

JUNIOR COLLEGE OF BROWARD COUNTY

**CATALOG** 1967  
**1968**





JUNIOR COLLEGE OF BROWARD COUNTY

**GENERAL CATALOG**

**1967  
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**THE JUNIOR COLLEGE  
of BROWARD COUNTY**

Fort Lauderdale  
Florida



# County Administration

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M.A., University of Florida  
Ed.D., Florida State University

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# College Calendar

## 1967-1968

### TERM I

**August 1**—Last day for new students to file complete applications for admission for the first term. Students submitting applications after this date must submit with the application a \$5.00 late application fee.

**August 8-11**—Orientation of new students.

**August 15**—All teachers report for work (teachers' meetings, etc.)

**August 15**—Registration for returning evening students only.

**August 16**—8:30 a.m.—Registration for Sophomores by time card appointment only. (Obtain time card from the Registrar's Office.)

**August 16**—6:00 p.m.—Registration for new evening students only.

**August 17**—Registration for returning Freshmen by time card appointment only.

**August 18**—Registration for new Freshmen by time card appointment only.

**August 21**—Classes begin.

**August 21-22**—Late registration for day (1:00 p.m. to 3:30 p.m.) and evening (6:30 p.m. to 8:00 p.m.) applicants who failed to register during the regular registration periods. Late registration fee is \$10.00.

**August 21-22**—3:30 p.m.—Schedule adjustments for **graduation requirements and class conflicts only.**

**August 30**—Last day for completion of withdrawal with 80% refund.

**September 1**—5:00 p.m.—Labor Day holiday begins.

**September 4**—Labor Day holiday.

**September 5**—Classes resume after Labor Day holiday.

**September 15**—Last day to change a course from credit to audit.

**September 15**—Last day to change a course from audit to credit.

**September 15**—Last day to drop a course without receiving grade penalty.

**September 15**—Examination day to remove incomplete grades for the preceding term.

**September 19-24**—Last week to secure evaluations for completion of degree requirements for Term I.

**September 29**—Last day for faculty members to complete corrected grade reports in the Registrar's Office.

**October 20**—Last day for mid-term grade reports to be brought to the Registrar's Office.

- November 17**—Last day for a student to withdraw from a class.
- November 22**—5:00 p.m.—Thanksgiving holiday begins.
- November 23-24**—Thanksgiving holiday.
- November 27**—8:00 a.m.—Classes resume after Thanksgiving holiday.
- December 11**—Final testing for new day students.
- December 11-15**—Final Examinations.
- December 15**—First term ends.
- December 15**—Last day for new students to file complete application for the second term. Students submitting applications after this date must submit with the application a \$5.00 late application fee.
- December 15**—All grades due in the Registrar's Office on or before 10:00 a.m. December 16, 1967.

## TERM II

- January 2-3**—Registration and orientation for day students by time card appointment only. (Obtain time card in the Registrar's Office.)
- January 2**—6:00-8:30 p.m.—Registration for returning evening students only.
- January 3**—6:00-8:30 p.m.—Registration for new evening students only.
- January 4**—8:00 a.m.—Classes begin.
- January 4-5**—Late registration for day (1:00 p.m. to 3:30 p.m.) and evening (6:30 p.m. to 8:00 p.m.) applicants who failed to register during regular registration periods. Late registration fee is \$10.00.
- January 4-5**—Schedule adjustments for **graduation requirements** and **class conflicts only**, 3:30 p.m.
- January 15**—Last day for completion of withdrawal with 80% refund.
- February 2**—Last day to change a course from audit to credit.
- February 2**—Last day to change a course from credit to audit.
- February 2**—Last day to drop courses without receiving grade penalty.
- February 2**—Examination day to remove incomplete grades for preceding term.
- February 16**—Last day for instructors to report incomplete grade changes for the preceding term.
- February 19-23**—Last week to secure evaluation for completion of degree requirements for Term II.
- February 27**—Last day to pay graduation fees for May 1, 1968.

- March 4**—10:00 a.m.—Instructors mid-term grade progress reports due in the Registrar's Office.
- March 29**—Last day for a student to withdraw from a class in Term II.
- April 10**—Good Friday holiday begins, 5:00 p.m.
- April 11-12**—Good Friday holiday.
- April 15**—8:00 a.m.—Classes resume after Good Friday holiday.
- April 19**—Last day for new students to file complete applications for admission to Term IIIA. Students submitting applications after this date must submit with the application a \$5.00 late application fee.
- April 22-26**—Final Examinations.
- April 26**—Second Term Ends.
- April 26**—Grades due on or before 10:00 a.m., April 27, 1968.
- May 1**—Graduation.

### TERM III-A

- May 2**—6:00 p.m.-8:30 p.m.—Registration for evening students only.
- May 3**—8:00 a.m.—Registration for day students by time card appointment only. (Obtain time card from the Registrar's Office.)
- May 6**—Classes begin.
- May 6**—Late registration fee is \$10.00.
- May 6-7**—Late registration for day (1:00 p.m.-3:30 p.m.) and evening (6:30 p.m.-8:00 p.m.) applicants who failed to register during regular registration periods.
- May 6-7**—Schedule adjustments for **graduation requirements** and **class conflicts only**.
- May 10**—Last day for completion of withdrawal with 80% refund.
- 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.
- May 30**—Memorial Day holiday.
- June 1**—Attend classes Saturday to make up for Memorial Day holiday.
- June 4**—Last day for new students to file complete application for Term III-B. Students submitting applications after this date must submit with the application a \$5.00 late application fee.
- June 14**—Final Examinations.
- June 14**—Term III-A ends; all grades due in the Registrar's Office on or before 10:00 a.m., June 15, 1968.

### TERM III-B

**June 19**—8:00 a.m.—Registration for day students by time card appointment only. (Obtain time card from the Registrar's Office.)

**June 19**—6:00 p.m.-8:30 p.m.—Registration for evening students only.

**June 20**—Classes begin.

**June 20**—Late registration fee is \$10.00.

**June 20-21**—Late registration for day (1:00 p.m.-3:30 p.m.) and evening (6:30 p.m.-8:00 p.m.) applicants who failed to register during regular registration periods.

**June 20-21**—Schedule adjustments for **graduation requirements and class conflicts only.**

**June 26**—Last day for completion of withdrawal with 80% refund.

**June 26**—Last day to change a course from credit to audit.

**June 26**—Last day to change a course from audit to credit.

**June 26**—Last day to drop courses without receiving grade penalty.

**July 3**—10:00 p.m.—July Fourth holiday begins.

**July 4-5**—Holiday.

**July 8**—8:00 a.m.—Classes resume after July Fourth holiday.

**August 2**—Final Examinations.

**August 2**—Term III-B ends; grades due in the Registrar's Office on or before August 3, 1968 at 10:00 a.m.

**Note:** Adjust calendar dates by moving up one day for a **1968-69** school year calendar.



# College Administration

MYRON R. BLEE, B.Ed., M.A., Ed.D. ....	President
JACK D. TAYLOR, B.S., M.A., Ed.D. ....	Dean of Students
HOMER M. LEDBETTER, A.B., B.S., M.A., Ed.D. ....	Associate Dean — General Education
EDWARD F. KOTCHI, B.S., M.Ed. ....	Associate Dean — Technical Education
GEORGE H. VOEGEL, B.S., M.Ed. ....	Associate Dean — Learning Resources
DONALD P. LA ROWE, B.S., M.B.A. ....	Administrative Assistant to the President and Director of Personnel
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ROBERT N. MELOTT, B.S., M.A. ....	Director of Data Systems
LESTER B. TRUSSLER, A.B., M.A. ....	Registrar
FRANK J. SCALISE, B.S., M.A., Ed.D. ....	Director of Guidance and Counseling
GRADY W. DRAKE, B.S., B.S. in L.S. ....	Director of Library Services
JACK G. PENICK, B.S., M.B.A. ....	Director of Finance and Accounting

# The Faculty

\*On leave

ABBOTT, Frances	Biology
B.S., M.S., Florida State University	
ADKINS, Betty Jean	English
B.A., M.A., University of Miami	
ANDERSON, La Monte E.	Art
B.S.Ed., M.F.A., Bowling Green University	
ANDREWS, Alton B.	Physical Education
B.S., University of Rhode Island	
M.Ed., Florida Atlantic 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	
BETHEL, Jacquelyn E.	Business Administration
B.A., Marietta College	
M.Ed., Florida Atlantic University	
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	
BLEE, Myron R.	President
B.Ed., Northern Illinois University	
M.A., Ed.D., University of Illinois	
BLUCKER, Judith Ann	Physical Education
B.S., Memphis State University	
M.S., University of North Carolina	
BOCKSTEGE, Ben Jr.	Mathematics
B.S., Indiana University	
M.S., Northern Illinois University	
BOWEN, William C.	Aerospace
B.S., University of Florida	

BRANSON, Donna Rae .....	English
B.S., Florida State University	
M.Ed., University of Florida	
BRANTFERGER, Marjorie .....	Nursing
B.S., Emory University	
M.Ed., Florida Atlantic University	
BRASHEARS, Margaret E. ....	Counselor
B.S., Ed.M., Temple University	
BRAYNON, Cora .....	Nursing
B.S., Tuskegee Institute	
M.P.H., University of Michigan	
BROCK, James J. ....	Data Processing
B.S., Lincoln Memorial University	
M.Ed., University of North Carolina	
BROGDON, Charles W. ....	English
B.S., M.S., University of Southern Mississippi	
BROWN, Stewart M. ....	Political Science
B.A.E., M.Ed., University of Florida	
BRUMLEY, Rex .....	Director of Athletics
B.S., Sam Huston State Teachers	
M.A., George Peabody College	
BUNCH, John M. ....	History
B.A.E., M.Ed., University of Florida	
BURDICK, Marina .....	Spanish
B.A., Brooklyn College	
M.A., Columbia University	
BURGOYNE, Phyllis Jane .....	Counselor
B.S., M.A., West Virginia University	
BURKE, Thomas H. ....	Physical Education
B.A., Transylvania College	
M.A., University of Alabama	
BURKE, John F. ....	Electronics
B.S., St. Johns University, New York	
BURNS, Lona .....	English
B.A., Woman's College, Hattiesburg, Mississippi	
M.A., University of Alabama	
CABALLERO, Alfredo A. ....	Spanish
B.A., University of Kentucky	
M.A., University of Miami	
CAMERON, Gibson A. Jr. ....	Counselor
A.S., Central Methodist College	
M.Ed., St. Louis University	

- CAMPBELL, Bernard M. .... Language and Literature  
 B.A., King College  
 M.A., S. W. Texas State Teachers College
- CARL, Mary Jo ..... English  
 B.S., Indiana State University  
 M.A., Purdue University
- CASELL, Robert C. .... Science  
 B.S., Iowa State University  
 M.S., University of Idaho  
 Ph.D., University of Minnesota
- CAUFFIEL, Paul W. .... Psychology and Education  
 B.A., M.S., Ed.D., Pennsylvania State University
- CAVANAGH, George J. .... Speech  
 B.A., New York State College  
 M.A., University of Connecticut
- CAVENDISH, Thomas ..... Music  
 B.M., West Virginia University  
 M.M.Ed., Ph.D., Florida State University
- CHESSER, Gordon ..... Mathematics  
 B.S., Bowling Green State University  
 M.S., Barry College
- CHINOY, Norman ..... Mathematics  
 B.A., Montclair State College  
 M.A., Seton Hall University  
 M.S., Florida State University
- CLARK, Ralph T. .... History  
 B.A., Princeton  
 M.A., University of Virginia
- CLEMENT, George D. .... Mathematics  
 B.S.E., M.Ed., University of Florida
- COMES, Gladwyn ..... Astronomy  
 B.S., Stroudsburg State College  
 M.S., Florida State University
- CONDON, James C. .... Geology  
 B.A., University of Illinois  
 M.S., University of Iowa
- CREWS, Harry E. .... English  
 B.A., M.Ed., University of Florida
- CRISPO, Neil S. .... Student Activities & Sociology  
 B.S., M.S., Florida State University
- CROWELL, Hamilton T. .... English  
 Ph.B., Muhlenberg College  
 M.A., Middleburg College

- DEYAMPERT, Lucius D. ....Geology  
 B.S., Birmingham Southern College  
 M.S.T., University of Florida
- DICKERSON, Lee Farthing ..... English  
 B.S., Appalachian State Teachers College  
 M.A., Duke University
- DIETERICH, Lawrence Ray Jr. ....Hotel-Motel Administration  
 B.S., Pennsylvania State University
- DINNEN, Catherine Marie .....History  
 B.A., St. Mary's College, South Bend, Indiana  
 M.A., University of Southern California
- DONOHUE, Timothy W. ....Business Administration  
 B.A., St. John's University  
 L.L.B., Columbia University  
 M.B.A., Akron University
- DOWERMAN, Louise R. ....Librarian  
 B.A., Eastern Kentucky State College  
 B.S. in L.S., George Peabody College
- DOWLEN, Otto S. Jr. ....Geography  
 B.Ed., M.A., University of Miami
- DRAKE, Grady W. ....Director of Library Services  
 B.S., University of Florida  
 B.S. in L.S., Columbia University
- DREIZEN, La Verne H. ....Medical Assisting  
 B.S., Mount Mary College  
 M.T., Jackson Memorial Hospital — Medical Technology
- DUCKHAM, Judith N. ....English  
 B.A., Miami University, Oxford, Ohio  
 M.Ed., Florida Atlantic University
- DUMAS, Helen V. ....Nursing  
 B.S., M.A., Columbia University
- DUNLEVY, Elvira .....Speech  
 B.A., University of Michigan  
 M.S., Purdue University
- DUNNE, Mary C. ....Nursing  
 B.S.N.E., Catholic University  
 M.A., Teacher's College Columbia
- ELLIS, M. J. ....Data Processing  
 B.S., Tennessee Polytechnic Institute  
 M.Ed., University of Miami
- ENGLISH, Bernardine .....Psychology  
 B.A., M.A., University of Florida

ERICKSON, Jane	Physical Education
B.S., Slippery Rock State College	
M.Ed., University of Pittsburgh	
ESCO, Marjorie B.	Speech
B.A., M.A., University of Alabama	
EVERHART, Joan E.	Business Administration
B.S., Tennessee Polytechnic Institute	
M.S., University of Tennessee	
FERRER, Piedad	Spanish
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FLINT, Alma Jean King	Physical Education
B.S., Miami University of Ohio	
M.Ed., Bowling Green State University	
FOSS, Arthur H.	Mathematics
B.A., M.A., Boston University	
FRITZE, Bernard	Biology
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B.S., Florida State University	
M.A., Ohio State University	
GIFFORD, Wilbur H.	Physical Education
B.S.P.E., M.P.H., University of Florida	
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B.S., Birmingham Southern	
M.A., George Peabody College	
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B.S., Union College	
M.A., Eastern Kentucky University	
GREEN, Russell B.	Art
B.S., University of Louisville	
M.Ed., Florida Atlantic University	
GREENSTEIN, Burton S.	Electronics
B.S.E.E., University of Miami	
GUINN, V. O.	Chemistry
B.S., M.Ed., Mississippi State University	
HAIRE, Ronald	Chemistry
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M.S., Florida State University	
HALL, Robert E.	Director of Campus Planning
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B.Ed., University of Miami	
M.A., Appalachian State Teachers College	

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HARNER, Holt W.	Biology
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M.S., The Ohio State University	
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HAYES, Harold B.	Publications and Journalism
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- McCARTHY, William P. ....Police Science and Criminology  
 B.B.A., City College of New York
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 B.S., Tennessee Technological University  
 M.A., Middle Tennessee State University
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 M.A., St. Lawrence University
- McMILLION, Betty .....Music  
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 M.A., Marshall University
- MEDUSKY, John W. ....Mathematics  
 B.S., U. S. Military Academy  
 M.S., University of California  
 M.S.T., University of Florida
- MELOTT, Robert N. ....Director of Data Systems  
 B.S., Bethany College  
 M.A., Marshall University
- MILLER, Adele .....Nursing  
 B.S., University of Miami  
 M.A., Columbia University
- MORETH, Clarice .....Biology  
 B.S., M.S., University of Wisconsin
- MORRIS, Clinton E. ....Physical Education  
 B.S., Livingston State  
 M.A., George Peabody College
- MULLIKIN, Mildred .....Speech and Drama  
 B.A., Lander College  
 M.A., University of Alabama

- NANCE, Marshall ..... Business Administration.  
J.D., Stetson University
- NAREL, Ronald A. .... Counselor  
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M.A., Colgate University
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M.Ed., Rutgers University
- NELMS, Ellen G. .... Chemistry  
B.S., Georgia State College for Women  
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- NITKA, Pearl M. .... Reading Specialist  
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- NIXON, Robert ..... Aerospace  
B.S., University of Southern California
- OAKES, Curtiss W. .... Political Science  
B.S., Ohio State University  
M.A., University of Florida
- OATES, Harvey B. .... Business Administration  
B.S., B.A., West Virginia Institute of Technology  
M.A., University of Kentucky  
Ed.D., West Virginia University
- OWEN, Elsie E. .... English  
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- PACTOR, David E. .... Art  
B.S., M.A., Ball Teachers College
- PALMER, Dudley A. .... Landscape Sciences Technology  
B.S.A., University of Florida
- PARDEE, Mary ..... Librarian  
B.A., Stetson University  
B.S. in L.S., Emory University
- PARKER, Thomas F. .... Counselor  
B.S. Ed., Northern Illinois University  
M.A., Roosevelt University

- PAUL, Mary Q. ..... Business Administration  
 B.S., Central State College of Oklahoma  
 M.S., Oklahoma State University
- \*PAWLOWSKI, John ..... Spanish  
 B.A., Northern Illinois University  
 M.A., Northwestern University
- PEDIGO, Frances ..... English  
 B.A., Florida State College of Women  
 M.A., Ph.D., University of North Carolina
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 B.S., University of Maryland  
 M.B.A., University of Alabama
- \*PERFECT, Mary L. ..... Mathematics  
 B.S., M.S., Florida State University
- PHARR, Jarrett C. ..... Spanish  
 B.A., University of Chattanooga  
 M.A., Instituto Tecnologico de Monterrey
- POSTER, Mildred ..... Medical Assisting Technology  
 B.S., University of Miami
- PORTER, Margaret F. ..... Reading Specialist  
 B.A., Converse College, South Carolina  
 M.Ed., University of Virginia
- PORTERFIELD, William A. ..... Physical Education  
 B.S., M.A., Middle Tennessee State College
- RATLIFF, Dale ..... Psychology  
 B.A., Centre College  
 Th.M., Louisville Presbyterian Theol. Seminary
- RAUB, Donna ..... English  
 B.A., Muhlenberg College  
 M.A., George Peabody College
- REAGAN, Robert P. ..... Physics  
 M.S., Ohio State University  
 B.S., U. S. Military Academy
- REDDING, John L., Jr. ..... History  
 B.A., M.A., University of Kentucky
- \*RHODES, C. E. ..... Physics  
 B.A., M.A., University of Texas
- RIGG, Donald C. ..... English  
 B.A., Yale University  
 M.Ed., University of Florida
- ROBERTS, George ..... Psychology  
 B.A., Mercer University  
 M.A., Peabody College

- ROBERTSON, Albert ..... Business Affairs  
 B.A., Duke University  
 M.Ed., Florida Atlantic University
- ROE, Ann K. .... Nursing  
 B.S., Stamford University  
 M.A.Ed., Florida Atlantic University
- ROSE, Glen A. .... Assistant Registrar  
 B.S., M.P.H.E., University of Florida
- ROULSTON, Reyburn R. .... Business Administration  
 B.A., M.A., University of Minnesota
- RYAN, Thomas J., Jr. .... History  
 B.S., Florida Southern College  
 M.A., University of Alabama
- SAMS, Doris L. .... Counselor  
 B.A., Seton Hill College  
 M.Ed., University of Pittsburgh
- SCALISE, Frank J. .... Director of Guidance and Counseling  
 B.S., M.A., Ed.D., West Virginia University
- SCHENKS, Maxine G. .... Business Administration  
 B.A., M.A., University of Kentucky
- SCHINDELER, Edward J. A. .... Political Science  
 B.S., M.A., Florida State University
- SCHULL, Lois D. .... Librarian  
 B.A., University of Pittsburgh  
 M.A., Kent State University, Ohio
- SCIGLIANO, John A. .... Technical Education  
 B.S.Ed., Florida State University
- SCOTT, Fred L. .... Data Processing  
 B.S., Miami University, Ohio  
 M.Ed., University of Florida  
 M.A., Rutgers
- SHAW, David Alan ..... English  
 B.A., M.Ed., University of Florida
- SHEKMAR, Llewellyn ..... Librarian  
 B.A., Georgia State College for Women  
 M.A., University of Georgia
- SHELDON, Russell ..... Aerospace  
 F.A.A.
- SHENOSKY, Peter S. .... Business Administration  
 B.S., Murray State Teachers College  
 M.A., Rollins College

SIVIK, Frank P. ....	Biology
B.S., Providence College	
M.S., University of Massachusetts	
SMITH, Natalie G. ....	German
B.S., M.A., Ph.D., New York University	
SPAHN, George ....	Physics
B.S., University of Dayton	
B.S.C.E., Catholic University	
M.S., Case Institute of Technology	
STEBNER, Norman S. ....	English
B.S., Southern Methodist University	
M.A., St. Cloud State College	
*STEPHENS, Howard G. ....	Physical Education
B.S., Florida State University	
M.A., Memphis State University	
STUUT, Merrill ....	English
B.A., University of Miami	
M.A., Western Michigan University	
TAYLOR, Jack D. ....	Dean of Students
B.S., M.A., Ed.D., West Virginia University	
TEAHAN, James T. ....	English
A.B., Wagner College	
M.Ed., Florida Atlantic University	
THERIAULT, Harold John ....	History
B.S., Massachusetts Maritime Academy	
M.S., Florida State University	
TOBE, Lawrence D. ....	Art
B.S., M.A., University of Louisville	
TREES, Philip L. ....	Business Administration
B.S., M.A., Ball State Teachers College	
TRUSSLER, Lester B. ....	Registrar
B.A., West Virginia Wesleyan	
M.A., West Virginia University	
VanARSDALL, Charles S. ....	Mathematics
B.S., Eastern Kentucky University	
M.A., Louisiana State University	
VanMEEVEREN, Arthur ....	English
B.A., Central College, Iowa	
M.A., University of Iowa	
VOEGEL, George H. ....	Associate Dean — Learning Resources
B.A., Urenius College	
M.Ed., Temple University	

WAGNER, Aurelia	Counselor
B.A., D'Youville College	
M.S., Barry College	
WALLACE, Mary E.	Art
B.S., M.A., Ball State Teachers College	
WARWICK, Lewis A.	Mathematics
B.A., Asbury College, Kentucky	
M.A., University of Michigan	
WATTS, Leon	Counselor
B.S., Florida A. & M. University	
M.A., University of Michigan	
WEGMAN, David	Business Administration
B.S., Aurora College	
M.B.A., Northwestern University	
WELDON, John C.	French
B.A., M.A., University of Kentucky	
WELLS, John D.	Philosophy
B.A., M.A., Florida State University	
WEST, Marion N.	Business Administration
B.A., State Teachers College, North Dakota	
M.A., Northwestern University	
WHEAT, Leroy W.	Physical Education
B.S., Northeast Missouri State	
M.A., University of Missouri	
WHIPPLE, Ormand	Drafting & Design and Building & Contracting
B.S., General Motors Institute	
WILL, Albert A., Jr.	Biology
B.L.A., M.S., University of Florida	
WOODLE, Jimmy O.	Music
B.A., Furman University	
M.M., Indiana University	
YATER, Roy L.	English
B.A., Mexico City College, Mexico	
M.A., Florida State University	

## HISTORY

The Junior College of Broward County was authorized by the Florida State Legislature in 1959. The local Advisory Committee was appointed by the State Board of Education in October of that year. Dr. Joe B. Rushing was invited to 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. Three portable buildings house the Bookstore, a part of the English Department and the Horticulture program.

The Junior College enrollment totalled 5,220 during the first term of 1966-1967, with 133 full-time faculty members. In the fall of 1965, Dr. Joe Rushing resigned as President of the College.

Dr. Jack D. Taylor was elected acting President, November 4, 1965. Dr. Myron R. Blee was elected President of the College and assumed his duties in December, 1966.

## 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 beyond the high school level.
3. To provide programs for students which will enrich their cultural lives and improve their personal efficiency.
4. To serve as an educational and cultural center for Broward County and South Florida.

## ACCREDITATION

The Junior College of Broward County is accredited by the Southern Association of Colleges and Schools. It is also accredited by the Florida State Department of Education.

# Student Personnel Services

## ORIENTATION

The Orientation Program is designed to assist the student in making an adjustment to college. This program provides the student with information about campus facilities and services and introduces the Administration and Staff of the College. The rules and regulations of the institution and the responsibilities of the student as an individual are discussed. The Orientation Program is offered prior to the beginning of Terms I and II and participation of all full-time students during their first term of enrollment is required.

## COUNSELING

The counseling program helps the student to initiate, continue, and complete his college career in the best possible way. A staff of professional counselors is available to assist students in resolving their educational, vocational, and personal problems. The students are provided an opportunity to carefully evaluate their educational and career plans and to learn more about the Junior College programs and services. Specialized testing is available to the student who is in need of objective information concerning his abilities, achievements, interests, and personality. All students and interested parents are encouraged to request help from the Counseling Staff at any time.

## PLACEMENT TESTING AND ADVISEMENT

Every full-time student must have completed the Florida Twelfth Grade Placement Test battery before receiving program advisement. A number of testing dates are scheduled throughout the year at the Junior College of Broward. Applicants who have not taken the Florida Twelfth Grade Placement Tests will be notified by the Counseling Office and should plan to take these tests at the earliest scheduled date. Requests for variance from the testing requirement (possible for some transient students and sophomore level students transferring into the College) should be directed to the Director of Guidance. This should be done well in advance of advisement dates.

All full-time students receive program advisement prior to registration for each term at the Junior College of Broward County. A core of faculty advisers, representing every department and division, works closely with the counseling staff to assist the student in planning his academic program. Full consideration is given to educational and vocational objectives which are in accord with the abilities and interests of the student. Appointments are arranged by the

Counseling Office for advisement of new and returning students in the direction of the following career-related goals:

### **Curricula Offered**

#### **GENERAL EDUCATION**

Pre-Agricultural Science	Pre-Mathematics
Pre-Architecture	Pre-Medical
Pre-Art	Pre-Medical Technology
Pre-Biology	Pre-Music or Music Education
Pre-Business Administration	Pre-Nursing
Pre-Business Education	Pre-Occupational Therapy
Pre-Chemistry	Pre-Optometry
Pre-Dental	Pre-Pharmacy
Pre-Education (Elementary)	Pre-Physical Therapy
Pre-Education (Secondary)	Pre-Physical Education (Men)
Pre-Engineering	Pre-Physical Education (Women)
Pre-English	Pre-Physics
Pre-Foreign Language	Pre-Political Science
Pre-Forestry (& Technology) (& Wild Life)	Pre-Psychology
Pre-History	Pre-Religion
Pre-Journalism	Pre-Secretarial Science
Pre-Law Enforcement	Pre-Social Welfare
Pre-Liberal Arts	Pre-Speech or Drama
Pre-Library Science	Pre-Veterinary Medicine

#### **TECHNICAL EDUCATION**

Accounting	Landscape Sciences and Technology
Aerospace	Medical Assisting
Building & Contracting Technology	Mid-Management Program (Retailing, Distribution, Marketing)
Data Processing Technology	Nursing
Drafting and Design Technology	Police Administration
Electronics Technology	Police Science and Criminology
Food Service Administration Technology	Recreation Aide
General Business	Secretarial (General)
Graphic Arts	Secretarial (Legal)
Hotel-Motel Administration	Secretarial (Medical)

Many students will not be clear regarding their career-goals. Such students are well advised to pursue the college's program in

general education and to seek early assistance in working through a vocational decision. The staff of the Counseling Office 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. Counselors and faculty advisers are available to assist in identifying and clarifying such requirements.

### **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 Counseling 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 Counseling Office.

### **DEVELOPMENTAL READING SERVICES**

A developmental reading course is offered for students who desire to improve their reading habits and skills. Students may enroll at the time of registration and earn three credits by successfully completing this course. These credits are non-transferable and are not applicable to all degree programs at the Junior College.



This course does employ the most modern techniques and equipment and is of immeasurable value to the student who desires to get the most benefit from his college program. Emphasis is placed on improvement of vocabulary, reading speed, comprehension, organization of ideas, and critical analysis of various types of reading materials.

### **STUDY SKILLS**

A study skills course is provided each term which is open to all interested students. A student may enroll in this program at the time of his regular registration. This is a non-credit course for which no fee is charged. Class size is limited in order to permit a consideration of the study problems of each student. Areas that are included in the program are development of positive attitudes towards study, study planning, listening skills, preparing for examinations, note-taking, and other skills necessary for success in a college program.

### **FINANCIAL AID**

The Division of Student Personnel Services has developed a program of financial aids to assist worthy students who experience difficulty financing a college education. This Division also serves as a source of information concerning financial assistance available through other state colleges and universities. Additional information concerning scholarships, student workshops, loans, and vocational rehabilitation assistance may be obtained by contacting the office of the Financial Aids Counselor.

**SCHOLARSHIPS.** A number of scholarships are provided to aid worthy students who need financial assistance and to students whose academic record demonstrates above average ability. General criteria usually considered in the awarding of scholarships include financial need, moral character, educational objectives, scholastic achievement, and enrollment as a full-time student. More specific information concerning these criteria and application forms will be available in the Guidance Office of all County high schools. High school students who need financial aid to attend the Junior College of Broward County should apply to the Financial Aids Counselor during their senior year. College students applying for a scholarship must be full-time students with a minimal grade point average of 2.0.

**VOCATIONAL REHABILITATION SCHOLARSHIPS.** The Rehabilitation Section of the State Department of Education provides limited assistance to persons who are physically handicapped. Requirements for eligibility for this assistance are as follows: The applicant must have a permanent major physical disability, must be sixteen years old or over, must have a good scholastic record and must take

courses which will prepare him for some vocation at which he can earn a living. Applications for this assistance should be made prior to July 1 for the following year.

**STUDENT WORKSHIPS.** A number of students will be employed on a part-time basis on the College campus, in local public schools, and at the Board of Public Instruction. A student is allowed to work five to fifteen hours per week. The positions may range from laboratory assistants to typists. Workshops on campus will be available only to full-time students who maintain a 2.0 grade point average. The criteria governing off-campus employment are established on an individual basis in accord with the policies specified under the Economic Opportunity Act of 1964.

**LOANS.** Several individuals and organizations in the area have provided funds to worthy students who need a short-term loan. These loans are interest free and are available to full-time students who need funds for tuition, fees, and books. The Junior College also participates in the United Student Aid Program whereby students may borrow up to one thousand dollars from designated local banks.

### **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. Forms for this insurance program are located in the Student Personnel lobby.

### **HEALTH SERVICES**

Medical and 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.

### **STUDENT CENTER AND FOOD CENTER**

The college's new student center, consisting of a large modern cafeteria for individual and group meals, will be completed about January 1, 1968.

### **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 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.

### **TRANSPORTATION**

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

### **LIBRARY**

The College Library is conveniently located in the center of the campus. It has a book collection of 24,000 volumes and about 4,000 volumes are being added each year. In addition, there are subscriptions to approximately 300 periodicals. These books and magazines are selected by the faculty and the library staff and reflect primarily the course of instruction given on the campus.

Trained professional librarians with many years of college and university library experience are available and eager to assist students at all times the library is open. A somewhat formal atmosphere of individual, academic research is maintained in the second floor reading room which houses the principal book collection on the first floor for students who wish to study together. Library hours, regulations and policies which affect students are published in the student handbook each year.

The Library Staff encourages students and faculty to make suggestions for the improvement of service to the college community and also appreciates recommendations for titles of books to be added to the collection.

### **BOOKSTORE**

The College Bookstore, located to the east of the Science Building, is the official source for all required textbooks (new and used) and school supplies. Also available is a large selection of paperbacks, school jewelry, sweatshirts, and other student necessities. The bookstore will also purchase from students textbooks which they no longer need. However, this service is not available during registration periods. For your convenience, the bookstore is open from 8:30 a.m. to 5:00 p.m. and 5:30 p.m. to 9:00 p.m., Monday through Thursday, and 8:30 a.m. to 3:30 p.m. on Friday.

### **COLLEGE ACTIVITIES**

College activities embrace projects, and functions, and clubs, which involve student participation apart from formal classroom instruction and administrative services. They form an essential seg-

ment of educational development and are part of the curricular activities through the cultural, intellectual, and social life of the college community.

### **COLLEGE CLUBS, ORGANIZATIONS AND PROGRAMS**

The development of student organizations, clubs, and programs within the college is encouraged as a function of the activities program operating under the supervision and coordination of the Dean of Students. The following classification will be ascribed to student groups:

**A. Student Organizations** — These activities or groups are departmentally affiliated and are directly supported by student activity funds under specific annual budgetary appropriation. The goals of student organizations encourage cultural and intellectual development which bring into practice the skills and values set forth in the instructional program. These groups function in prescribed formats which allow a varying degree of student direction. Included in Student Organizations are the following:

1. Honorary Societies
2. Departmentally affiliated activities
3. Inter-collegiate athletics
4. Intramurals
5. Extramurals
6. Student Government Association
7. Inter-club Council



- B. Student Programs** — The organizational activities are under administrative direction and are designed to enrich the intellectual, cultural, and social life of the students. They encompass all student activities not covered by either clubs or organizations. They are designed to correlate and supplement the curriculum with functions, presentations, and performances of a professional quality. This is a basic effort to enrich students culturally and technologically.
- C. Student Clubs** — These groups center their purposes around an interest, profession, or service, and are authorized by the Student Activities Board to pursue stated goals. They are designed to permit students to perform in areas of useful pursuits which capture their individual attention or interest. Through these clubs the students will develop mature, responsible, social, and democratic attitudes.

### **STUDENT GOVERNMENT**

To facilitate a fruitful and effective self-government and to create an active interest among the student body, the students of the Junior College of Broward County 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 College 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. 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

**ARMED FORCES COMMUNICATIONS AND ELECTRONICS ASSOCIATION** endeavors to foster appropriate measures towards the development of scientists and engineers in the United States of America.

**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 CHORALE.** This group is open to any student who enjoys singing. Programs are presented for various college and community clubs.

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

**GERMAN CLUB.** The club is open to students enrolled in German classes. 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.

**L'AUBERGISTE CLUB.** The purpose of the L'Aubergiste Club is to create more interest in the hospitality industry and specifically to promote professional interest and participation in the field of Hotel-Motel Administration.

**P'AN KU CLUB.** The P'an Ku Club promotes active interest and participation of Broward Junior College students in the literary arts. It functions as a "media" of communication for the members of the college who are interested in literary endeavors.

**PSI DELTA CHI.** The Psi Delta Chi Club functions as a communications media which groups of legal clubs, societies, or organizations may use to promote any endeavor or project considered advantageous to the Junior College of Broward County.

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

**PHYSICAL EDUCATION MAJORS.** This club promotes further interest in the progress of health, physical education, recreation and athletics.

**SALES AND MARKETING CLUB.** This club encourages students to consider career opportunities in this field of business.

**SIGMA THETA CHI.** This club recognizes individual contributions through communications, and promotes a free press and freedom of expression.

**SPANISH CLUB.** The Spanish Club encourages students to learn Spanish and thus serve as a link with other cultural interests in the college.

**VENETIAN PLAYERS.** These students are encouraged to participate in the direction, production, and performance of plays.

**VETERAN'S CLUB.** This club aids incoming veterans in orienting themselves to school and civilian life and in the development of mature, responsible leadership.

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

**YOUNG AMERICANS FOR FREEDOM CLUB.** The Young Americans for Freedom Club provides 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 pleasure of reading good books. It is to be based upon a 100 Great Books Series.

**INSTRUMENTAL ENSEMBLE.** Broward Community-College Orchestra, Concert Band, Stage Band, and Pep Band constitute the aspects of the college's instrumental program.

**FORENSICS.** This club promotes the active interest and participation of the students of the Junior College of Broward County in public speaking and debating through organized club and inter-scholastic programs of speech and debate activities.

## **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 communication experience are urged to join the staffs of these publications.

**COMMUNITY COLLEGE CALLING.** The purpose of this group is to inform the general public of the latest news and happenings at

the Junior College of Broward County. At the same time the program is used to instruct students in procedures in radio broadcasting.

### **SERVICE CLUBS**

**CIRCLE K.** 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.** This service organization is for men of high standards with the desire to work for service projects which will develop a better college community.

**GAMMA SIGMA SIGMA.** This assembly of women of the Junior College of Broward County promotes the spirit of service to humanity and develops friendship among women of all races and creeds.

**CIVINETTES.** This service club for women 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 experience. It is sponsored by the Junior Chamber of Commerce.

### **SCHOLASTIC ORGANIZATIONS**

**DELTA PSI OMEGA.** This is an honorary dramatic organization 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 purposes shall promote scholarship, develop character, and cultivate fellowship among students of junior colleges.

### **PROFESSIONAL GROUPS**

**HOMINES LEGIS.** The purpose of this club is to advance the law enforcement profession and to bring outstanding police science 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 understanding of the profession.

**STUDENT NURSES' CLUB.** The purpose of this organization is to aid in the preparation of nursing students and the development of professional responsibilities.

### **RELIGIOUS CLUBS**

**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.** This club affords the college community an opportunity to learn the truth about Christian Science and to cooperate with other student religious groups on campus to promote interreligious interest.

**METHODIST STUDENT FELLOWSHIP.** The Methodist Student Fellowship is an organization for students to aid them in growing religiously as they are developing 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

## ADMISSIONS 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 are 21 years or older who have not completed high school may take the General Educational tests and earn a high school Equivalency Diploma by earning an average score of 45, with no score less than 40. This is recognized by the State Department of Education, other State Departments and the U. S. Armed Forces.
  3. Out of State applicants who rank in the upper fifty percent of their high school graduating class.
- B. Transfer Students:
- Those who have attended another accredited college or university are considered transfer students.
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.
  5. Credits earned in another college during suspension from the Junior College of Broward County will not be honored.
- C. Special Students:
- Adults and other students who cannot qualify under the categories outlined above may apply to the Registrar to audit a course or to attend a non-credit course.

D. Non-Citizen

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. Transient Student:

A student of another college or university, who wishes to earn credits to transfer to that institution, may be admitted as a transient student. He must present an official statement from the institution he has been attending, in which it is certified, that he is in good standing and that the credits he earns at JCBC will be accepted as part of his program there. Such a student is not required to file a transcript of his previous college credits, but he is limited to one course per semester during the academic year.

G. 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 Registrar, 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. A non-refundable application fee of \$10.00 must accompany each application. Students submitting an application late must also pay a \$5.00 late application fee.

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.

### **REGISTRATION**

Students are required to register for courses at the beginning of each term. The Admissions Procedures must be completed in the Office of the Registrar before registering for courses. A student cannot earn credit by attending a section of a class for which he has not officially registered.

A student whose attendance at the college is interrupted by one or more regular terms may apply for readmission and, if readmitted, will be subject to the rules and regulations that are in effect at the time he applies for readmission.

Registration dates are listed in the College Calendar. Students who enroll in a course after instruction has begun are at a distinct disadvantage. They are responsible for assignments and instruction which they have missed. Late registrants will be charged an additional fee of \$10.00.

### **ADVANCED PLACEMENT**

It is the policy of the Junior College of Broward County to grant credit to a student who presents a score of 5, 4, or 3 on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board. Such credit will be assigned by the Registrar in terms of the policies of the institution and shall meet graduation, general education, program and elective requirements. The student is responsible for any charges involved and for making test arrangements with the College Entrance Examination Board, Box 592, Princeton, New Jersey. Additional information can be secured from high school counselors, the Junior College of Broward County counseling center or directly from the College Entrance Examination Board.

### **REPEAT RULE**

A student may repeat a course in which he has received an "F" (failing grade) or a low grade, with the approval of the program co-

ordinator of the course in which he is to be enrolled. For all courses that are repeated the grades and credit hours for both the first and subsequent registrations, will be counted in computing the student's grade point average.

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

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

The Registrar will promptly contact the student involved and will see that the student returns to class or promptly withdraws from the class or he may exercise his judgment to administratively withdraw the student with the grade he was earning when he left class.

Excessive absences may result in an administrative entry of "F" on the student's permanent record.

The College will hold the student responsible for completion of the courses for which he has been enrolled, unless he obtains approval for a change in his registration, or files an official withdrawal from the College.

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

## REFUND POLICIES

If a student is officially withdrawn from the College on or before the last date listed in the calendar for withdrawing, 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.

A student who must make a complete withdrawal during the term by order of a licensed medical doctor and for the protection of health may be granted an eighty (80) per cent refund.

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

To be officially withdrawn from College, a student must have completed the proper forms as prescribed by the Registrar on or before the date designated in the College calendar.

## 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
11-13 semester hours .....	Three Fourths Time
7-10 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 Registrar's office and sign the proper forms before the fifth of each month.

## STUDENT FEES

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

Students submitting applications for admission postmarked beyond the last day established in the college calendar must pay an additional \$5.00. Students registering late must pay an additional fee of \$10.00.

	Full-time Students (12 or more Sem. Hrs.)	Part-time Students (Per Ser. Hr.)
<b>TERMS I &amp; II</b>		
Broward County Students (Matriculation — Including \$10 full-time student activity fee) .....	\$100	\$ 8
Other Florida Students (Matriculation and Tuition — Including \$10 full-time student activity fee .....	160	14
Non-Florida Students (Matriculation and Tuition — Including \$10 full-time student activity fee).....	290	26
<b>TERMS III-A &amp; III-B</b>		
Broward County Students .....	50	8
Other Florida Students .....	80	14
Non-Florida Students .....	140	26
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 .....	25	25
HPR—Skeet and Trap Shooting .....	30	30
HPR—Sport Officiating .....	2	2
HPR—Water Skiing .....	35	35
HPR—Casting & Angling .....	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
AER 105—Flight Familiarization .....	135	135
AER 110—Primary Flight I .....	490	490
AER 135—Commercial Flight I .....	663	663

AER 210—Commercial Flight II .....	663	663
AER 235—All-Weather Flight Training ..	330	330
DD 100—Technical Drafting I, Lab fee...	5	5
DD 101—Technical Drafting II, Lab fee	5	5
DD 102—Design of Machine Elements, Lab fee .....	5	5
DD 200—Technical Drafting II, Lab fee	5	5
DD 210—Architectural Drafting, Lab fee .....	5	5
BC 120—Construction Drawing, Lab fee	5	5
BA 246—Basic Accounting Machines, Lab fee .....	5	5

#### Miscellaneous Fees:

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

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

**NOTE:** The fees are subject to change by the direct action of the School Board.

Fees for full-time students during the short terms include a five dollar (5.00) activity fee.

Part-time students for all terms may elect to participate in student activities by paying the ten dollar (10.00) fee during the regular terms and the five dollar (5.00) fee during the short terms. The payment of this fee by part-time students does not waive constitutional provisions of campus organizations which may require full-time student status.

### SELECTIVE SERVICE STATUS

Students, by furnishing the Registrar's Office with their Selective Service Numbers, are automatically requesting that academic information be forwarded to their Draft Boards. It is the responsibility of the individual students to make sure that the Registrar's Office has the number prior to the end of the Add/Drop period of any term.

### 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 Registrar's 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.

### **AUDIT**

A student who is approved for auditing a course must agree to attend the class regularly and meet all class assignments requested by the instructor. A student who fails to meet the above requirements will be administratively withdrawn from the course with a grade of "W".



# 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

### (Totaling Grades)

#### POLICY

- A. 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.
- B. 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
WT	Withdrawal-Transferred to another section .....	0
XF	Failure-excessive absences .....	0
AU	Audit .....	0
NC	Non-Credit course .....	0

- C. "I" grades will become "F" grades if not completed by the time stated in the College Calendar or the student re-enrolls in the same course the next regular term and pays the regular fees. "I" grades are evaluated as "W" grades until officially changed on the records.
- D. No student may change a course from credit to audit after the first calendar month of a regular Term I and II or after the first calendar week of either Term III-A or III-B.
- E. 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 if readmitted, 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 pause in 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 Registrar, 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 college 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 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 for Degrees

### 1. Special and Technical Curricula (Associate in Science)

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 (Associate in Arts)

Candidates for the Associate in Arts degree 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

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.

# Degree Requirements

## UNIVERSITY PARALLEL

\*Requirements for the Associate in Arts Degree in University Parallel curricula:

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.

\***NOTE:** Basic Education courses (090 series) will not be acceptable as a substitute for a college transfer course that will count toward the Associate in Arts Degree.

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 205, or FRE 206, or  
SPA 205, or SPA 206, or  
GER 205, or GER 206 and

b. One of the following courses:

ART 207, or MU 207, or  
PHI 260, or PHI 263

Area 3. Natural and Physical Sciences ..... 6 semester hours

One course should be biology  
and one course should be from the  
physical sciences. At least one  
course should include scheduled  
laboratory work.

BIO 100-105, BIO 150, BIO 160;  
CHE 107, 131, 132;  
PHY 110, 111;  
GY 105, 106;  
AST 101

\*A student **cannot** earn an associate degree in arts and an associate degree in technology at the same time. The conferring of an additional degree must represent at least 30 semester hours of additional work with the necessary field and residency requirements.

- Area 4. Social Science .....6 semester hours  
 One History course and one of  
 the following: History, Geography,  
 Political Science, Psychology  
 or Sociology.
- Area 5. Mathematics .....3 semester hours

- B. All students who intend to enter the College of Arts and Sciences at an upper division institution are required to complete the intermediate level of a foreign language, FRE 201-202, GER 201-202, or SPA 201-202 as a part of their lower division program. Any student who intends to enter another school or college of an upper division institution must take the responsibility of determining the foreign language requirements of that specific department or college.
- C. Students planning to obtain an AA degree at the Junior College of Broward County will not be permitted to take more than twenty-one (21) semester hours in any **one discipline** area\*.

\*Note: By this we mean the discipline areas as listed in the catalog — such as ART, BA, BIO, CHE, DRA, ECO, EDU, EGR, ENG, FRE, GEO, GER, GY, HIS, HPR, JOU, MTH, MU, PHI, PHY, PSC, SOC, SPA, SPE, STA.

3. Completion of four semester hours of Physical Education activities.\*

\*Note: All regularly enrolled freshmen and sophomores will be required to take 4 semester hours of Physical Education Activities unless they have reached their 29th birthday, served in the military forces for one year or more, or are medically excused by a written statement from a physician submitted to the Registrar.

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.

# Suggested Programs of Study in Technical Education

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.

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

## **AEROSPACE TECHNOLOGY**

### **Career Pilot\***

Requirements for the Associate of Science Degree in Aerospace Technology (Career Pilot):

1. Completion of 68 hrs. 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 ENG 103 or ENG 104  
Natural Science .....3 semester hours  
PHY 110  
Social Science .....6 semester hours  
PSC 121, PSY 100  
Mathematics .....3 semester hours  
MTH 114
3. Completion of 43 hours in the major field of concentration.  
AER 105      AER 120      AER 200      AER 230  
AER 110      AER 125      AER 205      AER 235  
AER 115      AER 135      AER 210  
AER 116      AER 140      AER 220
4. Electives (6 hours permitted to meet individual needs) 6 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.

\* Contents may change according to Federal Aviation Agency Requirements.

## BUILDING AND CONTRACTING TECHNOLOGY

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

1. Completion of 65 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 or 102 and 103 or 104  
Social Science ..... 3 semester hours  
PSC 121  
Mathematics ..... 3 semester hours  
MTH 171  
Science ..... 3 semester hours  
PHY 110  
Speech ..... 3 semester hours  
SPE 100  
Psychology ..... 3 semester hours  
PSY 100
3. Completion of DD 100, DD 210, MTH 191 and 6 semester hours in the following electives:  
BA 221-222, BA 231, BA 246, MTH 132, MTH 133, ART 207, ECO 190, 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                      BC 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.

## DATA PROCESSING TECHNOLOGY

Requirements for the Associate in Science Degree in Data Processing:

1. Completion of 65 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 190  
 Science ..... 3 semester hours  
 Statistics ..... 3 semester hours  
 MTH 131 ..... 3 semester hours
3. \*Completion of 25 semester hours in major field of concentration.  
 DP 101      DP 102      DP 105      DP 108  
 DP 110      DP 205      DP 210      DP 221      DP 225
  4. \*Completion of 15 semester hours in related areas.  
 BA 221              BA 222              BA 260  
 BA 225              BA 223
  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 interested in the scientific-engineering aspect of computer programming should complete MTH 132, 133, 231 and 232 in lieu of the Accounting and Management courses listed in the above related areas.

NOTE: MTH 132, ECO 190 and six hours in the Humanities must be taken instead of DP 108, DP 225, BA 223 and BA 225 for students following FAU's Administrative Science program.

## DRAFTING AND DESIGN TECHNOLOGY

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

1. Completion of 66 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 or ENG 104  
 Social Science ..... 6 semester hours  
 PSC 121, ECO 251  
 Mathematics ..... 7 semester hours  
 MTH 171, 172, 191  
 Speech 100 ..... 3 semester hours
3. Completion of 31 semester hours in major field:  
 DD 100              DD 200              DD 203              BC 120  
 DD 101              DD 201              DD 204  
 DD 102              DD 202              DD 210

4. Completion of 6 semester hours in related areas:
 

PHY 110 .....	3 semester hours
ART 106 .....	3 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 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, 102 or 104	
Social Science .....	6 semester hours
PSC 121, ECO 251	
Mathematics .....	3 semester hours
MTH 171	
Speech .....	3 semester hours
SPE 100	
3. Completion of 37 semester hours in major field:
 

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

Mathematics .....	6 semester hours
MTH 172, 191, 271	
Science .....	8 semester hours
PHY 201, 202	
- 4B. All technical students are to take a physics placement test before enrolling in PHY 201. If the student does not possess enough basic knowledge of physics, he must enroll in PHY 110. After successful completion of PHY 110, he may take PHY 201. He still must complete PHY 201 and 202. Students are not to enroll in PHY 202 unless they have successfully completed PHY 201.

## FOOD SERVICE ADMINISTRATION

Requirements for the Associate in Science Degree in Food Service Administration:

1. Completion of 67 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education.  
English Composition .....6 semester hours  
ENG 101 and ENG 103 or 104  
Social Science .....9 semester hours  
PSC 121, PSY 101, PHI 263  
Speech .....3 semester hours  
SPE 100
3. Completion of 34 semester hours in major field.  
FSA 100            FSA 120            FSA 215  
FSA 102            FSA 200            FSA 220  
FSA 105            FSA 205            FSA 222  
FSA 110            FSA 210
4. Completion of 12 semester hours in related areas:  
BA 130 Salesmanship  
BA 150 Business Math  
BA 221 Principles of Accounting  
BA 245 Business Communications
5. Completion of at least 2 semester hours to be taken from the following courses:  
BA 101 Elementary Typing  
ENG 201 World Literature  
FRE 101 Elementary French  
GER 101 Elementary German  
SPA 101 Elementary Spanish  
MU 207 Music Appreciation  
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.

## GRAPHIC ARTS TECHNOLOGY

Requirements for the Associate in Science Degree in Graphic Arts:

1. Completion of 65 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 .....3 semester hours  
 PSC 121
3. Completion of 40 semester hours in major field.  
 GAT 100            GAT 125            GAT 215  
 GAT 105            GAT 130            GAT 220  
 GAT 110            GAT 200            GAT 225  
 GAT 115            GAT 205            GAT 230  
 GAT 120            GAT 210
4. Completion of 12 semester hours in related areas:  
 Art .....3 semester hours  
 ART 105  
 Business Administration .....12 semester hours  
 BA 130, 221 and 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.

### **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 263  
 Speech .....3 semester hours  
 SPE 100
3. Completion of 31 semester hours in major field:  
 HMA 100            HMA 120            HMA 210            HMA 255  
 HMA 102            HMA 130            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 130 Salesmanship
  - BA 245 Business Communications
5. Completion of at least 5 hours to be taken from the following courses:
  - BA 101 Elementary Typing
  - MU 207 Music Appreciation
  - ENG 201 World Literature
  - FRE 101 Elementary French
  - GER 101 Elementary German
  - SPA 101 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.

### **LANDSCAPE SCIENCES AND TECHNOLOGY**

Requirements for the Associate of Science Degree in Landscape Sciences and Technology:

1. Completion of 69 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
 

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:
 

LST 100	LST 132	LST 250	LST 285
LST 105	LST 185	LST 260	LST 286
LST 110	LST 220	LST 270	LST 287
LST 131	LST 233	LST 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.

### 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
NTR 200 .....	2 semester hours
Electives .....	12-22 semester hours
4. Completion of the following courses in major field:
 

MA 110 .....	2 semester hours
MA 115 .....	3 semester hours
MA 120 .....	3 semester hours
MA 210 .....	3 semester hours
MA 220 .....	3 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. Also acceptable as electives are the 0900 level courses offered in Mathematics, Biology, Chemistry, and English.

## **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 101 or 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, 210.....	34 semester hours
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4. Completion of the following courses in related areas:
 

CHE III .....	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.
9. The Program of Nursing Education reserves the right to discontinue a student's enrollment, if in its judgment the student does not possess the personal qualifications necessary for a nursing career.

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

## **POLICE ADMINISTRATION**

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, 228, 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 122; PSY 201; SOC 211  
 Mathematics ..... 3 semester hours  
 MTH 100

3. Completion of 28 hours in the major field of concentration:  
POL 100          POL 110          POL 201          POL 210  
POL 101          POL 111          POL 202  
POL 105          POL 200          POL 203
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 201          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.

# 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	Second Term
BA 100 Intro. to Business ..... 3	BA 201 Advanced Typing ..... 2
*BA 102 Intermediate Typing ..... 2	BA 211 Advanced Shorthand ..... 3
*BA 112 Intermediate Shorthand ..... 3	BA 243 Secretarial Accounting ..... 3
BA 150 Business Math ..... 3	BA 242 Office Machines ..... 2
BA 244 Secretarial Procedures ..... 3	BA 245 Business Communications ..... 3
Total Semester Hours 14	Total Semester Hours 13
Summer Terms	
ENG 101 Composition ..... 3	
BA 231 Business Law ..... 3	
Total Semester Hours 6	

\*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	Second Term
BA 100 Introduction to Business ..... 3	BA 102 Intermediate Typing OR
*BA 101 Typing ..... 2	BA 201 Advanced Typing ..... 2
BA 150 Business Mathematics ..... 3	BA 243 Secretarial Accounting ..... 3
BA 242 Office Machines ..... 2	BA 245 Business Communications ..... 3
BA 247 Calculating Machines ..... 3	BA 246 Basic Acct'g Machines ..... 2
Total Semester Hours 13	Electives ..... 3
	Total Semester Hours 13
Summer Terms	
ENG 101 Composition ..... 3	
BA 261 Office Management ..... 3	
Total Semester Hours 6	

\*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 140, and ECO 190.

## 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.

	<b>Credits</b>
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—Human Relations in Business and Industry .....	3

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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

	Credits
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 272—Principles of Retailing .....	3
PSY 100—Human Relations in Business and Industry .....	3
	—
	30

## DATA PROCESSING

The Data Processing curriculum at the Junior College is designed primarily to train an individual as a computer programmer. The curriculum comprises a succession of courses designed to provide an understanding of the concepts, principles, and techniques involved in electronic processing of data.

The courses are arranged in a workable sequence suitable to the instructional needs of students, with an appropriate balance between technical courses and laboratory exercises. Within the topics of each course, the concepts are solidified through practical application utilizing the latest equipment.

## CERTIFICATE IN DATA PROCESSING TECHNOLOGY

The following is a certificate program to prepare an individual for the entry job. It 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 131—Basic College Math .....			3
			—
			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	3
	<hr/>
	15
DP 205—Computer Programming—Scientific and Commercial .....	3
DP 210—Data Processing Applications.....	3
BA 225—Cost Accounting .....	3
DP 225—Advanced Computing and Programming Systems .....	1 4
PSC 121—National Government .....	3
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### 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—Personal Hygiene and Community 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) .....	3
SPE 100—Introduction to Speech .....	3
PSY 101—Psychology of Adjustment .....	3
DRA 251—Stagecraft .....	3
EDU 83—Children's Literature .....	3
HPR —Activity Courses (Men) .....	3
HPR —Activity Courses (Women) .....	3
	<b>Total Hours</b>

(Activity Courses will be approved by advisor)

Men 35

Women 35

**SUGGESTED PROGRAMS OF STUDY IN  
TECHNICAL CURRICULA  
AEROSPACE TECHNOLOGY  
CAREER PILOT**

The Career Pilot Program provides both the flight and ground school required for the private and commercial FAA licenses with instrument rating. The graduate of this course of study receives an Associate of Science Degree in Aerospace Technology.

Graduates can expect to be employed by the commercial airlines, as flight instructors, or with a host of other commercial cargo and carrier industries.

This program has been approved by the Veterans Administration.

**AEROSPACE TECHNOLOGY  
Career Pilot\*  
FIRST YEAR**

Term I	Credits	Term II	Credits
AER 105 Flight Familiarization .....	1	AER 120 Meteorology .....	3
AER 110 Primary Flight I .....	3	AER 125 Aerodynamics .....	3
AER 115 Aeronautical Science .....	3	AER 135 Commercial Flight I .....	3
AER 116 Navigation Science I .....	3	PHY 110 Basic College Physics .....	3
MTH 173 Mathematics .....	3	ENG 101 Composition .....	3
HPR Physical Education .....	1	HPR Physical Education .....	1
	14		16
<b>Term IIIA</b>			
		<b>Credits</b>	
AER 140 Engines and Aircraft Structures .....		3	
*** General Education Elective .....		3	
		6	

**SECOND YEAR**

Term I	Credits	Term II	Credits
AER 200 Navigation Science II .....	3	AER 230 Instrument Flight Theory .....	3
AER 205 Aeronautical Science Safety .....	3	AER 235 All Weather Flight .....	3
AER 210 Commercial Flight II .....	3	ENG 103 Technical Report Writing .....	3
AER 220 Aeronautical Science Systems .....	3	PSY 100 Psychology .....	3
*** General Education Elective .....	3	PSC 121 National Government .....	3
HPR Physical Education .....	1	HPR Physical Education .....	1
	16		16

\*Contents may change according to Federal Aviation Agency Requirements.

**ARCHITECTURAL DRAFTING  
BUILDING AND CONTRACTING TECHNOLOGY PROGRAM  
and  
DRAFTING DESIGN TECHNOLOGY PROGRAM**

The Architectural Technology Program of Building Construction emphasizes knowledge of techniques of construction estimating, scheduling, administration and inspection. The Drafting Program emphasizes the technique of graphic communications, working drawings, specification, office procedures and architectural drafting.

**BUILDING AND CONTRACTING TECHNOLOGY PROGRAM**

**FIRST YEAR**

<b>Term I</b>	<b>Term II</b>
BC 100—Materials and Processes ..... 3	BC 110—Construction Planning ..... 3
DD 100—Technical Drafting I ..... 3	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 131—Basic Mathematics ..... 3	PSC 121—National Government ..... 3
<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
Total Semester Hours 14	Total Semester Hours 16

**Term III-A**

BC 250—Construction Surveying ..... 3	<hr style="width: 100%;"/>
Total Semester Hours 3	

**SECOND YEAR**

<b>Term I</b>	<b>Term II</b>
BC 210—Mechanical and Electrical Equipment ..... 3	BC 240—Construction Estimating ..... 3
BC 220—Construction Administration 3	HPR—Physical Education ..... 1
HPR—Physical Education ..... 1	*Elective ..... 6
SPE 100—Introductory Speech ..... 3	DD 210—Architectural Drafting ..... 3
PSY 201—General Psychology ..... 3	BA 262—Principles of Supervision..... 3
<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
Total Semester Hours 13	Total Semester Hours 16

**Term III-A**

BC 200—Concrete Construction ..... 3	<hr style="width: 100%;"/>
Total Semester Hours 3	

\*Electives: BA 221-222 Principles of Accounting, BA 231 Business Law, MTH 132 Contemporary College Algebra, MTH 133 Trigonometry and Analytical Geometry, ART 207 Art Appreciation, BA 246 Basic Accounting Machines, ECO 251-252 Principles of Economics, GY 105-106 Physical Geology.

## DRAFTING AND DESIGN TECHNOLOGY PROGRAM

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 103—Technical Report Writing ..... 3
MTH 171—College Algebra ..... 3	MTH 172—Trigonometry ..... 3
MTH 191—Slide Rule Math ..... 1	DD 101—Technical Drafting II ..... 3
SPE 100—Introductory Speech ..... 3	DD 102—Design of Machine Elements ..... 3
DD 100—Technical Drafting I ..... 3	HPR Physical Education ..... 1
HPR Physical Education ..... 1	Total Semester Hours 13
Total Semester Hours 14	

### Term III-A or III-B

ART 106—Basic Design ..... 3
PSC 121—National Government or equivalent ..... 3
Total Semester Hours 6

### SECOND YEAR

First Term	Second Term
BC 120—Construction Drawing ..... 3	ECO 190—Intro to Economics ..... 3
PHY 110—Elements of Physics ..... 3	EGR 105—Descriptive Geometry ..... 3
DD 200—Technical Drafting III ..... 3	DD 203—Basic Tool Design ..... 3
DD 201—Basic Mechanics ..... 3	DD 204—Principles of Industrial Engineering ..... 3
DD 202—Manufacturing Processes ..... 3	DD 210—Architectural Drafting ..... 3
HPR Physical Education ..... 1	HPR Physical Education ..... 1
Total Semester Hours 16	Total Semester Hours 16

## 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—Composition ..... 3	ENG 102—Composition ..... 3
*BA 101—Beginning Typing ..... 2	ECO 190—Introduction to Economics 3
BA 150—Business Mathematics ..... 3	BA 222—Principles of Accounting ..... 3
BA 221—Principles of Accounting ... 3	BA 232—Business Law ..... 3
BA 231—Business Law ..... 3	PSY 100—Human Relations in Business and Industry ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 15	Total Semester Hours 16

### SECOND YEAR

First Term	Second Term
BA 223—Intermediate Accounting 3	BA 224—Intermediate Accounting .... 3
BA 227—Income Tax ..... 3	BA 225—Cost Accounting ..... 3
BA 247—Calculating Machines ..... 2	BA 246—Basic Accounting Machines ..... 2
BA 245—Business Communications 3	BA 260—Introduction to Management ..... 3
PSC 121—National Government ..... 3	Electives ..... 4
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 15	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; ECO 140, SPE 100, BA 100, or BA 102 is recommended instead.

## SUGGESTED GENERAL BUSINESS (CLERICAL) PROGRAM

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102—Composition ..... 3
PSC 121—National Government ..... 3	BA 102—Intermediate Typing OR
*BA 101—Beginning Typing OR	**BA 201—Advanced Typing ..... 2
*BA 102—Intermediate Typing ..... 2	BA 150—Mathematics in Finance ... 3
BA 100—Introduction to Business .... 3	PSY 100—Human Relations in Business and Industry ..... 3
Electives ..... 4	HPR—Physical Education ..... 1
HPR—Physical Education ..... 1	Electives ..... 4
Total Semester Hours 16	Total Semester Hours 16

## SECOND YEAR

First Term	Second Term
BA 221—Principles of Accounting OR	BA 231—Business Law ..... 3
BA 228—Managerial Accounting OR	BA 246—Basic Accounting Machines 2
BA 243—Secretarial Accounting ... 3	ECO 190—Intro to Economics ..... 3
**BA 242—Office Machines ..... 2	Electives ..... 7
BA 245—Business Communications 3	HPR—Physical Education ... 1
BA 247—Calculating Machines ..... 2	—
**BA 261—Office Management ..... 3	Total Semester Hours 16
Electives ..... 2	
HPR—Physical Education ..... 1	
—	
Total Semester Hours 16	

\*May be exempt if taken in high school or by passing a proficiency test. Suggested electives are: ECO 140, PSC 122, HIS 201, BA 170, BA 221, BA 130.

\*\*Substitutions in another business course allowed.

## SUGGESTED PROGRAM FOR EXECUTIVE (GENERAL) SECRETARY

### FIRST YEAR

First Term	Second Term
BA 100—Introduction to Business 3	*BA 102—Intermediate Typing ..... 2
*BA 101—Beginning Typing ..... 2	*BA 111—Beginning Shorthand ..... 3
BA 150—Mathematics in Finance ... 3	BA 242—Office Machines ..... 2
ENG 101—Composition ..... 3	ENG 102—Composition ..... 3
PSC 121—National Government ..... 3	PSY 100—Human Relations in
HPR—Physical Education ..... 1	Business and Industry ..... 3
—	HPR—Physical Education ..... 1
Total Semester Hours 15	Electives ..... 3
	—
	Total Semester Hours 17

### SECOND YEAR

First Term	Second Term
BA 112—Intermediate Shorthand ..... 3	BA 211—Advanced Shorthand ..... 3
BA 201—Advanced Typing ..... 2	BA 231—Business Law ..... 3
BA 243—Secretarial Accounting ..... 3	BA 245—Business Communications ... 3
BA 244—Secretarial Procedures ..... 3	BA 246—Basic Accounting Machines 2
BA 247—Calculating Machines ..... 2	ECO 190—Introduction to Economics 3
Electives ..... 3	HPR—Physical Education ..... 1
HPR—Physical Education ..... 1	—
—	Total Semester Hours 15
Total Semester Hours 17	

\*Students who have had shorthand or typing previously will be placed in proper advanced classes according to their abilities. Student may test out of any subject taken elsewhere. Suggested electives in lieu thereof: BA 232, BA 261, ECO 140, 251, and 252, and GEO 221.

## SUGGESTED PROGRAM FOR LEGAL SECRETARY

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102—Composition ..... 3
PSC 121—National Government ..... 3	BA 100—Introduction to Business ... 3
*BA 101—Beginning Typing ..... 2	*BA 102—Intermediate Typing ..... 2
*BA 111—Beginning Shorthand ..... 3	*BA 112—Intermediate Shorthand ..... 3
BA 150—Business Math ..... 3	BA 242—Office Machines ..... 2
HPR—Physical Education ..... 1	Electives ..... 2
Total Semester Hours 15	HPR—Physical Education ..... 1
	Total Semester Hours 16

### SECOND YEAR

First Term	Second Term
BA 211—Shorthand Dictation ..... 3	BA 232—Business Law ..... 3
BA 201—Advanced Typing ..... 2	BA 213—Legal Shorthand ..... 3
BA 231—Business Law ..... 3	BA 245—Business Communications 3
BA 244—Secretarial Procedures ..... 3	ECO 190—Intro. to Economics ..... 3
BA 243—Secretarial Accounting ..... 3	PSY 100—Human Relations in Business and Industry ..... 3
Electives ..... 2	HPR—Physical Education ..... 1
HPR—Physical Education ..... 1	Total Semester Hours 16
Total Semester Hours 17	

\*Students who had shorthand or typing previously will be placed in the proper advanced classes according to their abilities. Suggested electives: BA 246, BA 247, BA 261, ECO 140, ECO 252, and GEO 221.

## SUGGESTED PROGRAM FOR MEDICAL SECRETARY

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102—Composition ..... 3
*BA 101—Beginning Typing ..... 2	*BA 102—Intermediate Typing ..... 2
*BA 111—Beginning Shorthand ..... 3	*BA 112—Intermediate Shorthand ..... 3
MA 115—Medical Terminology ..... 2	BA 249—Office Machines for Medical Assistants ..... 2
BA 150—Business Math ..... 3	MA 110—Introduction to Medical Assisting ..... 2
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 14	Total Semester Hours 13

### Term III-A or III-B

PSC 121—National Government ..... 3
BA 100—Intro. to Business ..... 3
Total Semester Hours 6

## SECOND YEAR

First Term		Second Term	
BA 211—Advanced Shorthand .....	3	BA 201—Advanced Typing .....	2
BA 231—Business Law .....	3	BA 214—Medical Shorthand .....	3
BA 243—Accounting for Medical Assistants .....	3	BA 261—Office Management .....	3
BA 244—Secretarial Procedures .....	3	ECO 190—Intro. to Economics .....	3
BA 245—Business Communications .....	3	MA 120—Office Practice and Procedure .....	2
HPR—Physical Education .....	1	PSY 100—Human Relations .....	3
	—	HPR—Physical Education .....	1
Total Semester Hours	16		—
		Total Semester Hours	17

\*Students who have had shorthand or typing in high school will be placed in the proper advanced classes according to their abilities. Suggested electives: BIO 140, BA 246, BA 261, MA 210, MA 220, GEO 221, PSC 122.

## MID-MANAGEMENT IN DISTRIBUTION AND MARKETING

This is a two-year planned program leading to an Associate in Arts 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—Composition .....	3	ENG 102—Composition .....	3
BA 100—Introduction to Business .....	3	BA 170—Marketing .....	3
BA 130—Salesmanship .....	3	BA 173—Distribution and Marketing Practice .....	3
BA 150—Business Mathematics .....	3	ECO 190—Intro. to Economics OR	
HPR—Physical Education .....	1	ECO 251—Economics .....	3
	—	HPR—Physical Education .....	1
Total Semester Hours	13		—
		Total Semester Hours	13

### Term III-A or III-B

SPE 100—Introductory Speech .....	3
PSY 100—Human Relations in Business and Industry .....	3
	—
Total Semester Hours	6

## SECOND YEAR

First Term	
BA 171—Adv. and Sales Promotion ...	3
BA 221—Principles of Accounting .....	3
BA 231—Business Law .....	3
BA 245—Business Communications ...	3
BA 283—Distribution and Marketing Practice .....	3
HPR—Physical Education .....	1
Total Semester Hours	16

Second Term	
BA 222—Principles of Accounting OR	
BA 232—Business Law .....	3
BA 260—Introduction to Management .....	3
BA 272—Principles of Retailing OR	
BA 262—Principles of Supervision .....	3
BA 284—Distribution and Marketing Practice .....	3
PSC 121—National Government .....	3
HPR—Physical Education .....	1
Total Semester Hours	16

## DATA PROCESSING TECHNOLOGY

To help meet the needs of industry in the field of Data Processing in the Broward County area and South Florida, the Junior College has adopted a program of studies for the employed person as well as the student who would like to go full-time.

The student may choose to work toward the two-year degree or the three-semester certificate program. Both curriculums train an individual as a computer-programmer. However, if the student is contemplating going on to a senior college, he should choose the degree program.

## DATA PROCESSING TECHNOLOGY

### Suggested Two Year Degree Program

#### FIRST YEAR

First Term	
ENG 101—Composition .....	3
*BA 221—Principles of Acc't. ....	3
DP 101—Basic Computer Machine ...	3
DP 102—Unit Record Equipment .....	3
HPR—Physical Education .....	1
Total Semester Hours	13

Second Term	
ENG 102 or 104—Composition .....	3
*BA 222—Principles of Acc't. ....	3
DP 105—Intro to Programming Sys. ...	3
DP 108—The Accounting Machine ...	3
HPR—Physical Education .....	1
Total Semester Hours	13

#### Term III-A or III-B

MTH 131—Basic College Math .....	3
ECO 190—Intro to Economics .....	3
Total Semester Hours	6

## SECOND YEAR

First Term	Second Term
BA 260—Management ..... 3	Science ..... 3
DP 205—Computer Programming Scientific and Commercial ..... 3	DP 221—Systems Dev. and Design I ..... 3
*BA 223—Intermediate 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 225—Cost Accounting ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 16	Total Semester Hours 17

\*Students primarily interested in the scientific-engineering aspect of computer programming should complete MTH 132, 133, 231, and 232 in lieu of BA 221, 222, 223, 225, and 260.

\*\*Students pursuing the commercial aspect of computer programming may take MTH 132 in lieu of BA 223 or 225.

## ELECTRONICS TECHNOLOGY PROGRAM

The electronics program is for the purpose of educating technicians to assist the engineer in the building and testing of electrical or electro-mechanical devices and electronic systems. The student who completes the course requirements for the A. S. Degree is qualified as a scientifically trained engineering technician.

## ELECTRONICS TECHNOLOGY PROGRAM

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 103—Technical Report Writing 3
MTH 171—College Algebra ..... 3	MTH 172—Trigonometry ..... 3
EL 100—Direct Current Circuits ..... 3	SPE 100—Intro to Speech ..... 3
EL 102—Electronic Drafting ..... 3	EL 104—Alternating Current Circuits ..... 3
EL 103—D.C. Circuit Lab ..... 2	EL 105—AC Circuits Lab ..... 2
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 15	Total Semester Hours 15

### Term III-A

MTH 191—Slide Rule Math ..... 1
EL 106—Active Electronic Devices ..... 2
PHY 201—Intermediate Physics ..... 4
Total Semester Hours 7

## SECOND YEAR

First Term		Second Term	
PHY 202—Intermediate Physics .....	4	PSC 121—National Government .....	3
MTH 271—Advanced Mathematics for Engineering Technology .....	3	ECO 190—Intro to 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

### Term III-A

EL 213—Digital Systems Laboratory	3
EL 214—Solid State Industrial Electronics .....	3
	<hr/>
Total Semester Hours	6

## FOOD SERVICE ADMINISTRATION

A comprehensive program designed to train personnel in supervision, management and operation of the volume food service industry. Two years of study in administration, accounting, personnel management, advertising and sales, provide the graduate a firm base to enter the restaurant and foods industry on a leadership level.

## FOOD SERVICE ADMINISTRATION TECHNOLOGY

This program is designed as a two-year program. Those planning to transfer into a Bachelor's degree program in Hotel-Administration should contact the transfer institution and secure approval in advance for transfer of credits.

### FIRST YEAR

First Term		Second Term	
FSA 100—Intro to Food Service Administration .....	3	FSA 105—General Food Service Operations Practicum .....	3
FSA 102—Food and Beverage Purchasing .....	3		<hr/>
BA 130—Salesmanship .....	3	Total Semester Hours	3
BA 150—Business Math .....	3		
ENG 101—Composition .....	3		
HPR—Physical Education .....	1		
	<hr/>		
Total Semester Hours	16		

### Term III-A and III-B

FSA 110—Supervisory Development for Food Service Operations .....	3
FSA 120—Elementary Volume Feeding Operations and Mngt. ....	4
BA 221—Principles of Accounting ..	3
SPE 100—Intro to Speech .....	3
HPR—Physical Education .....	1
<hr/>	
Total Semester Hours	14

### SECOND YEAR

First Term	Second Term
FSA 200—Organization and Personnel Management .....	FSA 215—Food Service Management and Control Practicum .....
3	3
FSA 205—Hotel-Motel-Restaurant Accounting .....	Total Semester Hours
3	3
FSA 210—Sales and Promotion .....	
2	
BA 245—Business Communications	
3	
PHI 263—Ethics OR Social Science Elective .....	
3	
Elective .....	
2	
HPR—Physical Education .....	
1	
<hr/>	
Total Semester Hours	17

### Term III-A and III-B

FSA 220—Advanced Volume Feeding Operation and Mngt. ....	5
FSA 222—Equipment Selection and Maintenance .....	2
PSC 121—National Government OR equivalent .....	3
PSY 100—Human Relations in Business and Industry .....	3
HPR—Physical Education .....	1
<hr/>	
Total Semester Hours	14

## GRAPHIC ARTS TECHNOLOGY

The Graphic Arts industry has undergone a tremendous change. The many complexing occupations require a much higher degree of skill on the part of those engaged in this field.

This course is designed to help individuals acquire skills and knowledge which may lead them into a wide variety of occupations in Graphic Arts.

## GRAPHIC ARTS TECHNOLOGY (Letterpress and Offset)

### FIRST YEAR

Term I	Term II
GAT 100—Graphic Arts Materials and Equipment ..... 3	GAT 120—Photo Techniques, Line 3
GAT 105—Principles of Typography ..... 3	GAT 125—Advertising Production Estimating ..... 3
GAT 110—Copy Preparation, Black, White and Color ..... 3	GAT 115—Graphic Arts Processes I ..... 3
ENG 101—English Composition ..... 3	ENG 103—Technical Report Writing ..... 3
HPR 101—Physical Education ..... 1	HPR—Physical Education ..... 1
13	13

### Term III-A

GAT 130—Graphic Arts Processes II ..... 3	3
ART 105—Basic Design ..... 3	3
	6

### SECOND YEAR

Term I	Term II
GAT 200—Color Reproduction Technology ..... 3	GAT 220—Planning and Production Management ..... 3
GAT 205—Halftone Techniques ..... 3	GAT 225—Techniques of Advertising Production ..... 2
GAT 210—Graphic Arts Estimating 2	GAT 230—Graphic Arts Processes IV ..... 3
GAT 215—Graphic Arts Processes III ..... 3	BA 221—Principles of Accounting ..... 3
PSC—Political Science ..... 3	BA 240—Salesmanship ..... 3
HPR—Physical Education ..... 1	BA 262—Principles of Supervision ..... 3
15	HPR—Physical Education ..... 1
	18

## HOTEL-MOTEL ADMINISTRATION

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 in 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.

## HOTEL-MOTEL ADMINISTRATION TECHNOLOGY

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	HMA 105—General Hotel-Motel Operations and Service
BA 150—Business Math ..... 3	Administrative Practicum ..... 3
BA 130—Salesmanship ..... 3	Total Semester Hours 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	

### Third Terms\*

SPE 100—Intro to Speech ..... 3
BA 221 Principles of Accounting .... 3
HMA 110—Supervisory Development for Hotels-Motels ..... 3
HMA 130—Hotel-Motel Engineering ..... 2
HMA 120—Hotel-Motel House- keeping ..... 2
HPR—Physical Education ..... 1
Total Semester Hours 14

### SECOND YEAR

First Term	Second Term
PHI 263—Ethics or Social Science Elective ..... 3	HMA 215—Hotel-Motel Mgt. Practicum ..... 3
BA 245—Business Communications 3	Total Semester Hours 3
HMA 200—Organization and Personnel Management ..... 3	
HMA 205—Hotel-Motel Rest. Acc't. ... 3	
HMA 210—Hotel Sales and Promotion ..... 2	
*Elective ..... 2	
HPR—Physical Education ..... 1	
Total Semester Hours 17	

### Third Terms\*

PSY 100—Human Relations in Business and Industry .....	3
PSC 121—National Gov't 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 101—Elementary French .....	3
MU 207—Music Appreciation .....	3	GER 101—Elementary German .....	3
ENG 201—World Literature .....	3	SPA 101—Elementary Spanish .....	3

## LANDSCAPE SCIENCES AND TECHNOLOGY

The growth of the Landscape Sciences industry in Florida in recent years has been as rapid as that of any other industry. The ornamental plant and turfgrass production, with allied industries such as landscaping, pest control, fertilizer production and sales and garden supplies has reached a combined value of one-billion dollars in the southeastern United States.

The opportunities in this rapidly expanding industry for technically trained personnel are almost limitless. Technological advances and additional consumer leisure time and aesthetic interest are increasing at such a rate that the number of college graduates cannot supply the demand.

Upon receipt of an Associate of Science degree, the graduate in this two-year program should have broad understanding of the basic scientific knowledge and acquisition of the technical skills necessary for a mid-management position in either government or private industry. If the graduate desires to continue his education at a senior institution he may apply the credits earned toward a higher degree.

Persons interested in this self-satisfying and lucrative career should contact the staff of the Landscape Sciences Program for a personal interview.

## SUGGESTED CURRICULUM IN LANDSCAPE SCIENCES AND TECHNOLOGY

### 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
LST 100—Botany for Horticulture Majors	3	LST 185—Nursery Practices I	3
LST 105—Principles of Horticulture Science	3	LST 110—Plant Propagation	3
LST 131—Ornamental Plants and Their Use I	3	LST 132—Ornamental Plants and Their Use II	3
HPR—Physical Education	1	HPR—Physical Education	1
	16	Total Semester Hours	16

### Term III-A

OH 270—Field Service I	3
	3
Total Semester Hours	3

### SECOND YEAR

First Term		Second Term	
PSC 121 or 122—Government	3	BA 130—Salesmanship	3
LST 220—Fruitculture	3	LST 260—Planting Design	4
LST 286—Nursery Practices II	3	LST 287—Nursery Practices III	3
LST 233—Ornamental Plants and Their Use III	3	LST 271—Field Service II	3
LST 250—Entomology and Plant Pathology	3	Electives	3
HPR—Physical Education	1	HPR—Physical Education	1
	16	Total Semester Hours	17
		Total Hours	69

## MEDICAL ASSISTING

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. 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.

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 endorsed this curriculum as an approved training program.

## 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
MA 110—Intro to Medical Assisting ..... 2	MA 120—Office Practice and Procedures ..... 3
MA 115—Medical Terminology ..... 3	MA 220—Clinical Practice and Procedures ..... 3
HPR 151—Personal Hygiene and Community Health ..... 3	HPR—Physical Education ..... 1
HPR—Physical Education ..... 1	Total Semester Hours 12
Total Semester Hours 14	

#### Term III-A or III-B

Social Studies (PSC 121, or HIS 101 or 111) .....	3
Electives .....	4
Total Semester Hours	7

#### 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
NTR 200—Nutrition and Diet Therapy ..... 2	MA 241—Practicum in Medical Assisting ..... 3
Electives ..... 4	Electives ..... 4
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 16	Total Semester Hours 16

## NURSING EDUCATION

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 provid-

ing 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.

The program of Nursing Education reserves the right to discontinue a student's enrollment if in its judgment the student does not possess the personal qualifications necessary for a nursing career.

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.

## NURSING

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

#### FIRST YEAR

First Term	Second Term
CHE 111—Introductory Chemistry . . . 4	BIO 130—Anatomy and Physiology . . . 4
BIO 110—Microbiology . . . 3	NSG 102—Nursing . . . 6
NSG 101—Nursing . . . 6	PSY 101—Psychology of Adjustment . . . 3
ENG 101—Composition . . . 3	ENG 102 or 104—Composition . . . 3
HPR—Physical Education . . . 1	HPR—Physical Education . . . 1
Total Semester Hours 17	Total Semester Hours 17

#### Term III-A

NSG 200—Nursing . . . . . 4	4
Total Semester Hours	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
Total Semester Hours 17	Total Semester Hours 17

## POLICE ADMINISTRATION

This program is designed for police officers who are working in, or who are about to advance to an administrative position in their department. Specific subjects with an administrative emphasis have been substituted for broad academic subjects, and students are prepared for supervisory and administrative positions.

### POLICE ADMINISTRATION

#### Suggested Program Leading to Associate of Science Degree

##### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 103—Technical Report Writing 3
BA 228—Managerial Accounting ..... 3	BA 260—Intro. to Management ..... 3
BA 150—Business Math ..... 3	PSY 101—Psychology of Adjustment 3
POL 100—Intro. to Police Science ..... 3	POL 101—Police Administration ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 13	Total Semester Hours 13

##### Term III-A

Electives ..... 6
Total Semester Hours 6

##### SECOND YEAR

First Term	Second Term
PSC 121 or 122—National Govt. or State and Local Govt. .... 3	DP 105—Intro. Progr. Systems ..... 3
DP 101—Basic Comp. Machines ..... 3	Elective ..... 3
BA 261—Office Management ..... 3	BA 262—Principles of Supervision 3
*POL ..... 3	*POL ..... 3
HPR—Physical Education ..... 1	*POL ..... 3
*POL ..... 3	HPR—Physical Education ..... 1
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

Suggested Electives: Typing, Shorthand, Speech, Sociology, Statistics. If Statistics is selected, take MTH 131 in place of BA 150.

### POLICE SCIENCE AND CRIMINOLOGY

A Police Science and Criminology Program is offered for students desiring to enter into a law enforcement career. In addition, this program is designed to advance the police officer who is desirous

of improving his knowledge and abilities through study of specific police science courses and a well-rounded academic background.

The Junior College of Broward County and the Broward County Chiefs of Police Association have jointly established the J. Lester Holt Law Enforcement Institute in memory of the late J. Lester Holt, Chief of Police of the City of Fort Lauderdale. Under the guidance of the junior college program of police science and criminology, the institute will present periodic seminars and workshops designed to meet the training needs of the police services of Broward County and southeast Florida.

## POLICE SCIENCE AND CRIMINOLOGY

### Suggested Program Leading to the Associate of Science Degree

#### FIRST YEAR

First Term		Second Term	
ENG 101—Composition .....	3	ENG 103—Technical Report Writing	3
*Elective .....	3	Science .....	3
POL 100—Intro to Police Science .....	3	POL 101—Police Administration .....	3
POL 110—Criminal Law .....	3	POL 111—Criminal Evidence .....	3
HPR—Physical Education .....	1	HPR—Physical Education .....	1
Total Semester Hours		Total Semester Hours	
	13		13

#### Term III-A or III-B

PSY 201—General Psychology .....	3
Math Elective .....	3
Total Semester Hours	
	6

#### SECOND YEAR

First Term		Second Term	
SOC 211—General Sociology .....	3	PSC 122—State and Local Govt. ....	3
POL 200—Patrol Administration .....	3	POL 202—Traffic Administration .....	3
POL 201—Criminal Investigation .....	3	POL 203—Crime Prevention .....	3
*Electives .....	6	POL 210—Field Service and Seminar	4
HPR—Physical Education .....	1	*Electives .....	3
Total Semester Hours		HPR—Physical Education .....	1
	16	Total Semester Hours	
			17

#### Suggested Electives:

BA 101 or 102—Typing .....	2	JOU 201—Writing for Mass	
CHE 111—Chemistry .....	3	Communication .....	3
HPR 152—First Aid and Safety .....	1	PSY 238—Social Psychology .....	3
JOU 118—Survey of Communication	3	SOC 221—Social Problems .....	3
		SPE 100—Intro. to Speech .....	3

## **SUGGESTED PROGRAMS IN GENERAL EDUCATION 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 Advisors are reminded that Developmental Reading and/or Study Skills Counseling are suggested for all individuals who may profit from these courses. When signing up, students may consider lightening the remainder of the study load for that term.

### **BUSINESS ADMINISTRATION AND ECONOMICS PROGRAM**

Education for business 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 American youth in our democratic economic system. It offers a knowledge and understanding of business and business methods, a competency in skills and the development of character and personality that will help the student cope with our changing economy.

These programs offer two directions granting the associate of arts 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 Arts 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. Special programs are developed for students with unusual problems.

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

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102—Composition ..... 3
Social Studies ..... 3	Science ..... 3-4
*BA 101—Beginning Typing ..... 2	PSY 201—General Psychology ..... 3
BA 100—Introduction to Business 3	Social Studies ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 12	Total Semester Hours 13-14

### Term III-A or III-B

Science ..... 3-4
MTH 131—Basic College Math ..... 3
Total Semester Hours 6-7

### SECOND YEAR

First Term	Second Term
MTH 132—College Algebra ..... 4	STA 221—Statistics ..... 3
BA 221—Principles of Accounting ... 3	BA 222—Principles of Accounting 3
ECO 251—Principles of Economics ... 3	BA 231—Business Law ..... 3
Humanities ..... 3	ECO 252—Principles of Economics ... 3
Elective ..... 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 or BA 260 Introduction to Management is recommended as an alternative. Certain universities also require DP 101 Basic Computing Machines. (Statistics counts as Math after a basic math course has been taken.)

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

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102—Composition ..... 3
Social Studies ..... 3	Science ..... 3-4
*BA —Shorthand ..... 3	*BA —Shorthand ..... 3
*BA —Typing ..... 2	*BA —Typing ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 12	Total Semester Hours 13-14

### Term III-A or III-B

Science ..... 3-4
Social Studies ..... 3
Total Semester Hours 6-7

## 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 100—General Education College Mathematics ..... 3
**Electives ..... 3	HPR—Physical Education ..... 1
HPR—Physical Education ..... 1	**Electives ..... 3-5
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, ECO 252.

## SUGGESTED PRE-SECRETARIAL SCIENCE\* (A.A. Degree)\*\*

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102—Composition ..... 3
Social Studies ..... 3	Science ..... 3-4
*BA —Typing ..... 2	*BA Typing ..... 2
*BA —Shorthand ..... 3	*BA Shorthand ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 12	Total Semester Hours 12-13

### Term III-A or III-B

Science ..... 3-4
Social Studies ..... 3
Total Semester Hours 6-7

### SECOND YEAR

First Term	Second Term
Humanities ..... 3	ECO 190—Introduction to Economics 3
MTH 131—College Mathematics ..... 3	Humanities ..... 3
BA 211—Advanced Shorthand ..... 3	BA 245—Business Communications 3
BA 242—Office Machines ..... 2	PSY 201—General Psychology ..... 3
BA 244—Secretarial Procedures ..... 3	Electives ..... 4-6
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 15	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.

## FINE ARTS PROGRAMS

The programs of Fine Arts offer the student an opportunity to investigate and acquaint himself with the visual arts, music, speech and drama. A student may select courses which increase his understanding and appreciation of the arts as part of his general cultural knowledge and heritage, or he may follow a program of studies in one area leading to a major at a senior institution.

### ART COURSES

The Art Program offers the student those basic courses which will meet the requirements leading to a major or minor in art. Students who plan intensive study in art should confer, well in advance of initial registration, with an art advisor in order to plan a program of work which best fits the individual's needs, interests and abilities. Lower division requirements at the senior institutions vary considerably. It is strongly recommended that students who intend to major or minor in art or art education consult the programs offered at the institution to which they intend to transfer.

Students are encouraged to take both Basic design courses before attempting 200 level studio subjects. Art majors should take the basic 100 level courses in their freshman year.

Materials for studio courses will cost at least \$20.00. In Art courses the right is reserved to permanently keep selections from a student's work.

### SUGGESTED PRE-ART (A.A. Degree)

#### FIRST YEAR

First Term	Second Term
ART 106—Basic Design—Two Dimensional ..... 3	ART 107—Basic Design—Three Dimensional ..... 3
ENG 101—Composition ..... 3	ENG 102 OR 104—Composition ..... 3
MTH 100—General Education College Mathematics ..... 3	ART 207—Art Appreciation— Humanities ..... 3
HIS 101—World Civilization ..... 3	HIS 102—World Civilization ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 13	Total Semester Hours 13

#### Summer Terms

*Elective ..... 3
*Elective ..... 3
Total Semester Hours 6

## SECOND YEAR

First Term	Second Term
ART 101—Beginning Drawing ..... 3	ART 102—Life Drawing ..... 3
ART 208—Art History I ..... 3	**ART Elective — One (1) course
Humanities ..... 3	from the following: 206, 208,
BIO 100—Modern Biology ..... 3	209, 211, 215, 221, 231, 232,
BIO 105—Modern Biology Lab ..... 1	271, 273, 280 ..... 3
*Elective ..... 3	BIO 150—General Botany OR
HPR—Physical Education ..... 1	BIO 160—General Zoology ..... 4
—	Humanities ..... 3
Total Semester Hours 17	*Elective ..... 3
	HPR—Physical Education ..... 1
	—
	Total Semester Hours 17

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

\*\*Students must have the necessary prerequisites for the advanced studio courses. Some Universities will not accept advanced studio courses taken at the Junior College toward the major in Art but will count the hours toward their degree. Students are urged to consult the catalog of the senior institution for preparation of their programs.

### SUGGESTED PRE-ART (A.A. Degree)

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.

### MUSIC COURSES

The Music courses offer the first two years of work leading to a degree in music or music education at a senior institution. Before registering as a music major, a student must demonstrate, through audition, the ability to sing or play an accepted musical instrument. Music majors are required to participate in at least one music activity (chorus, band, or orchestra) each term. In addition, music majors are required to attend a certain number of concerts and recitals each term.

### MUSIC ACTIVITIES

The following music activities are open to all students of the Junior College, either for credit or on an audit basis: College Chorale (MUS 126), Wind Ensemble (MUS 136), and Community-College Orchestra (MUS 138).

## SUGGESTED PRE-BACHELOR OF MUSIC (A.A. Degree)

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102—Composition ..... 3
* Foreign Language ..... 3	* Foreign Language ..... 3
MU 111—Theory of Music ..... 4	MU 112—Theory of Music ..... 4
MU 181—Applied Music ..... 3	MU 182—Applied Music ..... 3
MU 161—Applied Music ..... 1	MU 162—Applied Music ..... 1
MU Activity (Chorus, Band or Orchestra) ..... 1	MU Activity ..... 1
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 16	Total Semester Hours 16

### SECOND YEAR

First Term	Second Term
MU 211—Theory of Music ..... 4	MU 212—Theory of Music ..... 4
MU 281—Applied Music ..... 3	MU 282—Applied Music ..... 3
MU 261—Applied Music ..... 1	MU 262—Applied Music ..... 1
MU Activity ..... 1	MU Activity ..... 1
Foreign Language ..... 3	MU 210—Intro. to Music Literature ... 3
Humanities elective ..... 3	* Foreign Language ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 16	Total Semester Hours 16

\*Voice Majors may take 1 year of French and 1 year of German.  
Instrumental Majors may take 2 years of either French or German.

## SUGGESTED PRE-MUSIC EDUCATION (A.A. Degree)

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102—Composition ..... 3
MU 111—Theory of Music ..... 4	HIS 101—World Civilization ..... 3
MU 171—Applied Music ..... 2	MU 112—Theory of Music ..... 4
MU 161—Applied Music ..... 1	MU 172—Applied Music ..... 2
MU Activity (Chorus, Band or Orchestra) ..... 1	MU 162—Applied Music ..... 1
MU 119—Brass Class <b>OR</b>	MU Activity ..... 1
MU 120—Woodwind Class ..... 1	MU 119—Brass Class <b>OR</b>
HPR—Physical Education ..... 1	MU 120—Woodwind Class ..... 1
Total Semester Hours 13	HPR—Physical Education ..... 1
	Total Semester Hours 16

### Term III-A or III-B

HIS 102—World Civilization ..... 3

Total Semester Hours 3

## SECOND YEAR

First Term	Second Term
MU 211—Theory of Music ..... 4	MU 212—Theory of Music ..... 4
MU 271—Applied Music ..... 2	MU 272—Applied Music ..... 2
MU 261—Applied Music ..... 1	MU 262—Applied Music ..... 1
MU     Activity ..... 1	MU     Activity ..... 1
Mathematics ..... 3	MU 210—Intro. to Music Literature ... 3
Humanities ..... 3	Lab. Science ..... 4
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours   15	Total Semester Hours   16

## SPEECH AND DRAMA COURSES

The Speech and Drama courses in the programs of Fine Arts offer work which will fulfill general educational requirements as well as provide opportunity for study leading to a major or minor in general speech, public speaking, 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.

The program of study in General Speech and Public Speaking provides the student with lower level courses which enable him to pursue a degree in teaching, law, public relations, business management, mass media and provides experience in all inter-personal relationships involved in speech situations. The courses provide a program of Intercollegiate and Intramural forensic activities under the supervision of the course coordinator of the program of Forensics. Students who desire to participate in either of these programs should contact the course coordinator. This program prepares students for invitational tournaments and Florida Junior College Conference Tournaments. These activities provide participation in: discussion, debate, oratory, extemporaneous and after-dinner speaking, oral interpretation and Readers' Theatre.

The curricular and co-curricular programs in drama provide the student actor or technician with the theoretical and practical experiences in the theater arts which may lead to further work in all aspects of educational and professional theatre. Major productions

performed in the Campus Little Theatre are open to all interested students. Drama majors and minors are required to participate in the performing arts program.

### SUGGESTED PRE-SPEECH OR DRAMA (A.A. Degree)

#### FIRST YEAR

First Term		Second Term	
ENG 101—Composition .....	3	ENG 102—Composition .....	3
SPE 100—Intro. to Speech .....	3	DRA 251—Stagecraft <b>OR</b>	
SPE 110—Voice and Diction <b>OR</b>		SPE 111—Public Speaking .....	3
SPE 115—Phonetics of American		DRA 255—Acting <b>OR</b>	
English .....	3	SPE 220—Intro to Speech	
BIO 100—Modern Biology .....	3	Correction .....	3
BIO 105—Modern Biology Lab .....	1	History .....	3
HPR—Physical Education .....	1	HPR—Physical Education .....	1
	<hr/>		<hr/>
Total Semester Hours	14	Total Semester Hours	13

#### Summer Terms

History .....	3
Mathematics .....	3

Total Semester Hours 6

#### SECOND YEAR

First Term		Second Term	
Humanities .....	3	Humanities .....	3
BIO 160—General Zoology .....	4	Foreign Language .....	<b>3</b>
Foreign Language .....	3	DRA 255—Acting .....	3
SPE 105—Argumentation & Debate		DRA 260—Contemporary Drama .....	3
<b>OR</b>		SPE 112—Group Discussion and	
SPE 115—Phonetics of American		Conference Techniques .....	3
English .....	3	HPR—Physical Education .....	1
SPE 140—Oral Interpretation			<hr/>
<b>OR</b>		Total Semester Hours	16
DRA 265—History of the Theatre .....	3		
HPR—Physical Education .....	1		
	<hr/>		
Total Semester Hours	17		

Students are urged to consult with a member of the Speech and Drama Programs about his courses.

### HEALTH, PHYSICAL EDUCATION, AND RECREATION PROGRAMS 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.

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 Program must be furnished by the student. Such outfits are available at sport shops in the county.

### SUGGESTED PRE-EDUCATION (A.A. Degree) PHYSICAL EDUCATION FOR MEN

#### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102—Composition ..... 3
*BIO 100—Modern Biology ..... 3	*BIO 160—General Zoology <b>OR</b>
BIO 105—Modern Biology Lab ..... 1	CHE 107—Chemistry for General
Social Studies ..... 3	Education ..... 4
HPR 150—Intro. to Physical	Social Studies ..... 3
Education ..... 3	HPR 152—First Aid & Safety ..... 3
**HPR M-143—Physical Education	HPR 153—Intro. to Recreation ..... 3
Laboratory ..... 1	HPR 144—Skills & techniques of
—	Folk, Square & Social
Total Semester Hours 14	Dance—Phy. Ed. Lab. .... 1
	—
	Total Semester Hours 17

\*It is suggested that students should acquaint themselves with the science and math requirements at the institution to which they plan to transfer and select courses accordingly.

## SECOND YEAR

First Term	Second Term
Humanities ..... 3	Humanities ..... 3
*BIO 150—General Botany, BIO 130, Anatomy & Physiology, CHE 107, Chemistry for General Education, <b>OR</b> PHY 110 and 111, Elements of Physics and Lab. .... 4	*MTH 100—General Education College Mathematics ..... 3
HPR 151—Personal Hygiene ..... 3	<b>OR</b>
**HPR M-243—Physical Education Laboratory ..... 1	MTH 131—Basic College Math Electives ..... 6
Electives ..... 6	HPR 154—Sport Officiating ..... 3
Total Semester Hours 17	**HPR M-247—Physical Education Laboratory ..... 1
	Total Semester Hours 16

### RECOMMENDED ELECTIVES

SPE 100—Introduction to Speech  
 PSY 201—General Psychology  
 PSY 211—Child Psychology  
 PSY 212—Adolescent Psychology  
 SOC 211—General Sociology  
 EDU 250—Introduction to Education  
 EDU 251—Educational Psychology

\*\*M143, M243, M247 Men majors only  
 144 (Men & Women) Coed—majors only.

## SUGGESTED PRE-EDUCATION (A.A. Degree) PHYSICAL EDUCATION FOR WOMEN

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102—Composition ..... 3
*BIO 100—Modern Biology ..... 3	CHE 107—Chemistry for General Education <b>OR</b>
BIO 105—Modern Biology Laboratory ..... 1	BIO 160—General Zoology ..... 4
Social Studies ..... 3	Social Studies ..... 3
HPR 150—Intro. to Physical Education ..... 3	HPR 152—First Aid & Safety ..... 3
**HPR 139—Skills and techniques of Golf, Tennis, Archery ..... 1	HPR 153—Intro. to Recreation ..... 3
HPR 125—Gymnastics, Tumbling, and Trampoline ..... 1	HPR 141—Skills & Techniques of Folk, Square and Social Dance ..... 1
Total Semester Hours 15	Total Semester Hours 17

\*It is suggested that students should acquaint themselves with the science and math requirements at the institution to which they plan to transfer and select courses accordingly.

## SECOND YEAR

### First Term

Humanities .....	3
BIO 130—Anatomy & Physiology OR PHY 110 and 111—Elements of Physics and Laboratory .....	4
Electives .....	6
HPR 151—Personal Hygiene .....	3
**HPR 239—Skills & techniques of Volleyball & Basketball .....	1
—	
Total Semester Hours	17

### Second Term

Humanities .....	3
*MTH 100—General Education College Mathematics OR	
MTH 131—Basic College Math .....	3
Electives .....	6
HPR 154—Sport Officiating .....	3
**HPR 240—Skills & techniques of Hockey, Soccer & Softball .....	1
HPR 112, 113, 244, or 245— Swimming .....	1
—	
Total Semester Hours	17

### RECOMMENDED ELECTIVES

- SPE 100—Introduction to Speech
- PSY 201—General Psychology
- PSY 211—Child Psychology
- PSY 212—Adolescent Psychology
- SOC 211—General Sociology
- EDU 250—Introduction to Education
- EDU 251—Educational Psychology

\*\*139, 239, 240 Women majors only  
144 (Men & Women) Coed—majors only.



## LANGUAGES AND LITERATURE PROGRAMS

The program of Languages and Literature represents that portion of the college curriculum which is basic to the communication skills and which is necessary for the student's progress in all curricula. The program emphasizes development in broad aspects of linguistics in English and in the foreign languages of French, German and Spanish. In literature courses the ability to evaluate critically is given paramount importance. Emphasis is placed upon preparing the student to express himself in both oral and written language.

All regularly enrolled Freshman and Sophomore students are required to complete a minimum of 6 semester hours of English communication. Requirements in foreign languages vary according to the curriculum desired.

All candidates for the A.A. degree are encouraged to complete the intermediate level of a foreign language.

During the registration period, all students who have had more than 1½ years high school modern foreign language, and who desire to continue in foreign language, are given placement tests to determine the suitable level of study. Students transferring from other colleges should continue equivalent sequential courses.

Literature courses are designed to serve as a foundation in the Humanities, and to provide specific practice in the comprehension of the written languages.

In addition to the regularly established courses in the general education curriculum, courses are offered in English which develop the ability of the individual student to express himself in logical fashion. These non-transferable courses are offered as review and remedial courses in grammar and orthography, syntax and paragraph development. Within the foreign language areas, conversational courses are provided to give latitude to the student in grammar and literature.

Basic Communication Courses 091, 092, 093, etc. in English will carry 3 semester hours credit for each course. They are designed for local credit only; they will not be acceptable as a substitute for a college transfer course that will count toward the Junior College Associate of Arts Degree; and they will probably not be acceptable by other institutions as counting toward a four-year college degree.

**Basic English Communications 091:** Students who have a score which is between the first and the thirtieth percentiles on the Florida Twelfth Grade Test in the subject-matter discipline for which the class is offered will be placed in the 091 classes. The exceptions to this will be students who have a score of 275 or over on the total

Florida Twelfth Grade Test and a 2.0 cumulative high school grade point average in the respective subject-matter disciplines. These students will be placed in a higher level of the discipline that is being considered.

**Basic English Communications 092:** Students who place in the thirty-first to the fiftieth percentiles on the Florida Twelfth Grade Test in the discipline for which the class is offered will be placed in the 092 classes. The exception will be students who score 300 or over on the Florida Twelfth Grade Test and have a high school cumulative grade point average in the particular discipline of 2.5 or over. These students will be placed in a higher level of the discipline being considered.

Any student who is enrolled in either Basic Communications 091 or 092 in English may request to take the Comprehensive Test for that particular discipline to determine whether his background is sufficient to be placed in a higher level course.

A student passing the Comprehensive Test for the English 091 or 092 course in which he is enrolled may be given non-transfer (NT) credit for it and may be enrolled in either 092 (NT) course or in the first level of the college-transfer course in that discipline for which he has passed the Comprehensive Test.

Any student who is enrolled in the 090 series courses, the 100 level courses, or the 101 level courses in English Communications or Composition may take the Comprehensive Test for English 101 and upon passing same with a proper score be given credit for English Composition 101 and then be transferred to English Composition 102.

In further addition to the standard general education courses, the college provides a special course in technical writing, ENG 103, for those who intend working toward the junior college two-year degree as well as for those who plan eventually to exercise their talents in technical fields. A similar course, ENG 104, is offered for professional people with a course in scientific, industrial and professional writing. A directorate for publications, established within the division, monitors student publications and conducts instruction in Journalism. Courses offered include "Writing Mass Communications", and "Introduction to News Writing".

## SUGGESTED PRE-ENGLISH (A.A. Degree)

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
SPE 100—Introduction to Speech	3	MTH 131—Basic College Math	3
Social Science	3	Science	3
Modern Foreign Language	3	Social Science	3
HPR—Physical Education	1	Modern Foreign Language	3
	—	HPR—Physical Education	1
Total Semester Hours	13		—
		Total Semester Hours	16

### Summer Terms

Science	3
	—

Total Semester Hours 3

### SECOND YEAR

First Term		Second Term	
ENG 104—Scientific, Industrial & Professional Writing	3	JOU 201—Writing for Mass Communication	3
ENG 201—World Literature	3	ENG 222—English Literature	3
ENG 221—English Literature	3	Modern Foreign Language	3
PSY 201—General Psychology	3	PHI 260—Introduction to Philosophy	3
Modern Foreign Language	3	Elective	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	16	Total Semester Hours	16

### RECOMMENDED ELECTIVES

EDU 250—Introduction to Ed	3
SPE 111—Public Speaking	3
ART 207—Art Appreciation	3
PHI 263—Ethics	3
MU 207—Music Appreciation	3
ENG 230—American Literature	3

## SUGGESTED PRE-FOREIGN LANGUAGE (A.A. Degree)

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
HIS 101—World Civilization	3	HIS 102—World Civilization	3
Modern Foreign Language (level according to placement test.)	3	Modern Foreign Language (in sequence)	3
SPE 115—Phonetics of American English	3	BIO 100—Modern Principles of Biology	3
HPR—Physical Education	1	BIO 105—Modern Principles of Biology Laboratory	1
	—	HPR—Physical Education	1
Total Semester Hours	13		—
		Total Semester Hours	14

### Summer Terms

SOC 211—General Sociology	3
	—

Total Semester Hours 3

## SECOND YEAR

First Term	
ENG 201—World Literature .....	3
Modern Foreign Language (in sequence) .....	3
2nd Modern Foreign Language .....	3
GY 105—Physical Geology OR	
CHE 107—Chemistry for General Education .....	3
GY 106—Geology Lab .....	1
MTH 100—General Education College Math .....	3
HPR—Physical Education .....	1
<hr/>	
Total Semester Hours	17

Second Term	
ENG 202—World Literature .....	3
Modern Foreign Language (in sequence) .....	3
2nd Modern Foreign Language .....	3
ART 207—Art Appreciation .....	3
GEO 201—World Regional Geography	3
HPR—Physical Education .....	1
<hr/>	
Total Semester Hours	16

### SUGGESTED ELECTIVES

MUS 207—Music Appreciation
EDU 250—Introduction to Education
SPE 100—Introduction to Speech
BA 101—Elementary Typing
ENG 221—English Literature
ENG 222—English Literature
HIS 112—The Americas from 1815
LS 260—Library Resources

## SUGGESTED PRE-JOURNALISM (A.A. Degree)

### FIRST YEAR

First Term	
ENG 101—Composition .....	3
HIS 101—World Civilization .....	3
*BA 101—Elementary Typing .....	2
HPR—Physical Education .....	1
JOU 201—Writing for Mass Communication .....	3
<hr/>	
Total Semester Hours	12

Second Term	
ENG 102 or 104—Composition .....	3
PSC 122—State and Local Gov't. ....	3
MTH 131—Basic College Mathematics	
<b>OR</b>	
MTH 132—Contemporary Algebra .....	3-4
HPR—Physical Education .....	1
JOU 101—Introduction to News Writing .....	1
Elective .....	3
<hr/>	
Total Semester Hours	14-15

### Summer Terms

SPE 100—Introductory Speech .....	3
GEO 201—World Regional Geography	3
<hr/>	
Total Semester Hours	6

**SECOND YEAR****First Term**

PSY 201—General Psychology .....	3
ECO 251—Principles of Economics ..	3
Science .....	3-4
ENG 231—Contemporary American Literature .....	3
HPR—Physical Education .....	1
JOU 118—Survey of Communication ..	3
—	—
Total Semester Hours	16-17

**Second Term**

JOU 102—Introduction to News Writing .....	1
PHI 260—Introduction to Philosophy OR	
PHI 263—Ethics .....	3
ECO 252—Principles of Economics ..	3
ENG 202—World Literature OR	
ENG 222—English Literature .....	3
HPR—Physical Education .....	1
Science .....	3-4
LS 260—Library Resources .....	1
—	—
Total Semester Hours	15-16

\* Students who have successfully passed elementary typing in high school or who can pass a typing speed test of 30 WPM will be exempt from the BA 101 requirement and select an elective.

**PRE-LIBRARY SCIENCE (A.A. Degree)**  
See Notes Under Pre-Liberal Arts

**SUGGESTED PRE-LAW ENFORCEMENT (A.A. Degree)****FIRST YEAR****First Term**

ENG 101—Composition .....	3
History .....	3
Political Science .....	3
POL 101—Intro. to Law Enforcement'	3
HPR—Physical Education .....	1
—	—
Total Semester Hours	13

**Second Term**

ENG 104—Composition .....	3
Natural Science .....	4
History .....	3
POL 101—Police Administration .....	3
HPR—Physical Education .....	1
—	—
Total Semester Hours	14

**Summer Terms**

Mathematics .....	3
PSY 201—General Psychology .....	3
—	—
Total Semester Hours	6

**SECOND YEAR****First Term**

Humanities .....	3
Natural Science .....	3
PSY 221—Applied Psychology .....	3
SOC 211—General Sociology .....	3
Speech .....	3
HPR—Physical Education .....	1
—	—
Total Semester Hours	16

**Second Term**

Humanities .....	3
Natural Science .....	3
ECO 251—Principles of Eco .....	3
SOC 221—Social Problems .....	3
Elective .....	3
HPR—Physical Education .....	1
—	—
Total Semester Hours	16

## **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.

## **SCIENCE AND MATHEMATICS PROGRAMS**

The primary objectives in the design and contents of the courses offered by the various programs 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 programs includes those courses generally required in the first two years by four-year degree granting institutions.

The mathematics curriculum has course offerings covering a variety of needs. Course prerequisites for physics and engineering are included. Entering students will be assigned to the mathematics course best suited to their needs and abilities on the basis of high school records, placement test scores, and stated goals. MTH 051 and MTH 061 are for in-service teachers. MTH 091 and MTH 092, are basic studies courses designed to correct deficiencies in the student's high school background. MTH 100 is a general education course recommended for most students needing only a single semester of mathematics. For students majoring in mathematics or science, and for other students needing more than one semester of mathematics, the following sequence of courses is available: MTH 131, MTH 132, MTH 133, MTH 231, MTH 232, MTH 234, MTH 235; these courses should ordinarily be taken in the sequence listed, except that where circumstances warrant, MTH 234 may be omitted or taken concurrently with MTH 231 or MTH 232. MTH 191 is a non-sequential service type of course which may be taken concurrently with any other mathematics course. MTH 171, MTH 172,

MTH 173, MTH 271, and MTH 272 are designed to meet the needs of students in technical and specialized programs.

NOTE: Any student who is not prepared to begin with the suggested course in Mathematics in his program, should anticipate one additional term of Mathematics for each course required to complete the necessary prerequisites.

Chemistry and Physics courses are designed to meet the needs prerequisite for General Education as well as for Nursing, Medicine, Dentistry, Pharmacy, Engineering and similar occupations. CHE 107 is a non-laboratory course of a terminal nature designed primarily for those students interested in meeting General Education requirements. It should not be taken by anyone who has credit in CHE 131, 132, or 133. CHE 107 may not be used in lieu of CHE 131 if the three term sequence is taken later. CHE 111 is a terminal course primarily for students in the Associate Degree program in Nursing. It may not be used in the programs. General Chemistry consists of a three term sequence, CHE 131, 132, 133. 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. Three levels of Physics are offered. PHY 110 (with or without laboratory, PHY 111), is designed as a regular 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. Courses in Engineering Drawing and Descriptive Geometry are also available for Engineering majors. In addition, courses are offered in Elementary Astronomy, Physical Geology (with or without laboratory) and Historical Geology.

The biology offerings present the student a variety of options, while contributing courses to the numerous programs of the college. The student, dependent upon his background, academic or professional goal, may enter these courses by exercising one of three options:

OPTION I Biology 100, Biology 105. This introductory course is recommended to the General Education student and those students planning to take only (1) one term of biology. Biology 105, the accompanying laboratory course should be taken by students planning to transfer to schools that require a laboratory science.

OPTION II Biology 150, Biology 160. Biology majors should start their sequence with this option. These two courses are not sequential and may be followed by one or more BIO 200 courses. Individual programs should be planned with an advisor of the biology programs.

OPTION III Biology 091 and Biology 092. Communications in the Natural Sciences and Intermediate Natural Sciences are designed to correct and/or refine deficiencies in the student's Natural Science background. The Counseling service should be consulted prior to enrollment in these courses.

Basic Communications Courses 091 and 092 in Natural Science will carry 3 semester hours credit for each course. They are designed for local credit only; they will not be acceptable as a substitute for a college transfer course that will count toward the Junior College Associate of Arts Degree; and they will probably not be acceptable by other institutions as counting toward a four-year college degree.

**Communications in Natural Science 091:** Students who have a score which is between the first and the thirtieth percentiles on the Florida Twelfth Grade Test in the subject-matter discipline for which the class is offered will be placed in the 091 classes. The exceptions to this will be students who have a score of 275 or over on the total Florida Twelfth Grade Test and a 2.0 cumulative high school grade point average in the respective subject-matter disciplines. These students will be placed in a higher level of the discipline that is being considered.

**Communications in Natural Science 092:** Students who place in the thirty-first to the fiftieth percentiles on the Florida Twelfth Grade Test in the discipline for which the class is offered will be placed in the 092 classes. The exception will be students who score 300 or over on the Florida Twelfth Grade Test and have a high school cumulative grade point average in the particular discipline of 2.5 or over. These students will be placed in a higher level of the discipline being considered.

Any student who is enrolled in either Communications in Natural Science 091 or 092 may request to take the Comprehensive Test for that particular discipline to determine whether his background is sufficient to be placed in a higher level course.

A student passing the Comprehensive Test for the 091 or 092 course in which he is enrolled may be given non-transfer (NT) credit for it and may be enrolled in either 092 (NT) course or in the first level of the college-transfer course in that discipline for which he has passed the Comprehensive Test.

Any student who is enrolled in the 090 series in Science may take the Comprehensive Test for Biology 100 and upon passing same with a proper score, be given credit for Biology 100 and then be transferred to Biology 150 or 160.

Basic Communication Courses 091 and 092 in Mathematics will carry 3 semester hours credit for each course. They are designed

for local credit only; they will not be acceptable as a substitute for a college transfer course that will count toward the Junior College Associate of Arts Degree; and they will probably not be acceptable by other institutions as counting toward a four-year college degree.

**Basic Mathematics Communications 091:** Students who have a score which is between the first and the thirtieth percentiles on the Florida Twelfth Grade Test in the subject-matter discipline for which the class is offered will be placed in the 091 classes. The exceptions to this will be students who have a score of 275 or over on the total Florida Twelfth Grade Test and a 2.0 cumulative high school grade point average in the respective subject-matter disciplines. These students will be placed in a higher level of the discipline that is being considered.

**Basic Mathematics Communications 092:** Students who place in the thirty-first to the fiftieth percentiles on the Florida Twelfth Grade Test in the discipline for which the class is offered will be placed in the 092 classes. The exception will be students who score 300 or over on the Florida Twelfth Grade Test and have a high school cumulative grade point average in the particular discipline of 2.5 or over. These students will be placed in a higher level of the discipline being considered.

Any student who is enrolled in either Basic Communications 091 or 092 in Mathematics may request to take the Comprehensive Test for that particular discipline to determine whether his background is sufficient to be placed in a higher level course.

A student passing the Comprehensive Test for the 091 or 092 course in which he is enrolled may be given non-transfer (NT) credit for it and may be enrolled in either 092 (NT) course or in the first level of the college-transfer course in that discipline for which he has passed the Comprehensive Test.

Many of the biology courses prepare students to explore and/or pursue the fields of Agriculture, Medicine and allied endeavors.

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

FIRST YEAR	
First Term	Second Term
ENG 101—Composition ..... 3	ENG 102 or 104—Composition ..... 3
BIO 150—General Botany ..... 4	BIO 160—General Zoology ..... 4
MTH 132—Contemporary College Algebra ..... 4	MTH 133—Trigonometry and Analytical Geometry ..... 3
CHE 131—General Chemistry ..... 3	CHE 132—General Chemistry ..... 4
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 15	Total Semester Hours 15

Summer Terms	
CHE 133—General Chemistry .....	4
Social Studies .....	3
	<hr/>
Total Semester Hours	7

### SECOND YEAR

First Term	Second Term
PHY 201—Intermediate Physics .....	PHY 202—Intermediate Physics .....
MTH 231—Calculus .....	PHI 161—Logic .....
Humanities .....	Humanities .....
Social Studies .....	ECO 190—Introduction to Economics 3
HPR—Physical Education .....	HPR—Physical Education .....
	<hr/>
Total Semester Hours	Total Semester Hours
16	14

### SUGGESTED PRE-ARCHITECTURE\* (A.A. Degree)

#### FIRST YEAR

First Term	Second Term
ENG 101—Composition .....	ENG 102 or 104—Composition .....
BIO 150—Botany .....	BIO 160—Zoology .....
MTH 132—Contemporary College Algebra .....	MTH 133—Trigonometry and Analytical Geometry .....
ART 101—Drawing .....	ART 106—Basic Design .....
HPR—Physical Education .....	HPR—Physical Education .....
	<hr/>
Total Semester Hours	Total Semester Hours
15	14

#### Summer Terms

ART 107—Basic Design .....	3
Social Studies .....	3
	<hr/>
Total Semester Hours	6

#### SECOND YEAR

First Term	Second Term
MTH 231—Calculus .....	ART 208—Art History I .....
PHY 201—Intermediate Physics .....	PHY 202—Intermediate Physics .....
Humanities .....	Humanities .....
Social Studies .....	PHI 161—Logic .....
HPR—Physical Education .....	HPR—Physical Education .....
	<hr/>
Total Semester Hours	Total Semester Hours
16	14

\*Since very few electives are included in Architectural program, students should transfer as early as possible.

## SUGGESTED PRE-BIOLOGY (A.A. Degree)

### FIRST YEAR

First Term		Second Term	
*ENG 101—Composition .....	3	ENG 102 or 104—Composition .....	3
MTH 133—Trigonometry and Analytical Geometry .....	3	MTH 231—Calculus .....	5
CHE 131—General Chemistry .....	3	CHE 132—General Chemistry .....	4
FRE 101—Elementary French (or GER 101)** .....	3	FRE 102—Elementary French (or GER 102) .....	3
HPR—Physical Education .....	1	HPR—Physical Education .....	1
	—		—
Total Semester Hours	13	Total Semester Hours	16

### Summer Terms

CHE 133—General Chemistry .....	4
Social Science .....	3
	—
Total Semester Hours	7

### SECOND YEAR

First Term		Second Term	
***CHE 221—Organic Chemistry .....	4	CHE 222—Organic Chemistry .....	4
BIO 150—General Botany .....	4	BIO 160—General Zoology .....	4
MTH 232—Calculus .....	5	Humanities .....	3
Humanities .....	3	Social Science .....	3
HPR—Physical Education .....	1	HPR—Physical Education .....	1
	—		—
Total Semester Hours	17	Total Semester Hours	15

\*Students entering without qualifications to begin MTH 133 must anticipate additional terms.

\*\*University of Florida requires German.

\*\*\*PHY 201 and 202 are also required, either Physics or Organic Chemistry may be taken as a Sophomore course.

## SUGGESTED PRE-CHEMISTRY (A.A. Degree)

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition .....	3	ENG 102 or 104—Composition .....	3
CHE 131—General Chemistry .....	3	CHE 132—General Chemistry .....	4
*MTH 132—Contemporary College Algebra .....	4	MTH 133—Trigonometry and Analytic Geometry .....	3
GER 101—Elementary German .....	3	GER 102—Elementary German .....	3
HPR—Physical Education .....	1	HPR—Physical Education .....	1
	—		—
Total Semester Hours	14	Total Semester Hours	14

### Summer Terms

Term III-A		Term III-B	
CHE 133—General Chemistry .....	4	Humanities .....	3
Social Studies .....	3	Social Studies .....	3
	—	HPR—Physical Education .....	1
Total Semester Hours	7		—
		Total Semester Hours	7

## SECOND YEAR

First Term		Second Term	
CHE 221—Organic Chemistry .....	4	CHE 222—Organic Chemistry .....	4
MTH 231—Calculus .....	5	MTH 232—Calculus .....	5
PHY 210—General Physics .....	4	PHY 211—General Physics .....	4
HPR—Physical Education .....	1	Humanities .....	3
	<hr/>		<hr/>
Total Semester Hours	14	Total Semester Hours	16

\*Additional summer terms may be necessary if student is not ready for placement in MTH 132 or if the senior institution to which transfer is planned requires additional language hours.

### SUGGESTED PRE-DENTAL (A.A. Degree) See Suggested Program under Pre-Medical

### SUGGESTED PRE-ENGINEERING (A.A. 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
MTH 133—Trigonometry and Analytical Geometry .....	3	MTH 231—Calculus .....	5
EGR 101—Engineering Drawing .....	3	CHE 131—General Chemistry .....	3
HPR—Physical Education .....	1	HPR—Physical Education .....	1
	<hr/>		<hr/>
Total Semester Hours	13	Total Semester Hours	15

#### Summer Terms

CHE 132—General Chemistry .....	4
Humanities .....	3
	<hr/>
Total Semester Hours	7

#### SECOND YEAR

First Term		Second Term	
MTH 232—Calculus .....	5	MTH 235—Differential Equations .....	3
PHY 210—General Physics .....	4	PHY 211—General Physics .....	4
EGR 105—Descriptive Geometry .....	3	*PHY 250—Anal. Mechanics .....	3
CHE 133—General Chemistry .....	4	Humanities .....	3
HPR—Physical Education .....	1	HPR—Physical Education .....	1
	<hr/>		<hr/>
Total Semester Hours	17	Total Semester Hours	14

Students who are not prepared to begin with MTH 133 can expect to spend an extra term for each mathematics course preceding MTH 133.

\*Offered only during spring term (Term II).

(Agricultural Engineering substitute Biology for MTH 235 and PHY 250.)

**SUGGESTED PRE-FORESTRY (A.A. Degree)  
MAJOR IN  
FOREST PRODUCTS TECHNOLOGY**

**FIRST YEAR**

<b>First Term</b>	<b>Second Term</b>
ENG 101—Composition ..... 3	ENG 102 or 104—Composition ..... 3
CHE 131—General Chemistry ..... 3	CHE 132—General Chemistry ..... 4
MTH 132—Contemporary College Algebra ..... 4	MTH 133—Trigonometry and Analytical Geometry ..... 3
EGR 101—Engineering Drawing ..... 3	EGR 105—Descriptive Geometry ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 14	Total Semester Hours 14

**Summer Terms**

Humanities ..... 3
Social Studies ..... 3
Total Semester Hours 6

**SECOND YEAR**

<b>First Term</b>	<b>Second Term</b>
CHE 133—General Chemistry ..... 4	Humanities ..... 3
MTH 231—Calculus ..... 5	MTH 232—Calculus ..... 5
PHY 210—General Physics with Calculus ..... 4	PHY 211—General Physics with Calculus ..... 4
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 14	Social Studies ..... 3
	Total Semester Hours 16

**SUGGESTED PRE-FORESTRY (A.A. Degree)  
MAJOR IN  
FORESTRY AND WILDLIFE\***

**FIRST YEAR**

<b>First Term</b>	<b>Second Term</b>
ENG 101—Composition ..... 3	ENG 102 or 104—Composition ..... 3
CHE 131—General Chemistry ..... 3	CHE 132—General Chemistry ..... 4
MTH 132—Contemporary College Algebra ..... 1	MTH 133—Trigonometry and Analytical Geometry ..... 3
BIO 150—General Botany ..... 1	BIO 160—General Zoology ..... 4
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 15	Total Semester Hours 15

**Summer Terms**

Humanities ..... 3
Social Studies ..... 3
Total Semester Hours 6

## SECOND YEAR

First Term	Second Term
CHE 133—General Chemistry ..... 4	EGR 101—Engineering Drawing ..... 3
PHY 201—Intermediate Physics ..... 4	PHY 202—Intermediate Physics ..... 4
STA 221—Elementary Statistics ..... 3	Electives ..... 3
Humanities ..... 3	Social Studies ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
—	—
Total Semester Hours 15	Total Semester Hours 14

Suggested Electives: Speech 100; Economics 251

\*Will probably serve as well for General Forestry, Industrial Forestry, Timber Management, Forest Science, Forest Recreation or Wildlife.

## SUGGESTED PRE-MATHEMATICS (A.A. Degree)

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102 or 104—Composition ..... 3
MTH 133—Trigonometry and Analytical Geometry ..... 3	MTH 231—Calculus ..... 5
GER 101—German (or FRE 101) ..... 3	Social Studies ..... 3
Social Studies ..... 3	GER 102—German (or FRE 102) ..... 3
MTH 191—Slide Rule Math ..... 1	HPR—Physical Education ..... 1
HPR—Physical Education ..... 1	—
—	Total Semester Hours 15
Total Semester Hours 14	

### Summer Terms

Humanities ..... 3
Elective ..... 3
—
Total Semester Hours 6

### SECOND YEAR

First Term	Second Term
MTH 232—Calculus ..... 5	MTH 235—Differential Equations ..... 3
PHY 210—General Physics ..... 4	PHY 211—General Physics ..... 4
GER 201—German (or FRE 201) ..... 3	GER 202—German (or FRE 202) ..... 3
MTH 234—Linear Algebra ..... 3	Humanities ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
—	—
Total Semester Hours 16	Total Semester Hours 14

Students entering without qualifications to begin MTH 133 must anticipate more than the suggested two year sequence in mathematics. With program recommendation qualified students may take MTH 231 during the first term and continue the sequence.

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

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition .....	3	ENG 102 or 104—Composition .....	3
CHE 131—General Chemistry .....	3	CHE 132—General Chemistry .....	4
*MTH 231—Calculus .....	5	MTH 232—Calculus .....	5
Language (German) .....	3	Language (German) .....	3
HPR—Physical Education .....	1	HPR—Physical Education .....	1
Total Semester Hours		Total Semester Hours	
15		16	

### Summer Terms

CHE 133—General Chemistry .....	4
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Total Semester Hours 4

### SECOND YEAR

First Term		Second Term	
BIO 150—General Botany .....	4	BIO 160—General Zoology .....	4
CHE 221—Organic Chemistry .....	4	CHE 222—Organic Chemistry .....	4
Humanities .....	3	Humanities .....	3
Social Studies .....	3	Social Studies .....	3
HPR—Physical Education .....	1	HPR—Physical Education .....	1
Total Semester Hours		Total Semester Hours	
15		15	

\*Additional summer terms may be necessary if student is not ready for placement in MTH 231 or if the senior institution to which transfer is planned requires additional language hours.

## SUGGESTED PRE-MEDICAL TECHNOLOGY (A.A. Degree)

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition .....	3	ENG 102 or 104—Composition .....	3
HIS 111—History of Americas or PSC 121 National Government .....	3	HIS 112—History of Americas or PSC 122 State & Local Government .....	3
*MTH 133—Trigonometry and Analytical Geometry .....	3	BIO 150—General Botany .....	4
CHE 131—General Chemistry .....	3	CHE 132—General Chemistry .....	4
HPR—Physical Education .....	1	HPR—Physical Education .....	1
Total Semester Hours		Total Semester Hours	
13		15	

### Summer Terms

CHE 133—General Chemistry .....	4
Humanities .....	3
Elective .....	3

Total Semester Hours 10

## SECOND YEAR

First Term	Second Term
CHE 221—Organic Chemistry ..... 4	CHE 222—Organic Chemistry ..... 4
BIO 160—General Zoology ..... 4	BIO 210—Bacteriology ..... 4
PHY 110—Elements of Physics ..... 3	Humanities ..... 3
SOC 211—General Sociology ..... 3	Elective ..... 3-4
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 15	Total Semester Hours 15-16

\*Students entering without qualifications to begin MTH 133 must anticipate additional terms.

## SUGGESTED PRE-NURSING (A.A. Degree)

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102 or 104—Composition ..... 3
BIO 150—Botany ..... 4	BIO 160—Zoology ..... 4
CHE 131—General Chemistry ..... 3	CHE 132—General Chemistry ..... 4
MTH 131—Basic Math ..... 3	Social Studies ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 14	Total Semester Hours 15

### Summer Terms

Humanities ..... 3
Social Studies ..... 3

Total Semester Hours 6

### SECOND YEAR

First Term	Second Term
PSY 201—General Psychology ..... 3	BIO 210—Bacteriology ..... 4
BIO 230—Anatomy ..... 4	BIO 240—Genetics ..... 3
Humanities ..... 3	PHY 110—Elements of Physics ..... 3
CHE 133—General Chemistry ..... 4	NTR 201—Nutrition ..... 2
HPR—Physical Education ..... 1	Elective ..... 3
Total Semester Hours 15	HPR—Physical Education ..... 1
	Total Semester Hours 16

Students should plan work after consulting the senior institution to which transfer is planned.

## SUGGESTED PRE-OPTOMETRY (A.A. Degree)

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102 or 104—Composition ..... 3
CHE 131—General Chemistry ..... 3	CHE 132—General Chemistry ..... 4
MTH 131—Basic Mathematics ..... 3	MTH 132—Contemporary College Algebra ..... 4
Social Studies ..... 3	Social Studies ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 13	Total Semester Hours 15

**Summer Terms**

CHE 133—General Chemistry .....	4
MTH 133—Trigonometry and Analytic Geometry .....	3

Total Semester Hours 7

**SECOND YEAR**

The work for the second year should be planned on the basis of the senior institution to which transfer is planned; it will probably include PHY 201-202; BIO 160.

**SUGGESTED PRE-PHARMACY (A.A. Degree)****FIRST YEAR**

First Term	Second Term
ENG 101—Composition .....	ENG 102 or 104—Composition .....
CHE 131—General Chemistry .....	CHE 132—General Chemistry .....
*MTH 132—Contemporary College Algebra .....	MTH 133—Trigonometry and Analytic Geometry .....
Social Studies .....	BIO 150—General Botany .....
HPR—Physical Education .....	HPR—Physical Education .....
Total Semester Hours 14	Total Semester Hours 15

**Summer Terms**

Term III-A	Term III-B
CHE 133—General Chemistry .....	Social Studies .....
Humanities .....	HPR—Physical Education .....
Total Semester Hours 7	Total Semester Hours 4

**SECOND YEAR**

First Term	Second Term
CHE 221—Organic Chemistry .....	CHE 222—Organic Chemistry .....
MTH 231—Calculus .....	BIO 160—General Zoology .....
PHY 201—Intermediate Physics .....	PHY 202—Intermediate Physics .....
HPR—Physical Education .....	Humanities .....
Total Semester Hours 14	Total Semester Hours 15

\*Additional summer terms may be necessary if student is not ready for placement in MTH 132 or if the senior institution which transfer is planned requires language hours.

**SUGGESTED PRE-PHYSICS (A.A. Degree)****FIRST YEAR**

First Term	Second Term
ENG 101—Composition .....	ENG 102 or 104—Composition .....
CHE 131—General Chemistry .....	CHE 132—General Chemistry .....
MTH 133—Trigonometry and Analytical Geometry .....	MTH 231—Calculus .....
German .....	German .....
HPR—Physical Education .....	HPR—Physical Education .....
Total Semester Hours 13	Total Semester Hours 16

<b>Summer Terms</b>	
CHE 133—General Chemistry .....	4
Social Studies .....	6
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>
Total Semester Hours	10

### SECOND YEAR

<b>First Term</b>		<b>Second Term</b>	
MTH 232—Calculus .....	5	MTH 235—Differential Equations .....	3
PHY 210—General Physics .....	4	PHY 211—General Physics .....	4
Humanities .....	3	PHY 250—Anal. Mechanics .....	3
HPR—Physical Education .....	1	Humanities .....	3
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>	HPR—Physical Education .....	1
Total Semester Hours	13		<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>
		Total Semester Hours	17

Students who are not prepared to begin with MTH 133 can expect to spend an extra term for each mathematics course preceding MTH 133.

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

### FIRST YEAR

<b>First Term</b>		<b>Second Term</b>	
ENG 101—Composition .....	3	ENG 102 or 104 Composition .....	3
MTH 132—Contemporary College Algebra .....	4	MTH 133—Trigonometry and Analytical Geometry .....	3
CHE 131—General Chemistry .....	3	CHE 132—General Chemistry .....	4
Social Studies .....	3	Social Studies .....	3
HPR—Physical Education .....	1	HPR—Physical Education .....	1
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>		<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>
Total Semester Hours	14	Total Semester Hours	14

### Summer Terms

CHE 133—General Chemistry .....	4
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>
Total Semester Hours	4

### SECOND YEAR

<b>First Term</b>		<b>Second Term</b>	
BIO 150—General Botany .....	4	BIO 160—General Zoology .....	4
CHE 221—Organic Chemistry .....	4	CHE 222—Organic Chemistry .....	4
PHY 201—Intermediate Physics .....	4	PHY 202—Intermediate Physics .....	4
Humanities .....	3	Humanities .....	3
HPR—Physical Education .....	1	HPR—Physical Education .....	1
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>		<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>
Total Semester Hours	16	Total Semester Hours	16

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

## SOCIAL SCIENCE PROGRAMS

The Programs of Social Science offer academic courses in three program areas; University Parallel, Certificate, and Non-Credit. All regularly enrolled students under the University Parallel program (Area Four) are required to complete six semester hours of courses listed. Three of these hours must be in History.

The Division of Social Science offers courses 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.

The objectives of the Division as reflected in the eight discipline areas are to acquaint the student with the various aspects of man in relation to his culture, environment, behavioral patterns, heritage, and political institutions.

### SUGGESTED PRE-ELEMENTARY EDUCATION (A.A. Degree)

#### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102 or 104—Composition ..... 3
Social Studies ..... 3	GEO 101—Intro. to Phys. Geology ..... 3
MTH 100—General Education College Mathematics <b>OR</b>	BIO 100—Modern Biology ..... 3
MTH 131—Basic College Math ..... 3	BIO 105—Modern Biology Lab ..... 1
Language ..... 3	Language ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
—	—
Total Semester Hours 13	Total Semester Hours 14

#### Term 3A or 3B

Elect any six (6) or seven (7) hours from 2nd year suggested program **OR** from degree requirements in general education areas as outlined on pages 49-50 of this catalog.

#### SECOND YEAR

First Term	Second Term
ART 207—Art Appreciation <b>OR</b>	SOC 211—General Sociology ..... 3
MU 207—Music Appreciation ..... 3	EDU 251—Education Psychology ..... 3
PSY 201—General Psychology ..... 3	Science ..... 3-4
SPE 100—Intro to Speech ..... 3	Language ..... 3
EDU 250—Intro. to Education ..... 3	Elective ..... 3
Language ..... 3	HPR—Physical Education ..... 1
HPR—Physical Education ..... 1	—
—	Total Semester Hours 16-17
Total Semester Hours 16	

## SUGGESTED PRE-SECONDARY EDUCATION (A.A. 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	MTH 100—General Education College Mathematics OR
BIO 105—Modern Biology Lab ..... 1	MTH 131—Basic College Math ..... 3
Language ..... 3	PSY 201—General Psychology ..... 3
HPR—Physical Education ..... 1	Language ..... 3
Total Semester Hours 14	HPR—Physical Education ..... 1
	Total Semester Hours 16

### Term 3A or 3B

Elect any six (6) or seven (7) hours from 2nd year suggested program OR from degree requirements in general education areas as outlined on pages 49-50 of this catalog.

### SECOND YEAR

First Term	Second Term
SOC 211—General Sociology ..... 3	PHI 161 or 263—Philosophy ..... 3
SPE 100—Intro. to Speech ..... 3	EDU 251—Educational Psychology ..... 3
EDU 250—Intro. to Education ..... 3	GEO 101—Intro. to Phys. Geology ..... 3
Science ..... 3-4	SOC 221—Social Problems OR
Language ..... 3	SOC 251—The Family ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 16-17	Language ..... 3
	Total Semester Hours 16

## SUGGESTED PRE-HISTORY (A.A. Degree)

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102—Composition ..... 3
HIS 101—World Civilization ..... 3	HIS 102—World Civilization ..... 3
MTH 131—Basic College Mathematics ..... 3	SPE 100—Introductory Speech ..... 3
Foreign Language ..... 3	Foreign Language ..... 3
HPR—Physical Education ..... 1	Natural Science ..... 3
Total Semester Hours 13	HPR—Physical Education ..... 1
	Total Semester Hours 16

### Summer Terms

Natural Science ..... 4

Total Semester Hours 4

### SECOND YEAR

First Term	Second Term
HIS 201—History of the U. S. ..... 3	HIS 202—History of the U. S. ..... 3
Humanities ..... 3	Humanities ..... 3
Foreign Language ..... 3	Foreign Language ..... 3
Elective ..... 3	Elective ..... 3
Elective ..... 3	Elective ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 16	Total Semester Hours 16

**Recommended Humanities**  
 ENG 221 & 222—English Literature

**Recommended Foreign Language**  
 French or German  
 Spanish is area of concentration  
 in Latin America or American studies

**Recommended Natural Science**  
 BIO 100 and BIO 105

**Recommended Electives**  
 GEO 201—World Regional Geography  
 PSC 121—National Government  
 PSY 201—General Psychology  
 PHI 161—Logic  
 SOC 211—General Sociology

## SUGGESTED PRE-PSYCHOLOGY PROGRAM (A.A. Degree)

### FIRST YEAR

First Term	Second Term
ENG 101—Composition ..... 3	ENG 102 or 104—Composition ..... 3
Social Studies ..... 3	GEO 101—Intro. to Phys. Geography 3
MTH 100—General Education	BIO 100—Mod. Principles of Biology 3
College Mathematics OR	BIO 105—Mod. Principles of
MTH 131—Basic College Math ..... 3	Biology Lab ..... 1
Foreign Language ..... 3	Foreign Language ..... 3
HPR—Physical Education ..... 1	HPR—Physical Education ..... 1
Total Semester Hours 13	Total Semester Hours 14

### Term 3A or 3B

Elect any six (6) or seven (7) hours from second year suggested program or from degree requirements in general education areas.

### SECOND YEAR

First Term	Second Term
ART 207—Art Appreciation	STA 221—Elementary Statistics .....3
OR	SOC 211—General Sociology ..... 3
MU 207—Music Appreciation ..... 3	Science ..... 3-4
PSY 201—General Psychology ..... 3	Foreign Language ..... 3
SPE 100—Intro. to Speech ..... 3	Elective ..... 3
Foreign Language ..... 3	HPR—Physical Education ..... 1
Elective ..... 3	Total Semester Hours 16-17
HPR—Physical Education ..... 1	
Total Semester Hours 16	

NOTE: Students not planning to carry graduate work beyond the B. A. degree should consult with the Counseling Center or Psychology Department before selecting psychology as an academic major.

## SUGGESTED PRE-RELIGION (A.A. Degree)

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition .....	3	ENG 102—Composition .....	3
BIO 100—Modern Biology .....	3	MTH 131—Basic College Math .....	3
BIO 105—Modern Biology Lab .....	1	BIO 150—General Botany <b>OR</b>	
Social Studies .....	3	BIO 160—General Zoology .....	4
Foreign Language .....	3	Foreign Language .....	3
HPR—Physical Education .....	1	HPR—Physical Education .....	1
	—		—
Total Semester Hours	14	Total Semester Hours	14

### Term 3A or 3B

SPE 100—Introduction to Speech .....	3
Social Studies .....	3
HPR—Physical Education .....	1
	—
Total Semester Hours	7

### SECOND YEAR

First Term		Second Term	
Humanities .....	3	Humanities .....	3
MTH 132—Contemporary College		REL 142—New Testament History .....	3
Algebra .....	4	Elective .....	3
History .....	3	Foreign Language .....	3
Foreign Language .....	3	PSY 201—General Psychology .....	3
HPR—Physical Education .....	1		—
	—	Total Semester Hours	15
Total Semester Hours	14		

## SUGGESTED PRE-POLITICAL SCIENCE PROGRAM (A.A. Degree)

### FIRST YEAR

First Term		Second Term	
Foreign Language .....	3	Foreign Language .....	3
ENG 101—Composition .....	3	History .....	3
Mathematics .....	3	ENG 102—Composition .....	3
PSC 121—National Government .....	3	Humanities .....	3
HPR—Physical Education .....	1	PSC 122—State & Local Gov't. ....	3
	—	HPR—Physical Education .....	1
Total Semester Hours	13		—
		Total Semester Hours	16

### Summer Terms

History .....	3
	—
Total Semester Hours	3

## SECOND YEAR

First Term	
PSC 221—Intro. To International Relations .....	3
Science .....	3-4
Foreign Language .....	3
Humanities .....	3
ECO 251—Prin. of Economics <b>OR</b>	
PHI 260—Intro. to Philosophy .....	3
HPR—Physical Education .....	1
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Total Semester Hours	16-17

Second Term	
PSC 222—Intro to International Relations .....	3
ECO 252—Prin. of Economics <b>OR</b>	
PHI 263—Ethics .....	3
Science .....	3-4
Foreign Language .....	3
PSY 201—General Psychology .....	3
HPR—Physical Education .....	1
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Total Semester Hours	16-17

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

### FIRST YEAR

First Term	
ENG 101—Composition .....	3
HIS 101 or 111 World Civilization or The Americas from 1492-1815 .....	3
MTH 131—Basic College Math .....	3
*GER 101—Elementary German <b>OR</b>	
FRE 101—Elementary French .....	3
HPR—Physical Education .....	1
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Total Semester Hours	13

Second Term	
ENG 102—Composition .....	3
HIS 102 or 112—World Civilization or The Americas from 1815-present .....	3
CHE 131—General Chemistry .....	3
GER 102—Elementary German <b>OR</b>	
FRE 102—Elementary French .....	3
HPR—Physical Education .....	1
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Total Semester Hours	13

### Summer Terms

BIO 160—General Zoology .....	4
PSC 121—National Government .....	3
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Total Semester Hours 7

### SECOND YEAR

First Term	
Humanities .....	3
SOC 211—General Sociology .....	3
PSY 201—General Psychology .....	3
** Elective .....	3
GER 201—Intermediate German <b>OR</b>	
FRE 201—Intermediate French .....	3
HPR—Physical Education .....	1
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Total Semester Hours	16

Second Term	
PHI 260—Introduction to Philosophy <b>OR</b>	
PHI 263—Ethics .....	3
***SOC 221—Social Problems .....	3
SOC 231—The Family .....	3
STA 221—Elementary Statistics .....	3
GER 202—Intermediate German <b>OR</b>	
FRE 202—Intermediate French .....	3
HPR—Physical Education .....	1
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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 Introductory Speech; ECO 251 Principles of Economics.

\*\*\*PSY Social Psychology could be substituted for either SOC 231 or SOC 221.

# Courses of Instruction

## AERONAUTICAL TECHNOLOGY

### **AER 105—Flight Familiarization**

An introduction to flight through actual flying in fully equipped aircraft. Sixteen hours of instruction (10 hours dual flight, 6 hours oral instruction and briefing). This program is more than sufficient to qualify for solo flight.

**Credit, 1 semester hour**

### **AER 110—Primary Flight I (Private Pilot)**

A continuation of AER 105. A total of 55 hours of instruction is provided, including 15 hours of dual flight, 25 hours solo flight and 15 hours of oral instruction and briefing. Pre-requisite: AER 105; Corequisite: AER 115, AER 116.

**Credit, 3 semester hours**

### **AER 115—Aeronautical Science**

The theory of flight. Elementary aerodynamics. The major components of airplanes and their function. The pertinent Federal Aviation Agency Regulations. An introduction to meteorology, both weather phenomena, and reading and understanding teletype weather data and weather maps. Corequisite: AER 116.

**Credit, 3 semester hours**

### **AER 116—Navigational Science I**

The use of computers in the solution of basic navigation problems, aeronautical charts, pilot techniques. An introduction to the use of the Airman's Information Manual and radio navigation aids. Co-requisite: AER 115.

**Credit, 3 semester hours**

### **AER 120—Meteorology**

A study of the basic concepts of meteorology; temperature pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog. Analysis and use of weather data; interpretation of U. S. Weather Bureau maps, reports and forecasts. Prerequisite: AER 115, or private pilot's license.

**Credit, 3 semester hours**

### **AER 125—Aerodynamics**

Aerodynamics as related to airplane performance and stability. Comparison of jet and reciprocating engines. Operational considerations of design variations such as controllable pitch propellers, retractable landing gears, and multi-engine configurations. Emergencies and unusual situations. Prerequisite: AER 115, or private pilot's license.

**Credit, 3 semester hours**

### **AER 135—Commercial Flight I**

First half of flight training to prepare for the Federal Aviation Agency Commercial Pilot Certificate. A total of 75 hours of instruction, including 15 hours dual flight, 40 hours solo flight and 20 hours oral instruction and briefing. Prerequisite: AER 110, or private pilot's license; Corequisite: AER 120, AER 125.

**Credit, 3 semester hours**

### **AER 140—Engine and Aircraft Structures**

Theory, materials and methods of construction, lubrication systems, induction systems and superchargers. General operating and performance diagnosis, and principles of structures. Prerequisite: AER 115, or private pilot's license.

**Credit, 3 semester hours**

### **AER 200—Navigation Science II**

The use of radio as a primary navigation means. Functioning, capabilities and limitations of radio navigation systems. The use of the computer for solution of complex navigation problems, radio navigation charts, the Air Route Traffic Control System, and the Airman's Information Manual. An introduction to instrument landing aids and to instrument flying procedures. Prerequisite: AER 115.

**Credit, 3 semester hours**

**AER 205—Aeronautical Science Safety**

Fundamentals essential to safe flight, instruments used, and regulations pertaining to safe flight.

**Credit, 3 semester hours**

**AER 210—Commercial Flight II**

A continuation of AER 135. A total of 75 hours of instruction including 15 hours of dual flight, 40 hours solo flight and 20 hours oral instruction and briefing. Prerequisite: AER 135; Corequisites: AER 200, AER 205, AER 220.

**Credit, 3 semester hours**

**AER 220—Aeronautical Science Systems**

Theory of the operation of aircraft hydraulic, electrical fuel, oil, pressurization, anti-icing, and instrument systems, including sources as well as functional application of basic power for the operation of aircraft systems. Prerequisite: AER 140.

**Credit, 3 semester hours**

**AER 230—Instrument Flight Theory**

The 10 hours synthetic flight training consists of instruction in a link trainer for the application of skills necessary to control aircraft solely by instruments; orientation, holding, tracking, cross-country flight and approaches. Practice in two-way radio-telephone communications and phraseology is provided. Prerequisite: AER 200.

**Credit, 3 semester hours**

**AER 235—All Weather Flight**

Instruction necessary to qualify for the Federal Aviation Agency Instrument Pilot Rating. A total of 40 hours; 20 hours dual flight, 10 hours synthetic flight, and 10 hours oral instruction and briefing. Prerequisite: AER 210; Corequisite: AER 230.

**Credit, 3 semester hours**

**ART****Art 100—Introduction to Drawing and Painting**

A laboratory course designed for non-art majors, introducing elementary drawing techniques, media, and creative experiences of the artist. Course closed to art majors or minors. Sketch books are required. Six studio hours weekly.

**Credit, 3 semester hours**

**Art 101—Beginning Drawing**

Landscape and still life composition in charcoal, ink, and other media. Sketch book. Six studio hours weekly.

**Credit, 3 semester hours**

**Art 102—Life Drawing**

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

**Credit, 3 semester hours**

**Art 106—Basic Design—Two Dimensional Design**

Two dimensional study for form, fundamental principles and elements of design for all creative work in visual arts. Six studio hours weekly.

**Credit, 3 semester hours**

**Art 107—Basic Design—Three Dimensional Design**

Three dimensional study of form, fundamentals, principles and elements of design. Six studio hours weekly. Prerequisite: Art 106.

**Credit, 3 semester hours**

**Art 206—Crafts—Woods, Metals and Plastics**

Course offers experience with wide range of materials, adaptable to various levels of education. Design emphasis in plastics, wood, copper, silver and enameling. Six studio hours weekly. Prerequisite: Art 106, 107.

**Credit, 3 semester hours**

**Art 207—Art Appreciation—Humanities**

A course considering form and content, in western world art, emphasizing historical aspect so that students may become aware how and why a work is created and its resulting contribution to their culture.

**Credit, 3 semester hours**

### **Art 208—Art History**

Survey and analysis of western twentieth century art sources. Architecture, painting, sculpture and crafts from paleolithic times through the Renaissance.

**Credit, 3 semester hours**

### **Art 209—Art History II**

Study of styles from the Past-Renaissance Mannerist period to the present, stressing development of contemporary artistic concepts.

**Credit, 3 semester hours**

### **Art 211—Printmaking**

A study of positive and negative printmaking with problems in silk-screen and woodcut techniques. Introduction to intaglio techniques. Six studio hours weekly. Prerequisites: Art 101, 106.

**Credit, 3 semester hours**

### **Art 215—Photography for the Fine Artist**

The creative use of black and white photography in the darkroom, studio and outdoors. Laboratory fee \$10.00. Class limited to ten students. Prerequisites: Art 106 and instructor approval. Two lecture hours and four studio hours weekly.

**Credit, 3 semester hours**

### **Art 221—Sculpture**

Creative techniques in metal, wood, stone and clay. Six studio hours weekly.

Prerequisites: Art 101, 106, 107.

**Credit, 3 semester hours**

### **Art 231—Watercolor (Offered Term I)**

Creative techniques, color theory and composition. Six studio hours weekly. Prerequisite: Art 101, 106.

**Credit, 3 semester hours**

### **Art 232—Oil Painting (Offered Term II)**

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

**Credit, 3 semester hours**

### **Art 271—Lettering**

A course of study involving lettering, calligraphy and design problems related to lettering. Four studio hours weekly. Prerequisite: Art 106.

**Credit, 2 semester hours**

### **Art 273—Advertising Design (Offered Term II)**

Design as applied to modern advertising techniques and media. Layout and preparation of samples for mass reproduction: magazine, direct mail, poster, packaging and display. Six studio hours weekly. Prerequisite: Art 106.

**Credit, 3 semester hours**

### **Art 280—Ceramics**

Study of basic ceramic shaping techniques, glazing, decorating and firing. Six studio hours weekly. Prerequisites: Art 101, 106, 107.

**Credit, 3 semester hours**

## **ASTRONOMY**

### **AST 101—Elementary Astronomy I**

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**

Continuation of Elementary Astronomy I. Consideration 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 weekly.

**Credit, 2 semester hours**

## BIOLOGY

### **BIO 091 (NT)—Communications in Natural Science**

An elementary biology course designed to improve the skills of the student who has had difficulty understanding science. This course will help the student increase his word meaning, idea grasping and reading ability.

**Credit, 3 semester hours**

### **BIO 092 (NT)—Communications in Natural Science**

An intermediate biology course designed to add to the skills of the student. This course will help the student learn the language, the framework of ideas, and the problem-solving ways of science. An assigned counselor's approval is required.

**Credit, 3 semester hours**

### **BIO 100—Modern Principles of Biology**

Course designed to give students an understanding of modern principles of biology, while focusing on the nature and activities of living organisms. Course primarily for non-science majors. Three hours lecture weekly. (see BIO 105)

**Credit, 3 semester hours**

### **BIO 105—Modern Principles of Biology Laboratory**

Two hours of laboratory weekly which may be taken concurrently with BIO 100. For students planning to transfer where laboratory is required for science credit. Prerequisite or corequisite: BIO 100.

**Credit, 1 semester hour**

### **BIO 110—Microbiology**

Study of pathogenic organisms, their effects, isolation and control. Also the response of the host in infection, immunity and the carrier condition. Course meets nursing requirements. Three hours lecture and demonstration. Prerequisite or corequisite: CHE 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. Course meets nursing requirements. Four hours lecture and demonstration. Prerequisite: CHE 111.

**Credit, 4 semester hours**

### **BIO 140—The Human Body**

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

**Credit, 3 semester hours**

### **BIO 150—General Botany**

Course designed to treat entire plant kingdom with emphasis on structure and function of flowering plants. Fundamental cell and tissue structure of both vascular and non-vascular plants are studied. Associated physiological and chemical effects as related to function are emphasized. Three lectures and one two-hour laboratory period weekly.

**Credit, 4 semester hours**

### **BIO 160—General Zoology**

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

**Credit, 4 semester hours**

### **BIO 210—Bacteriology**

Introduction to principles and applications of bacteriology; laboratory work consisting of isolation, culturing, staining and identifying bacteria. Three lectures and one two-hour laboratory period weekly. Prerequisite: BIO 150.

**Credit, 4 semester hours**

### **BIO 220—Horticulture**

Introductory plant culture course involving a study of underlying principles and practices in the production and care of trees and shrubs. Attention given to local landscape gardening and floriculture. Prerequisite: BIO 150.

**Credit, 3 semester hours**

### **BIO 230—Comparative Vertebrate Anatomy**

Comparative morphological and embryological study of vertebrates; phylogenetic relationships and evolutionary successions including man are emphasized. Three lectures and one two-hour laboratory period weekly. Prerequisites: BIO 150 and 160 or Instructor approval.

**Credit, 4 semester hours**

### **BIO 240—Genetics**

Study of 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. Class is scheduled for four one-hour periods weekly, two of which are usually devoted to laboratory work. Prerequisite: BIO 150 and 160 or Instructor approval.

**Credit, 3 semester hours**

### **BIO 250—Principles of Marine Biology**

Introduction to marine life involving identification of organisms and the nature of their environment. Collection trips and laboratory study relate to economic applications. Three lectures and one two-hour laboratory period weekly. Prerequisites: BIO 150 and 160 or instructor approval.

**Credit, 4 semester hours**

## **BUILDING AND CONTRACTING**

### **BC 100—Materials and Processes**

Study of materials and methods employed in heavy building construction.

**Credit, 3 semester hours**

### **BC 110—Construction Planning**

Course includes job planning, preparation and construction schedules and the selection of most economical equipment and methods for accomplishing various types of heavy construction.

**Credit, 3 semester hours**

### **BC 120—Construction Drawing**

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**

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**

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

Basic study of the nature of business activity in relation to the economic society in which we live and how it is owned, organized, managed and controlled. Course content designed to give special emphasis on business vocabulary and career opportunities by surveying various areas of specialization as to personal characteristics and training.

Credit, 3 semester hours

### BA 101—Elementary Typing

Development of fundamental techniques in typing touch system and the application of typing skill to general use. Closed for credit to students with one year of high school credit in typing with grade of B. Section one is for students who never had typing. Four class hours.

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. (Students may test out of any course which they may have taken before) Four class hours.

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 given to development of appropriate speed in writing simple new material dictation. Closed 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 hours.

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 hours.

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. 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. Offered Term I only.

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. Offered Term II only.

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. Offered Term II only.

Credit, 2 semester hours

### BA 130—Salesmanship

Introduction to selling and an analysis of problems and techniques of personal salesmanship. Demonstrations.

Credit, 3 semester hours

### BA 150—Business Mathematics

Programmed mathematics course as applied to negotiable instruments, pay-

roll, discounts, profit and loss, merchandising, commissions, depreciation, taxes, securities, and insurance. Prerequisite: Satisfactory score on mathematics section of the Florida High School Placement Test or satisfactory completion of Math 091.

**Credit, 3 semester hours**

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

Study of company management areas dealing with the broad problem of sales. Emphasis 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**

Introduction of fundamental principles, practices and common media in modern advertising. Includes activities that supplement both advertising and personal selling, such as sampling, displays, demonstrations and other kinds of effort that render them more effective. Prerequisite: BA 100 or approval of instructor.

**Credit, 3 semester hours**

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

Features 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. Prerequisite: BA 100 or instructor approval.

**Credit, 3 semester hours**

#### **BA 201—Advanced Typing**

Stresses 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.

**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. Shorthand writing speed of 120 words or more a minute developed. Transcription rate of 40 words or more a minute developed. Four class hours. Prerequisite: BA 112 and BA 201.

**Credit, 3 semester hours**

#### **BA 213—Legal Shorthand**

Speed-building program in legal vocabulary and thorough preview of office procedures and methods as they relate to legal secretarial work. Prerequisites: BA 211, BA 201, or concurrent. Offered Term II only.

**Credit, 3 semester hours**

#### **BA 214—Medical Shorthand**

Course emphasizes writing medical terms in shorthand. A substantial vocabulary is acquired through dictation of medical letters and reports. Prerequisites: BA 211 or concurrent, BA 201 or concurrent. Offered Term II only.

**Credit, 3 semester hours**

#### **BA 221—Principles of Accounting**

Introductory study of the fundamental principles of record-keeping techniques and reporting of financial activities as applied to individual proprietorships. Prerequisite: BA 150 or MTH 091, or instructor approval.

**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**

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. Offered Term I only.

**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 instructor approval. Offered Term II only.

**Credit, 3 semester hours**

**BA 225—Cost Accounting**

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 a "C" average, or instructor approval. Offered Term II only.

**Credit, 3 semester hours**

**BA 227—Income Tax**

Study of Federal income tax laws and procedures. Emphasizes determination and taxation for individuals, partnerships. Offered Term I only.

**Credit, 3 semester hours**

**BA 228—Managerial Accounting**

Presents basic accounting concepts and analytical procedures necessary for understanding accounting reports used in management planning and control. Designed for businessmen and technical students. Offered Term I only.

**Credit, 3 semester hours**

**BA 231—Business Law**

Study of basic principles of law and their application to business problems,

encompassing 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**

Continuation of 231, including a study of 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 hours. Prerequisite: BA 101 or equivalent.

**Credit, 2 semester hours**

**BA 243—Secretarial Accounting**

Presents the theory and practice of bookkeeping and accounting in 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 duties, responsibilities, and personal qualifications of a secretary or general clerk; efficiency in office routine. Prerequisites: BA 102 or instructor consent. Offered Term I only.

**Credit, 3 semester hours**

**BA 245—Business Communications**

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 gathering of data, organizing data, and writing of business reports. Prerequisites: BA 101, or equivalent, and ENG 101.

**Credit, 3 semester hours**

**BA 246—Basic Accounting Machines**

Instruction in operation of accounting machines. Includes accounts receivable, accounts payable, payroll, and proofs of posting and distribution. Three class periods.

**Credit, 2 semester hours**

**BA 247—Calculating Machines**

Familiarizes student with various machines used in business. The student, through regular practice of correct techniques, learns the basic skills and develops a degree of speed on the rotary calculators, printing calculators, keypunch, key-driven calculators, ten-key adding and full-key adding machines. Three class hours. Prerequisite: BA 150 or equivalent.

**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. Offered Term II only.

**Credit, 3 semester hours**

**BA 249—Office Machines for Medical Assistants**

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

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

**Credit, 3 semester hours**

**BA 272—Principles of Retailing**

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

**Credit, 3 semester hours**

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

Continuation of BA 173. Includes an average of fifteen hours of supervised work experience weekly, with related weekly seminar as scheduled by coordinator. 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 or instructor approval. Offered Term II only.

**Credit, 3 semester hours**

## CHEMISTRY

### CHE 107—Chemistry for General Education

Non-laboratory course concerning the structure of matter and the transformation it undergoes. Designed for students who are non-science majors and who do not require a year of general college chemistry in their programs.

**Credit, 3 semester hours**

### CHE 111—Introductory Chemistry

One term course dealing with principles of inorganic, organic and biochemistry. It is limited primarily to students in the associate degree nursing program. Three lectures and one two-hour laboratory weekly.

**Credit, 4 semester hours**

### CHE 131—General Chemistry

First course in the three term sequence CHE 131, 132, 133. Introduction to elementary principles of modern chemistry. Three lectures weekly. Corequisite or prerequisite: MTH 131 or two years of high school algebra with grade "C" or better.

**Credit, 3 semester hours**

### CHE 132—General Chemistry

Further development of the principles of modern chemistry introduced in CHE 131 including the descriptive chemistry

of familiar elements and their compounds. Three lectures and one three-hour laboratory period weekly. Prerequisite: CHE 131.

**Credit, 4 semester hours**

### CHE 133—General Chemistry and Qualitative Analysis

The third segment of the sequence CHE 131, 132, 133. Continued development of modern chemical principles. The laboratory consists of qualitative analysis. Three lectures and one three-hour laboratory period weekly. Course completes requirements for General Chemistry and is a prerequisite to further chemistry courses. Prerequisite: CHE 132.

**Credit, 4 semester hours**

### CHE 221, 222—Organic Chemistry

Study of the structures, preparations, and reactions of various classes of hydrocarbons and their derivatives, these reactions being interpreted and unified in the light of modern electronic theory. Course is integrated in organization taking up aliphatic and aromatic compounds together. Three lectures and one three-hour laboratory weekly. CHE 221 offered Term I only and CHE 222 offered Term II only. Prerequisite: CHE 133 with a "C" or higher.

**Credit, 4 semester hours each**

## DATA PROCESSING

### DP 101—Basic Computing Machines

Course in basic computer theory. The following computer functions are studied: introduction to problem organization, storage media, fundamentals of input and output operations.

**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 ac-

counting 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

Cobol as a programming language is taught and utilizes the IBM system/360 computer. Through a series of lectures and laboratory practices, the student

develops a mastery of the Cobol language and basic programming systems concepts as related to the field of business. Prerequisite: DP 101.

**Credit, 3 semester hours**

#### **DP 108—The Accounting Machine**

Designed to give the student experience in 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 110—Fortran Programming**

A basic computer programming course in Fortran, which is a problem solving language. This course is particularly useful to students who are in Math, Science, and the related fields and who will need to utilize the computer as a tool in their professions.

**Credit, 3 semester hours**

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

Students are taught the basic Operating System of the IBM system/360. Emphasis is placed on the Disk and Magnetic Tape utilization. Programming experience is provided in Fortran and RPG (Report General) languages. Prerequisites: DP 101 and DP 105.

**Credit, 3 semester hours**

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

Student is given an introduction to PL-1, a high-level programming language. However, this course is designed to acquaint the student with actual business data processing applications. Students learn through lecture and practical case studies to apply the equipment and programming techniques learned in previous semesters to various applications. Prerequisite: DP 205.

**Credit, 3 semester hours**

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

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 recommendation, and the installation of a completely integrated system.

**Credit, 3 semester hours**

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

Designed to provide the student with sufficient knowledge of programming concepts so that he may easily master any specific system with a minimum of instruction. Actual programming in Auto-coder is done on the IBM 1460 Computer.

**Credit, 4 semester hours**

## **DRAFTING AND DESIGN**

#### **DD 100—Technical Drafting I**

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, 3 semester hours**

#### **DD 101—Technical Drafting II**

The student studies the field of intersections and developments of geometrical solids. The principles of dimension-

ing, 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 machine parts. 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 in the design of machine elements. Prerequisite: DD 101 and DD 201.

**Credit, 3 semester hours**

#### **DD 200—Technical Drafting III**

Student is introduced to schematic representation of gears and cams and to make details from the designer's layout. In addition the course touches upon such topics as architectural and structural drawing, topographic drawing, illustration, and patent drawing. Prerequisite: DD 102.

**Credit, 3 semester hours**

#### **DD 201—Basic Mechanics**

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. 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.

**Credit, 3 semester hours**

#### **DD 202—Manufacturing Processes**

Course covers cold processing of materials by abrasion, cutting, and press working to obtain desired forms, dimensions, and surface finishes. Machines are described in detail and interpreted in terms of classifications, capacities, and versatilities. Special consideration is given to various types of cutting tools, dies, jigs, and fixtures, emphasizing their particular functions and the types of materials from which they are made,

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 to give the student knowledge necessary to design tools 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**

Course teaches the essential elements of good plant layout, materials handling, and the principles of industrial engineering. It explains the setting up an efficient plant layout and discusses fundamental factors influencing these operations. A comprehensive study is made of 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 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. Prerequisites: DD 100 and DD 101.

**Credit, 3 semester hours**

## DRAMA

### **DRA 251—Stagecraft**

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

**Credit, 3 semester hours**

### **DRA 252—Directing**

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, 3 semester hours**

### **DRA 260—Contemporary Drama**

Course 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**

### **DRA 265—History of the Theatre**

An evolutionary study of the theatre from 5th Century B. C. to the present day.

**Credit, 3 semester hours**

## ECONOMICS

### **ECO 140—Personal Finance**

Survey of the areas in which personal, daily economic problems must be solved by all people. Course attempts to guide each person in receiving the best results for his money in the following areas: buying on credit; borrowing money; using your bank; investing savings; all forms of insurance; home ownership vs renting; investing in stocks and bonds; obtaining investment information; buying or starting a business; income taxes; social security and medicare; retirement planning and annuities; estate planning; wills; and trusts.

**Credit, 3 semester hours**

### **ECO 190—Introduction to Economics**

One-term survey of economic institutions and economic analysis. Course considers both individual decision-making units and the functioning of the economy as a whole, with some emphasis on current economic problems. It is primarily designed for terminal programs,

or for students whose time is limited to a less intensive study than the two-term principles of economics course. (Credit will not be given for both this course and ECO 251.)

**Credit, 3 semester hours**

### **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 instructor approval.

**Credit, 3 semester hours**

## EDUCATION

### EDU 081—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 082—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 083—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**

### EDU 260—Educational uses of the Planetarium

Course for teachers and education majors in curriculum development for the effective use of various types of planetariums in the elementary school program. Prerequisite: EDU 250, 251, or teaching experience.

**Credit, 3 semester hours**

## ELECTRONICS TECHNOLOGY

### EL 100—Direct Current Circuit

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. Kirchhoff'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 102—Electronic Drafting

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 circuit diagrams and layout procedures.

**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 104—Alternating Current Circuits

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—Active Electronic Devices**

Construction and theory of vacuum tubes and semiconductor theory 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**

Student is introduced to functional circuits such as power supplies, filters, RC coupled amplifiers, transformer coupled amplifiers, audio devices, mixing circuits and sine wave oscillators. Corequisite: EL 209. Prerequisite: EL 106.

**Credit, 3 semester hours**

**EL 208—Electronic Circuits Laboratory**

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. Student becomes familiar with the construction and testing procedures for transistor circuits. Prerequisite: EL 104.

**Credit, 3 semester hours**

**EL 210—Electronics Communication Systems**

Study of communication systems and the factors affecting the design, opera-

tion 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. Preparation for F.C.C. license examination. 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, clippers, 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 mag-

netic transducers, synchros, servomechanisms, photosensitive devices, silicon controlled rectifier inverters, SCR switch-

ing 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. Co-requisite: MTH 131. Three two-hour classes weekly.

**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 instructor approval. Three, two-hour classes weekly.

**Credit, 3 semester hours**

## ENGLISH

### English Communications 091 (NT)

A course which helps the student who has difficulty with written and oral English, in planning, organizing, and logical thinking. This course assists students to compose clear, well-planned sentences and paragraphs by means of programmed instructions tailored to the individual student's needs. Students who enroll in English Communications 091 will be required to also enroll in Reading Communications 093, a course which will assist them to read and understand. An assigned counselor's approval is required. **Credit, 3 semester hours for each course —a total of 6 semester hours.**

### English Communications 092 (NT)

An English course which helps students who have trouble with matters of capitalization, punctuation, word arrangement, spelling, usage, and word selection. This course assists students to write sentences, paragraphs, and short compositions in formal standard English. Students enrolling in English Communi-

cations 092 who have difficulty in reading will be required to also enroll in Reading Communications 093. An assigned counselor's approval is required.

**Credit, 3 semester hours.**

**Those who take Reading Communications 093 will receive 3 additional hours credit.**

### Reading Communications 093 (NT)

A special reading course to help students in understanding college level reading materials. This course will train students to understand types of reading which they will encounter in the various college subjects they will be taking. An assigned counselor's approval is required.

**Credit, 3 semester hours**

First choice for class spaces will be given to students taking English Communications 091 and then to the students taking 092, who are recommended by an assigned counselor. A student may receive credit for this course one time only.

### **ENG 100—English Communications**

Special course in written communication for the student whose background indicates an inadequate potential for successful participation in English 101. Considerable attention given to rhetorical principles and practice in composition. Student may receive transfer credit for this course, providing instructor judges student fully prepared for ENG 102. Prerequisite: Counseling or Program approval.

**Credit, 3 semester hours**

### **ENG 101—Composition**

Study of semantics, syntax, and rhetoric skills of writing.

**Credit, 3 semester hours**

### **ENG 102—Composition**

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 (NT)**

Course designed for students enrolled in terminal programs and technical curricula. Consists of additional training in the fundamentals of semantics, syntax, and rhetoric; and will emphasize experiences in various types of writing used by modern industry such as letters, reports, surveys and abstracts. Prerequisite: ENG 092, ENG 100, ENG 101 or consent of the Program Coordinator.

**Credit, 3 semester hours**

### **ENG 104—Composition (Scientific and Professional)**

Study of scientific and professional expository prose and training in skills needed in both 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 or professional topic. Course may be used in place of English Compo-

sition 102 for the University Parallel Program. Prerequisite: ENG 101.

**Credit, 3 semester hours**

### **ENG 201—World Literature**

Study of selected masterpieces of literature from 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**

Study of various literatures of the world from end of renaissance periods to 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 from the beginning of period for romantic poets to 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**

American literature masterpieces from its beginning 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 Literature**

Selected American literature masterpieces from 1900 to 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 instructor's approval.

**Credit, 3 semester hours**

## **FRENCH**

#### **FRE 101—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 expected to continue with French 102.

**Credit, 3 semester hours**

#### **FRE 102—Elementary French**

Continuation of French 101. Further development of basic skills and selected readings. Prerequisite: French 101 or its equivalent.

**Credit, 3 semester hours**

#### **FRE 201—Intermediate French**

Careful review of grammar elements. Readings based on French Civilization: geographical, historical, and literary. Increased use of French in class discussions and reports. Prerequisite: French 102 or its equivalent.

**Credit, 3 semester hours**

#### **FRE 202—Intermediate French**

Continuation of French 201. Short story masterpieces. Prerequisite: French 201 or its equivalent.

**Credit, 3 semester hours**

#### **FRE 203—Advanced Composition and Conversation**

For students wishing to attain greater proficiency in spoken and written French. Composition and conversation based on selected readings and a variety of contemporary topics. Prerequisite: French 202 or its equivalent.

**Credit, 3 semester hours**

#### **FRE 204—Advanced Composition and Conversation**

Continuation of French 203. Prerequisite: French 203 or instructor approval.

**Credit, 3 semester hours**

#### **FRE 205—Studies in French Literature and Culture**

Selected French prose and poetry masterpieces. Discussions and written reports in French, with careful attention to development of correct expression and fluency. Prerequisite: French 204 or its equivalent or instructor approval.

**Credit, 3 semester hours**

#### **FRE 206—Studies in French Literature and Culture**

Continuation of French 205. Prerequisite: French 205 or its equivalent or instructor approval.

**Credit, 3 semester hours**

## **FOOD SERVICE ADMINISTRATION**

#### **FSA 100—Introduction to Food Service Administration**

Comprehensive survey of all food service industries designed to show their history, organization, problems and opportunities. A study of techniques and

procedures of modern management; trends and developments in these industries today and their impact upon the economy of the area.

**Credit, 3 semester hours**

**FSA 102—Food and Beverage Purchasing**

Basic information on sources, grades, and standards, criteria for selection and purchasing. Estimates of raw materials needed and receiving and storage techniques leading to the development of standards and writing of specifications.

**Credit, 3 semester hours**

**FSA 105—General Food Service  
Operations Practicum**

Full-time "on the job" work experience in an approved segment of the food service industry. Department makes regular appraisals of learning progress. Student will closely observe and study the duties involved in the administration of his operation. Emphasis will be on production and service. Five written reports commensurate with assigned duties are required by appointment.

**Credit, 3 semester hours**

**FSA 110—Supervisory Development for  
Food Service Operations**

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**

**FSA 120—Elementary Volume Feeding  
Operations and  
Management**

Application of principles of cookery and service through preparation and service of foods in volume and the use of institutional equipment. Emphasis on cash control, menu-making, sanitation, product quality and production and service techniques. Student will rotate through semi skilled jobs in Hospitality Center. One lecture and one six-hour laboratory weekly. Prerequisite: FSA 100, FSA 102.

**Credit, 4 semester hours**

**FSA 150—Elementary Food Service  
Supervision**

Full time "on the job" work experience along with 48 hours classroom work

covering all aspects of kitchen management. Enrollment must be with the approval of the American Dietetic Association.

**Credit, 3 semester hours**

**FSA 200—Organization and Personnel  
Management**

Student becomes familiar with the organizational structure that affects the most efficient operation and with the many problems that arise in the management of personnel. The importance of developing proper attitudes, personal appearance and cleanliness in achieving and maintaining better guest relations. How to cultivate and promote maximum relations with personnel and guests. Also included is a study of social security, workman's compensation, withholding tax and other employee benefits as well as certain legal rights and responsibilities to employees and guests.

**Credit, 3 semester hours**

**FSA 205—Hotel-Motel-Restaurant  
Accounting**

Course consists of theoretical and practical applications to the many services within the industry with emphasis on operating cost analysis and the various methods of 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**

**FSA 210—Advertising and Sales  
Promotion**

How to sell and promote the products and facilities of the food service industry. How to acquaint prospective guests through advertising, public relations and direct sales. The difference among advertising, public relations and sales and specific uses for each. Internal promotion. Technical aspects of advertising news writing and salesmanship.

**Credit, 2 semester hours**

**FSA 215—Food Service Management and Control Practicum**

Continuation of FSA 105 with emphasis on management techniques and control of men, money, and material.

**Credit, 3 semester hours**

**FSA 220—Advanced Volume Feeding Operations and Management**

Continuation of FSA 120 with emphasis on food and labor cost control pricing of products, job specifications and cookery techniques. Student will rotate through skilled and managerial positions in Hospitality Center. One lecture and two four-hour laboratories weekly. Prerequisites: FSA 120 by appointment.

**Credit, 5 semester hours**

**FSA 222—Equipment Selection and Maintenance**

Comprehensive study of factors affecting suitability of equipment along with basic principles of plumbing, mechanics, refrigeration and electricity. How to trouble shoot; how to write specifications. Heavy emphasis on safety, sanitation and preventative maintenance.

**Credit, 2 semester hours**

**FSA 250—Advanced Food Service Supervision**

Continuation of FSA 150. Successful completion of both courses leads to membership in the Hospital, Educational and Institutional Food Service Society recognized by the American Hospital Association.

**Credit, 3 semester hours**

## **GEOGRAPHY**

**GEO 101—Introduction to Physical Geography**

An analysis and human significance of 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 207—Geography of Latin America**

Comprehensive and detailed study of geographical regions, peoples, problems,

and potentials. Prerequisite: GEO 101 or instructor approval.

**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**

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**

Study of geologic agents, minerals, rocks and resulting land formation. Maps are used in the interpretations of re-

gions, climates and topography. Applications are made to life and human relations.

**Credit, 3 semester hours**

**GY 106—Physical Geology Laboratory**

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

**Credit, 1 semester hour**

**GY 110—Historical Geology**

Study of the geologic record, including

life forms, from pre-Cambrian to the present. Course embraces a study of geologic maps, orogenic history, stratigraphy and fossils. Some elementary field work is done. Three lectures and one two-hour laboratory weekly. Prerequisite: GY 105. Prerequisite or co-requisite 106.

**Credit, 4 semester hours**

## GERMAN

**GER 101—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 102.

**Credit, 3 semester hours**

**GER 102—Elementary German**

Further development of German 101. Fuller use of conversation in class. Introduction to literary and musical masters. Prerequisite: German 101 or equivalent.

**Credit, 3 semester hours**

**GER 201—Intermediate German**

Review of grammar and improved composition. Daily emphasis on oral German. Prerequisite: German 102 or equivalent.

**Credit, 3 semester hours**

**GER 202—Intermediate German**

Continuation of German 201. Increased fluency and increased reading ability of German 201. Prerequisite: German 201 or equivalent.

**Credit, 3 semester hours**

**GER 205—Studies in German Literature and Culture**

Study of literary and musical masters and their works, with written reports. Careful attention given to fluency and correct expression. Course is conducted in German. Prerequisite: German 202 or equivalent or instructor approval.

**Credit, 3 semester hours**

**GER 206—Studies in German Literature and Culture**

Continuation of German 205. Conducted entirely in German. Prerequisite: German 205 or equivalent or instructor approval.

**Credit, 3 semester hours**

## GRAPHIC ARTS TECHNOLOGY

**GAT 102—Photographic Principles**

The concept of photography is studied as a tool and a basic form of communication. The fundamental principles of photographic processes is surveyed to acquaint the student with photographic optics, latent image formation, sensitometry, chemistry, physics, and repro-

duction methods. Basic knowledge is provided for the student wishing to major in either photography, commercial art, or graphic arts. The individual interested in other fields gains an insight into the multitude of uses of photography in research, industry, education and communication. **Credit, 3 semester hours**

## HEALTH, PHYSICAL EDUCATION AND RECREATION

- HPR 101—Archery**  
Coeducational. Credit, 1 semester hour
- HPR 103—Casting and Angling**  
Course designed primarily for beginners. It includes techniques and fundamentals of baitcasting, spincasting, spinning, and fly casting, surf spinning and casting; also fishing field trips. Coeducational. Credit, 1 semester hour
- HPR104—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—Beginning Golf**  
Coeducational. Credit 1 semester hour
- HPR 110—Gymnastics**  
(Tumbling & Trampoline)  
Men only. 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—Beginning Tennis**  
Coeducational. Credit, 1 semester hour
- HPR 117—Recreational Games**  
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 125—Gymnastics, Tumbling and Trampoline**  
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 at developing fundamental knowledge of defense tactics and restraints. Course is required for Law Enforcement students. Course also serves other students in fulfilling their physical education requirement.  
Credit, 2 semester hours
- HPR 138—Skeet and Trap Shooting**  
Fundamentals of Skeet and Trap Shooting and Hunter Safety Training Course. Coeducational. Credit, 1 semester hour
- HPR 139—Skills and techniques of golf, tennis, and archery**  
Open to women physical education majors only. Course is designed to aid prospective physical education teacher in becoming more skilled in golf, tennis, and archery, and to gain a more thorough knowledge of strategies, rules, and techniques required for teaching these sports. Meets three hours weekly.  
Credit, 1 semester hour

**HPR 142—Beginning Water Skiing**

Course for beginners directed toward techniques and fundamentals of skiing, two skis and slaloming—one ski. Prerequisite: Know how to swim. Coeducational. **Credit, 1 semester hour**

**HPR 143—Physical Educational Lab**

Conditioning and Self-testing—Open to men physical education majors only. Course designed to improve physical fitness of students majoring in physical education. Time will be spent in various conditioning programs, self-testing activities and vigorous exercise. Lectures will involve the organization and operation of conditioning programs for the physical education student as well as the athlete. Meets three hours weekly. (Men only) **Credit, 1 semester hour**

**HPR 144—Skills and techniques of  
Social, Square and  
Folk dancing**

Open to physical education majors only. (Men and women) American and European folk forms; square, circle, reel, line, couple and solo dances; traditional and current social dances. Meets three hours weekly.

**Credit, 1 semester hour**

**HPR 150—Introduction to Physical  
Education**

Course gives the prospective teacher, early in his training, some understanding of what is involved in the profession and an adequate preparation for teaching. Coeducational.

**Credit, 3 semester hours**

**HPR 151—Personal Hygiene and  
Community Health**

Course designed to provide information to induce attitudes and behavior conducive to maintaining optimal health, both for the individual and the community. **Credit, 3 semester hours**

**HPR 152—First Aid and Safety**

Accepted standard principles of First Aid and general safety procedures applied in the elementary and secondary school programs. Course includes meth-

ods and materials for teaching safety and the organization of safety programs.

**Credit, 3 semester hours**

**HPR 153—Introduction to 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 in intramural activity.

**Credit, 3 semester hours**

**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 214—Intermediate Tennis**

Coeducational. Prerequisite: HPR 114.

**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—Intermediate Weight Training**

Advanced course in weight training for those who have completed HPR 136. Special attention given to Olympic lifts (2 hand press, 2 hand snatch and the 2 hand clean and jerk). In HPR 136 basic fundamentals of weight training were achieved. Better lifters in HPR 136 would have the opportunity to continue training at an advanced level with possible development into competitive lifters.

**Credit, 1 semester hour**

**HPR 239—Skills and Techniques of Volleyball and Basketball**

Open to women physical education majors only. Course designed to develop skills and knowledges necessary for the prospective physical education teacher in basketball and volleyball. Advanced skills, strategies and rules included. Meets three hours weekly.

**Credit, 1 semester hour**

**HPR 240—Skills and Techniques of Hockey, Soccer, and Softball**

Open to women physical education majors only. Course aids prospective physical education teacher in developing skills and techniques in hockey, soccer, and softball. Advanced rules and strategies included. Meets three hours weekly.

**Credit, 1 semester hour**

**HPR 242—Intermediate Water Skiing**

Course designed for advanced slalom, trick skiing, barefoot skiing. Prerequisite: Water Skiing 142 or experienced on slalom. Coeducational.

**Credit, 1 semester hour**

**HPR 243—Physical Education Lab**

Skills and techniques of baseball, golf and handball. Open to men physical

education majors only. Course designed to develop skills and knowledge necessary for prospective physical education teacher in baseball, golf, and handball. Advanced skills and strategies included. Meets three hours weekly. **(Men only)**

**Credit, 1 semester hour**

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

Instructor's approval required. Coeducational.

**Credit, 1 semester hour**

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

Instructor's approval required. Prerequisite: 244. Coeducational.

**Credit, 1 semester hour**

**HPR 246—Scuba Diving**

Coeducational. **Credit, 1 semester hour**

**HPR 247—Physical Education Lab**

Skills and techniques in gymnastics, trampoline and tumbling. Open to men physical education majors only. Course designed to aid prospective physical education teacher in becoming more skilled in gymnastics and tumbling and in techniques required for teaching these skills. Meets three hours weekly. **(Men only)**

**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 expansion of the West.

**Credit, 3 semester hours**

**HIS 111—The Americas from 1492 to 1815**

Survey of 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**

Survey of the Colonial background of American History and national development through the Civil War era. Prerequisite: Sophomore standing or Program Coordinator approval.

**Credit, 3 semester hours**

**HIS 202—History of the United States**  
Survey of the History of the United States since the end of the Reconstruc-

tion era. Prerequisite: Sophomore standing or Program Coordinator approval.  
**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, 3 semester hours**

### **HMA 102—Food and Beverage Management and Service**

Course is for students 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**

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. To obtain maximum benefits, each student will be required to attend one seminar period per week.

**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 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 130—Hotel-Motel Engineering**

Basic principles of plumbing, mechanics, refrigeration and electricity. How to trouble shoot; how to write specifications; how to read architectural plans. Heavy emphasis on safety, sanitation and preventative maintenance.

**Credit, 2 semester hours**

### **HMA 200—Organization and Personnel Management**

Study of organizational structures that affect the most efficient inn operation and problems of personnel management, especially forecasting and pre-control. How to cultivate maximum human relations with personnel and guests profitably. Also, covered: social security, workman's compensation, withholding tax and other employee benefits.

**Credit, 3 semester hours**

### **HMA 205—Hotel-Motel Restaurant Accounting**

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 a hotel-motel offers to guests. How to acquaint prospective guests through all media of advertising and publicity. Promoting individual guest sales, conferences, groups, conventions, trade shows, local functions such as banquets, luncheons, and receptions.

**Credit, 2 semester hours**

### **HMA 215—Hotel-Motel Management Practicum**

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. To obtain maximum benefits, each student will be required to attend one seminar period per week.

**Credit, 3 semester hours**

### **HMA 220—Hotel Sales and Promotion**

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**

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**

Introductory course in mass communications dealing with history, comparative foreign press, process and effect,

opportunities in and responsibilities of various media. Open to freshmen.

**Credit, 3 semester hours**

### **JOU 201—Writing for Mass Communication**

Pre-professional course providing 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**

## **LANDSCAPE SCIENCES AND TECHNOLOGY**

### **LST 100—Horticulture**

Applied botany in terms of taxonomy, ecology, physiology, genetics, anatomy and morphology of the higher plants. Three lectures and one two-hour laboratory weekly **Credit, 3 semester hours**

### **LST 105—Subtropical 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 weekly.

**Credit, 3 semester hours**

### **LST 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 weekly.

**Credit, 3 semester hours**

### **LST 131—Ornamental Plants and Utilization I**

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 weekly. **Credit, 3 semester hours**

**LST 132—Ornamental Plants and Utilization II**

See course description of LST 131.  
**Credit, 3 semester hours**

**LST 185—Horticultural Procedures**

Applied horticultural maintenance and 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 weekly. Occasional field trips are required. **Credit, 3 semester hours**

**LST 220—Subtropical Fruitculture**

The identification and culture of tropical and subtropical edible fruits grown in Florida. Three lectures weekly. Two Saturday field trips are required.  
**Credit, 3 semester hours**

**LST 233—Advanced Ornamental Plants and Utilization**

See course description of LST 131.  
**Credit, 3 semester hours**

**LST 250—Plant Pest Control**

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 weekly with occasional field trips. **Credit, 3 semester hours**

**LST 260—Landscape Design**

Introduction to the basic principles of landscape design. Stress will be on the drawing, reading and execution of landscape plans. Two three-hour laboratories weekly with occasional field trips.  
**Credit, 4 semester hours**

**LST 270—Field Service I**

One summer's practical experience in an approved commercial business. Technical report required. Full time employment during Term III-A or III-B.  
**Credit, 3 semester hours**

**LST 271—Advanced Field Service**

One Term (Term I or Term II) of practical experience in an approved commercial nursery during the second year. Total part-time employment to be no less than 12 hours weekly and no more than 18. Technical report required.  
**Credit, 3 semester hours**

**LST 286—Horticultural Engineering Techniques**

See course description of LST 185.  
**Credit, 3 semester hours**

**LST 287—Landscape and Turf Business Administration**

See course description of LST 185.  
**Credit, 3 semester hours**

**LST 001—Ornamental Horticulture**

A sound introduction to exotic tropical and subtropical plant identification and use in contemporary landscaping. Includes a general review of the botanical nature of plants and a more specific study of turf, major and minor tropical fruits, soils and soil fertility, plant propagation, insect and disease control, and landscape maintenance. One evening weekly. Term I.

**LST 002—Home Landscape Design**

The principles of basic design and the use of plants for the esthetic, practical and economic improvement of private properties. It also includes a study of basic architectural features in the landscape and practice in drawing and reading landscape plans. Term II.

**LST 003—Turf-Grass Management**

A practical approach to the principles of turf-grass management and their applications in the field. It includes a study of such topics as: the size of the turf-grass industry; characteristics and adaptations of various grasses, the basic concepts of establishing and maintaining turf; the care and operation of turf equipment; and, insects, diseases, nematodes, and other pests which affect the growth of turf. One evening weekly. Term I.

#### **LST 004—Botany for Nurserymen**

An informal approach to the study of plants, their structure, life processes, classification and interrelationships, taught with a decided slant toward practical application. Discussions of situations both actual and devised will illustrate botanical concepts and principles. Designed to be a summary and explanation of the basic knowledge needed by those engaged in commercial operations. One evening weekly. Term I.

#### **LST 005—Applied Soils and Fertilizers**

Designed for the professional to study the complex problems and use of existing soils in south Florida in the growing of ornamental plants. Fertilizer formulations for landscapes, turf and container and field nurseries will be discussed thoroughly. The use of the various soil

amendments will also be discussed. One night weekly. Term II.

#### **LST 006—Weed Identification and Control**

Identification and methods of control of terrestrial and aquatic weeds of southern Florida commonly found in landscapes, field and container nurseries, turf-grasses and aquatic areas. One night weekly. Term II.

#### **LST 007—Ornamental Plant Pest Control**

The identification and control of the insect, nematode, disease and weed pests affecting the ornamental plants and turf-grasses of south Florida will be stressed as well as the symptoms of nutritional and physiological disorders. Calibration, use and preventative maintenance of pest control equipment will also be discussed. Three lectures weekly and a field trip. Term IIIA.

### **LIBRARY SCIENCE**

#### **LS 260—Library Resources**

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

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

### **MATHEMATICS**

#### **MTH 051—Contemporary Mathematics for Elementary Teachers**

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 in 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—Contemporary Mathematics for Secondary Teachers**

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 in 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 091 (NT)—Communications in Mathematics**

A course to improve the abilities of the student who has had difficulties in arithmetic. This course will help the student learn how to read the language of mathematics, how to go about solving problems, and how to improve his basic skills. An assigned counselor's approval is required.

**Credit, 3 semester hours**

**MTH 092 (NT)—Intermediate Mathematics**

A course to improve the abilities of the student who has had difficulties in mathematics and to help him learn the basic algebra needed for further mathematics courses. This course will also teach the student how to apply his knowledge of arithmetic and algebra to many problems. An assigned counselor's approval is required.

**Credit, 3 semester hours**

**MTH 100—General Education College Mathematics**

General Education course recommended 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. Course is not in sequence with other mathematic courses but gives full transfer credit. Credit will not be given for both this course and MTH 131. **Credit, 3 semester hours**

**MTH 131—Basic College Mathematics**

Basic course in algebra, emphasizing operations with algebraic symbols, solution of equations, functional relationships, graphs, verbal problems, and selected additional topics. Credit will not be given for both this course and MTH 100. **Credit, 3 semester hours**

**MTH 132—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 131 or two years of high school algebra with grade of "C" or better, or recommendation of Mathematics Program.

**Credit, 4 semester hours**

**MTH 133—Trigonometry and Analytic Geometry**

Trigonometric functions of angles and real numbers, solutions of right and oblique triangles, radian measure, fundamental identities, vectors, inverse trigonometric functions, complex numbers,

the straight line, conic sections, polar coordinates, parametric equations, hyperbolic functions. Prerequisite: MTH 132 or recommendation of Mathematics Program. **Credit, 3 semester hours**

**MTH 171—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 131 or two years of high school algebra with grade of "C" or better, or recommendation of Mathematics Program.

**Credit, 3 semester hours**

**MTH 172—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 171.

**Credit, 3 semester hours**

**MTH 173—Aeronautical Mathematics**

Treatment of measured data, the slide rule, tables, geometry, algebraic expressions and operations, linear equations, functions and graphs, exponents, ratio and proportion, logarithms, trigonometry of the right triangle and applications, vectors. Recommended for students in the aeronautical technology program.

**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 acceptable type to the Mathematics Program. 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 231 and 232—Calculus**

Functions, limits, derivatives, definite and indefinite integrals, parametric equations, polar coordinates, transcendental functions, partial derivatives, multiple integrals, sequences and series, L'Hospital's rule and the generalized mean value theorem, improper integrals. MTH 231 and 232 form a continuous sequence; students enrolling in MTH 231 are advised to complete the entire two-term sequence before transferring to another college. Prerequisite for MTH 231: MTH 133 or recommendation of Mathematics Program. Prerequisite for MTH 232: MTH 231.

**Credit, 5 hours each semester**

### **MTH 234—Linear Algebra**

A first course in linear algebra, emphasizing the algebra of matrices and vector spaces. Recommended for stu-

dents majoring in mathematics or related areas. Prerequisite: MTH 133 and recommendation of Mathematics Program. **Credit, 3 semester hours**

### **MTH 235—Differential Equations**

Classification and solution of equations involving variables and their derivatives, with numerous applications. Prerequisite: MTH 232.

**Credit, 3 semester hours**

### **MTH 271 and 272—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 271: MTH 172 or MTH 132. Prerequisite for MTH 272: MTH 271.

**Credit, 3 hours each semester**

## **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, 3 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**

Laboratory course designed especially for Medical Assistant student. Laboratory studies include procedures and practice in blood cell enumeration, differentiation, blood typing, prothrombin, urinalysis, and other routine chemical tests. Also, instruction of the electrocardiograph and basal metabolism equipment and other special topics as needed.

Course includes a two-hour lecture and a two-hour laboratory and demonstration weekly. Prerequisites—MA 110, MA 115.

**Credit, 3 semester hours**  
**MA 220—Clinical Practices and Procedures**

Instruction designed to: Orient the medical assistant to all phases of patient care in the physician's office. Basic principles, laboratory practice and demonstration will be stressed such as assisting with the physical examination, sterilization, pharmacology, administration of medications, minor surgery, dealing with emergencies, immunology, physiotherapy and x-ray. Two hours of lecture and two hours of laboratory and demonstration weekly. 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 weekly, during the third term, devoted to "on the job training"

in a physician's office or hospital. One hour weekly devoted to class on campus under the direction of coordinator of the practicum program. Prerequisites: MA 120, 130. **Credit, 3 semester hours**

**MA 241—Practicum in Medical Assisting**

Six hours weekly during the fourth term, devoted to "on the job training" in a physician's office. One hour weekly devoted to class on campus under the direction of 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**

**BA 249—Office Machines for Medical Assistants**

Provides instruction and practice in using the machines commonly found in physician's offices. Emphasis will be given to use of the dictating machine and transcribing medically related materials. Three hours of lecture, demonstration, and laboratory weekly. Prerequisite: BA 102 **Credit, 2 semester hours**

## MUSIC

**MU 111, 112—Theory of Music**

Integrated course in elementary written and keyboard harmony, dictation, sight singing, form and analysis. Prerequisite: Entrance examination. Five class periods weekly.

**Credit, 4 hours each semester**

**MU 115, 116—Voice Class**

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

**MU 117, 118—Piano Class**

Fundamentals of piano technique. Two hours weekly.

**Credit, 1 hour each semester**

**MU 119—Brass Class**

Development of elementary skill on cornet. Explores similarity to other Brasses and examines literature and teaching techniques for group instruction of young students. Two hours weekly. **Credit, 1 semester hour**

### **MU 120—Woodwind Class**

Development of elementary performing skill on clarinet. Explores similarity to other woodwinds and examines literature and teaching techniques for group instruction of young students. Two hours weekly. **Credit, 1 semester hour**

### **MU 207—Music Appreciation— Humanities**

Course for non-music majors, designed to enlarge the student's personal appreciation of music and to expand his knowledge of music for cultural information. Emphasis on evaluation and listening to music from the Renaissance through the Contemporary periods. First year students should register only with specific approval of instructor.

**Credit, 3 semester hours**

### **MU 210—Introduction to Music Literature**

Detailed study of Western music literature, emphasizing development of major forms.

**Credit, 3 semester hours**

### **MU 211, 212—Theory of Music**

Advanced music theory course, emphasizing chromatic harmony. Prerequisite:

site: MU 111, 112 or an entrance examination. Five class periods weekly.

**Credit, 4 hours per semester**

### **MU 217, 218—Piano Class**

Continuation of MU 117, 118. Two hours weekly. **Credit 1 hour per semester**

### **APPLIED MUSIC (INDIVIDUAL INSTRUCTION)**

Individual instruction is available in following areas: voice, piano, organ, violin, viola, cello, string bass, flute, oboe, clarinet, saxophone, bassoon, trumpet, French horn, baritone, trombone, tuba, percussion.

### **MU 161, 162, 261, 262—Applied Music**

Individual instruction in areas listed above. One half-hour lesson weekly and one hour practice daily.

**Credit, 1 hour per semester**

### **MU 171, 172, 271, 272—Applied Music**

Individual instruction. Two half-hour lessons weekly and two hours practice, daily. **Credit, 2 hours per semester**

### **MU 181, 182, 281, 282—Applied Music**

Individual instruction. Two half-hour lessons weekly and three hours practice daily. **Credit, 3 hours per semester**

## **MUSIC ACTIVITIES**

### **MU 126—College Chorale**

Open to any Junior College student. Three rehearsals weekly. May be taken four times for credit.

**Credit, 1 semester hour**

### **MU 128—Chamber Choir**

Small choral group whose members are selected by the director through audition. Three rehearsals weekly. May be taken four times for credit.

**Credit, 1 semester hour**

### **MU 136—Wind Ensemble**

Open to all college students who play band instruments. Three rehearsals weekly. May be taken four times for credit.

**Credit, 1 semester hour**

### **MU 138—Community College Orchestra**

Open to students, faculty and members of the community who play an orchestral instrument. Chairs assigned by director through audition. May be taken four times for credit.

**Credit, 1 semester hour**

## NURSING

### NSG 101—Nursing

Planned experiences to develop the fundamental knowledge and skills of nursing care for persons of all ages. Includes concepts of human relationships, nursing history, community health, hygienic practices, body mechanics, asepsis, nutrition, and medication. Prerequisite or corequisite: BIO 110.

**Credit, 6 semester hours**

### NSG 102—Nursing

Reactions of the human body to disease and injury during the life cycle, including human relationships necessary to give safe, patient-centered nursing care to patients with disturbances of respiration, circulation and digestion. Prerequisite: NSG 101; prerequisite or corequisite: BIO 130.

**Credit, 6 semester hours**

### NSG 200—Nursing

Nursing care of the mentally ill person is given primary consideration. Includes concepts of mental hygiene, prevention, treatment and rehabilitation of the emotionally ill person. Prerequisites: NSG 101, 102, PSY 101.

**Credit, 4 semester hours**

### NSG 202—Nursing

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. Prerequisites: NSG 101, 102, 200; prerequisites or corequisites: SOC 211, PSY 211.

**Credit, 8 semester hours**

### NSG 203—Nursing

Complex nursing problems of all age groups are considered. Included are patients with neurological, endocrine, and excretory disturbances, orthopedic conditions and diseases of the special senses. Prerequisites: NSG 101, 102, 200, 202.

**Credit, 8 semester hours**

### NSG 210—Nursing Seminar

Practice in the planning, implementation, and evaluation of nursing care plans for a group of patients and the direction of auxiliary personnel in their execution. Exploration of the relationship of the registered nurse in the profession and in the community. Prerequisite: NSG 101, 102, 200, 202.

**Credit, 2 semester hours**

### NSG 250—Trends in Nursing

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

Offered to graduate professional nurses. The application of psychiatric nursing concepts to general nursing practice. Included are recent developments in the mental health field.

**Credit, 3 semester hours**

### NSG 270—Introduction to Nursing Leadership

The leadership role in nursing. Consideration is given to the principles of management, administration, team nursing, human relations, and group dynamics. Offered only to registered nurses.

**Credit, 3 semester hours**

### NSG 280—Gerontology

Offered to all members of the community interested in improvement of the care of the aged in health and in sickness. The physiological changes that occur in the aging process as well as the special problems presented by this age group will be studied. Community resources and national legislation to solve the problems of the aged will be explored.

**Credit, 3 semester hours**

## NUTRITION

### NTR 200—Nutrition and Diet Therapy

Principles of nutrition relating to energy metabolism, proteins, minerals and vitamins, including a study of various dietetic requirements with emphasis on the adoption of the normal diet to impaired digestive and metabolic processes.

**Credit, 2 semester hours**

### NTR 201—Normal and Therapeutic Nutrition

Basic principles of human nutrition. Their adaptation to disease conditions and the physiological stress of pregnancy and lactation. Required for students in the associate degree nursing program. Two lecture hours weekly.

**Credit, 2 semester hours**

## PHILOSOPHY

### PHI 161—Introductory Logic

Study of the principles and evaluation of critical thinking including identification and analysis of fallacious as well as valid reasoning. Traditional, symbolic and mathematical logic will be considered and foundations will be laid for further study in each area. Prerequisites: ENG 101 or equivalent.

**Credit, 3 semester hours**

### PHI 260—Introduction to Philosophy

Consideration of fundamental questions

which man asks and some of the answers which he proposes. Prerequisite: Sophomore standing.

**Credit, 3 semester hours**

### PHI 263—Ethics

Study of the basic concepts and principles of morals, moral values and judgments, as well as the leading ethical theories will be considered. Prerequisite: Sophomore standing.

**Credit, 3 semester hours**

## PHYSICS

### PHY 110—Elements of Physics

A terminal non-laboratory course involving classical problems of physics. Intended for students majoring in 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: MTH 100 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

General physics course at 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. Prerequisite for PHY 201: MTH 172 or MTH 133, Prerequisite for PHY 202: PHY 201.

**Credit, 4 hours each semester**

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

Designed as a two term laboratory course offering a comprehensive coverage of the entire science of physics. Contents: mechanics, heat, wave motion and sound the first term. The second term contains electricity, magnetism, light and modern physics. Calculus is used extensively and simple differential equations are solved. Complex numbers are introduced and used in the solution of problems. Course is intended for majors in physics, or the physical sciences, or in engineering. Three lectures and one two-hour laboratory weekly. Prerequisite or corequisite for PHY 210: MTH 231. Prerequisite for PHY 211: PHY 210. Pre-

requisite or corequisite for PHY 211: MTH 232.

**Credit, 4 hours each semester**

### **PHY 250—Analytical Mechanics**

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 weekly. Prerequisite: PHY 210. Prerequisite or corequisite: MTH 235 and PHY 211.

**Credit, 3 semester hours**

## **POLICE SCIENCE AND CRIMINOLOGY**

### **POL 100—Introduction to Police Science**

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**

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 105—A Survey of Law Enforcement**

A survey course designed for recruit policemen at the Broward County Police Academy. The broad aspects of Law Enforcement are presented with various academic disciplines to acquaint police with their role in American society. Course will substitute for POL 100, Introduction to Law Enforcement.

**Credit, 3 semester hours**

### **POL 110—Criminal Law**

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**

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 responsibility in the area of motor vehicles and traffic problems to include the areas of Engineering, Education and Enforcement. The organization and operation of a traffic activity will be developed and techniques for enforcement investigation and prevention will be studied.

**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 organization 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 division. 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 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 prob-

lems 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**

Consideration of foreign policy and contemporary problems in international relations. Specific attention to the Great Powers of Western Europe, the U.S.S.R., the United States, and the leading Asian nations. Prerequisite: PSC 221.

**Credit, 3 semester hours**

## **PSYCHOLOGY**

### **PSY 100—Human Relations in Business and Industry**

Introductory course to the study of human behavior, emphasizing its practical applications in business and industry. It introduces the student to personal and social adjustment mechanisms as a means of understanding the behavior of one's self and of others. Also introduces the student to current psychological applications in the fields of testing, advertising, selling, market research, morale, personnel work, employee selection and

training, and supervisory practices.

**Credit, 3 semester hours**

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

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**

Scientific approach to basic principles of human behavior, emphasis is placed

on such topics as learning, motivation, perception, feeling and emotion, intelligence, and personality.

**Credit, 3 semester hours**

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

Introduction to 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 weekly. Prerequisite: PSY 201.

**Credit, 3 semester hours**

### **PSY 211—Child Psychology**

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 psychological principles as applied to everyday living and working. Emphasis 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**

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**

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**

Cultural context and the dynamics of the beginnings and spread of Christianity from Alexander of Macedon to the second

century A.D. Prerequisite: Advanced standing or approval.

**Credit, 3 semester hours**

### **REL 240—World Religions**

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

**Credit, 3 semester hours**

## **SOCIOLOGY**

### **SOC 211—General Sociology**

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**

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 101—Elementary Spanish

Basic Spanish grammar with a view to reading, writing, and understanding simple Spanish. Student is expected to continue sequence with Spanish 102.

**Credit, 3 semester hours**

### SPA 102—Elementary Spanish

Continuation of Spanish 101, supplemented by first-year reader on historical and contemporary Spain. Prerequisite: Spanish 101 or equivalent.

**Credit, 3 semester hours**

### SPA 103—Elementary Spanish

#### Accelerated

Comprehensive and intensive course in elementary Spanish, designed for students presenting credit covering 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 201—Intermediate Spanish

Intensive review of grammar plus readings in modern Spanish prose. Course conducted entirely in Spanish, allowing students opportunity to use oral Spanish. Prerequisite: Spanish 102 or Spanish 103 or equivalent.

**Credit, 3 semester hours**

### SPA 202—Intermediate Spanish

Emphasis on rapid reading of Spanish

prose. Composition and conversation based on reading. Prerequisite: Spanish 201 or equivalent.

**Credit, 3 semester hours**

### SPA 203—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 202 or equivalent.

**Credit, 3 semester hours**

### SPA 204—Advanced Composition and Conversation

Continuation of Spanish 203. Prerequisite: Spanish 203 or instructor approval.

**Credit, 3 semester hours**

### SPA 205—Studies in Spanish Literature and Culture

Course enables student to read intelligently classical masterpieces in Spanish prose and poetry. Careful attention is given to correct expression and fluency. Course is conducted entirely in Spanish. Prerequisite: Spanish 204 or instructor approval.

**Credit, 3 semester hours**

### SPA 206—Studies in Spanish Literature and Culture

Continuation of Spanish 205. Prerequisite: Spanish 205 or instructor approval.

**Credit, 3 semester hours**

## SPEECH

### SPE 100—Introductory Speech

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. Course is required for speech majors and minors. Student may be referred by the instructor to take SPE 110.

**Credit, 3 semester hours**

### SPE 105—Argumentation and Debate

Course in 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.

**Credit, 3 semester hours**

### SPE 106, 107, 108, 109—Forensic Laboratory

Study of advanced debate techniques and other speech activities, keyed pri-

marily to students interested in intercollegiate forensic competition. Course may be taken in sequence for one hour credit each semester for a total of four semester credit hours. Prerequisite: instructor's permission.

**Credit, 1 semester hour**

#### **SPE 110—Voice and Diction**

Study of the anatomy and function of speech mechanism and fundamentals of the science of sound. Drill in breath control, resonance, articulation, acceptable pronunciation, intonation, rhythm, phrasing, variety and expressiveness. Required of all speech majors and minors. May be omitted by permission of speech instructor. Three hours lecture, one hour lab.

**Credit, 3 semester hours**

#### **SPE 110L—Voice and Diction Laboratory**

Private speech improvement sessions. Hours arranged on individual basis. Open to all students. Required of students enrolled in SPE 110.

#### **SPE 111—Public Speaking**

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.

**Credit, 3 semester hours**

#### **SPE 112—Group Discussion and Conference Techniques**

Study of principles, problems and types of discussion; development of leadership and participation in cooperative thinking, problem-solving and the resolution of group conflicts through discussion. Prerequisite: SPE 100.

**Credit, 3 semester hours**

#### **SPE 113—Business Speaking**

Course designed to assist the individual in business and professional group relationships. Public and ceremonial speeches, conferences, interviews and counseling. Course may not be taken for credit, if credit has been received for SPE 100. Course is recommended only for students in Special Degree or Technical Programs.

**Credit, 3 semester hours**

#### **SPE 115—The Phonetics of American English**

Course designed for student planning further study in fields of general speech correction. Study of 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.

**Credit, 3 semester hours**

#### **SPE 140—Oral Interpretation**

Principles of analysis and oral interpretation of various forms of literature. Emphasis on poetry, drama and group reading, including Readers' Theatre. Recommended for English and Speech majors. Prerequisite: SPE 100.

**Credit, 3 semester hours**

#### **SPE 220—An Introduction to Speech Correction**

Survey of the etiology and therapeutic methods as related to prime speech problems of pre-school and elementary school populations. This course is designed for the speech correctionist and those majoring in education and general speech. Prerequisite: SPE 100.

**Credit, 3 semester hours**

## **STATISTICS**

#### **STA 221—Elementary Statistics**

First course in statistical methods dealing with such topics as collecting, grouping, and presenting data; measures of central tendency and variation; theore-

tical 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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