County Public Schools, Fort Lauderdale.
- Mrs. Marian Masi, Secretary, Stranahan High School, Fort Lauderdale.
- Miss Mary Perfect, Department of Mathematics, Junior College of Broward County, Fort Lauderdale.
- Mrs. Jeannie Simko, Nova High School, Fort Lauderdale.
- Miss Alice Stock, Asst. Supervisor, Exceptional Child Center, Fort Lauderdale.
- Mr. James Wrinkle, Principal, Fort Lauderdale High School, Fort Lauderdale.
- Dr. Rex C. Kidd.

BUILDING AND CONTRACTING TECHNOLOGY

- George L. Caldwell (Chairman), President, Caldwell-Scott Engineering & Construction Company, 339 South East 24th Street, P.O. Box 22160, Fort Lauderdale, Florida.
- Herbert E. Pickle (Vice Chairman), President, Widell Associates, Inc., 4420 South West 73rd Terrace, Davie, Fort Lauderdale, Florida.
- Harold J. Bockhold, President, Modern Design Enterprises, 5225 North East 1st Avenue, Fort Lauderdale, Florida.
- Paul G. Davis, Consultant Engineer, 3197 North East 18th Terrace, Fort Lauderdale, Florida.
- Warren J. Hower, General Manager, R. H. Wright, Inc., 1050 North East 5th Terrace, Fort Lauderdale, Florida.
- Wilbur L. Kroetz, President, W. L. Kroetz Corporation, 611 South Federal Highway, Fort Lauderdale, Florida.
- Hugh M. Langford, Vice President, Powell Brothers, Inc., 4500 South State Road 7, Fort Lauderdale, Florida.

DRAFTING AND DESIGN TECHNOLOGY

- James B. O'Maley (Chairman), President, MacLeod Instrument Corporation, 4250 North West 10th Avenue, Fort Lauderdale, Florida.
- Milo O. Rudd (Vice Chairman), Vice President for Engineering Research, Univis, Inc., 3301 South West 9th Avenue, Fort Lauderdale, Florida.
- F. Louis Wolf, Architect, 2457 North East 50th Street, Fort Lauderdale, Florida.

ELECTRONICS TECHNOLOGY

- Gibson Gay (Chairman), Manager of Engineering, The Hoover Company, Electronics Division, 500 North Andrews Avenue Extension, Pompano Beach, Florida.
- James L. Trout (Vice Chairman), Treasurer, Telectron Company, 4050 South West 14th Avenue, Fort Lauderdale, Florida.
- Melvin Kohner, Chief Engineer, Sunbeam Electronics, 3250 North East 12th Avenue, Oakland Park, Florida.
- Maurice Lefka, Project Engineer, MacLeod Instruments Corporation, 4250 North West 10th Avenue, Fort Lauderdale, Florida.
- Blas Mazzeo, Chief Engineer, Airpax Electronics, Inc., 6601 North West 19th Street, Fort Lauderdale, Florida.
- John Stanton, Staff Engineer, Systems Engineering Laboratories, Inc., 4066 North East 5th Avenue, Fort Lauderdale, Florida.

HOTEL-MOTEL ADMINISTRATION

- Irving Tillis (Chairman), Executive Vice President, Diplomat Properties, Inc., 3515 South Ocean Drive, Hollywood, Florida.
- Joe Gore (Vice Chairman), Manager, Governors' Club Hotel, 236 South East 1st Avenue, Fort Lauderdale, Florida.
- Jack Allen, Manager, Pier 66 Motor Hotel, South East 17th Street Causeway, Fort Lauderdale, Florida.
- George Black, Manager, Riverside Hotel, 620 Las Olas Boulevard, Fort Lauderdale, Florida.
- Al Gendron, Manager, Jolly Roger Hotel, 619 North Atlantic Boulevard, Fort Lauderdale, Florida.
- Franklin Moore, President, Inter American Hotel Association, P.O. Box 4194, Fort Lauderdale, Florida.
- Tom Stilwell, Manager, Lauderdale Beach Hotel, 101 South Atlantic Boulevard, Fort Lauderdale, Florida.
- Jed White, Manager, Escape Hotel, 2900 Rio Mar Street, Fort Lauderdale, Florida.

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 become 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 in Fort Lauderdale.

In August, 1963, the College moved to its permanent, 152-acre campus on Southwest Davie Road, Fort Lauderdale. The present buildings are: Administration, Data Processing, Library, Science, Health and Physical Education, Student Center, Technical Laboratories, Planetarium, Fine Arts, and Classroom. Two portable buildings house the Bookstore and the Horticulture program.

The Junior College enrollment totalled 4,583 during the first term of 1965-66, with 133 full-time faculty members. In the fall of 1965, Dr. Joe Rushing resigned as president of the College.

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 one-year or two-year programs of general education, semi-professional education and specialized education beyond the high school level.
3. To provide programs for students which will enrich their cultural lives and improve their personal efficiency.
4. To serve 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 Southern Association of Colleges and Schools, having previously been given advanced recognition. It is also accredited by the Florida State Department of Education.

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 term of residence.

COUNSELING AND ADVISEMENT SERVICES

Educational guidance is provided by the College Counseling Center. A staff of well-trained, experienced, professional counselors is available to help students resolve educational, vocational and 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 Health

Center which is located in the first floor of the library. First aid and emergency service are provided with a full-time trained nurse in attendance. Do not report to the Nursing Department.

GROUP CONFERENCES

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

STUDY SKILLS

A Study Skills Program is provided each term. 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 term. 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 desired. 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 work out a program of study in accordance with 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:

Curricula Offered

UNIVERSITY PARALLEL

Pre-Agricultural Engineering	Pre-Liberal Arts
Pre-Agricultural Science	Pre-Library Science
Pre-Architectural Engineering	Pre-Mathematics
Pre-Architecture	Pre-Medical
Pre-Art	Pre-Medical Technology
Pre-Biology	Pre-Music or Music Education
Pre-Business Administration	Pre-Natural Science
Pre-Chemistry	Pre-Nursing
Pre-Dental	Pre-Occupational Therapy
Pre-Education (Elementary)	Pre-Optometry
Pre-Education (Secondary)	Pre-Pharmacy
Pre-Engineering	Pre-Physical Therapy
Pre-Forestry	Pre-Religion
Pre-Journalism	Pre-Secretarial Science
Pre-Law	Pre-Social Welfare
Pre-Law Enforcement	Pre-Veterinary Medicine

TECHNICAL/SPECIALIZED

Accounting	Nursery School and Kindergarten Education
Building & Contracting Technology	Nursing
Data Processing Technology	Ornamental Horticulture
Drafting & Design Technology	Police Science and Criminology
Electronics Technology	Recreation Aide
General Business	Secretarial (General)
Hotel-Motel Administration	Secretarial (Legal)
Law Enforcement	Secretarial (Medical)
Medical Assisting	Secretarial (Teacher Aide)
Mid-Management Program (Retailing, Distribution, Marketing)	

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 Guidance Department 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 parent(s) or legal guardian(s) are aware of and approve of their housing arrangement. This statement must be submitted on a form available upon request from the Dean of 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 has been developed in response to interests and leadership of the Student Activities. All campus organizations must operate with the approval of the Student Government Association and the Student Activities Board which is a joint student-faculty board appointed by the President.

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 with the approval of the Student Government Association and the Student Activities Board which is a joint student-faculty board appointed by the President.

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 and tennis and golf in the 1965-66 college year.



INTEREST CLUBS

PHI BETA LAMBDA (Business). 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.

JUDO CLUB. It is the purpose of the Judo Club to build character and the desire for good sportsmanship in competition.

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

SALES AND MARKETING CLUB. To encourage and interest students in considering career opportunities in this field of business.

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 form this dramatic group.

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

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

YOUNG AMERICANS FOR FREEDOM CLUB. To provide an opportunity to students who wish to explore the conservative Philosophy as it applies to local, state, and national government.

THE J.C.B.C. BOOK CLUB. This club is for those who wish to enjoy the experiences of self and others in and with the pleasure of reading good books. It is to be based upon a 100 Great Books Series.

THE P'AN KU CLUB. This club has the goals of enjoying writing, illustration, and magazine publication for those who have literary inclinations. Its vehicle will be the magazine P'AN KU.

ASSEMBLIES AND DEPARTMENT PROGRAM. This is a series of programs, lectures, films, and events sponsored by the various departments in cooperation with the Student Activities Office. These daytime programs are designed to enrich the intellectual and cultural life of the students and informally introduce them to the high lights of the various disciplines.

FACULTY-STUDENTS SEMINAR. This is a program designed to bring the faculty and students together in an informal atmosphere which will encourage intellectual curiosity and self realization.

STUDENT PUBLICATIONS

The VENETIAN CRIER, the bimonthly newspaper; SILVER SANDS the junior college annual; and P'AN KU, the junior college literary magazine, are the three 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.

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 for women that endeavors to carry out campus and community projects.

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

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

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 scholarships, 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

HOMINES LEGIS. The purpose of this club is to advance the law enforcement profession and to bring outstanding leaders to the campus.

NATIONAL STUDENT EDUCATION ASSOCIATION. The NSEA seeks to attract capable students to teaching as a career. Through projects and programs the club presents opportunities for a better insight of the problems and the rewards offered by the profession.

STUDENT NURSES' CLUB. The purpose of this nonprofit organization shall be to aid in the preparation of nursing students for the assumption of professional responsibilities.

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 testimonial meetings; to cooperate 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 County.



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. Applicants who complete a High School Equivalency Diploma by performance on the General Education Development test with satisfactory scores, through the Florida State Department of Education, the Defense Forces, or other State Departments of Education.
 - 3. Out-of-State applicants who rank in the upper fifty percent of their high school graduating class.

- B. Transfer Students:

A student who has attended another college or university will be considered as a transfer student.

- 1. Academic courses in which a student has earned a grade of "C" or better will be acceptable for transfer purposes. All grades will be computed in grade average.
 - 2. Transfer students must submit complete college transcripts from all previous colleges attended before being considered for admission. When a student has less than a 2.0 average, he will be considered for admission on academic probation.
 - 3. Transfer students not eligible for readmission to the institutions they have previously attended, may, after one regular term of non-attendance apply for admission to the Junior College and they will be considered on the basis of a personal interview, appropriate testing, and previous college records.
 - 4. A personal interview is necessary for all transfer students as well as complete information on the application for admission. Incomplete information will cause rejection of the application. False information will result in immediate dismissal without refund of fees paid.

- 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. Non-Citizen:

A non-citizen 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. Personal interview.
4. School and College Ability Test scores.

F. This College cooperates fully with accredited high schools and colleges on the advanced placement program.

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 term in which admission is desired, if the applicant is to be assured of admission. All credentials submitted in support of an application for admission become the permanent property of the college.

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 term 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 re-admission.

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

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. Excessive absence is defined as one more absence than the number of semester hours credit assigned to a given course. Excessive absences could result in an administrative entry of "F" on the student's permanent record.

Upon receipt of an excessive absence report, the student must report to the Dean of Students 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 last date of attendance at the 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 Personnel Services has developed a program of financial aids to assist worthy students who experience extreme difficulty financing a college education.

SCHOLARSHIPS: A number of scholarships are available to aid worthy students who need financial assistance and to students whose academic record demonstrates 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 Director of Financial Aid in the Administration Building.

LOANS: Several individuals and organizations within the area have provided funds to aid worthy students who need financial assistance. An interest free student loan is available to those students who need temporary financial assistance. The loan is available to those students who have completed one term or more at the college. Information concerning loans may also be secured from the office of the Director of Financial Aid in the Administration Building.

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.

CLAIRE WALSH LENDING LIBRARY: Several textbooks are available to the students through the Claire Walsh Lending Library. Students are permitted to use the textbooks for one semester. The only obligation the student has is to keep the book in good condition while it is in his possession and to return it at the end of the semester. More information concerning this Lending Library may be secured from the office of the Director of Financial Aid in the Administration Building.



STUDENT WORKSHIPS: A limited number of students will be employed on a part-time basis on the college campus. The positions available may range from laboratory assistants to typists. A "C" average is required in order to qualify for a student workshop. A student is allowed to work 10 hours per week and is paid \$1.00 per hour. More information concerning student workshops may also be secured from the office of the Director of Financial Aid in the Administration Building.

STUDENT FEES

All students must pay an Admission Fee of \$10 at the time the application is submitted to the Director of Admissions and Records. Checks or money orders should be made payable to the Junior College of Broward County.

	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—General Fee	2	2
HPR—Bowling	17	17
HPR—Horsemanship	20	20
HPR—Swimming	4	4
HPR—Scuba Diving	23	23
HPR—Aviation	50	50
HPR—Skeet and Trap Shooting	30	30
HPR—Sport Officiating	2	2
HPR—Water Skiing	35	35
HPR—Bait Casting	2	2
Private Music—One half hour lesson per week	23	23
Private Music—Two half hour lessons per week	45	45
Private Music—Practice Room, One hour daily with piano	5	5

Miscellaneous Fees:

Transcript: First Transcript	Free	Free
Transcript: Each Additional	1	1
Admission	10	10
Late Registration	5	5
Graduation	10	10

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 "F" 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 "F" 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" and "F" 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 four weeks of the end of Term 1 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.

Legal papers proving guardianship must accompany the application.



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 III-A and Term III-B.

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 III-A and III-B 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
AU	Audit	0
NC	Non-credit course	0

"I" grades will become "F" grades if not completed within the time specified in the College Calendar after the beginning of the next regular 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 III-A or III-B.

Grade point averages are computed on all work attempted at all colleges.

SCHOLASTIC STANDARDS

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

Students will be placed on academic probation at the end of any term that their cumulative grade average becomes less than a "C" grade average.

Students, after being placed on academic probation, will be placed on academic suspension at the end of any term that they become 20 or more grade points below a "C" grade average. No student will be suspended academically at the end of any term in which a term grade point average of 2.0 is attained. After one regular term of suspension has passed, a student may apply for readmission, and may be permitted to register for the next term on academic probation.

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

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 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 8 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:

1. To continue the development of intellectual powers
 - a. in using methods of logical thinking,
 - b. in discriminating values,
 - c. in creating and appreciating the creativeness of others.
2. To improve the art of communication.
3. To increase the understanding of self, of the nature of the universe, and of society
 - a. by maintaining mental and physical health,
 - b. by comprehending the nature of the universe,
 - c. by accepting the privileges and responsibilities of democratic citizenship,
 - d. by sharing in the development of family life,
 - e. by being aware of economic conditions.
4. To further the growth of ethical and spiritual values to be translated into effective patterns of living.

B. Requirements

1. 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.

2. 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 Science | 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 pre-medicine) care must be taken to select the proper level of mathematics and science courses.

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



Degree Requirements

UNIVERSITY PARALLEL

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

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the requirements in General Education as follows:

A. Area Requirements:

Area 1. English Composition 6 semester hours
ENG 101 and 102 or 104

Area 2. The Humanities 6 semester hours

a. One of the following courses:

ENG 201, or ENG 202, or
ENG 221, or ENG 222, or
ENG 230, or ENG 231; or
FRE 253, or FRE 254; or
SPA 263; or SPA 264; or
GER 273, or GER 274 and

b. One of the following courses:

Art 207, or MUS 110, or
PHI 261, or PHI 262

Area 3. Natural Sciences 6 semester hours
BIO 100, 105, BIO 101, 102;
CHE 100, 101, 102; PHY
110-111; GY 105-106 or AST 101

Area 4. Social Science 6 semester hours
One History course and one of
the following: History, Geography,
Political Science, Philosophy or
Sociology

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 or science or a combination of the two.

- D. Three semester hours selected from any one of the six areas of General Education.
3. Completion of four semester hours of Physical Education activities.
 4. Completion of a minimum of twenty-four hours of residence at the Junior College of Broward County, including the last twelve semester hours.
 5. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
 6. Remove all admission conditions.
 7. Attend all official graduation exercises.



Technical and Special Curricula

It is the purpose of the Junior College of Broward County to provide, in its technical and semi-professional 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:

1. Completion of 64 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
English Composition 6 semester hours
ENG 100 or 101 and 103 or 104
Social Science 3 semester hours
PSC 121
Mathematics 3 semester hours
MTH 110
Science 3 semester hours
PHY 110
Speech 3 semester hours
SPE 100
Psychology 3 semester hours
PSY 100
3. Completion of DD 100, MTH 191 and 6 semester hours in the following electives:
BA 221-222, BA 231, BA 246, MTH 130, MTH 140, Art 207, ECO 251-252, GY 105-106
4. 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
5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at the Junior College of Broward County, including the last twelve semester hours.
7. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

BUSINESS ADMINISTRATION

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

1. Completion of 66 semester hours and an overall grade point average of 2.0 or above.
2. Completion of the following courses in General Education:
English Composition 6 semester hours
ENG 101 and 102
Social Science 6 semester hours
PSC 121 and HIS 211 or ECO 251
Psychology 3 semester hours
PSY 100 or PSY 201
3. 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, 227, 231, 232, 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, 245. Elective Courses, 21 semester hours.
 - C. Secretarial Science
Completion of 38 semester hours in the major field of concentration: BA 100, 101*, 102*, 111*, 112*, 150**, 201, 211, 231, 242, 243, 244 and 245. Elective Courses, 9 semester hours.
4. Completion of four semester hours of Physical Education Activities.
5. Completion of a minimum of twenty-four hours of residence at the Junior College of Broward County, including the last twelve semester hours.
6. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
7. Remove all admission conditions.
8. Attend all official graduation exercises.

*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.

MID-MANAGEMENT

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

1. Completion of 64 semester hours and an overall grade point average of 2.0 or above.
2. Completion of the following courses in General Education:
English Composition 6 semester hours
ENG 100 or 101 and 102
Social Science 6 semester hours
PSC 121, ECO 251
Psychology or Speech 3 semester hours
PSY 101 or SPE 100
3. Completion of 45 semester hours in the major field of concentration: BA 100, 130, 150, 170, 171, 173, 228, 231, 232, 245, 251, 260, 261, 271, 272, 283 and 284.
4. Completion of four semester hours of Physical Education Activities.
5. Completion of a minimum of twenty-four hours of residence at the Junior College of Broward County, including the last twelve semester hours.
6. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
7. Remove all admission conditions.
8. Attend all official graduation exercises.

DATA PROCESSING TECHNOLOGY

Requirements for the Associate in Science Degree in Data Processing:

1. Completion of 67 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
English Composition 6 semester hours
ENG 101 and 102 or ENG 104
Social Science 6 semester hours
PSC 121, ECO 251
Speech 100 3 semester hours
Statistics 3 semester hours
- 3.* 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

- 4.* Completion of 18 semester hours in related areas.
 BA 221 BA 222 BA 260
 BA 225 BA 223 MTH 110
5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at the Junior College of Broward County, including the last twelve semester hours.
7. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

*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:

1. Completion of 69 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
 English Composition6 semester hours
 ENG 101 and 103 or ENG 104
 Social Science6 semester hours
 PSC 121, ECO 251
 Mathematics3 semester hours
 MTH 105
 Speech 1003 semester hours
3. Completion of 30 semester hours in major field:
 DD 100 DD 200 DD 203
 DD 101 DD 201 DD 204
 DD 102 DD 202 DD 210
4. Completion of 17 semester hours in related areas:
 Mathematics and Engineering13 semester hours
 MTH 191, 130, 140, EGR 105
 Science4 semester hours
 PHY 110
5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at the Junior College of Broward County, including the last twelve semester hours.

7. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

ELECTRONICS TECHNOLOGY

Requirements for the Associate in Science Degree in Electronics:

1. Completion of 73 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

English Composition	6 semester hours
ENG 101, 103	
Social Science	6 semester hours
PSC 121; ECO 251	
Mathematics	3 semester hours
MTH 105	
Speech	3 semester hours
SPE 100	
3. Completion of 37 semester hours in major field:

EL 100	EL 105	EL 209	EL 212
EL 102	EL 106	EL 210	EL 213
EL 103	EL 207	EL 211	EL 214
EL 104	EL 208		
4. Completion of 14 semester hours in related areas:

Mathematics	6 semester hours
MTH 130, 191	
Science	8 semester hours
PHY 201, 202	
5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at the Junior College of Broward County, including the last twelve semester hours.
7. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

HOTEL-MOTEL ADMINISTRATION TECHNOLOGY

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

1. Completion of 67 hours of credit and a grade point average of 2.0 or better.

2. Completion of the following requirements in General Education:
 English Composition 3 semester hours
 ENG 101
 Social Science 9 semester hours
 PSC 121, PSY 101, PHI 262
 Speech 3 semester hours
 SPE 100
3. Completion of 31 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
4. Completion of 12 semester hours in related areas:
 BA 150 Business Math
 BA 221 Principles of Accounting
 BA 230 Salesmanship
 BA 245 Business Communications
5. Completion of at least 5 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
6. Completion of 4 semester hours of Physical Education Activities.
7. Completion of a minimum of twenty-four semester hours of residence at the Junior College of Broward County, including the last twelve semester hours.
8. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

MEDICAL ASSISTING

Requirements for the Associate in Science Degree in Medical Assisting:

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:
 ENG 101 3 semester hours
 BIO 140 3 semester hours

- | | |
|----------------------------|------------------|
| HPR 151 | 3 semester hours |
| Social Science | 3 semester hours |
| PSC 121, or HIS 101 or 111 | |
3. Completion of the following courses in related areas:

*BA 101	2 semester hours
*BA 102	2 semester hours
BA 245	3 semester hours
BA 248	3 semester hours
BA 249	2 semester hours
Electives	14-22 semester hours
 4. Completion of the following courses in major field:

MA 110	2 semester hours
MA 115	2 semester hours
MA 120	2 semester hours
MA 210	3 semester hours
MA 220	4 semester hours
MA 230	3 semester hours
MA 240	3 semester hours
MA 241	3 semester hours
 5. Completion of four semester hours of Physical Education Activities. (Those exempt will substitute elective subjects.)
 6. Completion of a minimum of twenty-four semester hours of residence at the Junior College including the last twelve hours.
 7. Make formal application for the degree to the Registrar at the completion of thirty hours.
 8. Remove all admission requirements.
 9. Attend all official graduation exercises.

*Those exempt will substitute elective courses.

Suggested electives: BA 111-12, BA 201, BA 214, BA 231, 261, 262, BIO 110, BIO 210, CHE 111, HPR 152, NTR 201, PSY 101 or 201, SOC 211, SPE 100.

NURSING EDUCATION

Requirements for the Degree of Associate in Science in Nursing:

1. Completion of 72 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:

English Composition	6 semester hours
ENG 100 or 101 and 102	
Social Science	6 semester hours
SOC 211; PSC 121	
Psychology	6 semester hours
PSY 101, PSY 211	
Elective	3 semester hours

3. 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, 21034 semester hours

4. Completion of the following courses in related areas:

Chemistry 111 4 semester hours

Biology 7 semester hours

BIO 110, BIO 130

Nutrition 201 2 semester hours

5. Completion of four semester hours in Physical Education Activities.
6. Make formal application for the degree to the Registrar at the completion of thirty hours.
7. Remove all admission conditions.
8. Attend all official graduation exercises.

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:

1. Completion of 69 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
English Composition 3 semester hours
ENG 101
Social Science 3 semester hours
PSC 121 or 122
3. 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 OH 271
4. Completion of 15 semester hours in related areas:
BA 130 3 semester hours
BA 150 3 semester hours
BA 170 3 semester hours
BA 221 3 semester hours
Elective 3 semester hours
5. Completion of a minimum of twenty-four semester hours of residence at the Junior College of Broward County, including the last twelve semester hours.
6. Completion of four semester hours of Physical Education Activities.
7. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

POLICE SCIENCE AND CRIMINOLOGY

Requirements for the Associate of Science Degree in Police Administration:

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
English Composition 6 semester hours
ENG 101 and 103
Social Science 6 semester hours
PSY 101 and PSC 121 or 122

3. Completion of the following courses in related areas:
 Business Administration 15 semester hours
 BA 150, 226, 260, 261, and 262
 Data Processing 6 semester hours
 DP 101 and 105
4. Completion of electives to be taken from the following courses:
 Typing, Shorthand, Speech, Sociology,
 Statistics 9 semester hours
5. Completion of the following courses in major fields:
 Police Science and Criminology 18 semester hours
 POL 100 and 101—Required
 POL 110, 111, 200, 201, 202, 203, and 210
 (based on experience, four courses to be selected)
6. Completion of 4 semester hours of Physical Education Activities.
 (Those exempt will substitute appropriate subjects.)
7. Completion of a minimum of 24 semester hours of residence at
 the Junior College of Broward County, including the last 12
 semester hours.
8. Make formal application for the degree to the Registrar at the
 completion of 30 semester hours.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

POLICE SCIENCE AND CRIMINOLOGY

Requirements for the Associate of Science Degree in Police Science and Criminology:

1. Completion of 65 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
 English Composition 6 semester hours
 ENG 101 and 103
 Natural Science 3 semester hours
 PHY 110
 Social Sciences 9 semester hours
 PSC 121 or 123; PSY 201; SOC 211
 Mathematics 3 semester hours
 MTH 100
3. Completion of 28 hours in the major field of concentration:

POL 100	POL 111	POL 202
POL 101	POL 200	POL 203
POL 110	POL 201	POL 210

4. Completion of at least 12 semester hours to be taken from the following courses:
 BA 101 or 102 HPR 152 PSY 238 SPE 100
 CHE 111 JOU 120 SOC 221
5. Completion of 4 semester hours of Physical Education Activities. (Those exempted will substitute appropriate subjects.)
6. Complete a minimum of twenty-four semester hours of residence at the Junior College of Broward County, including the last 12 semester hours.
7. Make formal application for the degree to the Registrar at the completion of 30 semester hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

SECRETARIAL TEACHER AIDE PROGRAM

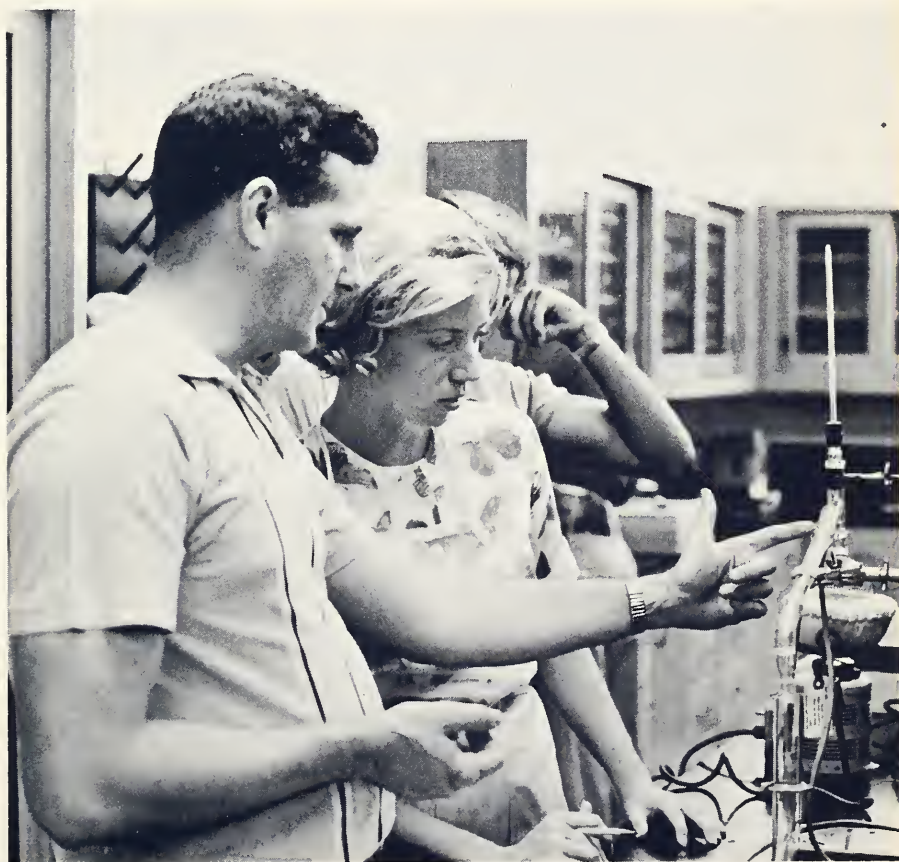
Requirements for the Associate in Science Degree in Secretarial Teacher Aide Education:

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:
 ENG 101 3 semester hours
 Social Science 3 semester hours
 PSC 121, or HIS 101 or 111
 Courses selected from any of the six
 General Education areas 9 semester hours
3. Completion of 25 to 38 hours of professional work:
 - A. General requirements:

BA 101-02	0-4 semester hours
BA 242	2 semester hours
BA 245	3 semester hours
EDU 250 and 251	6 semester hours
HPR 152	3 semester hours
TSA 110	2 semester hours
TSA 210	5 semester hours
TSA 220	4 semester hours
 - B. Special requirements:
 1. Aide to teacher of exceptional children.
 Psychology of exceptional child 3 semester hours
 2. Secretary

BA 111-12	0-6 semester hours
BA 243 or 221	3 semester hours
4. Electives (Three to 6 hours permitted to meet individual interests and needs)..... 7-20 semester hours

5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at the Junior College of Broward County, including the last twelve semester hours.
7. Make formal application for the degree to the Registrar at the completion of thirty hours.
8. Remove all admission conditions.
9. 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 Term

BA 100—Introduction to Business	3
*BA 102—Intermediate Typing	2
*BA 112—Intermediate Shorthand	3
BA 150—Business Math	3
BA 242—Office Machines	2
ENG 101—English Composition	3
Total Semester Hours	16

Second Term

BA 201—Advanced Typing	2
BA 211—Advanced Shorthand	3
BA 231—Business Law	3
BA 243—Secretarial Accounting	3
BA 244—Secretarial Procedures	3
BA 245—Business Communications	3
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 Term

BA 100—Introduction to Business	3
*BA 101—Typing	2
BA 150—Business Math	3
BA 242—Office Machines	2
ENG 101—English Composition	3
Electives	3
Total Semester Hours	16

Second Term

BA 102—Intermediate Typing or	
BA 201—Advanced Typing	2
BA 243—Secretarial Accounting	3
BA 245—Business Communications	3
BA 246—Basic Account'g Machines	2
BA 261—Office Management	3
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 130, BA 170, BA 221, BA 231, BA 232, ECO 251, ECO 252, HIS 211.

CERTIFICATE PROGRAM FOR CERTIFIED PROFESSIONAL SECRETARIES

The College in cooperation with the National Secretaries Association offers the following certificate program for secretaries. It is offered primarily as an aid to those secretaries preparing for the national examination used to qualify secretaries for the title,

"Certified Professional Secretary." However, it is a program that should be of considerable aid to any secretary interested in increasing her proficiencies and in qualifying herself for a top secretarial position.

	Credits
BA 100—Introduction to Business	3
BA 231—Business Law	3
BA 232—Business Law	3
BA 243—Secretarial Accounting	3
or	
BA 221—Principles of Accounting	3
BA 244—Secretarial Procedures	3
BA 245—Business Communication	3
BA 260—Introduction to Management	3
BA 261—Office Management	3
ECO 251—Economics	3
ECO 252—Economics	3
PSY 100—Psychology of Human Relations in Business and Industry	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.

ONE-YEAR MERCHANDISING

Recent dynamic changes taking place in retailing and wholesaling will continue to prompt alert students to become better prepared to enter the field or up-date and increase their knowledge in this area.

CERTIFICATE PROGRAM IN MERCHANDISING

ENG 101—Composition	3
PSC 121—National Government	3
BA 100—Introduction to Business	3
BA 130—Salesmanship	3
BA 150—Business Mathematics	3
BA 170—Principles of Marketing	3
BA 171—Advertising and Sales Promotion	3
BA 262—Principles in Supervision	3
BA 271—Merchandising	3
BA 272—Principles of Retailing	3
PSY 100—Psychology of Human Relations	3

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 110—College Algebra			3
			<hr/> 15
DP 105—Introduction to Programming Systems			3
DP 108—The Accounting Machine			3
BA 222—Principles of Accounting			3
ENG 102—Composition			3
DP 221—Systems Development and Design.....		1	4
			<hr/> 16
DP 205—Computer Programming—Scientific and Commercial			4
DP 210—Data Processing Applications.....			3
BA 225—Cost Accounting			3
DP 225—Advanced Computing and Programming Systems		1	4
PSC 121—Political Science			3
			<hr/> 17

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

Courses	Hours Credit
EDU 81—Early Childhood Education*	3
EDU 82—Pre-School Activities*	3
EDU 83—Children's Literature*	3

EDU 250—Introduction to Education*	3
EDU 251—Educational Psychology**	3
ENG 101—Composition	3
HPR 151—Personal Hygiene and Community Health*	3
HPR 152—First Aid	3
PSC 121—National Government	3
PSY 201—General Psychology*	3
PSY 211—Child Psychology**	3
SOC 211—General Sociology	3
SPE 100—Introductory Speech	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 of Adjustment)	3
DRA251—(Play Production)	3
EDU 83—Children's Literature	3
HPR—Activity Courses (Men)	8
HPR—Activity Courses (Women)	9

Total Hours

(Activity Courses will be approved by advisor)

Men 35

Women 35

SUGGESTED PROGRAMS OF STUDY IN TECHNICAL AND SEMI-PROFESSIONAL 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 PROGRAM

FIRST YEAR

Term I		Term II	
BC 100—Materials and Processes	3	BC 110—Construction Planning	3
DD 100—Technical Drafting I	5	BC 120—Construction Drawing	3
ENG 101—Composition	3	Eng 103—Technical Report Writing	3
HPR—Physical Education	1	HPR—Physical Education	1
MTH 191—Slide Rule Mathematics	1	PHY 110—Elements of Physics	3
MTH 105—Basic Mathematics	3	PSC 121—National Government	3
Total Semester Hours		Total Semester Hours	
16		16	

Term III-A

BC 250—Construction Surveying	3
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Total Semester Hours	3
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SECOND YEAR

Term I		Term II	
BA 262—Principles of Supervision	3	BC 240—Construction Estimating	3
BC 210—Mechanical and Electrical Equipment	3	HPR—Physical Education	1
BC 220—Construction Administration	3	PSY 201—General Psychology	3
HPR—Physical Education	1	*Elective	6
SPE 100—Introductory Speech	3	Total Semester Hours	13
Total Semester Hours		Total Semester Hours	
13		13	

Term III-A

BC 200—Concrete Construction	3
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Total Semester Hours	3
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*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, BA 246 Basic Accounting Machines, ECO 251-252 Principles of Economics, GY 105-106 Physical Geology.

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 the "Suggested Pre-Business Administration Program."

SUGGESTED ACCOUNTING PROGRAM

FIRST YEAR

First Term		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	HPR—Physical Education	1
BA 242—Office Machines	2	PSY 100—Human Relations in Business and Industry	3
HPR—Physical Education	1		
<hr/> Total Semester Hours 17		<hr/> Total Semester Hours 16	

SECOND YEAR

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/> Total Semester Hours 16		<hr/> Total Semester Hours 16	

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

SUGGESTED GENERAL BUSINESS (CLERICAL) PROGRAM

FIRST YEAR

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

SECOND YEAR

First Term		Second Term	
BA 261—Office Management	3	BA 243—Secretarial Accounting	3
BA 242—Office Machines	2	ECO 251—Economics	3
BA 231—Business Law	3	Humanities	3
BA 245—Business Communications	3	BA 201—Advanced Typing or Elective	2
Electives	4	BA 246—Basic Accounting Machines	2
HPR—Physical Education	1	Electives	4
	—	HPR—Physical Education	1
Total Semester Hours	16	Total Semester Hours	16

*May be exempt if taken in high school or by passing a proficiency test. Suggested electives are: PSC 122, PSC 123, HIS 211, BA 170, BA 221, BA 130, BA 261.

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

FIRST YEAR

First Term		Second Term	
ENG 101—English Composition	3	ENG 102—English Composition	3
HIS 112—National Government	3	BA 100—Introduction to Business	3
**BA 101—Beginning Typing	2	**BA 112—Intermediate Shorthand	3
**BA 111—Shorthand	3	**BA 102—Intermediate Typing	2
BA 150—Business Math	3	BA 242—Office Machines	2
HPR—Physical Education	1	Electives	3
	—	HPR—Physical Education	1
Total Semester Hours	15	Total Semester Hours	17

SECOND YEAR

First Term		Second Term	
BA 211—Advanced Dictation	3	BA 243—Secretarial Accounting	3
BA 201—Advanced Typing	2	BA 244—Secretarial Procedures	3
BA 231—Business Law	3	HIS 211—Economic History or	
BA 245—Business Communications	3	ECO 251—Economics	3
BA 246—Basic Accounting Machines	2	PSY 102—Psychology of Human	
Electives	3	Relations	3
HPR—Physical Education	1	Electives	4
	—	HPR—Physical Education	1
Total Semester Hours	17	Total Semester Hours	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. Suggested electives, are: PSC 122, PSC 123, BA 170, BA 130, BA 260, BA 261, SPE 100.

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
SPE 100—Introductory Speech	3	BA 170—Marketing	3
BA 100—Introduction to Business	3	BA 173—Distribution and Marketing Practice	3
BA 130—Salesmanship	3	ECO 251—Economics	3
BA 150—Business Mathematics	3	PSY 102—Psychology of Human Relations	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	16	Total Semester Hours	16

SECOND YEAR

First Term		Second Term	
BA 171—Adv. and Sales Promotion	3	BA 222—Principles of Accounting or	
BA 221—Principles of Accounting	3	BA 232—Business Law	3
BA 231—Business Law	3	BA 260—Intro. to Management	3
BA 245—Business Communications	3	BA 271—Merchandising	3
BA 283—Distribution and Marketing Practice	3	BA 284—Distribution and Marketing Practice	3
HPR—Physical Education	1	PSC 121—National Government	3
	—	HPR—Physical Education	1
Total Semester Hours	16		—
		Total Semester Hours	16

DATA PROCESSING TECHNOLOGY

Suggested Two Year Degree Program

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
*BA 221—Principles of Accounting	3	*BA 222—Principles of Accounting	3
DP 101—Basic Computer Machine	3	DP 105—Intro. to Programming Sys.	3
DP 102—Unit Record Equipment	3	DP 108—The Accounting Machine	3
MTH 110—College Algebra	3	ECO 251—Principles of Economics	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	16	Total Semester Hours	16

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 Dev. 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
	<hr/>		<hr/>
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 Coll. Algebra	4
MTH 191—Slide Rule Math	1	PSC 121—National Gov. or Equivalent	3
SPE 100—Introductory Speech	3	DD 101—Technical Drafting II	3
DD 100—Technical Drafting I	5	DD 102—Design of Machine Elements	3
HPR—Physical Education	1	HPR—Physical Education	1
	<hr/>		<hr/>
Total Semester Hours	16	Total Semester Hours	17

SECOND YEAR

Third Term		Fourth Term	
MTH 140—Trig. or Analytic Geometry	3	ECO 251—Principles of Economics	3
PHY 110—Elements of Physics	3	EGR 105—Descriptive Geometry	3
DD 200—Technical Drafting III	3	DD 203—Basic Tool Design	4
DD 201—Basic Mechanics	3	DD 204—Principles of Industrial Eng.	3
DD 202—Manufacturing Processes	3	DD 210—Architectural Drafting	3
HPR—Physical Education	1	HPR—Physical Education	1
	<hr/>		<hr/>
Total Semester Hours	16	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 College Math	3	MTH 112—Trigonometry	3
MTH 191—Slide Rule Math	1	SPE 100—Introduction to Speech	3
EL 100—Direct Current Circuits	3	EL 104—Alternating Current Circuits	3
EL 102—Electronic Drafting	3	EL 105—AC Circuits Laboratory	2
EL 103—D.C. Circuit Laboratory	2	HPR—Physical Education	1
HPR—Physical Education	1		
	<hr/>		<hr/>
Total Semester Hours	16	Total Semester Hours	15

Term III-A

EL 106—Active Electronic Devices	2
PHY 110—Elements of Physics	3
PHY 111—Elements of Physics Laboratory	1
	<hr/>

Total Semester Hours 6

SECOND YEAR

First Term		Second Term	
PHY 202—Intermediate Physics	4	PSC 121—National Government	3
MTH 205—Advanced Mathematics for Engineering Technology	3	ECO 251—Principles of Economics	3
EL 207—Electronic Circuits	3	EL 210—Electronics Communication Systems	3
EL 208—Electronic Circuits Laboratory	2	EL 211—Introduction to Systems Analysis	3
EL 209—Semiconductors	3	EL 212—Systems Laboratory	2
HPR—Physical Education	1	HPR—Physical Education	1
	<hr/>		<hr/>
Total Semester Hours	16	Total Semester Hours	15

Terms III-A

EL 213—Digital Systems Laboratory	3
EL 214—Solid State Industrial Electronics	3
	<hr/>

Total Semester Hours 6

SUGGESTED CURRICULUM IN ORNAMENTAL HORTICULTURE

FIRST YEAR

First Term		Second Term	
ENG 101—English Composition	3	BA 170—Principles of Marketing	3
BA 150—Business Mathematics	3	BA 221—Principles of Accounting	3
OH 100—Botany for Horticulture Majors	4	OH 285—Nursery Practices I	3
OH 105—Principles of Horticulture Science	3	OH 110—Plant Propagation	3
OH 131—Ornamental Plants and Their Use I	3	OH 132—Ornamental Plants and Their Use II	3
HPR—Physical Education	1	HPR—Physical Education	1
	<hr/>		<hr/>
Total Semester Hours	17	Total Semester Hours	16

Summer Session

OH 270—Field Service I 3

Total Semester Hours 3

SECOND YEAR

Third Term

PSC 121 or 122—Government 3
OH 120—Fruitculture 3
OH 286—Nursery Practices II 3
OH 133—Ornamental Plants and
Their Use III 3
OH 250—Entomology and Plant
Pathology 3
HPR—Physical Education 1

Total Semester Hours 16

Fourth Term

BA 130—Salesmanship 3
OH 260—Planting Design 4
OH 287—Nursery Practices III 3
OH 271—Field Service II 3
Electives 3
HPR—Physical Education 1

Total Semester Hours 17

Total Hours 69

HOTEL-MOTEL ADMINISTRATION TECHNOLOGY

FIRST YEAR

First Term

ENG 101—Composition 3
BA 150—Business Math 3
BA 230—Salesmanship 3
HMA 100—Introduction to Hotel-
Motel Administration 3
HMA 102—Food and Beverage
Management and Service 3
HPR—Physical Education 1

Total Semester Hours 16

Second Term

HMA 105—General Hotel-Motel
Operations and Service
Administrative Practicum
(3 credits)

Third Term

SPE 100—Speech 3
BA 221—Principles of Accounting 3
HMA 110—Supervisory Development
for Hotels-Motels 3
HMA 115—Hotel-Motel Front Office
Procedure 2
HMA 120—Hotel-Motel Housekeeping 2
HPR—Physical Education 1

Total Semester Hours 14

SECOND YEAR

First Term

PHI 262—Human Values	3
BA 245—Business Communications	3
HMA 200—Organization and Personnel Management	3
HMA 205—Hotel-Motel Rest. Acct.	3
HMA 210—Hotel Sales and Promotion ..	2
*Elective	2
HPR—Physical Education	1
Total Semester Hours	17

Second Term

HMA 215—Hotel-Motel Mgt. Practicum (3 credits)	
Third Term	
PSY 100—Human Relations in Business and Industry	3
PSC 121—National Gov. or Equivalent ..	3
HMA 220—Hotel Sales and Promotion ..	2
HMA 225—Hotel Law	2
*Elective	3
HPR—Physical Education	1
Total Semester Hours	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

LAW ENFORCEMENT

Suggested Program Leading to the Associate of Science Degree

FIRST YEAR

First Term

ENG 101—Composition	3
MTH 100—General Mathematics	3
LAE 100—Intro to Law Enforcement	3
LAE 110—Criminal Law	3
Elective	3
HPR—Physical Education	1
Total Semester Hours	16

Second Term

ENG 103—Technical Report Writing	3
PHY 110—Elements of Physics	3
PSY 201—General Psychology	3
LAE 101—Police Administration	3
LAE 111—Criminal Evidence	3
HPR—Physical Education	1
Total Semester Hours	16

SECOND YEAR

Third Term

SOC 211—General Sociology	3
LAE 200—Patrol Administration	3
LAE 201—Criminal Investigation	3
Electives	6
HPR—Physical Education	1
Total Semester Hours	16

Fourth Term

PSC 122—State and Local Govt.	3
LAE 202—Traffic Administration	3
LAE 203—Crime Prevention	3
LAE 210—Field Service and Seminar ..	4
Electives	3
HPR—Physical Education	1
Total Semester Hours	17

Electives: At least 12 credit hours are to be taken from the following courses:

BA 101 or 102—Typing	2	PSY 238—Social Psychology	3
CHE 111—Chemistry	3	SOC 221—Social Problems	3
HPR 152—First Aid and Safety	3	SPE 100—Introductory Speech	3
JOU 120—News Writing	1		

MEDICAL ASSISTING

Suggested Program Leading to Associate of Science Degree

FIRST YEAR

First Term		Second Term	
BA 101—Elementary Typing	2	BA 102—Intermediate Typing	2
ENG 101—Composition	3	BIO 140—The Human Body	3
Social Studies (PSC 121, or HIS 101 or 111)	3	MA 115—Medical Terminology	2
HPR 151—Personal Hygiene and Community Health	3	MA 120—Office Practices and Procedures	3
MA 110—Intro. to Medical Assisting	2	MA 220—Clinical Practice and Procedures	3
MA 115—Medical Terminology	2	Electives	4
HPR—Physical Education	1	HPR—Physical Education	1
<hr/>		<hr/>	
Total Semester Hours	16	Total Semester Hours	18

SECOND YEAR

First Term		Second Term	
BA 245—Business Communications	3	BA 249—Office Machines for Medical Assistants	2
MA 210—Laboratory Techniques and Procedures	3	BA 248—Accounting for Medical Assistants	3
MA 240—Practicum in Medical Assisting	3	MA 230—Seminar in Medical Assisting	3
Electives	6	MA 241—Practicum in Medical Assisting	3
HPR—Physical Education	1	Electives	4
<hr/>		HPR—Physical Education	1
Total Semester Hours	16	<hr/>	
		Total Semester Hours	16

NURSING

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

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—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
<hr/>		<hr/>	
Total Semester Hours	17	Total Semester Hours	17

Third Term

NSG 200—Nursing 4

SECOND YEAR

First Term		Second Term	
SOC 211—General Sociology	3	PSC 121—National Government	3
PSY 211—Child Psychology	3	Elective	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
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Total Semester Hours	17	Total Semester Hours	17

POLICE SCIENCE AND CRIMINOLOGY

Suggested Program Leading to Associate of Science Degree

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 103—Tech. Report Writing	3
BA 226—Managerial Acctg.	3	BA 260—Intro. to Mgmt.	3
BA 150—Business Math.	3	PSY 101—Psych. of Adj.	3
POL 100—Intro. to Police Science	3	POL 101—Police Admin.	3
Elective	3	Elective	3
HPR—Physical Education	1	HPR—Physical Education	1
<hr/>		<hr/>	
Total Semester Hours	16	Total Semester Hours	16

SECOND YEAR

First Term		Second Term	
PSC 121 or 122	3	Elective	3
DP 101—Basic Comp. Mach.	3	DP 105—Intro. Progr. Syst.	3
BA 261—Office Mgmt.	3	BA 262—Princ. of Spvn.	3
*POL	3	*POL	3
*POL	3	*POL	3
HPR—Physical Education	1	HPR—Physical Education	1
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Total Semester Hours	16	Total Semester Hours	16

*Based on police experience, to be selected from:

- POL 110—Criminal Law
- POL 111—Criminal Evidence
- POL 200—Patrol Administration
- POL 201—Criminal Investigation
- POL 202—Traffic Problems and Administration
- POL 203—Crime and Delinquency Prevention
- POL 210—Field Service and Seminar

ELECTIVES: At least 9 credit hours to be taken from the following: Typing, Shorthand, Speech, Sociology, Statistics. If Statistics is selected, take MATH 104 or 105 in place of BA 150.)

SECRETARIAL TEACHER AIDE EDUCATION

The Secretarial Teacher Aide curriculum is designed to prepare school secretaries and/or teacher aides for different educational levels. Therefore, it is necessarily flexible in nature and programs are to be planned in terms of individual interests and objectives. Those interested in enrolling in the curriculum should contact the Assistant Dean for Special Programs for this purpose.

SUGGESTED PROGRAM IN UNIVERSITY-PARALLEL CURRICULUM

The student who follows any one of the **suggested** programs outlined on the succeeding pages will earn a degree at JCBC and will meet the appropriate general education requirements of most

upper division colleges. He would be wise to familiarize himself with the special requirements of the particular college to which he may choose to transfer.

Students and Advisers are reminded that Developmental Reading (SPS 001) and/or Study Skills Counseling are suggested for all individuals who may profit from these courses. When signing up for SPS 001, students may consider lightening the remainder of the study load for that term.

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

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
CHE 100—Fundamental Chemistry	3	CHE 101—General Chemistry	4
Social Studies	3	Social Studies	3
*MTH 140—Analytic Geometry	3	MTH 211—Calculus	5
EGR 101—Engineering Drawing	3	EGR 105—Descriptive Geometry	3
HPR—Physical Education	1		—
	—	Total Semester Hours	18
Total Semester Hours	16		

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
MTH 212—Calculus	5	MTH 251—Diff. Equations	3
PHY 210—General Physics	4	PHY 211—General Physics	4
CHE 102—General Chemistry	4	STA 221—Statistics	3
HPR—Physical Education	1	BIO 100—Modern Biology	3
HPR—Physical Education	1	BIO 105—Modern Biology Lab.	1
	—	HPR—Physical Education	1
	—		—
Total Semester Hours	18	Total Semester Hours	18

*Students entering without qualifications to begin with MTH 140 must anticipate more than the suggested two-year sequence in Math.

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

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
BIO 100—Modern Biology	3	MTH 130—Contemporary Coll.	
BIO 105—Modern Biology Lab.	1	Algebra	5
Social Studies	3	BIO 101 or 102—General	
MTH 105—College Mathematics	3	Botany, General Zoology	4
HPR—Physical Education	1	CHE 100—Fundamental Chemistry	3
	—	HPR—Physical Education	1
	—		—
Total Semester Hours	14	Total Semester Hours	15

SECOND YEAR

First Term	
Humanities	3
BIO 240—Genetics	3
MTH 140—Analytic Geometry	3
CHE 101—General Chemistry	4
Elective	3
HPR—Physical Education	1
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Total Semester Hours	17

Second Term	
Humanities	3
ECO 251—Principles of Economics	3
Social Studies	3
BIO 220—Horticulture	3
CHE 102—General Chemistry	4
HPR—Physical Education	1
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Total Semester Hours	17

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

FIRST YEAR

First Term	
ENG 101—Composition	3
MTH 130—Contemporary Coll. Algebra	5
CHE 100—Fundamental Chemistry	3
Social Studies	3
Electives	3
HPR—Physical Education	1
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Total Semester Hours	18

Second Term	
ENG 102 or 104—Composition	3
MTH 140—Analytic Geometry	3
CHE 101—General Chemistry	4
Social Studies	3
Electives	3
HPR—Physical Education	1
<hr/>	
Total Semester Hours	17

SECOND YEAR

First Term	
MTH 211—Calculus	5
PHY 201—Intermediate Physics	4
Humanities	3
CHE 102—General Chemistry	4
HPR—Physical Education	1
<hr/>	
Total Semester Hours	17

Second Term	
MTH 212—Calculus	5
PHY 202—Intermediate Physics	4
Humanities	3
Electives	4
HPR—Physical Education	1
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Total Semester Hours	17

SUGGESTED PRE-ARCHITECTURE (A.S. Degree)

FIRST YEAR

First Term	
ENG 101—Composition	3
Social Studies	3
BIO 100—Modern Biology	3
BIO 105—Modern Biology Lab.	1
MATH 130—College Algebra	4
ART 106—Basic Design	3
HPR—Physical Education	1
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Total Semester Hours	18

Second Term	
ENG 102 or 104—Composition	3
Social Studies	3
BIO 101 or 102—General Botany or General Zoology	4
ART 107—Basic Design	3
EGR 101—Engineering Drawing	3
HPR—Physical Education	1
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Total Semester Hours	17

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
PHY 201—Intermediate Physics	4	Electives	9-11
ART 208—Sources of Cont. Art	3	HPR—Physical Education	1
EGR 105—Descriptive Geometry	3		—
MTH 191—Slide Rule Math	1	Total Semester Hours	13-15
HPR—Physical Education	1		
	—		
Total Semester Hours	15		

Transfer may be advisable after freshman year or after first term of sophomore year.

SUGGESTED PRE-ART (A.A. or A.S. Degree)

FIRST YEAR

First Term		Second Term	
ART 106—Basic Design	3	ART 107—Basic Design	3
ENG 101—Composition	3	ENG 102 or 104—Composition	3
MTH 100—College Math	3	ART 207—Art Appreciation	3
HIS 101—World Civilization	3	HIS 102—World Civilization	3
*Elective	3	Elective	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	16	Total Semester Hours	16

SECOND YEAR

First Term		Second Term	
ART 101—Drawing	3	ART 102—Drawing	3
ART 208 or 209—Contemporary Art	3	ART 201, 202, 206, or 209— Painting, Crafts, or Graphics	3
Humanities	3	Humanities	3
BIO 100—Modern Biology	3	BIO 101—General Botany or	
BIO 105—Modern Biology Lab.	1	BIO 102—General Zoology	4
Elective	3	Elective	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	17	Total Semester Hours	17

*Students planning to teach Art in a public school should consider meeting education certification requirements. Students planning to pursue a baccalaureate in fine arts may consider completing a foreign language requirement.

The "fixed" number of hours of studio work and class attendance for Art courses is greater than for most academic schedules. Students planning to work part-time should consider this when planning a reasonable work hour total.

SUGGESTED PRE-BIOLOGY (A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
MTH 105 or 130—Basic Mathematics, Contemporary College Algebra	3-5	MTH 130 or 140—Contemporary College Algebra, Analytic Geometry	3-4
BIO 100—Modern Biology	3	BIO 102—General Zoology	4
BIO 105—Modern Biology Lab.	1	CHE 101—General Chemistry	4
*CHE 100—Fundamental Chemistry	3	HPR—Physical Education	1
HPR—Physical Education	1		
Total Semester Hours 14-16		Total Semester Hours 15-16	

SECOND YEAR

First Term		Second Term	
CHE 102—General Chemistry	4	MTH 140—(or elective)*	3
Humanities	3	Humanities	3
Social Studies	3	Social Studies	3
BIO 240—Genetics	3	PHY 202—Int Physics	4
PHY 201—Int Physics	4	CHE 221—Organic Chemistry**	4
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours 18		Total Semester Hours 18	

*Some Universities may require Statistics, and some Calculus.

**If 8 hours of Organic Chemistry are required, the Organic should either be completed at J.C.B.C. or not started. (Most Universities require 8 hrs. of Organic.) Reading knowledge of a Foreign Language may be required for a Bachelor of Science degree.

SUGGESTED PRE-BUSINESS ADMINISTRATION (A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—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, 105—Basic College Math	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—College Algebra	4	STA 221—Statistics	3
BA 221—Principles of Accounting.....	3	BA 222—Principles of Accounting.....	3
BA 260—Principles of Management.....	3	BA 231—Business Law	3
ECO 251—Principles of Economics.....	3	ECO 252—Principles of Economics.....	3
Humanities	3	Humanities	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours	17	Total Semester Hours	16

*May be waived if taken in high school with a grade of "C" or by passing a proficiency test. SPE 100 Introductory Speech is recommended as an alternative. Certain universities also require DP 101 Basic Computing Machines.

SUGGESTED PRE-CHEMISTRY PROGRAM (A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
*CHE 100—Fundamental Chemistry	3	CHE 101 and 102—Gen. Chem.....	4 + 4
Social Studies	3	Social Studies	3
MTH 130—Contemporary Algebra	4	MTH 140—Analytic Geometry	3
GER 271—Intermediate German	3	GER 272—Intermediate German	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours	17	Total Semester Hours	17 + 4

SECOND YEAR

First Term		Second Term	
*CHE 221—Organic Chemistry	4	CHE 222—Organic Chemistry	4
PHY 210—General Physics	4	PHY 211—General Physics	4
MTH 211—Calculus	5	MTH 212—Calculus	5
Humanities	3	Humanities	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours	17	Total Semester Hours	17

*Students will need to complete the three term CHE 100-101-102 sequence before enrolling in CHE 221. This chemistry sequence normally requires attendance during a summer session.

SUGGESTED PRE-DENTAL (A.S. Degree)

See Suggested Program under Pre-Medical.

SUGGESTED PRE-EDUCATION

ELEMENTARY EDUCATION (A.A. or A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
Social Studies	3	Social Studies	3
MTH 104 or 105—Basic College Math	3	SPE 100—Introductory Speech	3
BIO 100—Modern Biology	3	BIO 101 or BIO 102—General Botany, General Zoology	4
BIO 105—Modern Biology Lab.	1	Elective	3
Elective	3	HPR—Physical Education	1
HPR—Physical Education	1	Total Semester Hours	17
Total Semester Hours	17		

SECOND YEAR

First Term		Second Term	
Humanities	3	SOC 211—General Sociology	3
PSY 201—General Psychology	3	ECO 251—Principles of Economics	3
ART 207—Art Appreciation	3	EDU 250—Introduction to Education	3
Electives	6	GEO 101—Intro. to Physical Geography	3
HPR—Physical Education	1	Elective	3
Total Semester Hours	16	HPR—Physical Education	1
		Total Semester Hours	16

SUGGESTED PRE-EDUCATION SECONDARY EDUCATION (A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
Social Studies	3	Social Studies	3
MTH 104, 105—Basic College Mathematics	3	BIO 101 or 102—General Botany or General Zoology	4
BIO 100—Modern Biology	3	SPE 100—Introductory Speech	3
BIO 105—Modern Biology Lab.	1	PSY 201—General Psychology	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours	14	Total Semester Hours	17

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
EDU 250—Introduction to Education ..	3	SOC 221—Social Problems or SOC 231—The Family	3
SPE 111—Public Speaking	3	EDU 251—Educational Psychology ..	3
SOC 211—General Sociology	3	Electives	5-7
Elective	3	HPR—Physical Education	1
HPR—Physical Education	1	Total Semester Hours	15-17
Total Semester Hours	16		

SUGGESTED PRE-EDUCATION (A.S. Degree) BUSINESS EDUCATION

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
Science	3-4	Science	3-4
Social Studies	3	Social Studies	3
*BA—Shorthand	3	*BA—Shorthand	3
*BA—Typing	2	*BA—Typing	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	
Humanities	3	Humanities	3
PSY 201—General Psychology	3	EDU 250—Introduction to Education	3
BA 221—Principles of Accounting	3	BA 222—Principles of Accounting	3
BA 211—Advanced Shorthand	3	MTH 105—College Mathematics	3
**Elective	3	**Electives	3-5
HPR—Physical Education	1	HPR—Physical Education	1
<hr/>		<hr/>	
Total Semester Hours	16	Total Semester Hours	16-18

*Students who have had shorthand or typing in high school will be placed in the proper advanced classes according to their abilities.

**Recommended electives: BA 100, BA 231, ECO 251.

SUGGESTED PRE-EDUCATION (A.S. Degree) PHYSICAL EDUCATION

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
BIO 101—General Botany	4	BIO 102—General Zoology	4
Social Studies	3	Social Studies	3
SPE 100—Introductory Speech	3	HPR 152—First Aid and Safety	3
HPR 150—Intro. to Physical Education	3	HPR—Physical Education	1
HPR—Physical Education	1	<hr/>	
Total Semester Hours	17	Total Semester Hours	14

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
HPR 151—Personal Hygiene	3	BIO 230—Comparative Anatomy	4
*HPR 154—Sport Officiating	3	HPR 153—Introduction to Recreation	3
HPR—Physical Education	1	Elective	3
**Elective	3	HPR—Physical Education	1
Elective	3	MTH 100, 104 or 105	3
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Total Semester Hours	16	Total Semester Hours	17

*Women will take HPR 155.

**From any one of the six General Education areas.

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

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
Social Studies	3	Social Studies	3
MTH 130—Contemporary College Algebra	4	MTH 140—Analytic Geometry	3
EGR 101—Engineering Drawing	3	EGR 105—Descriptive Geometry	3
CHE 100—Fundamental Chemistry	3	CHE 101—General Chemistry	4
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	17	Total Semester Hours	17

SECOND YEAR

First Term		Second Term	
MTH 211—Calculus	5	MTH 212—Calculus	5
PHY 210—General Physics	4	PHY 211—General Physics	4
CHE 102—General Chemistry	4	PHY 250—Anal. Mechanics	3
Humanities	3	Humanities	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	17	Total Semester Hours	16

*Physics majors should substitute a language (German, French or Russian) for EGR 101 and 105; and MTH 191 should be added to the courses taken the second term of the first year. MTH 251 is a corequisite to PHY 250. Unless qualified for advance placement in MTH 140, students are advised to attend a summer session.

SUGGESTED PRE-FORESTRY (A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
BIO 101—Botany	4	BIO 102—Zoology	4
CHE 100—Fundamental Chemistry	3	CHE 101—General Chemistry	4
MTH 104 or 105—Basic College Mathematics	3	MTH 130—Contemporary College Algebra	4
Social Studies	3	HPR—Physical Education	1
HPR—Physical Education	1		—
	—		—
Total Semester Hours	17	Total Semester Hours	16

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
MTH 201—Analytic Geometry	3	MTH 211—Calculus	5
PHY 201—Intermediate Physics	4	PHY 202—Intermediate Physics	4
CHE 102—General Chemistry	4	ECO 251—Principles of Economics	3
Social Studies	3	HPR—Physical Education	1
HPR—Physical Education	1		—
	—		—
Total Semester Hours	18	Total Semester Hours	16

SUGGESTED PRE-JOURNALISM (A.S. or A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
PSC 121—National Government	3	PSC 122—State and Local Government	3
SPE 100—Introductory Speech	3	Elective	3
Elective	3	MTH 104, 105, 130—Basic College Mathematics or Contemporary College Algebra	3-4
HPR—Physical Education	1	GEO 201—World Regional Geography	3
JOU 201—Writing for Mass Communication	3	HPR—Physical Education	1
	—	JOU 101—Introduction to News Writing	1
Total Semester Hours	16	Total Semester Hours	17-18

SECOND YEAR

First Term		Second Term	
PSY 201—General Psychology	3	JOU 102—Introduction to News Writing	1
ECO 251—Principles of Economics	3	PHI 261—Human Knowledge or PHI 262—Human Values	3
Science	3-4	ECO 252—Principles of Economics	3
ENG 231—Contemporary American Literature	3	ENG 202—World Literature or ENG 222—English Literature	3
HPR—Physical Education	1	Science	3-4
JOU 118—Survey of Communication	3	HPR—Physical Education	1
	—	LS 260—Library Resources	1
Total Semester Hours	16-17	Total Semester Hours	15-16

SUGGESTED PRE-LAW (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
BIO 100—Modern Biology	3	BIO 101 or BIO 102—General Botany, General Zoology	4
BIO 105—Modern Biology Lab.	1	HIS 112—History of Americas	3
HIS 111—History of Americas	3	SPE 111—Public Speaking	3
SPE 100—Introductory Speech	3	Foreign Language	3
Foreign Language	3	HPR—Physical Education	1
HPR—Physical Education	1		—
Total Semester Hours	17	Total Semester Hours	17

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
MTH 105—Basic College Mathematics	3	MTH 130—Contemporary College Algebra	4
PSY 201—General Psychology	3	SOC 211—General Sociology	3
PSC 121—National Government	3	PSY 238—Social Psychology	3
Foreign Language	3	Foreign Language	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours	16	Total Semester Hours	17

The program suggested here will prepare the student to earn a baccalaureate degree in a college of liberal arts. Law schools will also consider applicants with a degree from a college of business administration.

SUGGESTED PRE-LAW ENFORCEMENT (A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
Mathematics	3	Natural Science	4
History	3	History	3
Political Science	3	PSY 201—General Psychology	3
LAE 100—Int. to Law Enforce.	3	LAE 101—Police Administration	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours	16	Total Semester Hours	17

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
Natural Science	4	Natural Science	4
PSY 221—Applied Psychology	3	ECO 251—Principles of Econ.	3
SOC 211—Gen. Sociology	3	SOC 221—Social Problems	3
Speech	3	Elective	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours	17	Total Semester Hours	17

SUGGESTED PRE-LIBERAL ARTS (A.A. Degree)

In addition to the JCBC General Education Requirements, any academic courses that will transfer may be elected. A student may well concentrate his electives in one or two areas of major interest to him. He will need to complete, in order to earn a baccalaureate degree at almost any college of liberal arts, at least one course in mathematics beyond our general education minimum, a total of two physical sciences and two biological sciences, and a foreign language to at least the intermediate level of proficiency.

This program may also be considered by the student who wishes to complete his education with two years at JCBC.

A pre-liberal arts program can be adapted to meet the goals of a student seeking to major in any of the natural sciences, mathematics, foreign languages, social studies, or humanities.

No program example is suggested.

PRE-LIBRARY SCIENCE (A.A. or A.S. Degree)

See Notes Under Pre-Liberal Arts

SUGGESTED PRE-MATHEMATICS (A.A. or 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—Cont. Coll. Algebra	4	MTH 140—Trig. and Analytic Geom	3
*Electives	6	MTH 191—Slide Rule Math	1
HPR—Physical Education	1	Electives	6
	—	HPR—Physical Education	1
Total Semester Hours	17	Total Semester Hours	17

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
PHY 210—General Physics	4	PHY 211—General Physics	4
MTH 211—Calculus	5	MTH 212—Calculus	5
FRE 251—Int. French		FRE 252—Int. French	
(or GER 271 Int. German)	3	(or GER 272 Int. German)	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours	16	Total Semester Hours	16

*Students entering without qualifications to begin with MTH 130 must anticipate more than the suggested two-year sequence in mathematics. With departmental recommendation qualified students may take MTH 140 during the first term, then continue in the following sequence: MTH 211, MTH 212, MTH 251. Students entering without the prerequisites for FRE 251 or GER 271 should include FRE 151 and FRE 152 or GER 171 and GER 172 among their freshman year electives.

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

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
BIO 100—Modern Biology	3	BIO 101 or BIO 102—General Botany, General Zoology	4
BIO 105—Modern Biology Lab.	1	CHE 101 and 102—General Chemistry	4 + 4
*CHE 100—Fundamental Chemistry	3	MTH 130 or 140 College Algebra, Analytic Geometry	3-4
MTH 105 or 130—Basic Mathematics, College Algebra	3-4	HPR—Physical Education	1
HPR—Physical Education	1	Total Semester Hours	15-16 + 4
Total Semester Hours	14-15		

SECOND YEAR

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
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Total Semester Hours	18-19	Total Semester Hours	19

*Students will need to complete the three term CHE 100-101-102 sequence before enrolling in CHE 221. This chemistry sequence normally requires attendance during a summer session.

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-MEDICAL TECHNOLOGY (A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
HIS 111 or PSC 121 History of Americas, National Govt.	3	HIS 112 or PSC 122—History of Americas, State and Local Govt.	3
MTH 104 or 105—Basic College Mathematics	3	CHE 101 and 102—General Chemistry	4 + 4
*CHE 100—Introductory Chemistry	3	BIO 101 or BIO 102, General Botany, General Zoology	4
BIO 100—Modern Biology	3	HPR—Physical Education	1
BIO 105—Modern Biology Lab	1	<hr/>	
HPR—Physical Education	1	Total Semester Hours	15 + 4
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Total Semester Hours	17		

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
BIO 230—Comparative Anatomy	4	PHY 110—Elements of Physics	3
CHE 221—Organic Chemistry	4	PHY 111—Elementary Physics Lab	1
PSY 101—Psychology of Adjustment	3	CHE 222—Organic Chemistry	4
HPR—Physical Education	1	Elective	3
<hr/>		HPR—Physical Education	1
Total Semester Hours	15	<hr/>	
		Total Semester Hours	15

*Students will need to complete the three term CHE 100-101-102 sequence before enrolling in CHE 221, unless they qualify for advanced placement in CHE 101. This chemistry sequence normally requires attendance during a summer session.

SUGGESTED PRE-MUSIC OR MUSIC EDUCATION (A.S. Degree)*

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
HIS 101—World Civilization	3	HIS 102—World Civilization	3
MU 111—Theory of Music	4	MU 112—Music Theory	4
MU 126, 128, 136—College Singers, College Choristers, Instrumental Ensemble	1	MU 127, 129, 137—College Singers College Choristers, Instrumental Ensemble	1
BIO 100—Modern Biology	3	MTH 105—Basic College Math	3
BIO 105—Modern Biology Lab	1	MU 142—Piano	1
MU 141—Piano	1	HPR—Physical Education	1
HPR—Physical Education	1		
	—		—
Total Semester Hours	17	Total Semester Hours	16

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
Science Elective	3-4	MU 212—Theory of Music	4
MU 211—Theory of Music	4	MU 227, 229, 237—College Singers, College Choristers, Instrumental Ensemble	1
MU 226, 228, 236—College Singers, College Choristers, Instrumental Ensemble	1	MU 210—Survey of Music, Literature and History	3
PSY 201—General Psychology	3	Elective	3
MU 243—Keyboard Improvisation	3	MU 242—Piano	1
MU 241—Piano	1	HPR—Physical Education	1
HPR—Physical Education	1		
	—		—
Total Semester Hours	19-20	Total Semester Hours	16

*Certain programs in music would better include work toward an A.A. Degree. The student is urged to consult with a member of the music department about his courses.

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

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
Social Studies	3	Social Studies	3
BIO 100—Modern Biology	3	BIO 101 or BIO 102—General Botany, General Zoology	4
BIO 105—Modern Biology Lab	1	MTH 130—Contemporary College Algebra	4
MTH 104 or 105—Basic College Mathematics	3	HPR—Physical Education	1
AST 101—Elementary Astronomy	3		
HPR—Physical Education	1		—
	—		—
Total Semester Hours	17	Total Semester Hours	15

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
Science Elective	4	Science Elective	4
GY 105—Physical Geology	3	PHY 110—Elements of Physics	3
GY 106—Geology Lab	1	PHY 111—Elementary Physics Lab	1
Language Elective	3	Language Elective	3
HPR—Physical Education	1	*Elective	3
	—	HPR—Physical Education	1
Total Semester Hours	15	Total Semester Hours	18

*Recommended Electives

ENG 103—Technical Report Writing	3
GEO 101—Intro. to Physical Geography	3

SUGGESTED PRE-NURSING (A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
BIO 100—Modern Biology	3	BIO 101 or BIO 102—General Botany, General Zoology	4
BIO 105—Modern Biology Lab	1	PSY 201—General Psychology	3
HPR 151—Personal Hygiene and Community Health	3	CHE 100—Fundamental Chemistry	3
Social Studies	3	Social Studies	3
MTH 104 or 105—Basic Math	3	HPR—Physical Education	1
HPR—Physical Education	1		—
Total Semester Hours	17	Total Semester Hours	17

SECOND YEAR

First Term		Second Term	
CHE 101—General Chemistry	4	CHE 102—General Chemistry	4
BIO 230—Comparative Vertebrate Anatomy	4	BIO 210—Bacteriology	4
Humanities	3	BIO 240—Genetics	3
*Electives	3-6	Humanities	3
HPR—Physical Education	1	PHY 110—Elements of Physics	3
	—	HPR—Physical Education	1
Total Semester Hours	15-18	Total Semester Hours	18

*Suggested Electives

SOC 211—General Sociology	3
SPE 100—Introductory Speech	3
NTR 201—Nutrition	2

SUGGESTED PRE-OCCUPATIONAL THERAPY (A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
Social Studies	3	Social Studies	3
PHY 110—Elements of Physics	3	GY 105—Physical Geology	3
ART 106—Basic Design	3	ART 107—Basic Design	3
Any College Math	3-4	PHI 161—Introductory Logic	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours	16-17	Total Semester Hours	16

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
BIO 100—Modern Biology	3	BIO 101 or BIO 102—General Botany, General Zoology	4
BIO 105—Modern Biology Lab	1	PSY 211 or 212—Child Psychology, Adolescent Psychology	3
PSY 201—General Psychology	3	ART 211—Graphic Processes	3
ART 206—Crafts	3	Elective	1-3
Elective	3	HPR—Physical Education	1
HPR—Physical Education	—		—
Total Semester Hours	17	Total Semester Hours	15-17

SUGGESTED PRE-OPTOMETRY (A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
MTH 104 or 105—Basic Mathematics	3	MTH 130—Contemporary College Algebra	4
CHE 100—Fundamental Chemistry	3	CHE 101—General Chemistry	4
BIO 100—Modern Biology	3	Social Studies	3
BIO 105—Modern Biology Lab	1	HPR—Physical Education	1
Social Studies	3		—
HPR—Physical Education	1		—
Total Semester Hours	17	Total Semester Hours	15

SECOND YEAR

First Term		Second Term	
MTH 140—Trigonometry and Analytic Geometry	3	PHY 202—Intermediate Physics	4
PHY 201—Intermediate Physics	4	BIO 230—Comparative Vertebrate Anatomy	4
BIO 102—General Zoology	4	Humanities Electives	6
CHE 102—General Chemistry	4	Elective	2
HPR—Physical Education	1	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 or 104—Composition	3
MTH 104, 105 or 130 Basic Math, Contemporary College Algebra	3-4	MTH 130 or 140—College Algebra, Analytic Geometry	3-4
*CHE 100—Fundamental Chemistry	3	CHE 101 and 102—General Chemistry	4 + 4
BIO 100—Modern Biology	3	BIO 101 or BIO 102—General Botany, General Zoology	4
BIO 105—Modern Biology Lab	1	HPR—Physical Education	1
HPR—Physical Education	1		
Total Semester Hours	14-15	Total Semester Hours	15-16

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
PHY 201—Intermediate Physics	4	PHY 202—Intermediate Physics	4
CHE 221—Organic Chemistry Social Studies	4 3	CHE 222—Organic Chemistry Social Studies	4 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

Student will need to complete the three term CHE 100-101-102 sequence before enrolling in CHE 221. This chemistry sequence normally requires attendance during a summer session.

SUGGESTED PRE-PHYSICAL THERAPY (A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
Social Studies	3	Social Studies	3
MTH 104, 105—Basic College Mathematics	3 3	CHE 101—Fundamental Chemistry	4
CHE 100—General Chemistry	3	PSY 201—General Psychology	3
HPR—Physical Education	1	Elective	3
		HPR—Physical Education	1
Total Semester Hours	13	Total Semester Hours	17

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
BIO 100—Modern Biology	3	BIO 101 or BIO 102—General Botany, General Zoology	4
BIO 105—Modern Biology Lab	1	PSY 212—Adolescent Psychology	3
CHE 102—Fundamental Chemistry	4	Electives	3-5
PSY 211—Child Psychology	3	HPR—Physical Education	1
PHY 110—Elements of Physics	3		
HPR—Physical Education	1	Total Semester Hours	14-16
Total Semester Hours	18		

SUGGESTED PRE-RELIGION (A.A. Degree)

FIRST YEAR

First Term	
ENG 101—Composition	3
SPE 100—Introductory Speech	3
BIO 100—Modern Biology	3
BIO 105—Modern Biology Lab	1
Social Studies	3
Foreign Language	3
HPR—Physical Education	1
Total Semester Hours	17

Second Term	
ENG 102—Composition	3
MTH 105—Basic College Mathematics	3
BIO 101 or BIO 102, General Botany, General Zoology	4
Social Studies	3
Foreign Language	3
HPR—Physical Education	1
Total Semester Hours	17

SECOND YEAR

First Term	
Humanities	3
MTH 130—Contemporary Coll. Algebra	4
REL 141—Old Testament History	3
Foreign Language	3
HPR—Physical Education	1
Total Semester Hours	14

Second Term	
Humanities	3
REL 142—New Testament History	3
Elective	2
Foreign Language	3
PSY 201—General Psychology	3
HPR—Physical Education	1
Total Semester Hours	15

SUGGESTED PRE-SECRETARIAL SCIENCE* (A.S. Degree)**

FIRST YEAR

First Term	
ENG 101—Composition	3
Social Studies	3
Science	3-4
*BA—Typing	2
*BA—Shorthand	3
HPR—Physical Education	1
Total Semester Hours	15-16

Second Term	
ENG 102—Composition	3
Social Studies	3
Science	3-4
*BA—Typing	2
*BA—Shorthand	3
HPR—Physical Education	1
Total Semester Hours	15-16

SECOND YEAR

First Term	
Humanities	3
MATH 105—College Mathematics	3
BA 211—Advanced Shorthand	3
BA 242—Office Machines	2
ECO 251—Principles of Economics	3
HPR—Physical Education	1
Total Semester Hours	15

Second Term	
Humanities	3
BA 244—Secretarial Procedures	3
BA 245—Business Communications	3
PSY 201—General Psychology	3
Electives	4-6
HPR—Physical Education	1
Total Semester Hours	17-19

*Not to be confused with the specialized secretarial programs.

**Students interested in secondary school teaching see suggested program under Pre-Business Education.

SUGGESTED PRE-SOCIAL WELFARE (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
HIS 101 or 111—World Civilization or American History	3	HIS 102 or 112—World Civilization or American History	3
BIO 100—Modern Biology	3	CHE 100—Fundamental Chemistry	3
MTH 104 or 105—Basic College Mathematics	3	PSC 121—National Government	3
*GER 171 or FRE 151	3	GER 172 or FRE 152	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	PHI 261 or 262—Human Knowledge or Human Values	3
SOC 211—General Sociology	3	***SOC 221—Social Problems	3
PSY 201—General Psychology	3	SOC 231—The Family	3
**Elective	3	STA 221—Elementary Statistics	3
GER 271 or FRE 251	3	GER 272 or FRE 252	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	16	Total Semester Hours	16

*Certain upper division colleges may not require a foreign language for a degree in social welfare. Students are urged to follow the recommendations of the college to which they wish to transfer.

**Recommended electives: SPE 100 Introductory Speech; ECO 251 Principles of Economics.

***PSY 238 Social Psychology could be substituted for either SOC 231 or SOC 221 if necessary.

SUGGESTED PRE-VETERINARY MEDICINE (A.S. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
MTH 105—Basic College Mathematics	3	MTH 130—Contemporary College Algebra	4
*CHE 100—Fundamental Chemistry	3	*CHE 101 and 102 General Chemistry	4 + 4
HIS 111—American History	3	HIS 112—American History	3
**Elective	3	HPR—Physical Education	1
HPR—Physical Education	1		—
	—		—
Total Semester Hours	16	Total Semester Hours	15 + 4

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
BIO 100—Modern Biology	3	BIO 101 or BIO 102, General	4
BIO 105—Modern Biology Lab	1	Botany, General Zoology	4
CHE 221—Organic Chemistry	4	CHE 222—Organic Chemistry	4
PHY 201—Intermediate Physics	4	PHY 202—Intermediate Physics	4
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours	16	Total Semester Hours	16

*Student will need to complete the three term CHE 100-101-102 sequence before enrolling in CHE 221. This chemistry sequence normally requires attendance during a summer session.

**A student planning to enroll in Auburn would be well-advised to elect one year of a foreign language or take the correspondence course in Medical Vocabulary from Auburn.



Departments and Divisions of the College

BUSINESS ADMINISTRATION AND ECONOMICS

Lotz, Chairman; Aucamp, Bethel, Donohue, Ellison, Hess, Horton, Holloway, Howell, Neely, Paul, Roulston, Schenks, Shenosky, Spina, Thomas, West, Williams.

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 Certified Professional Secretaries.

DATA PROCESSING

Ellis, Director; Foreman, Fortson, Lewis, Lica, Odum, O'Laughlin, Preziosi, Scott, Steele, Sulzinski.

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

Delara, Chairman; Blankenship, Cavanagh, Dunlevy, Esco, Kerin, McMillion, Mullikin, Pactor, Tobe, 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 to 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 term 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.

DIVISION OF HEALTH, PHYSICAL EDUCATION AND RECREATION

Brumley, Chairman: Estes, Gavigan, Gifford, King, Landers, McGehee, Morris, Porterfield, Wheat.

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

AREA II — Team Sports

AREA III — Physical Fitness

AREA IV — Aquatics

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.

HOTEL-MOTEL ADMINISTRATION

Dieterich, Director; Gore, Kun, Moore, Roy.

The revolution in the Hospitality Industries has created a tremendous demand for skilled workers of all types, particularly in the broad mid-management areas.

This program, divided almost equally between general education subjects and those specialized to our industry, emphasizes courses for employable skills permitting the graduate to enter industry at a level considerably higher than the normal entry jobs. Judicious use of the required practicum courses along with a basic understanding of our democratic economic system further enhances the value of the graduate to his employer.

A broader general education program is offered those students desiring to transfer to an upper division institution for the attainment of a B.S. or higher degree in Hotel-Motel Administration.

LANGUAGE AND LITERATURE

Ledbetter, Chairman; Boggs, Borgschulte, Briegel, Brogdon, Burdick, Burns, Caballero, Clark, Crews, Dickerson, Easterly, Glaze, Hayes, Hill, Johnston, Kempton, Head of Department of Foreign Language; Kyle, Magers, O'Neal, Owen, Pawlowski, Pedigo, Pharr, Rehm, Rigg, Russell, Shaw, Smith, Stebner, Van-Meeveren, Weldon, Yater

The Language and Literature Division includes the English Department, Modern Foreign Language Department, Journalism and Student Publications.

The English Department offers instruction in composition and in literature. The courses in Composition are designed to train the students to obtain the answers to his needs for the skills of writing. The courses in literature are designed to give to the student patterns of experience in the humanities that are provided through the lit-

erary works to be found in World Literature, English Literature and American Literature. The tools with which both the teacher and the student will work are human beings, great books and ideas.

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.

MEDICAL ASSISTING

Chernok, Director

The work in a physician's office is becoming increasingly complex. As a result, the role of the medical assistant is increasing in importance and her duties and responsibilities are becoming more varied and demanding. Today the medical assistant must be able to assume the role of an office manager, a receptionist, a skilled technician, and a public relations expert.

A program of training designed to prepare her for the varied responsibilities she is required to assume must be broad in scope. The Associate Degree Program in Medical Assisting offered by the Junior College has taken this into account. Required courses are offered in general education, related fields, and in the area of specialization. These are sufficiently broad in scope to provide training in all the areas in which skills are required. Elective courses and "on-the-job training" permit the flexibility required to meet individual needs and specialization interests of those who wish to develop specific skills in a particular area.

Applicants must meet the general requirements for admission to the Junior College. In addition, they must show evidence of good physical and mental health, satisfactory high school records, and satisfactorily pass a departmental interview.

Programs of training will be planned, with the guidance of the director of medical assisting, in terms of individual needs and interests.

The Florida Medical Assistants Association has indorsed this curriculum as an approved training program.

NURSING EDUCATION

M. Styles, Director; Acuff, Callery, Dumas, Dunne, Holt, Kindred, Ladwig, 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.

- 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.

POLICE SCIENCE AND CRIMINOLOGY

McGowan, Director

The field of Police Science and Criminology is making increased demands for personnel with a broad academic background coupled with knowledge of the theory, organization and administration of the modern, complex police organization. The public is depending on the development of competent, forward-moving personnel to engage in efficient operations and to provide law and order in our rapidly changing society.

Students desiring a Baccalureate or higher degree in Police Science and Criminology are offered a broad liberal arts program which will permit continuation at the Florida State University, School of Social Welfare. In addition, students are offered a specialized Police Science and Criminology program which will prepare them to major in Social Science with a law enforcement emphasis, at the Florida Atlantic University, College of Social Science.

The main emphasis is on the two year Police Science and Criminology program resulting in the A.S. degree in law enforcement. This program, consisting of approximately 55 percent general edu-

cation subjects and 45 percent Police Science and Criminology subjects, will develop the broad background and specialized knowledge necessary for a successful career in the field of Police Science and Criminology.

SCIENCE AND MATHEMATICS

Cassell, Chairman; Abbott, Aurand, Bailey, Bell, Bishop, Bockstege, Cantor, Clement, Condon, DeYampert, Erickson, Foss, Head of Department of Mathematics; Graziano, Guinn, Haire, Hill, Head of Department of Physical Sciences; Holmberg, Holmes, Lang, Martin, Director of Planetarium; Medusky, Morar, Naleway, Nelms, Palmer, Perfect, Rhodes, Sivik, VanArsdall, Warwick, Will

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 need 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, should take 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 the 1963-64 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. Three levels of Physics are offered. PHY 110 (with or without laboratory, PHY 111), is designed as a terminal course. PHY 201 and 202 are of an intermediate level, while PHY 210 and 211 are intended for Physics, Engineering and other physical science majors. Chemistry 111 is a terminal course primarily for students in the associate degree program in nursing. General Chemistry consists of a three term sequence, CHE 100, 101, 102. Any student requiring a year of General Chemistry in his program, and who begins this sequence, should plan to complete it in this school. Students whose program requires a year of Organic Chemistry, and who begin the sequence, CHE 221, 222 should plan to complete it in this school.

Biology includes a number 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. BIO 100 is recommended for most students taking only one term of biology. BIO 105 is an optional laboratory accompanying BIO 100 and should be taken by students planning to transfer to a school where laboratory is required for science credit. Biology majors are expected to take BIO 100 and BIO 105 unless excused upon approval of the head of the biology department. The sequence for students planning to enroll for more than one term of biology should be: BIO 100, BIO 105, BIO 101 and/or BIO 102, followed by one or more BIO 200 courses. Individual programs should be planned with an advisor of the biology department.

SECRETARIAL TEACHER AIDE EDUCATION

The Associate Degree in Secretarial Teacher Aide Education is designed to prepare both school secretaries and teacher aides. The curriculum includes a required block of courses. These provide the knowledge and teach the skills which are required both by secretaries and teacher aides. They are directed toward the improvement of communication skills and the development of understandings pertaining to the nature of our form of government and the nature and role of public education in a democratic society.

A large block of elective courses and "on-the-job training" permit the specialization required by either a secretary or a teacher aide preparing for a particular type of position. A student who wishes to become an aide to a teacher of special groups of children, such as the blind, the deaf and the physically handicapped, may require some highly specialized training such as a study of braille, physical therapy, etc. Credit for a limited amount of such training may be credited toward the Secretarial Teacher Aide Associate Degree.

It is important that students enrolling for the curriculum decide early the area in which they wish to specialize. This is necessary in order that they may plan a program, with the help of a counselor, to meet their specific needs.

SOCIAL SCIENCE

Stowers, Chairman; Barton, Brown, Head of Department of Political Science; Bunch, Head of Department of History; Cauffiel, Head of Department of Psychology and Education; Clark, Crispo, Dinnen, Ford, Guinn, Handleman, Hays, Kilmer, Leach, Oakes, Redding, Roberts, Schaleman, Schindeler, Theriault, Wells, Williams

Academic courses are offered in three program areas; Non-Credit, Certificate, and University Parallel. These courses are offered in eight subject areas: Education, Geography, History, Philosophy, Political Science, Psychology, Religion, and Sociology.

Non-credit courses are listed in periodic brochures issued by the Division of Community Services. Those courses provided primarily for Certificate and Associate Degree programs which are not generally 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 100 to 199—primarily for Freshmen, and from 200 to 299 primarily for Sophomores.

Courses of Instruction

ART

Art 100—Introduction to Drawing and Painting

This is a laboratory course designed for non-art majors. It will introduce them 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 book. 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. Six hours studio.

Credit, 3 semester hours

Art 107—Basic Design

Three dimensional study of form, fundamental principles and elements of design. Six 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. Six hours studio per week. Prerequisites: Art 106, 107.

Credit, 3 semester hours

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. Six hours studio per week. Prerequisite: Art 107.

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 print-making with problems in silk-screen and woodcut techniques. Six hours studio per week. Prerequisites: Art 101, 106.

Credit, 3 semester hours

Art 221—Sculpture

Creative techniques in metal, wood, stone, and clay. Six hours studio per week. Prerequisite: Art 101, 107.

Credit, 3 semester hours

Art 271—Lettering

A course of study involving lettering techniques and design problems of lettering. Four hours studio per week. Prerequisite: Art 106.

Credit, 3 semester hours

Art 280—Ceramics

The study of basic ceramic shaping techniques: casting, glazing, decorating, and firing. Six hours studio per week. Prerequisite: Art 101, 107.

Credit, 3 semester hours

ASTRONOMY

AST 101—Elementary Astronomy I

A descriptive, non-mathematical study of the solar system and its neighboring stars as well as astronomical methods of general interest. Practice in telescopic observation with reflecting and refracting optical telescopes. Three lectures and additional evening observing sessions.

Credit, 3 semester hours

AST 102—Elementary Astronomy II

A continuation of Elementary Astronomy I. Consideration will be given primarily to objects and events beyond the solar system in our galaxy and in other galaxies. Prerequisites: AST 101 and high school algebra. Two lectures a week.

Credit, 2 semester hours

BIOLOGY

BIO 100—Modern Principles of Biology

The course is designed to give students an understanding of the modern principles of biology, while focusing on the nature and activities of living organisms. Not open to students with a passing grade in BIO 101 or BIO 102. Three hours lecture a week (see BIO 105.)

Credit, 3 semester hours

BIO 101—General Botany

A course designed to treat the entire plant kingdom with emphasis on structure and function of the flowering plants. Whereas BIO 100 is of the biochemical approach this course is of a traditional nature. Prerequisite: BIO 100, prerequisite or corequisite: BIO 105 or approval of the instructor. (Prerequisites do not apply 1966-67 term I; they do thereafter.)

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. Prerequisite: BIO 100, prerequisite or corequisite: BIO 105 or approval of the instructor. (Prerequisites do not apply 1966-67 term I; they do thereafter.)

Credit, 4 semester hours

BIO 105—Modern Principles of Biology Laboratory

Two hours of laboratory a week which may be taken concurrently with BIO 100. For biology majors and students planning to transfer where laboratory is required for science credit. Not open to students with a passing grade in BIO 101 or BIO 102. Prerequisite or corequisite: BIO 100.

Credit, 1 semester hour

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 140—The Human Body

An introductory course in human anatomy and physiology with emphasis on the relation of structure to function. Three hours lecture and demonstration. The course will meet the requirements for the Medical Assisting Program.

Credit, 3 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 study of the materials and methods employed in heavy building construction.

Credit, 3 semester hours

BC 110—Construction Planning

This course includes job planning, preparation and construction schedules and the selection of the most economical equipment and methods for accomplishing various types of heavy construction. Credit, 3 semester hours

BC 120—Construction Drawing

The basic fundamentals of building plan layouts, including symbols for materials, methods of showing plans, elevations, sections, details and dimensions. Prerequisite: DD 100 or equivalent. Credit, 3 semester hours

BC 200—Concrete Construction

How concrete is used in the construction of foundations, columns, beams and slabs. Plain, reinforced and prestressed concrete are included.

Credit, 3 semester hours

BC 210—Mechanical and Electrical Equipment

The fundamentals of heating, air conditioning, water supply, sanitation, electrical service and acoustics in building construction. Credit, 3 semester hours

BC 220—Construction Administration

Contractor organization, construction contracts, contractor responsibilities for insurance, safety, labor relations, Social Security and the South Florida Building Code. Credit, 3 semester hours

BC 240—Construction Estimating

The methods of computing and estimating quantities of labor and materials from working plans.

Credit, 3 semester hours

BC 250—Construction Surveying

The theory and practice of surveying, including the use and care of surveying instruments. Practical application of surveying techniques in building construction. 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. Not open for credit to students with one year of high school credit in typing with grade of B. 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 113—Shorthand I

Gregg shorthand simplified. First forty lessons of shorthand theory presented. Emphasis upon reading and writing shorthand accurately. This is the first course in a series of three open to evening division students only. Not to be taken as a prerequisite to BA 112. Prerequisites: one year of high school typing, BA 101, or concurrent enrollment in BA 101. Three class hours.

Credit, 2 semester hours

BA 114—Shorthand II

Continuation of BA 113: second in a series for evening division students only. Completion of shorthand theory, plus development of writing new material dictation and transcribing from own shorthand notes. Three class hours. Prerequisite: BA 113.

Credit, 2 semester hours

BA 115—Shorthand III

Third in a series for evening division students only. Increased speed in taking dictation is emphasized; and spelling, punctuation, and letter arrangements are stressed in transcriptions. Prerequisite: BA 114. Three class hours.

Credit, 2 semester hours

BA 130—Salesmanship

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

Credit, 3 semester hours

BA 150—Business Mathematics

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

age in business; interest and bank discount; determining profit and loss; mathematics of merchandising; computing commissions; mathematics of depreciation; compound interest; and pay-rolls 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 or equivalent. Four class periods per week.

Credit, 2 semester hours

BA 211—Advanced Shorthand

Intensive speed-building program through shorthand vocabulary and planned dictation. Office standards of speed and accuracy are emphasized in dictation and transcription. A shorthand writing speed of 120 words or more a minute developed. A transcription rate of 40 words or more a minute is developed. Prerequisite: BA 112 and BA 201.

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 principles of record-keeping techniques and reporting of financial activities as applied to individual proprietorships.

Credit, 3 semester hours

BA 222—Principles of Accounting

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

Credit, 3 semester hours

BA 223—Intermediate Accounting

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

Credit, 3 semester hours

BA 224—Intermediate Accounting

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

Credit, 3 semester hours

BA 225—Cost Accounting

A study of the relation of cost accounting to management for control involving principles and methods in handling materials, direct labor, and the distribution of overhead expenses; cost records, operating reports; and budgetary control. Covers job order and process cost. Prerequisite: 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 228—Managerial Accounting

Presents the basic accounting concepts and analytical procedures necessary for an understanding of accounting reports used in management planning and control. Designed for businessmen and technical students.

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 and employment, negotiable instruments, personal property and bailments.

Credit, 3 semester hours

BA 232—Business Law

A continuation of 231, including a study of the legal principles covering sales of goods, 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. Three class periods per week. 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 nontechnical approach is through cash records as used by professional and personal-service enterprises.

Credit, 3 semester hours

BA 244—Secretarial Procedures

Training in the duties, responsibilities, and personal qualifications of a secretary or general clerk; efficiency in office routine. Prerequisites: BA 102 or consent of instructor.

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 248—Accounting for Medical Assistants

General bookkeeping systems and special topics of interest to medical assistants including: banking and billing; income tax reports; employee payroll

deductions; medical insurance forms; taxes and licenses; medical economics; keeping daily logs; and specialized accounting systems such as "peg board" accounting. **Credit, 3 semester hours**

BA 249—Office Machines for Medical Assistants

Provides instruction and practice in using the machines commonly found in physicians' offices. Emphasis will be given to use of the dictating machine and transcribing medically related materials. Three hours of lecture, demonstration, and laboratory. Prerequisite: BA 102.

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 262—Principles of Supervision

Includes the principles and necessary techniques of supervision, importance and place of supervision in the business organization, and the handling of human relations with employees, fellow supervisors, and higher management in business, including the manufacturing and construction industries.

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 272—Principles of Retailing

A consideration of all aspects of retailing, its role in distribution and its ever-changing nature. A study of the management, organization and functions of retailing, including purchasing.

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. Prerequisite: BA 173.

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 regulation. Prerequisites: BA 100 and ECO 251 or approval of instructor.

Credit, 3 semester hours

CHEMISTRY

CHE 100—Fundamental Chemistry

The first course in the three term sequence CHE 100, 101, 102. An introduction to the elementary principles of modern chemistry. Three lectures a week. Corequisite or prerequisite: any college mathematics course or two years of high school algebra with grade of "C" or better.

Credit, 3 semester hours

CHE 101—General Chemistry

A further development of the principles of modern chemistry introduced in CHE 100 including the descriptive chemistry of familiar elements and their compounds. Three lectures and one three hour laboratory period a week. Prerequisite: CHE 100 or equivalent.

Credit, 4 semester hours

CHE 102—General Chemistry

The third segment of the sequence CHE 100, 101, 102. A continued development of modern chemical principles. The laboratory consists of qualitative analysis. Three lectures and one three hour laboratory period a week. This course completes the requirements for

General Chemistry and is a prerequisite to further courses in chemistry. Prerequisite: CHE 101.

Credit, 4 semester hours

CHE 111—Introductory Chemistry

A one-semester course dealing with inorganic, organic and biochemistry. 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 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. CHE 221 offered Term I only and CHE 222 offered Term II only. Prerequisite: CHE 102 with "C" or higher.

Credit, 4 semester 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 101 and DP 105.

Credit, 4 semester hours

DP 210—Data Processing Applications

This course is designed to acquaint students with actual business data proc-

essing 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. The student is also given actual programming experience on the IBM 1460 Computer.

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

DD 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**

DD 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: DD 100.

Credit, 3 semester hours

DD 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: DD 101.

Credit, 3 semester hours

DD 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 architect-

ural and structural drawing, topographic drawing, illustration, and patent drawing. Prerequisite: DD 102.

Credit, 3 semester hours

DD 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

DD 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

DD 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: DD 100.

Credit, 4 semester hours

DD 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

DD 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 attitudes, techniques and materials in instruction are considered. Credit for Florida teacher certificate or college transfer not recommended.

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: basic economic problems and concepts; functioning of an enterprise economy; business organization and finance; public finance; national income accounting and analysis; money and banking.
Credit, 3 semester hours

ECO 252—Principles of Economics

Extension of ECO 251, dealing with: price theory; income distribution; international trade and finance; economic growth; 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 an 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 TECHNOLOGY

EL 100—Direct Current Circuits

The student is introduced to the principles of basic electricity, electron theory, electrostatics, color codes, Ohm's law and component characteristics. Instruction is offered in Thevenin's and Norton's Theorems. Kirchoff's Laws, voltage dividers and the theory and construction of basic meters are included. Corequisites: MTH 104, 105 or 130 and EL 103.

Credit, 3 semester hours

EL 103—D.C. Circuit Laboratory

Laboratory experience is provided in construction testing and use of series and parallel circuits, voltage dividers, voltmeters, ammeters, ohmmeters, and RC time constant circuits. Instruction includes the use of hand tools, soldering and schematic interpretation. Corequisite: EL 100. **Credit, 2 semester hours**

EL 102—Electronic Drafting

The purpose of this course is to develop an understanding of electronic symbols and the use of industrial standards. The content includes lettering, orthographic projection, isometric drawing, schematic and block diagrams, printed diagrams and layout procedures.

Credit, 3 semester hours

EL 104—Alternating Current Circuits

A comprehensive study of inductance, capacitance, series RLC, parallel RLC circuits, resonance, power factor, impedance matching, high pass filters, low pass filters and circle diagrams. Graphical and phasor representation of alternating quantities are presented. Prerequisite: EL 100.

Credit, 3 semester hours

EL 105—A.C. Circuits Laboratory

Laboratory experience is made available in the construction and test of series and parallel reactive circuits, high pass and low pass filters, power supply filters, band pass circuits, resonance and transformers. The student becomes familiar with the use of the oscilloscope, Q meter, impedance bridge, A.C. watt-meter, A.C. VTVM, distortion analyzer and the wide range oscillator. Corequisite: EL 104.

Credit, 2 semester hours

EL 106—Vacuum Tube Analysis

The construction and theory of vacuum tubes is presented including diodes, triodes, tetrodes, pentodes, cathode ray tubes, gas tubes and photoemissive tubes. Prerequisite: EL 105.

Credit, 2 semester hours

EL 207—Electronic Circuits

The student is introduced to functional circuits such as power supplies, filters, C coupled amplifiers, transformer coupled amplifiers, audio devices, mixing circuits and sine wave oscillators. Corequisite: EL 109. Prerequisite: EL 106.

Credit, 3 semester hours

EL 208—Electronic Circuits Laboratory

The student acquires facility with the construction and testing of regulated supplies, phase inverters, class A, B and C amplifiers, direct coupled amplifiers, frequency compensation networks, cathode followers and oscillators. Corequisite: EL 207.

Credit, 2 semester hours

EL 209—Semiconductors

An analysis of the transistor by the use of the h parameters is presented. The student becomes familiar with the construction and testing procedures for transistor circuits. Prerequisite: EL 104.

Credit, 3 semester hours

EL 210—Electronics Communication Systems

A study of communication systems and the factors affecting the design, operation and maintenance of receiving

and transmission equipment. Antennas, transmission lines, r-f interference, and the Smith Chart are presented. Microwave systems are covered by the demonstration of slotted line measurements. Prerequisite: EL 207.

Credit, 3 semester hours

EL 211—Introduction to Systems Analysis

An analysis is made of electronic system by block diagrams, trigger and signal paths. Theory and operation of pulse techniques and equipment is taught. Prerequisite: EL 207.

Credit, 3 semester hours

EL 212—Systems Laboratory

The student analyzes systems which include pulse, sweep and time delay generators, oscilloscopes, frequency meter and digital voltmeters. Emphasis is placed on blocks containing blocking oscillators, multivibrators, clippers, clipper, saw tooth generators, gating and delay circuits. Operational amplifier problems are also studied. Corequisite: EL 211.

Credit, 2 semester hours

EL 213—Digital Systems Laboratory

This laboratory course provides an introduction to the circuitry used in modern electronic digital computers. The circuits presented include AND gates, flip flops, OR, NOR and inverter gates, DCTL and RTL logic, ring counters, binary counters, binary coded decimal and analog to digital converters and encoders. Prerequisite: EL 212.

Credit, 3 semester hours

EL 214—Solid State Industrial Electronics

Semiconductor devices are studied, utilizing solid state circuits common to current industrial usage. These circuits include mechanical, electrical and magnetic transducers, synchros, servomechanisms, photosensitive devices, silicon controlled rectifier inverters, SCR switching controls and digital counters. Prerequisite: EL 212.

Credit, 3 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 or consent of instructor. Three, two-hour classes a week.

Credit, 3 semester hours

ENGLISH

ENG 101—Composition

A study of semantics, syntax, and rhetoric skills of writing.

Credit, 3 semester hours

ENG 102—Composition

A continuation of ENG 101 with emphasis upon the research techniques and a required term paper. Prerequisite: ENG 101.

Credit, 3 semester hours

ENG 103—Technical Report Writing

A course designed for the students who are enrolled in terminal programs and technical curricula. It will consist of additional training in the fundamentals of semantics, syntax, and rhetoric; and will emphasize experiences in the various types of writing used by modern industry such as letters, reports, surveys and abstracts. Prerequisite: ENG 101 or consent of the Chairman of the English Department.

Credit, 3 semester hours

ENG 104—Scientific, Industrial and Professional Writing

A study of scientific, industrial and professional expository prose and training in the skills needed for these types of writing. Emphasis will be placed upon development of research techniques and the writing of a term paper that relates to an appropriate scientific,

industrial or professional topic. This course may be used in place of English Composition 102 for the University Parallel Program. Prerequisite: ENG 101.

Credit, 3 semester hours

ENG 201—World Literature

A study of selected masterpieces of the literature of the various nations of the world through the renaissance periods. Prerequisite: six hours of freshman English or three hours of Composition 101 with a semester grade of "B" or better in same.

Credit, 3 semester hours

ENG 202—World Literature

A study of the various literatures of the world from the end of the renaissance periods up to the present day. Prerequisite: six hours of freshman English or three hours of Composition 101 with a semester grade of "B" or better in same.

Credit, 3 semester hours

ENG 221—English Literature

Selected masterpieces of British literature from the beginning up to the romantic period. Prerequisite: six hours of freshman English or three hours of Composition 101 with a semester grade of "B" or better in same.

Credit, 3 semester hours

ENG 222—English Literature

Selected masterpieces of British literature selected from the beginning of the period for the romantic poets up to the present day. Prerequisite: six hours of freshman English or three hours of Composition 101 with a semester grade of "B" or better in same.

Credit, 3 semester hours

ENG 230—American Literature

Masterpieces in American literature from its beginning up to 1900. Prerequisite: six hours of freshman English or three hours of Composition 101 with a semester grade of "B" or better in same.

Credit, 3 semester hours

ENG 231—Contemporary American Literature

Selected masterpieces of American literature from 1900 to the present time. Prerequisite: six hours of freshman English or three hours of Composition 101 with a semester grade of "B" in same.

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, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student is expected to continue with French 152.

Credit, 3 semester hours

FRE 152—Elementary French

A continuation of French 151. Further development of basic skills and selected readings. Prerequisite: French 151 or its equivalent.

Credit, 3 semester hours

FRE 251—Intermediate French

A careful review of the elements of grammar. Readings based on French Civilization: geographical, historical, and literary. Increased use of French in class discussions and reports. Prerequisite: French 152 or its equivalent.

Credit, 3 semester hours

FRE 252—Intermediate French

A continuation of French 251. Masterpieces of the short story. Prerequisite: French 251 or its equivalent.

Credit, 3 semester hours

FRE 253—Studies in French Literature and Culture

Selected masterpieces of French prose and poetry. Discussions and written reports in French, with careful attention to the development of correct expression and fluency. Prerequisite: French 252 or its equivalent.

Credit, 3 semester hours

FRE 254—Studies in French Literature and Culture

A 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, prob-

lems, 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

GEO 221—Economic Geography

A study of the earth emphasizing the influence of environments on the economic activities of man. The distribution, production, exchange and consumption of wealth in man's commercial pattern in relation to resource utilization is stressed. **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 hours

GY 110—Historical Geology

A study of the record of past life on the earth and the geologic record produced. Recent geologic history is emphasized through the study of fossils, geologic maps, and field work. Three lectures and one two-hour laboratory a week. Prerequisite: GY 105, 106.

Credit, 4 semester hours

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. Student is expected to continue sequence with German 172.

Credit, 3 semester hours

GER 172—Elementary German

Further development of German 171. Fuller use of conversation in class. Introduction to literary and musical masters. Prerequisite: German 171 or its equivalent. **Credit, 3 semester hours**

GER 271—Intermediate German

Review of grammar and improved composition. Daily emphasis on oral Ger-

man. Prerequisite: German 172 or its equivalent. Credit, 3 semester hours

GER 272—Intermediate German

Continuation of German 271. Increased fluency and increased ability in reading of German 271. Prerequisite: German 271 or its equivalent.

Credit, 3 semester hours

GER 273—Studies in German Literature and Culture

A study of literary and musical mas-

ters and their works, with written reports. Careful attention is given to fluency and correct expression. This course is conducted in German. Prerequisite: German 272 or its equivalent.

Credit, 3 semester hours

GER 274—Studies in German Literature and Culture

Continuation of German 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 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 120—Intermediate Modern Dance

Floor work—center of floor work and barre work. Prerequisite: HPR 105.

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 137—Unarmed Defense
Introduction to different areas of self-defense directed at developing a fundamental knowledge of defense tactics and restraints. This course is planned as a requirement for those students in our Law Enforcement program. It will also complement our total physical education program by serving other interested students as a physical education activity course to be used in fulfilling their physical education requirement.
Credit, 2 semester hours

HPR 138—Skeet and Trap Shooting
Fundamentals of Skeet and Trap Target Shooting and Hunter Safety Training Course. 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, 3 semester hours

HPR 204—Intermediate Bowling
Coeducational. Prerequisite: HPR 104.
Credit, 1 semester hour

HPR 205—Contemporary Dance
Composition with respect to form, design, dynamics and rhythm. Prerequisite: HPR 105, 120. Credit, 1 semester hour

HPR 209—Intermediate Golf
Coeducational. Prerequisite: HPR 109.
Credit, 1 semester hour

HPR 211—Intermediate Horsemanship
Coeducational. Prerequisite: HPR 111.
Credit, 1 semester hour

HPR 214—Intermediate Tennis
Coeducational. Prerequisite: HPR 114.
Credit, 1 semester hour

HPR 218—Intermediate or Figure Skating Group
Coeducational. Prerequisite: HPR 118.
Credit, 1 semester hour

HPR 220—Dance Composition
Principles of composition, student choreography and performance of solo and group compositions required. Prerequisite: HPR 105, 120, 205.
Credit, 1 semester hour

HPR 236—Advanced Weight Training
An advanced course in weight training for those who have completed HPR 136. Special attention will be given to the Olympic lifts (2 hand press, 2 hand

snatch and the 2 hand clean and jerk). In HPR 136 the basic fundamentals of weight training were achieved. HPR 236 would offer the opportunity for the better lifters in HPR 136 to continue in their training at an advanced level and possibly some may develop into competitive lifters. **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**

AVI 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. Prerequisites: Class III Medical Certificate. **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—The Americas from 1492
to 1815**

A survey of the native cultures, colonial institutions, the independence movements, and the emergence of the United States and the Latin American Countries as new nations.

Credit, 3 semester hours

**HIS 112—The Americas from 1815 to
the Present**

Political growth, economic changes, and social movements in the United States, Canada, and the Latin American Countries during the Nineteenth and Twentieth Centuries, with considerable emphasis on inter-American relations.

Credit, 3 semester hours

HIS 201—History of the United States

A survey of the Colonial background of American History and national development through the Civil War era. Prerequisite: Sophomore standing.

Credit, 3 semester hours

HIS 202—History of the United States

A survey of the History of the United States since the end of the Reconstruction era. Prerequisite: Sophomore standing. **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

HOTEL - MOTEL ADMINISTRATION

HMA 100—Introduction to Hotel-Motel Administration

An orientation to show the history, organization, problems, opportunities and possible future trends of the industries. The functions, authorities and responsibilities of management techniques and procedures are emphasized.

Credit, 2 semester hours

HMA 102—Food and Beverage Management and Service

This course is for those who are interested in entering or advancing in this complex and interesting field. Fundamentals in food preparation, merchandising and service, plus knowledge of current financial and business practices are included. **Credit, 3 semester hours**

HMA 105—General Hotel-Motel Operations and Service Administration Practices

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 functions will be stressed in general operations. **Credit, 3 semester hours**

HMA 110—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 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 understanding 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 application 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 operations 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 101 and JOU 102—Introduction to News Writing

Practical application of news writing and editing principles through work with college media. Prerequisite: JOU 201.

Credit, 1 semester hour

JOU 118—Survey of Communications

An introductory course in mass communications dealing with history, comparative foreign press, process and ef-

fect, opportunities in and responsibilities of the various media. Open to freshmen. **Credit, 3 semester hours**

JOU 201—Writing for Mass Communication

A pre-professional course designed to provide fundamental instruction and practice in writing as a basis for all upper division courses in Journalism, Advertising and Broadcasting. Open to freshmen. **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

area. One lecture a week, assigned practical problems, and several field trips during the semester. Prerequisite: Permission of instructor.

Credit, 1 semester hour

MATHEMATICS

MTH 051—Fundamental Concepts of Contemporary Mathematics for Elementary Teachers

The course is designed for in-service teachers. It is concerned with contemporary subject matter, concepts, and approaches to teaching which have evolved from recent study and research pertaining to instruction of elementary mathematics. It may be credited for 3 semester hours toward extension of Certificate, recency of credit, and the local County Incentive Award.

Credit, 3 semester hours

MTH 061—Fundamental Concepts of Contemporary Mathematics for Secondary Teachers

The course is designed for in-service teachers. It is concerned with contemporary subject matter, concepts, and approaches to teaching which have evolved from recent study and research pertaining to instruction of secondary mathematics. It may be credited for 3 semester hours toward extension of Certificate, recency of credit, and the local County Incentive Award.

Credit, 3 semester hours

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 course is 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 110—College Algebra

Factoring, fractions, functions and graphs, variation, equations through quadratics, exponents and radicals, logarithms, complex numbers, higher degree equations, inequalities, progressions, mathematical induction, the binomial theorem. Recommended for students in specialized and technical curricula. Prerequisite: MTH 104 or MTH 105 or two years of high school algebra with grade of "C" or better, or recommendation of the Mathematics Department.

Credit, 3 semester hours

MTH 112—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. Recommended for students in specialized and technical curricula. Prerequisite or corequisite: MTH 110.

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 "C" or better, or recommendation of the Mathematics Department.

Credit, 4 semester hours

MTH 140—Trigonometry and Analytic Geometry

Trigonometric functions of angles and real numbers, solution of right and oblique triangles, radian measure, fun-

damental identities, vectors, inverse trigonometric functions, complex numbers, the straight line, conic sections, polar coordinates, parametric equations, hyperbolic functions. Prerequisite: MTH 130 or recommendation of the Mathematics Department.

Credit, 3 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 205 and 206—Advanced Mathematics for Engineering Technology

Elements of analytic geometry, derivatives, integration, transcendental

functions, Fourier series, differential equations, the Laplace transform, matrices, infinite series, elements of Boolean algebra. Recommended for students in engineering technology. Prerequisite for MTH 205: MTH 112 or MTH 130. Prerequisite for MTH 206: MTH 205.

Credit, 3 hours each semester

MTH 211 and 212—Calculus

Functions, limits, derivatives, definite and indefinite integrals, parametric equations and polar coordinates, transcendental functions, partial derivatives, multiple integrals, sequences and series, L'Hospital's Rule and the generalized mean value theorem, improper integrals. Prerequisite for MTH 211: MTH 140. Prerequisite for MTH 212: MTH 211.

Credit, 5 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

MEDICAL ASSISTING

MA 110—Introduction to Medical Assisting

An overview of the Medical Assisting profession: duties and responsibilities; opportunities and compensations; professional requisites; ethics and legal aspects of medicine and medical assisting; and professional development.

Credit, 2 semester hours

MA 115—Medical Terminology

Development of a medical vocabulary commonly used in physicians' offices. Emphasis given to study of physiologic and anatomic terms referring to human tissues and organic systems and to use of medical dictionaries, manuals, and pharmaceutical references.

Credit, 2 semester hours

MA 120—Office Practices and Procedures

Provides instruction pertaining to the administrative aspects of the operation of a physician's office: public relations; receptionist's responsibilities; making appointments; inter-office communications, including telephone and switchboard operations; records and reports; inventorying and ordering supplies; prescription writing; housekeeping; fees and collections; insurance forms; welfare agencies; and special problems in dealing with patients.

Credit, 3 semester hours

MA 210—Laboratory Techniques and Procedures

Instruction pertaining to laboratory procedures used in identifying micro-organ-

ganisms and the relation of micro-organisms to health and disease. Also instruction pertaining to cultures and smears, urinalysis, blood counts, blood sugar, sedimentation rate, and dosages and solutions. Also introduction and instruction to the use of the electrocardiograph and basal metabolism equipment and other special topics as needed. Two hours of lecture and three hours of laboratory and demonstration. Prerequisites: MA 110, 115.

Credit, 3 semester hours

MA 220—Clinical Practices and Procedures

Instruction pertaining to: orientation of a patient to physician's office; assisting in examination of patient including weighing, measuring, taking temperatures, pulse, respiration, and blood pressure; draping for examinations; assisting with minor surgery, including applying and removing surgical dressings, bandages, and splints; sterilization procedures and techniques; dealing with emergencies, including resuscitation, use of oxygen, shock, fainting, and allergy reactions; introduction to use of equipment; diathermy, ultrasound, and photomicrograph; instruction pertaining to vaccinations and immunology; and familiarization of student with the principles, preparations, and precautions of x-ray examinations. Two hours of lecture and three hours of laboratory and demonstration. Prerequisite: MA 110. **Credit, 3 semester hours**

MA 230—Seminar in Medical Assisting

Consideration of the variations of the operation of physicians' offices of the

different medical specialties. Time devoted to reviewing, summarizing and synthesizing information and concepts introduced in previous courses. Special topics and problems related to individual and group interests included as needed. Recommended to be taken in fourth term, concurrently with MA 241. Prerequisites: MA 220, 240.

Credit, 3 semester hours

MA 240—Practicum in Medical Assisting

Six hours per week, during the third term, devoted to "on-the-job training" in a physician's office or hospital. One hour per week devoted to class on campus under the direction of the coordinator of the practicum program. Prerequisites: MA 120, 220.

Credit, 3 semester hours

MA 241—Practicum in Medical Assisting

Six hours per week, during the fourth term, devoted to "on-the-job training" in a physician's office. One hour per week devoted to class on campus under the direction of the coordinator of the practicum program. Prerequisite: MA 240.

Credit, 3 semester hours

BA 248—Accounting for Medical Assistants

General bookkeeping systems and special topics of interest to medical assistants including: banking and billing; income tax reports; employee payroll deductions; medical insurance forms; taxes and licenses; medical economics; keeping daily logs; and specialized accounting systems such as "peg board" accounting. **Credit, 3 semester hours**

MUSIC

MU 101, 102—Fundamentals of 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 per 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 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. Pro-

grams include a Christmas Concert, an assembly program, and one spring concert 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 Choristers

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

Credit, 1 hour each semester

**MU 131, 132, 231, 232—Applied Voice
MU 141, 142, 241, 242—Applied Piano
MU 151, 152, 251, 252—Applied Organ**

These are private instructions in Voice, Piano and Organ. Students should register only with the specific approval of the instructor. One half-hour lesson per week. Credit, 1 hour each semester

**MU 133, 134, 233, 234—Applied Voice
MU 143, 144, 243, 244—Applied Piano
MU 153, 154, 253, 254—Applied Organ**

These are private instructions in Voice, Piano and Organ. Students should register only with the specific approval of the instructor. One hour lesson per week. Credit, 2 hours each semester

MU 136, 137, 236, 237—Instrumental Ensemble

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

Credit, 1 semester hour

MU 138, 139, 238, 239—Community College Orchestra

Open to students, faculty, and members of the community. Study of orchestral literature for the purpose of ensemble experience and public performance. Several concerts will be presented during the year. Chairs will be assigned on an audition basis.

Credit, 1 semester hour

MU 213, 214—Composition

A course to afford the advanced music student an opportunity to compose music for either or both vocal and instrumen-

tal 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 fundamental knowledge of skills of nursing care for persons of all ages. This includes concepts of human 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. Prerequisite or corequisite: BIO 110.

Credit, 6 semester hours

NSG 102—Nursing

An introduction to the reactions of the human body to disease and injury during the life cycle, including human relationships necessary to give safe, patient-centered nursing care. The selected medical and surgical areas include disturbances of respiration, circulation and digestion. Each week three hours of lecture and nine hours of laboratory on campus and in community agencies. Prerequisite: NSG 101; prerequisite or corequisite: BIO 130.

Credit, 6 semester hours

NSG 200—Nursing

The nursing care of the mentally ill person is given primary consideration in this course. Offered in Term III-A, it includes each week six hours of lecture and eighteen hours of laboratory in community agencies. Prerequisites: NSG 101, 102, PSY 101.

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. Includes the

effects of illness on normal patterns of growth and development. Each week four hours of lecture and twelve hours of laboratory in community agencies. Prerequisites: NSG 101, 102, 200; prerequisites or corequisites: SOC 211, PSY 211. **Credit, 8 semester hours**

NSG 203—Nursing

A course designed to study complex nursing problems of all age groups. Included are care of patients with neurological, endocrine, and excretory disturbances, as well as orthopedic conditions and diseases of the special senses. Each week four hours of lecture and twelve hours of laboratory experiences 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. Prerequisite: NSG 101, 102, 200, 202. **Credit, 2 semester hours**

NSG 250—Trends in Nursing

Designed to broaden the practitioner's concept of the scope of the profession, this course is a study of trends influencing contemporary nursing. Consideration is given to both nursing education and nursing service, including recent developments in the clinical specialties. Offered to professional nurses.

Credit, 3 semester hours

NSG 260—Seminar in Psychiatric Nursing

This course is designed to assist the graduate professional nurse in gaining knowledge and skill in the application of psychiatric nursing concepts in gen-

eral nursing practice. Also included are recent developments in the mental health field. Each week two hours of lecture and three hours of laboratory in community health agencies.

Credit, 3 semester hours

NUTRITION

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

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 and practices in both sexual and asexual propagation of turf grasses, 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, turf grasses, 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 and turf grasses 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, 4 semester hours

OH 270—Field Service I

One summer's practical experience in an approved commercial business. Technical report required. Full time employment during Term IIIA or IIIB.

Credit, 3 semester hours

OH 271—Field Service II

One term (Term I or II) of practical experience in an approved commercial nursery during the second year. Total part time employment to be no less

than 12 hours a week and no more than 18. Technical report required.

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, 3 semester hours

OH 286—Nursery Practices II

See course description of OH 285.

Credit, 3 semester hours

OH 287—Nursery Practices III

See course description of OH 285.

Credit, 3 semester hours

PHILOSOPHY

PHI 161—Introductory Logic

A study of the principles of official 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 inductive methods of

inquiry, basic assumptions and the development of the sciences, and their implications for metaphysics, and the other areas of human experience. Prerequisite: Sophomore standing.

Credit, 3 semester hours

PHI 262—Human Values

An introductory consideration of the philosophical foundations of the humanities with emphasis on the major areas of human values: ethics, esthetics, social and political philosophy and philosophy of religion. Prerequisite: Sophomore standing. **Credit, 3 semester hours**

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 two years of high school algebra with a grade of "C" or better.

Credit, 3 semester hours

PHY 111—Elements of Physics Laboratory

A one semester laboratory meeting two hours a week for the purpose of demonstrating and verifying the theories of mechanics, heat, sound, electricity, magnetism, light, and atomic physics. The scientific method and laboratory technique is stressed. Prerequisite or corequisite: Physics 110.

Credit, 1 semester hour

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 cover-

age 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

PHY 250—Analytical Mechanics

A mathematical formulation and analysis of the laws of Newtonian mechanics. Contents: vector calculus and kinematics of a particle, dynamics, moving reference systems, central forces and celestial mechanics, mechanics of rigid bodies generalized coordinates, Lagrange's equations, oscillations and normal coordinates. Three lectures a week. Prerequisite: PHY 210. Prerequisite or corequisite: MTH 251 and PHY 211.

Credit, 3 semester hours

POLICE SCIENCE AND CRIMINOLOGY

POL 100—Introduction to Police Science

This course will examine the philosophy and history of law enforcement. Included are: a survey of police problems and crime, organization and jurisdiction of local, state and federal enforcement agencies, and a survey of professional qualifications and opportunities.

Credit, 3 semester hours

POL 101—Police Administration

An examination of the principles of organization, administration and functioning of police departments to include personnel policies, operation of divisions policy and command of the department as a whole. **Credit, 3 semester hours**

POL 110—Criminal Law

This 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

POL 111—Criminal Evidence and Court Procedures

An examination of the rules governing the admissibility of evidence, specifically as they affect the law enforcement officer in the processes of arrest, force, search, seizure, preservation, custody, testimony and courtroom procedures.

Credit, 3 semester hours

POL 200—Patrol Administration

An examination of the principles of organization and functioning of police patrols to include responsibilities, techniques, problems, methods of operation and supervision. **Credit, 3 semester hours**

POL 201—Criminal Investigation

The investigation activity of a police department is studied to evaluate its organization, functioning and relationship with other divisions and agencies. The techniques and procedures of conducting an investigation, the collection and preservation of evidence, and preparation of reports will be emphasized.

Credit, 3 semester hours

POL 202—Traffic Problems and Administration

An examination of police responsibilities in the area of motor vehicles and traffic problems to include the areas of Engineering, Education and Enforcement. The organization and operation of a traffic activity will be developed and

techniques for enforcement investigation and prevention will be studied.

Credit, 3 semester hours

POL 203—Crime and Delinquency Prevention

The development of criminal behavior will be studied to provide an insight into casual factors, precipitating factors and opportunities for the commission of criminal or delinquent acts. The techniques, responsibilities and capabilities of police organizations in the area of prevention will be developed.

Credit, 3 semester hours

POL 210—Field Service and Seminar

Students are afforded the opportunity to visit and observe the practical application of law enforcement principles by selected police agencies and their subordinate divisions. Prominent police officials and law enforcement experts will conduct seminar sessions where students will present results of assigned projects for class information and discussion.

Credit, 4 semester hours

POLITICAL SCIENCE

PSC 121—National Government

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

Credit, 3 semester hours

PSC 122—State and Local Government

Study of the principles and institutions of American state and local government.

Credit, 3 semester hours

PSC 221—Introduction to International Relations

Inquiry into the nature of international relations; nationalism, imperialism,

militarism, armaments, functions and problems of democracy and history of international relations; international organizations and their function. Prerequisite: PSC 121. **Credit, 3 semester hours**

PSC 222—Introduction to International Relations

Foreign policies and contemporary problems of major regions in international relations. Western Europe, U.S.S.R., United States and the Far East are the considered. Prerequisite: PSC 121.

Credit, 3 semester hours

PSYCHOLOGY

PSY 100—Human Relations in Business and Industry

This course is an introduction to the study of human behavior with emphasis upon its practical applications in business and industry. It introduces the student to personal and social adjustment mechanisms as a means of understanding the behavior of one's self and of others. It also introduces the student to current psychological applications in the fields of testing, advertising, selling, market research, morale, personnel work, employee selection and training, and supervisory practices.

Credit, 3 semester hours

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, preception, 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 Alexander of Macedon to the second century A.D. Prerequisite: Advanced standing or approval.

Credit, 3 semester hours

REL 240—World Religions

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

Credit, 3 semester hours

SECRETARIAL TEACHER AIDE

TSA 110—Audio Visual Aids

Instruction in the use and operation of various audio visual machines and equipment. Course also will be concerned with production and use of projected and non-projected materials.

Credit, 2 semester hours

TSA 210—Seminar in Secretarial Teacher Aide Education

Will include as required study: use of Library; school records and reports; and art skills including lettering, poster making and display arrangement. Special topics and problems related to individ-

ual and group interests will be included as needed. Recommended to be taken during fourth term, concurrently with TSA 220. **Credit, 5 semester hours**

TSA 220—Practicum for Secretarial Teacher Aide

Six hours per week for a full term will be spent working in a school under the supervision of a skilled teacher. One hour per week will be spent in class on campus under the direction of a college instructor. Recommended to be taken in fourth term, concurrently with TSA 210. **Credit, 4 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 generalization and concepts of man's collective behavior.

Credit, 3 semester hours

SOC 221—Social Problems

Study of the social and cultural aspects, incidence, and characteristics of

selected social problems. Prerequisite: SOC 211. **Credit, 3 semester hours**

SOC 231—The Family

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

Credit, 3 semester hours

SPANISH

SPA 161—Elementary Spanish

Basic Spanish grammar with a view to reading, writing, and understanding simple Spanish. Student is expected to continue sequence with Spanish 162.

Credit, 3 semester hours

SPA 162—Elementary Spanish

A continuation of Spanish 161, supplemented by first-year reader on historical and contemporary Spain. Prerequisite: Spanish 161 or its equivalent.

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 plus

readings in modern Spanish prose. Course conducted entirely in Spanish to allow students opportunity to use oral Spanish. Prerequisite: Spanish 162 or Spanish 163 or equivalent.

Credit, 3 semester hours

SPA 262—Intermediate Spanish

Emphasis is placed on the rapid reading of Spanish prose. Composition and conversation based on reading. Prerequisite: Spanish 261 or its equivalent.

Credit, 3 semester hours

SPA 263—Advanced Composition and Conversation

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

Credit, 3 semester hours

SPA 264—Advanced Composition and Conversation

A continuation of Spanish 263. Prerequisite: Spanish 263 or approval of instructor.

Credit, 3 semester hours

SPA 265—Studies in Spanish Literature and Culture

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: Spanish 264 or approval of instructor.

Credit, 3 semester hours

SPA 266—Studies in Spanish Literature and Culture

A continuation of Spanish 265. Prerequisite: Spanish 265 or approval of instructor.

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 105—Argumentation and Debate

A course in the principles of argumentation, including analysis, evidence, inference, and refutation, as they pertain to the debate situation. Students have the opportunity to participate in intramural and intercollegiate debate. Prerequisite: SPE 100 or permission of the instructor.

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 occasions, with individual criticism. Study and drill in parliamentary procedure and presiding for group action. Prerequisite: SPE 100, 110, or permission of the instructor.

Credit, 3 semester hours

SPE 112—Group Discussion and Conference Techniques

A study of the principles, problems, and types of discussion; the develop-

ment of leadership and participation in cooperative thinking, problem-solving, and the resolution of group conflicts through discussion. Prerequisite: SPE 100, 110, or permission of the instructor. **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: Permission of the instructor. **Credit, 3 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. Recommended for English and Speech majors. Prerequisite: Permission of the instructor.

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: 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 two years of high school algebra with grade of "C" or better. **Credit, 3 semester hours**



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