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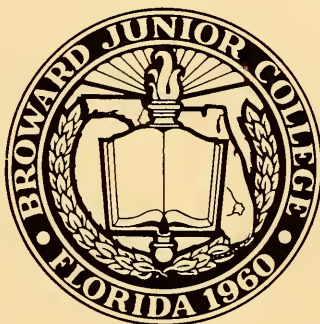




# **General Catalogue 1970-1971**

## **BROWARD JUNIOR COLLEGE**

**Fort Lauderdale, Florida**



### **Accredited By**

Florida Department of Education  
Southern Association of Colleges and Schools

### **Member of**

Florida Association of Public Junior Colleges  
College Entrance Examination Board  
American Council on Education  
Florida Association of Collegiate Registrars and Admissions Officers  
Florida Association of Colleges and Universities  
Southern Association of Junior Colleges  
American Association of Junior Colleges  
Florida School Finance Officers Association

**An Equal Opportunity Employer**



**I**

**Condensed**

**Information**

**for**

**Ready Reference**





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## Administrative Boards

### STATE JUNIOR COLLEGE COUNCIL

FRED H. KENT, Chairman	Suite 870, Florida Bank Building Jacksonville, Florida
FRED B. HARTNETT, Vice Chairman	Hartnett, Incorporated 2816 Ponce de Leon Boulevard Coral Gables, Florida
TOM H. HUMPHRESS	Tallahassee Bank & Trust Company Tallahassee, Florida
J. CARLISLE ROGERS	First National Bank Leesburg, Florida
MRS. JEAN EWING	Gainesville, Florida
ROBERT HUDSON	Titusville Star Advocate Titusville, Florida
VAN H. PRIEST	Madison, Florida
LEE G. HENDERSON,	Executive Secretary, Assistant Commis- sioner of Education Community Junior Colleges State Department of Education Tallahassee, Florida

### DISTRICT BOARD OF TRUSTEES

ROBERT E. FERRIS, Chairman	Fort Lauderdale, Florida
JUDSON A. SAMUELS, Vice Chairman	Hollywood, Florida
GEORGE E. MAYER	Fort Lauderdale, Florida
CLEM E. BININGER	Fort Lauderdale, Florida
JULES POLACHEK	Pompano Beach, Florida

### THE BOARD OF PUBLIC INSTRUCTION OF BROWARD COUNTY

LAURA JONES, Chairman	Fort Lauderdale, Florida
DR. WILSON C. ATKINSON	Hollywood, Florida
DON MOORE, Vice Chairman	Dania, Florida
FERGUSON E. PETERS	Fort Lauderdale, Florida
RICHARD G. STREICH	Fort Lauderdale, Florida

## DIRECTORY OF CORRESPONDENCE

### A. HUGH ADAMS, President

Policies, representative for the College in public addresses and information, public relations, faculty, physical property, general college business, fund raising, endowments, and gifts.

### CLINTON D. HAMILTON, Vice President and Dean of Academic Affairs

Curriculum, courses of study, faculty activities, and general academic regulations.

### LESTER B. TRUSSLER, Registrar and Director of Admissions

Catalogs, entrance requirements, applications, prospective student questions, transfers, schedule of classes, transcripts, academic records, veteran and selective service questions, and evaluation of permanent records for graduation.

### GEORGE W. YOUNG, Dean of Student Affairs

Student activities, lyceum programs, student orientation and information, student discipline and regulations, student organizations, counseling, student loans, scholarships, workshops, student employment, and student health.

### FRANK A. BROKAW, Dean of Business Affairs

Student accounts and fees, campus planning, sales and services for staff and students, grounds and plant maintenance.

## EMERGENCY CALLS:

DAY:                      Contact Dean of Student Affairs  
                                 Area Code Number 305  
                                 Telephone Number 581-8700  
                                 Extension 327-328

NIGHT:                      Contact Registrar  
                                 Area Code Number 305  
                                 Telephone Number 581-8700  
                                 Extension 221-225

## WHERE TO GO FOR HELP

Academic Standing, Probation, Suspension, Reinstatement . . . . .	Registrar
Add, Drop, or Change Courses . . . . .	Counseling Office and Registrar
Admissions, Registration, and Academic Records . . . . .	Registrar
Advisor or Counselor, and Assignment of . . . . .	Counseling Office
For Reservations and Special Events in Hospitality Center . . .	Assistant to the President
Books and Classroom Supplies . . . . .	Bookstore
Pay College Bills, Adjustments in College Bill . . . . .	Business Office
Check Out Books . . . . .	Library
Class Enrollment Overload Form . . . . .	Division Chairman and Assistant Dean of Academic Affairs
Course Overload Form . . . . .	Counselor, Registrar, and Assistant Dean of Academic Affairs
Evaluation of Permanent Records for Graduation . . . . .	Registrar
Help With Personal Problems . . . . .	Counseling Office
Illness . . . . .	College Nurse
Loans, Scholarships . . . . .	Director of Financial Aids
Lost and Found . . . . .	Switchboard Operator in Administration Building
Parking Permit . . . . .	Chief of Security—Campus Services Building
Permission to Organize a Club . . . . .	Dean of Student Affairs and Director of Student Activities
Public Relations, including News Releases, Brochures, Guest Speakers, and Promotional Events and Publicity . . . . .	Assistant to the President
Report Matters Needing Attention on Campus and in Buildings . . . . .	Dean of Business Affairs
Student Activities, General . . . . .	Student Activities Office, Hospitality Center
Student Work on Campus . . . . .	Director of Financial Aids
Test Results and Interpretation . . . . .	Counselor
Transfer (In or Out) . . . . .	Registrar and Director of Admissions
Waiver of Requirements Form . . . . .	Division Chairman and Assistant Dean of Academic Affairs
Withdrawal From College . . . . .	Registrar

IN CASE OF ACCIDENT, REPORT TO:

Instructor, College Nurse, or Security Officer

**COLLEGE CALENDAR**  
**1970 - 1971**  
**TERM I**

**ADVANCE REGISTRATION**

**August 10-14**

1. Advance registration for returning students by time card appointment only. (8:00 a.m. - 3:00 p.m.)

**August 10-13**

2. Advance registration for returning evening students. (5:00 - 7:00 p.m.)

**LATE APPLICATION FOR ADMISSION**

**August 12**

Last day for new students and for returning students who have not been enrolled since Term I, 1969, to file application for admission. Those submitting an application after this date must pay a five dollar (\$5.00) late application fee.

**LAST DAY FOR APPLICATIONS**

**August 17**

Last day to submit an application for admission for Term I, 1970.

**FACULTY REPORT DATE**

**August 24**

All faculty report for duty (faculty meetings and preparatory work).

**ORIENTATION - NEW STUDENTS**

**August 24-25**

Orientation of new students. (Schedule through the Counseling Office.)

**REGISTRATION**

**August 25-28**

1. Registration for returning evening students by time card appointment only. (Obtain time card from Registrar's Office.) (5:00 - 7:30 p.m., August 25)
2. Registration for sophomores by time card appointment only. (Obtain time card from Registrar's Office.) (8:00 a.m. - 3:30 p.m., August 26)
3. Registration for new evening students by time card appointment only. (Obtain time card from Registrar's Office.) (5:00 - 7:30 p.m., August 26)
4. Registration for returning and first-time freshmen by time card appointment only. (Obtain time card from Registrar's Office.) (8:00 a.m. - 5:00 p.m., August 27-28)

**CLASSES BEGIN**

**8:00 a.m.**

**September 1**



## **LATE REGISTRATION**

**September 1-2**

1. Late registration for day students who failed to register during the regular periods. (1:00 - 3:30 p.m.)
2. Late registration for evening students who failed to register during the regular periods. (5:00 - 7:00 p.m.)

A late registration fee of ten (\$10.00) will be charged, September 1-2.

## **DROP AND ADD PERIOD**

**September 4, 8, 9**

Schedule changes and adjustments. (8:30 a.m. - 4:00 p.m.)  
(6:00 p.m. - 8:00 p.m.)

Counselor must sign the form to be processed. A three dollar (\$3.00) fee is charged for each change of schedule form processed when the change is initiated by the student.

## **REFUND PERIOD**

**September 1-10**

Last day for complete withdrawal with an 80% refund  
(September 10)

## **LAST WEEK FOR GRADUATION EVALUATIONS**

**October 12-16**

Last week to secure evaluations for completion of degree requirements for Term I.

## **LAST DAY TO PAY GRADUATION FEES**

**October 16**

Last day to pay graduation fees for December 22, 1970.

## **"W" PERIOD (NO GRADE PENALTY) September 4 - October 16**

Last day to drop a course without receiving grade penalty.  
(October 16)

## **CHANGE FROM CREDIT TO AUDIT PERIOD ENDS**

**October 16**

## **MIDTERM GRADE PROGRESS REPORTS**

**October 26**

Instructors' midterm grade progress reports are due in the Registrar's Office. (10 a.m.)

## **THANKSGIVING HOLIDAY**

**November 26-27**

Evening classes will be held on November 25.

## **CLASSES RESUME AFTER THANKSGIVING HOLIDAY**

**8:00 a.m.**

**November 30**

## **LAST DAY FOR STUDENT TO WITHDRAW**

**November 30**

Last day for a student to withdraw from a class in Term I.

## **ADVANCE REGISTRATION FOR TERM II**

**2:00 - 7:00 p.m.**

**December 7-11**

**REMOVAL OF "I" GRADE**

**December 11**

Last day to remove an "I" grade for previous summer terms (III-A, -B).

**ORIENTATION**

**December 11**

Orientation for new students for Term II, 1970-71, academic year.

**FINAL EXAMINATIONS**

**December 16-18, 21-22**

**TERM I ENDS**

**December 22**

**LATE APPLICATION FOR ADMISSION FOR TERM II**

**December 22**

Last day for new and returning students who have not been enrolled in Term I, 1970-71, to file application for admission. Those submitting an application after this date must pay a five dollar (\$5.00) late application fee.

**COMPLETION OF GRADE REPORTS OR CORRECTIONS**

**December 23**

Last day for faculty to complete grade reports or make corrections on incomplete grades in the Registrar's Office.

**TERM I GRADES DUE**

**December 23**

All grades for Term I are due in the Registrar's Office. (4:00 p.m.)

**LAST DAY TO SUBMIT APPLICATION**

**December 28**

Last day to submit an application for admission for Term II, 1971.

**TERM II**

**REGISTRATION**

**January 4-5**

1. Registration for returning evening students by time card appointment only. (Obtain time card in Registrar's Office.) (5:00 - 7:30 p.m., January 4)
2. Registration for day students by time card appointment only. (Obtain time card in Registrar's Office.) (8:00 a.m. - 5:00 p.m., January 4-5)
3. Registration for returning or new evening students by time card appointment only. (Obtain time card in Registrar's Office.) (5:00 - 7:30 p.m., January 5)

**CLASSES BEGIN**

**8:00 a.m.**

**January 6**

**LATE REGISTRATION**

**January 6-7**

1. Late registration for day students who failed to register during the regular periods. (1:00 - 3:30 p.m.)
2. Late registration for evening students who failed to register during the regular periods. (5:00 - 7:00 p.m.)

A late registration fee of ten dollars (\$10.00) will be charged, January 6-7.

**DROP AND ADD PERIOD**

**January 11-13**

Schedule changes and adjustments. (8:30 a.m. - 4:00 p.m.)  
(6:00 p.m. - 8:00 p.m.)

Counselor must sign the form to be processed. A three dollar (\$3.00) fee is charged for each change of schedule form processed when the change is initiated by the student.

**REFUND PERIOD**

**January 6-14**

Last day for complete withdrawal with an 80% refund.

(January 14)

**"W" PERIOD (NO GRADE PENALTY)**

**January 11-February 19**

Last day to drop a course without receiving grade penalty.  
(February 19)

**CHANGE FROM CREDIT TO AUDIT PERIOD ENDS**

**February 19**

**LASK WEEK FOR GRADUATION EVALUATIONS**

**February 22-26**

Last week to secure evaluations for completion of degree requirements for Term II.

**LAST DAY TO PAY GRADUATION FEES**

**February 26**

Last day to pay graduation fees for May 4, 1971

**MIDTERM GRADE PROGRESS REPORTS**

**March 8**

Instructors' midterm grade progress reports are due in the Registrar's Office. (10:00 a.m.)

**LAST DAY FOR STUDENT TO WITHDRAW**

**April 5**

Last day for a student to withdraw from a class in Term II.

**EASTER HOLIDAY**

**April 9**

Evening classes will be held on April 8.

**CLASSES RESUME AFTER EASTER HOLIDAY**

**8:00 a.m.**

**April 12**

**ADVANCE REGISTRATION FOR TERM III-A**

**2:00 - 7:00 p.m.**

**April 14-15**

**REMOVAL OF "I" GRADE**

**April 16**

Last day to remove an "I" grade for previous term (Term I).

**LATE APPLICATION FOR ADMISSION FOR TERM III-A**

**April 19**

Last day for new students and returning students who have not been enrolled in Term II, 1970-71, to file application for admission for Term III-A. Those submitting an application after this date must pay a five dollar (\$5.00) late application fee.

**LAST DAY TO SUBMIT APPLICATION**

**April 22**

Last day to submit an application for admission for Term III-A.

**FINAL EXAMINATIONS**

**April 26-30**

**TERM II ENDS**

**April 30**

**TERM II GRADES DUE**

**May 1**

All grades for Term II are due in the Registrar's Office. (10:00 a.m.)

**COMPLETION OF GRADE REPORTS OR CORRECTIONS**

**May 1**

Last day for faculty to complete grade reports or make corrections on incomplete grades in the Registrar's Office.

**GRADUATION**

**May 4**

**TERM II ENDS**

**TERM III-A**

**REGISTRATION**

**May 5**

1. Registration for day students by time card appointment only. (Obtain time card from Registrar's Office.) (8:00 a.m. - 3:00 p.m.)
2. Registration for evening students by time card appointment only. (Obtain time card from Registrar's Office.) (5:00 - 7:00 p.m.)

**CLASSES BEGIN**

**8:00 a.m.**

**May 6**

**LATE REGISTRATION**

**May 6-7**

1. Late registration for day students who failed to register during the regular periods. (1:00 - 3:30 p.m.)
2. Late registration for evening students who failed to register during the regular periods. (5:00 - 7:00 p.m.)

A late registration fee of ten dollars (\$10.00) will be charged, May 6-7.

<b>ROP AND ADD PERIOD</b>	<b>May 6-7</b>
Schedule changes and adjustments. (8:30 a.m. - 4:00 p.m.) (6:00 p.m. - 8:00 p.m.)	
Counselor must sign the form to be processed. A three dollar (\$3.00) fee is charged for each change of schedule form processed when the change is initiated by the student.	
<b>EFUND PERIOD</b>	<b>May 6-13</b>
Last day for complete withdrawal with an 80% refund.	
	(May 13)
<b>W" PERIOD (NO GRADE PENALTY)</b>	<b>May 6-26</b>
Last day to drop a course without receiving grade penalty.	
	(May 26)
<b>HANGE FROM CREDIT TO AUDIT PERIOD ENDS</b>	<b>May 26</b>
<b>MEMORIAL DAY HOLIDAY</b>	<b>May 31</b>
<b>CLASSES RESUME AFTER MEMORIAL DAY HOLIDAY</b>	
10:00 a.m.	<b>June 1</b>
<b>LATE APPLICATION FOR ADMISSION FOR TERM III-B</b>	
	<b>June 4</b>
Last day for new students and returning students who have not been enrolled since Term I, 1970-71, to file application for admission for Term III-B. Those submitting an application after this date must pay a five dollar (\$5.00) late application fee.	
<b>LAST DAY TO SUBMIT APPLICATION</b>	<b>June 9</b>
Last day to submit an application for admission for Term III-B.	
<b>LAST DAY FOR STUDENT TO WITHDRAW</b>	<b>June 10</b>
Last day for a student to withdraw from a class in Term III-A.	
<b>ADVANCE REGISTRATION FOR TERM III-B</b>	
10:00 - 7:00 p.m.	<b>June 10-11</b>
<b>FINAL EXAMINATIONS</b>	<b>June 17</b>
<b>TERM III-A ENDS</b>	<b>June 17</b>
<b>TERM III-A GRADES DUE</b>	<b>June 19</b>
All grades for Term III-A are due in the Registrar's Office. (10:00 a.m.)	

## **TERM III-B**

<b>REGISTRATION</b>	<b>June 18</b>
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1. Registration for day students by time card appointment only. (Obtain time card from Registrar's Office.) (8:00 a.m. - 3:00 p.m.)
2. Registration for evening students by time card appointment only. (Obtain time card from Registrar's Office.) (5:00 p.m. - 7:00 p.m.)

**CLASSES BEGIN** **8:00 a.m.** **June 21**

**LATE REGISTRATION** **June 21-22**

1. Late registration for day students who failed to register during the regular periods. (1:00 - 3:30 p.m.)
2. Late registration for evening students who failed to register during the regular periods. (5:00 - 7:00 p.m.)

A late registration fee of ten dollars (\$10.00) will be charged, June 21-22.

**DROP AND ADD PERIOD** **June 21-22**

Schedule changes and adjustments. (8:30 a.m. - 4:00 p.m.)  
(6:00 p.m. - 8:00 p.m.)

Counselor must sign the form to be processed. A three dollar (\$3.00) fee is charged for each change of schedule form processed when the change is initiated by the student.

**REFUND PERIOD** **June 21-28**

Last day for complete withdrawal with an 80% refund.  
(June 28)

**FOURTH OF JULY HOLIDAY** **July 5**

**CLASSES RESUME AFTER FOURTH OF JULY HOLIDAY**  
**8:00 a.m.** **July 6**

**"W" PERIOD (NO GRADE PENALTY)** **June 21-July 9**

Last day to drop a course without receiving grade penalty.

**CHANGE FROM CREDIT TO AUDIT PERIOD ENDS** **July 9**

**LAST DAY FOR STUDENT TO WITHDRAW** **July 23**

Last day for a student to withdraw from a class in Term III-B.

**REMOVAL OF "I" GRADE** **July 23**

Last day to remove an "I" grade for preceding Term II.

**FINAL EXAMINATIONS** **July 30**

**TERM III-B ENDS** **July 30**

**TERM III-B GRADES DUE** **August 2**

All grades for Term III-B are due in the Registrar's Office.  
(10:00 a.m.)

## **II**

### **General Information**





# General Information

## HISTORY

Authorized by the Florida State Legislature in 1959, Broward Junior College began to take form with the appointment of the local Advisory Committee under State Board of Education Regulations in October of that year. The first President was Dr. Joe B. Rushing, who assumed his duties on April 7, 1960. In the fall of 1960, the College opened its first session with 701 students in facilities formerly occupied by a Naval Air Station at the Fort Lauderdale-Hollywood International Airport. From the beginning, permanent facilities were planned. Upon completion of the initial permanent buildings, activities were moved from the Naval Air Station to the present site on Southwest Davie Road in August, 1963.

From the first session, the College experienced sound growth in facilities, number of students, and quality of its programs. In the fall of 1965, Dr. Rushing resigned as President and was succeeded by Dr. Myron Blee. Upon Dr. Blee's resignation in 1968, Dr. A. Hugh Adams was chosen as the third President and assumed his duties on April 15, 1968. Effective July 1, 1968, by Legislative action of the 1968 Florida Legislature Special Session, the College was separated from the Board of Public Instruction and its Advisory Board became a governing District Board of Trustees. Since the summer of 1968, the College's enrollment has increased 33 per cent. Projections indicate growth will accelerate over the next ten years.

Early in Dr. Adams' tenure of office, a comprehensive ten-year development program was inaugurated and it was completed and accepted as a general blueprint for the College by the Board of Trustees on January 20, 1970. This plan envisions three campuses (North, Central, and South), centers in high population density areas, and off-campus course offerings. Target dates for planning, construction, and openings have been tentatively established. When multicampus operations begin, the current Davie Road 152 acre site will be known as Broward Junior College, Central Campus. It is anticipated that the College will reach a total enrollment of approximately 25,000 in 1978 if its development plans materialize as projected.

Beginning with a limited university parallel program, the College has expanded its programs so that it is now a comprehensive community college offering work in varied technical areas as well as in university parallel curricula. Plans call for continual re-evaluation and adjustment so as to serve the educational needs of all facets of the Broward community, the State, and the Nation consonant with the College's purposes and its resources.

## **SITES AND BUILDINGS**

The Central Campus on Southwest Davie Road contains about 152 acres and is situated in the Nova educational complex. Other institutions in the complex are the Nova schools and Nova University. Currently, the Central Campus has fourteen buildings and complete athletic and parking facilities. The site has been sodded and landscaped so as to enhance its esthetic qualities.

Located west of the Florida Turnpike at Exit 5 and South of Hammondsville Road, the North Campus site of approximately 113 acres in Coconut Creek will have constructed on it the first permanent facilities beginning in the summer of 1970. This site will be landscaped when facilities are constructed. It is anticipated this campus will be in operation in 1972.

No South Campus site has been selected but it will be located in the Hollywood area. Classes are scheduled to begin at this location in 1974.

## **PHILOSOPHY**

Because Broward Junior College is committed to the ideal of the worth and dignity of the individual, its underlying philosophy is to provide opportunities for youth and adults to develop themselves for a purposeful, gratifying, and useful life in a democratic society. The College accepts the national goal of providing at least two years of education beyond the high school level. Paramount in such education are programs of study designed to fit the needs of students with varying educational and vocational goals and those which provide co-curricular activities and community services consistent with the concept of the community junior college. Operating in the larger context of local, state, regional, and national higher education patterns, the College seeks to respond to the needs of the individual at his level of ability and development.

## **PURPOSES**

Broward Junior College has as its main purposes the following:

1. To provide programs which parallel the first two years of degree programs in four-year colleges and universities.
2. To provide educational opportunities for students who do not plan to complete a four-year degree program, but who can profit from the pursuit of a one-year and/or two-year program of technical, health, semi-professional and occupational 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**

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

## **STUDENT AFFAIRS**

### **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 encouraged.

### **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 evaluate carefully their

educational and career plans and to learn more about the College's 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**

It is recommended that every full-time student complete the Florida Twelfth Grade Placement Test battery before receiving program advisement. 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. If a student does not complete the test, or in the case of an out-of-state student does not submit appropriate ACT and SAT scores in lieu of the Florida Twelfth Grade Tests, he will not be permitted to enroll in any English, science, or mathematics courses during his first term in the College. A number of testing dates for the Florida tests are scheduled throughout the year at the College. Students with previous foreign language experience will be given placement tests by the counseling office in order to determine the level of study they will begin at Broward Junior College. Requests for variance from the testing requirement (possible for some transfer students and sophomore level students transferring into the college) should be directed to the Director of Counseling. This should be done well in advance of advisement dates.

All full-time students receive program advisement prior to registration for each term at Broward Junior College. Faculty members representing various departments and divisions work 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 their career-related goals.

## CURRICULA OFFERED

### Associate in Arts Degree Programs:

Pre-Agricultural Science	Pre-Housing and Interior Design
Pre-Architecture	Pre-Journalism
Pre-Art	Pre-Latin American Studies
Pre-Astronomy	Pre-Law
Pre-Biology	Pre-Law Enforcement
Pre-Business Administration	Pre-Mathematics
Pre-Business Education	Pre-Medical
Pre-Chemistry	Pre-Medical Technology
Pre-Child Development in Home Economics	Pre-Midmanagement
Pre-Chiropractic	Pre-Music
Pre-Dental	Pre-Music Education
Pre-Drama	Pre-Nursing
Pre-Education (Elementary)	Pre-Oceanography
Pre-Education (Secondary)	Pre-Occupational Therapy
Pre-Engineering	Pre-Optometry
Pre-English	Pre-Pharmacy
Pre-Fashion Merchandising in Home Economics	Pre-Physical Education (Men)
Pre-Food and Nutrition Science	Pre-Physical Education (Women)
Pre-Foreign Language	Pre-Physical Therapy
Pre-Forestry in Forest Products Technology	Pre-Physics
Pre-Forestry in Forestry and Wild Life	Pre-Political Science
Pre-Geology	Pre-Psychology
Pre-Health Education	Pre-Radio and Television
Pre-History	Pre-Recreation
Pre-Home Economics	Pre-Religion
Pre-Home Economics Education	Pre-Secretarial Science
	Pre-Social Welfare
	Pre-Speech
	Pre-Veterinary Medicine

### Associate in Science Degree Programs:

Accounting	Fire Science Technology
Airline Careers	General Business
Aerospace Technology	Hotel-Restaurant Institution Administration
Air Traffic Controller	Landscape Technology
Architectural Drafting	Medical Assisting Technology
Aviation Administration	Mid-Management in Distribution and Marketing
Career Pilot	Nursing Technology
Commercial Art	Police Science Technology
Contracting and Civil Engineering Technology	Radiologic Technology
Criminal Justice	Respiratory Therapy Technology
Data Processing Technology	Secretarial (Executive or General, Legal, or Medical)
Data Processing (Business Option)	Secretarial Teacher Aide Education
Data Processing (Engineering- Scientific Option)	Teacher Aide
Drafting and Design Technology	Tool and Die Design
Electronics Technology	Veterinary Medical Assisting Technology
Electronic Computer Technology	
Electronics (Digital or Communication Option)	







## CERTIFICATE PROGRAMS:

Certified Professional Secretary  
Data Processing  
Fire Science  
Food Service  
One-Year Clerical Typist  
One-Year Merchandising

One-Year Secretarial  
One-Year Advanced Secretarial  
One-Year Traffic Management  
Police Science  
Teacher of Private Nursery Schools and  
Kindergartens

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 of study. They should familiarize themselves with specific admission and degree requirements. Counselors are available to assist in identifying and clarifying such requirements.

## PLACEMENT SERVICES

The College Placement Office is one of the counseling functions within Student Affairs. It has two basic objectives (1) to provide part-time employment for students at the college and (2) to provide employment for students upon the completion of their studies.

The Placement Counselor has an up-to-date reservoir of available community job openings with job descriptions. He will make appointments for the employer to interview students for these positions. Most of these part-time jobs carry through the entire year; however, many requests by employers include specific employment for more limited tenure, such as vacation jobs (Christmas, Easter, etc.), and inventory work terminating within a few days.

The Placement Counselor works closely with division chairmen to help students find employment upon graduation or completion of a program. He attempts to keep abreast of the available jobs and to become acquainted with the personnel who are responsible for employment.

This service is available to all students and alumni of the College.

## **INSURANCE**

A low-cost accident insurance program 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 Affairs lobby in the Student Services Building.

## **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 on the first floor of the Library. First aid and emergency service are provided with a full-time registered nurse in attendance. Do not report to the Nursing Education Department.

## **HOSPITALITY CENTER**

The College's Hospitality Center, consisting of a large, modern cafeteria for individual and group meals, was completed in April, 1968. Cafeteria services, snack bar services, and private dining rooms for club and social affairs are available. Student lounge and recreation areas are located in this building.

## **TRANSPORTATION**

The campus is readily accessible by automobile and some city buses operate during the daytime hours.

## **LIBRARY**

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 shelves open to students. A more informal reading room is maintained in the lobby of the Learning Resources Center 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 com-

munity and also appreciates recommendations for titles of books to be added to the collection.

The College Library is conveniently located in the center of the campus. It has a book collection of 44,000 volumes and about 5,000 volumes are being added each year. In addition, there are subscriptions to approximately 400 periodicals. These books and magazines are selected by the faculty and the library staff and reflect primarily the courses of instruction given on the campus.

## **BOOKSTORE**

The College Bookstore, located to the west of the Hospitality Center, is owned and operated by the College for the convenience of the students, faculty, and staff. It offers a complete line of textbooks, both new and used, and college supplies. Also available is a large selection of paperbacks, including best sellers, school jewelry, athletic and monogrammed clothing, and other school necessities. Extra services of the Bookstore include special orders, film processing, and buying back of used books. The Bookstore is open from 7:45 a.m. to 7:00 p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. on Friday.

## **STUDENT ACTIVITIES**

Student activities embrace projects, functions, and clubs, which involve student participation apart from formal classroom instruction and administrative services. They form an essential segment of educational development through the cultural, intellectual, and social life of the college community.

## **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 Student Affairs and the Director of Student Activities. The goals of student organizations encourage cultural and intellectual development which bring into practice the skills and values set forth in the instructional program. These groups function in prescribed formats which encourage student direction. 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 Counsel (All Clubs)
8. Greek Council
9. Inter-Fraternity Council (All Fraternities)
10. Panhellenic Council (All Sororities)

The above groups center their purposes around an interest, profession, or service. They are designed to permit students to perform in areas of useful pursuits which capture their individual attention or interest. Through organizations the students will develop mature, responsible, social, and democratic attitudes.

## **STUDENT GOVERNMENT**

To facilitate a fruitful and effective self-government and to create an active interest among the student body, the students of Broward Junior College organized and established the Student Government Association. The power and jurisdictions of the Student Government Association are granted by the President of the College.

## **INTRAMURAL SPORTS PROGRAM**

The purpose of the Intramural Sports Program at the College is to provide an opportunity for 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 College is a member of the Florida Junior College Athletic Association, and the National Junior College Athletic Association. It began intercollegiate basketball in the 1962-63 college year, baseball in the 1963-64 college year, and tennis and golf in the 1965-66 college year.

## STUDENT PUBLICATIONS

**The Phoenix**, the weekly newspaper, **Silver Sands**, the college magazine, and **P'an Ku**, the college literary magazine, are the three student publications of the College. Students with high school communication experience are urged to join the staffs of these publications.

Tri C/TV is the campus radio and television production organization. Radio and television programs are produced both for entertainment and information on the campus and in the community. This is an opportunity for students to learn all phases of broadcasting.

## FINE ARTS PROGRAM

BROWARD SYMPHONY ORCHESTRA, SYMPHONIC BAND, COLLEGE SINGERS, CHAMBER CHOIR, OPERA WORKSHOP, and JAZZ ENSEMBLE — These organizations are open to all students. Programs are presented for various college and community events.

DRAMA — The drama program of the college affords each student an opportunity to participate in its programs. All try-outs for productions are open to any student, either part-time or full-time. There is a major production during the fall and spring terms.

During Term III-B the college offers a community college drama workshop. This workshop provides the students with a summer stock type program during which two major productions are performed during the six week term. It is open to community teachers or directors of drama in high schools as well as college students.

ART LYCEUM — This is a Fine Arts activity which exhibits art work by faculty, students, and visiting artists. In addition, it sponsors an Art Film series.

FINE ARTS SPECIAL PROGRAM — This is a cooperative effort of the Fine Arts Department in the production of a popular musical show, and/or operas.

## LYCEUM PROGRAM

The Lyceum program is designed for the cultural enrichment and entertainment of the college community. It arranges for both popular and classical artists to perform for enrichment of the cultural, esthetic, and social life of the student body.



## SCHOLASTIC HONORARY GROUPS

DELTA PSI OMEGA — This is a 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, whose purpose is to promote scholarship, develop character, and cultivate fellowship among students of the junior colleges.

PHI RHO PI — This is a national junior college honorary fraternity which promotes and advances forensics activities for the junior college student.

## PROFESSIONAL AND ACADEMIC GROUPS

STUDENT NATIONAL EDUCATION ASSOCIATION — The SNEA 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' ASSOCIATION OF FLORIDA, DIST. NO. 13 — The purpose of this organization is to aid in the preparation of nursing students and the development of professional responsibilities.

STUDENT MEDICAL ASSISTANTS ASSOCIATION — The purpose of this association is to raise the standards and to improve the efficiency of persons engaged as assistants under the supervision of doctors of medicine, to encourage by all appropriate means a closer relationship between medical assistants and the medical profession, and to institute and stimulate educational training lectures, and programs designated for the cultural advancement and technical instruction of all medical assistants.

INTERNATIONAL FOREIGN LANGUAGE ORGANIZATION — This organization is open to students of foreign languages and to other interested members of the college community. It provides an opportunity for intercultural exchange and for reinforcement of the spoken language.

## INTEREST CLUBS

PHI BETA LAMBDA — The purpose of this club is to promote fellowship among business students and to sponsor projects that will further the interests of a club member in matters related to business and commerce.

MARINE SCIENCES CLUB — This club is a vehicle whereby

Interested persons may pursue exploration of certain aspects of the area not ordinarily available to the individual.

**P'AN KU CLUB** — This club promotes active interest and participation in the literary arts. It functions as a medium of communication for the members of the college who are interested in literary endeavors.

**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 the Sales and Marketing aspect field of business.

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

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

## 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".

**"K"ETTES** — This is 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.

## RELIGIOUS CLUBS

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

## INTER-CLUB COUNCIL

This is a committee comprised of representatives of the recognized clubs other than social societies of Broward Junior College. Its purpose is to coordinate efforts in the pursuance of

common goals and to provide a medium of articulation for the resolution of mutual problems.

## **FRATERNITIES AND SORORITIES**

### **GREEK COUNCIL**

The Greek Council is a student organization designed to recommend controls for and to supervise all groups defined as social Fraternities and Sororities. Included in the council are the representatives of two subcommittees, the Inter-Fraternity Council and the Panhellenic Council.





## **ADMISSION PROCEDURE**

Admission to the College is based on a number of considerations, no one of which is the determining factor in deciding an applicant's eligibility for admission. Certain records, forms, and examinations are required before a person can be unconditionally admitted to the College. Additional examinations for guidance purposes are given during the orientation program of the College.

Here are the steps in applying for admission to Broward Junior College.

1. Contact the Registrar's Office for the official application forms. The Registrar, upon request, will send to a prospective student all the necessary information and forms for admission.
2. Complete all forms according to instructions given, and return them to the Registrar.
3. Upon a review of all required information submitted by the student, the Registrar then will communicate the decision of the College concerning his admission.

## **ENTRANCE REQUIREMENTS**

1. Properly completed Application for Admission form.
2. Graduation from an approved high school or equivalency diploma.
3. Properly completed medical form.
4. Affidavit of Residency.
5. Application Fee \$10.00. Late Application Fee \$15.00.
6. Official transcript(s) showing high school and college credits. The transcript or transcripts should be in the Registrar's Office at least two weeks prior to the opening of the semester the student wishes to enter.
7. Evidence of good character.
8. Upon admission from an unaccredited high school, the applicant will be admitted on academic probation and he must make satisfactory grades in order to remain in College.

9. Applicants who are 21 years of age or older and who have not completed high school may take the General Educational Development tests and qualify for a high school Equivalency Diploma by earning an average score of 45, with no score less than 40. This is recognized by the Florida Department of Education, other State Departments, and the United States Armed Forces.
10. Out of State applicants who rank in the upper fifty percent of their high school graduating class.

The College reserves the right to request a physical, psychological, or a psychiatric examination from an applicant or student at any time that such course of action would seem to be in the best interests of the student and/or the College. Expenses incident to such an examination are the responsibility of the applicant or student.

## **ACADEMIC REGULATIONS**

### **Transfer Students**

1. Upon receipt of an official transcript from all colleges attended, the Registrar will evaluate them and when necessary, will consult the Academic Standards Committee concerning the credits.
2. Courses submitted that are not parallel with courses listed in the Catalog of the College will be evaluated, and credit toward graduation will be granted as approved by the Registrar or by the Academic Standards Committee. The average grade for all work presented by a transfer student must be at least a "C". Students who do not have a "C" average and who desire to be admitted to the College must petition the Academic Standards Committee stating the reasons why they should be admitted to the College. Anyone admitted under this condition will be placed on scholastic probation.
3. Credit will not be allowed in any transferred course with a grade below "C".
4. Failure to report previous college level work attempted constitutes a falsification of application and subjects one to loss of all credit earned. Suspension may result.
5. Transfer students will not be admitted to the College if they are not eligible for readmission where they have been attending college. Any student transferring from other institutions

or providing advance standing for educational experience in the armed forces must meet the requirements for graduation as specified in this Catalog in order to receive an associate degree or certificate.

6. 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 subject one to immediate dismissal without refund of fees paid.
7. Credits earned in another college during suspension from Broward Junior College will not be honored.

#### Admission Under Special Conditions

1. Mature or veteran students who have completed at least one year of high school but who have not graduated may be admitted unconditionally if they make acceptable scores on the General Education Development Examinations.
2. Mature 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.
3. Students entering under special conditions are defined as those whose course of study at the time such is pursued does not lead to an A.A. or A.S. Degree.

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

#### Advanced Placement

This College cooperates fully with accredited high schools and colleges in the Advanced Placement Program of the College Entrance Examination Board. Credit is given for such courses for grades of 3 or better.

#### Foreign Students

All students entering the College on the basis of work done in a foreign country will be admitted individually after careful study of complete scholastic records. The student is responsible for submitting a complete record in English and a letter of application written in English in longhand by the applicant without

assistance. He also must submit evidence that he is proficient enough in oral and written English to do satisfactory work in English.

A non-citizen should submit statements about his character from three or more local citizens who are not blood relatives. He must have academic ability and motivation to pursue a college course of study.

### Transient Student

A student attending a college or university, who wishes to earn credits to transfer to that institution, may be admitted to the College 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 this College will be accepted as part of his program there. Such a student is not required to file a transcript of his previous college credits.

### Veteran Students

Broward Junior College is approved for veteran training for the following: Associate in Arts and Associate in Science Degree and Certificate Programs. Those who expect to receive monthly V.A. subsistence should report to the Registrar's Office each semester after paying fees.

### Allied Health Technology Students

1. Official High School transcripts.
  - a. Partial transcript before graduation (one copy).
  - b. Complete transcripts (2) after graduation (two copies).
2. Official transcripts (2) from each college or program previously attended.
3. Personal interview.
4. School and College Ability Test scores.
5. Florida Twelfth Grade Placement Test scores.
6. Approval of Allied Health Technology Admission Committee.
7. Satisfactory medical and dental examination.

### Class Attendance

It is the student's responsibility to attend punctually all classes, laboratories, and examinations as scheduled. It is recog

nized that there may be times when a student will be unable to attend classes for reasons beyond his control. In such cases it is the student's responsibility to see his instructor during his office hours for assistance in keeping up with the work covered during his absence. The student must realize that absences from class, for whatever reason, constitute a loss of class time which is impossible to recapture entirely. Instructors will give consideration to students who must miss class because of illness or death in the immediate family (absence consequent on illness of three days or longer must be substantiated by a doctor's statement), and authorized participation in an official student activity or absence because of special religious holidays. (See STUDENT HANDBOOK for details.)

### Withdrawals

The College permits students to withdraw from a course without receiving a grade (only "W") through the second Friday preceding the midterm examination week. Students may withdraw from a course with a "WF" or "WP" (whatever he has earned to that point) two weeks preceding the week of final examinations. Students who withdraw from College within two weeks of the end of a term (for Terms I and II and to within one week for Term III-A or III-B) must apply to the Academic Standard's Committee for permission to take final examinations and do all work required for full credit. This permission normally will be granted **only in especially meritorious situations such as serious illness.**

### Examinations and Tests

Each instructor is free to direct his class and to give such tests as he feels are necessary. Usually there is a mid-term examination and more frequent period or subject examinations. All instructors are expected to give final examinations according to the schedule issued by the Registrar's Office.

Students may remove "I" grades for the preceding term through the Friday preceding the week of final examination in the succeeding term.

### Transcripts

Each student at Broward Junior College 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.

## Registration

Students are required to register for courses at the beginning of each term. The Admission 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, and paid fees.

A student whose attendance at the College is interrupted by one or more regular terms (Terms I and II) 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. Consult the College Calendar for the last date to register.

## Repetition of Courses

Responsibility for loss of credit because of duplication of courses rests with the student. Repetition of a course does not remove the previous grade from a student's record.

## Academic Load

To be considered as a full-time student, one must carry a minimum load of 12 hours. The Veterans Administration considers 14 hours as a full load for determining subsistence. Fifteen or sixteen hours is the normal student load and 18 is the maximum which may be carried. However, students who make a qualifying point average of 3.2 or above may carry an extra course, but in no event shall the maximum load exceed 21 semester hours. The maximum load for Term III-A or III-B is nine semester hours; the normal load is six semester hours.

## **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. However, a \$3.00 fee will be charged for each drop/add form processed. No charge will be made when the responsibility is clearly attributable to:

1. Cancelled class.
2. A counseling error.
3. A course which a student failed and has to repeat.
4. A course which requires a pre-requisite.
5. An instructor or administrator who requests, in writing, and states the reason for recommending the change.
6. Complete withdrawal from college.

## **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 student to make sure that the Registrar's Office has the number prior to the end of the Add/Drop period of any term. Students must be enrolled for a minimum of twelve semester hours each regular term to be considered for a student deferment.

## **Classification of Students**

A student who has earned 25 or more semester hours credit is classified as a sophomore. A student is a full-time student if he carries not fewer than 12 semester hours (in academic courses) in a given term.

## **Conduct**

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 Broward Junior College, obligates himself to obey rules and regulations which the institution formulates, including those in this Catalog and those in the Student Handbook.

## 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 Collège. 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.

Any student who qualifies to change his residence classification should contact the Office of Admissions at least two weeks prior to the registration to be affected. Changes in classification are made effective at the student's next registration, not retroactively. 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 course may be changed from credit to audit in the period preceding the last date to drop a course without a grade penalty. A student may take a course previously audited for credit at a later date but he may not petition for credit on the basis of the previous audit. A course may be audited only once.

## STUDENT FEES

All students must pay an Admission Fee of \$10.00 at the time the application is submitted to the Registrar. Checks or money orders should be made payable to Broward Junior Collège. The Admission Fee is a one-time fee and **will not be refunded.**



## STUDENT FEES

	<b>Full-Time Students (12 or more Sem. Hrs.)</b>		<b>Part-Time Students</b>	
	<b>Matriculation</b>	<b>Tuition</b>	<b>Total</b>	<b>Per Semester Hour</b>
<b>Terms I &amp; II</b>				
Broward County & Florida Students	\$115	\$ 0	\$115	\$10
Non-Florida Students	115	200	315	28
<b>Terms III-A &amp; III-B</b>				
Broward County & Florida Students	55	0	55	10
Non-Florida Students	55	95	150	28

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

### Other Course Fees:

	<b>Full-time Student Special Fee</b>	<b>Part-time Student Special Fee</b>
AER 131—Primary Flight I . . . . .	\$786	\$786
AER 230—Commercial Flight I . . . . .	852	852
AER 231—Commercial Flight II . . . . .	824	824
AER 232—All-Weather Flight Training . . . . .	530	530
AER 233—Flight Simulator Training . . . . .	180	180
ART 102—Life Drawing . . . . .	15	15
ART 107—Design II . . . . .	5	5
ART 151—Introduction to Graphic Media . . . . .	5	5
ART 152—Introduction to Three Dimensional Media . . . . .	5	5
ART 206—Crafts, Woods, Metals, and Plastics . . . . .	5	5

**General Information**  
**Students Fees**

	<b>Full-time Student Special Fee</b>	<b>Part-time Student Special Fee</b>
ART 211—Printmaking . . . . .	5	5
ART 215—Photography for the Fine Artist . . . . .	10	10
ART 221—Sculpture . . . . .	5	5
ART 272—Illustration . . . . .	5	5
ART 273—Advertising Design . . . . .	5	5
ART 274—Design for Reproduction . . . . .	10	10
ART 275—Design for Television . . . . .	5	5
ART 276—Design for the Corporate Image . . . . .	5	5
ART 280—Ceramics . . . . .	15	15
BIO 105—Modern Principles of Biology Lab . . . . .	5	5
BIO 116—Paramedical Science II Lab . . . . .	5	5
BIO 150—General Botany Lab . . . . .	5	5
BIO 160—General Zoology Lab . . . . .	5	5
BIO 250—Principles of Marine Biology Lab . . . . .	5	5
CHE 108—Chemistry for General Education Lab . . . . .	5	5
CHE 134—General Chemistry Lab . . . . .	5	5
CHE 135—General Chemistry & Qualitative Analysis Lab . . . . .	5	5
CHE 203—Introductory Quantitative Analysis . . . . .	5	5
CHE 223—Organic Chemistry Lab . . . . .	10	10
CHE 224—Organic Chemistry Lab . . . . .	10	10
EL 103—D.C. Circuits Lab . . . . .	5	5
EL 105—A.C. Circuits Lab . . . . .	5	5
EL 212—Pulse Circuits Lab . . . . .	5	5
EL 215—Transistors Lab . . . . .	5	5
EL 217—Digital Systems Lab . . . . .	5	5
ENG 093 and 105—Reading Development . . . . .	5	5
GY 106—Physical Geology Lab . . . . .	5	5
GY 110—Historical Geology Lab . . . . .	5	5
HPR—General Fee . . . . .	2	2
HPR 101, 201—Archery . . . . .	3	3
HPR 104, 204—Bowling . . . . .	18	18
HPR 103—Casting & Angling . . . . .	2	2
HPR 111—Horsemanship . . . . .	20	20
HPR 246—Scuba Diving . . . . .	25	25
HPR 138—Skeet and Trap Shooting . . . . .	30	30
HPR 112, 113, 244, 245—Swimming . . . . .	4	4
HPR 142, 242—Water Skiing . . . . .	35	35
LST 002—Home Landscape Design . . . . .	20	20
LST 006—Weed Identification and Control . . . . .	24	24
MA 210—Basic Medical Laboratory Techniques . . . . .	10	10
MTH 136—Computer Mathematics . . . . .	5	5
<b>APPLIED MUSIC</b>		
Voice		
MUS 141, 151 . . . . .	23	23
MUS 161, 171, 181, 191 . . . . .	45	45
MUS 241, 251 . . . . .	23	23
MUS 261, 271, 281, 291 . . . . .	45	45
Piano		
MUS 142, 152 . . . . .	23	23

## Students Fees

	Full-time Student Special Fee	Part-time Student Special Fee
MUS 162, 172, 182, 192 . . . . .	45	45
MUS 242, 252 . . . . .	23	23
MUS 262, 272, 282, 292 . . . . .	45	45
Organ		
MUS 143, 153 . . . . .	23	23
MUS 163, 173, 183, 193 . . . . .	45	45
MUS 243, 253 . . . . .	23	23
MUS 263, 273, 283, 293 . . . . .	45	45
Woodwinds		
MUS 144, 154 . . . . .	23	23
MUS 164, 174, 184, 194 . . . . .	45	45
MUS 244, 254 . . . . .	23	23
MUS 264, 274, 284, 294 . . . . .	45	45
Brass		
MUS 145, 155 . . . . .	23	23
MUS 165, 175, 185, 195 . . . . .	45	45
MUS 245, 255 . . . . .	23	23
MUS 265, 275, 285, 295 . . . . .	45	45
Percussion		
MUS 146, 156 . . . . .	23	23
MUS 166, 176, 186, 196 . . . . .	45	45
MUS 246, 256 . . . . .	23	23
MUS 266, 276, 286, 296 . . . . .	45	45
Strings		
MUS 147, 148, 157, 158 . . . . .	23	23
MUS 167, 168, 177, 178, 187, 188, 197, 198 . . . . .	45	45
MUS 247, 248, 257, 258 . . . . .	23	23
MUS 267, 268, 277, 278, 287, 288, 297, 298 . . . . .	45	45
NSG 100—Fundamentals of Nursing . . . . .	5	5
NSG 101—Fundamentals of Nursing . . . . .	5	5
PHY 120—Engineering Technology Physics I . . . . .	5	5
PHY 121—Engineering Technology Physics II . . . . .	5	5
PHY 201—Intermediate Physics . . . . .	5	5
PHY 202—Intermediate Physics . . . . .	5	5
PHY 210—General Physics Lab . . . . .	5	5
PHY 211—General Physics Lab . . . . .	5	5
<b>Miscellaneous Fees:</b>		
Add and Drop . . . . .	3	3
Admission . . . . .	10	10
Graduation . . . . .	10	10
Late Admission . . . . .	5	5
Late Registration . . . . .	10	10
Transcript: First Transcript: . . . . .	Free	Free
Transcript: Each Additional . . . . .	1	1

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

## 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.

An eighty (80) per cent refund of student fees will be granted upon the written recommendation of a licensed medical doctor to students who withdraw for medical or health reasons before the middle of the term. This same regulation applies if death occurs before mid-term. This refund will be made to parents, guardians, trust funds, or scholarship funds.

All students entering the armed forces shall receive a one hundred (100) per cent refund of matriculation fees during the refund period. Those who enter the armed forces after the refund period and before mid-term shall receive an eighty (80) per cent refund of matriculation fees. In order to receive this refund, the student must present his orders, or a copy, to the Registrar.

The following fees are NOT refundable: admission fees, any late fees, transcript fees, or graduation fees.

To be withdrawn officially 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.

## 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.

### Grades and Records 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
NG	No Grade Assigned (for 090 series) . . . . .	0

C. "I" Grades become "F" grades if not completed by the time stated in the College Calendar. "I" grades will be awarded only by the approval of the Instructor when a student has been unable to complete his work because of circumstances beyond his control, such as emergencies because of death or serious illness.

D. No student may change a course from credit to audit after the time specified in the College Calendar.

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

## Scholastic Standards

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

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

A student, after being placed on academic probation, will be placed on academic suspension at the end of any term that he becomes 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, register for the next term on academic probation.

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

### **Academic Honors**

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

The President's List includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 4.0.

The Dean's List includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 3.5 to 3.99.

The Honor Roll includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 3.25 to 3.49.

### **Evening Classes**

Broward Junior College 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 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.

The policies for admission, registration, graduation, and requirements are the same for the evening student as for the day student. For admission information please contact the Registrar.

### **Correspondence and Extension Courses**

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



## Honors Program

The Honors Program, initiated in the fall of 1968 as a pilot program, and inaugurated on a permanent basis in the fall of 1969, is indicative of the College's academic endeavors. Designed for students of high academic excellence or extraordinary creative potential, the program may consist of regular classes, independent study, seminars, or a combination of the several.

Honors classes incorporate varied forms of instruction. However, since continued academic growth depends upon the scrutiny of existing facts and philosophies, research is of great importance. Another matter of emphasis within the program is discussion, which is, in essence, a cooperative search for truth. Still another paramount activity within the program is writing, a means in itself of recording, communicating, and creating. Through the Honors Program, the student demonstrates his own competence in interpreting and evaluating within certain fields of knowledge; he does not rely upon the instructor to interpret and evaluate for him.

To be considered for the Honors Program, a student must meet at least one of the following criteria:

- A. Have a score of 400 on the Twelfth Grade Placement Test.
- B. Have a score of 90 on the respective subject area of the Twelfth Grade Placement Test.
- C. Be among the top 10% of his high school graduating class.
- D. Have a strong recommendation from a former teacher.
- E. Receive the recommendation of the Honors Program Director.
- F. Apply directly to the Honors Program Director or to the Honors Counselor for consideration.

To remain within the program more than one semester, a student must maintain a B average in honors courses.

Although all honors courses carry the same credit as regular courses, an H is affixed to the transcript to indicate honors credit.

## GRADUATION AND DEGREE REQUIREMENTS

- A. Earn 64 semester hours of approved credit, including 4 hours of HPR activity courses for A.A. Degree and the number of hours as listed in the College Catalog for the A.S. Terminal Degrees.



- B. Achieve an average grade of "C" (2.0) on all transferable work attempted.
- C. Earn at least 24 semester hours of credit in residence, including the last twelve.
- D. Pay graduation fee and participate in the formal graduation. (The graduation fee is not refundable.)
- E. Honors are computed on 40 or more academic hours earned at Broward Junior College.
- F. **Hours and grade points** earned in 090 Series courses will not count toward an A.A. Degree, and will not count toward the A.S. Terminal Degrees unless indicated in the College Catalog.

## LEARNING RESOURCES

The Learning Resources Department is an active part of the teaching-learning process at Broward Junior College supplying slides, filmstrips, films, audio and videotapes, and live television broadcasts for the instruction of the students. Through its Closed Circuit Television Network or by various video projectors or audio players the department is able to present programs to all classrooms at one time or to present a different program in each classroom on campus simultaneously. Production facilities of the Learning Resources Department are capable of producing the materials requested by the faculty for the enrichment of the curriculum.

## COOPERATIVE EDUCATION PROGRAM

Cooperate Education offers a unique opportunity to any student in the College who has established an acceptable academic record during two semesters of full time residence. The student who makes an official application and is admitted into the program alternates a semester of full time study and a semester of full time employment in an area of industry commensurate with his vocational goals. The program is based on the philosophy that practical work experience integrated with theoretical classroom experience is a meaningful and valuable educational process. The alternation of classroom and laboratory exercises with supervised employment in the student's chosen occupational field enhances learning and vocational adaption and enables the student to become better acquainted with both theory and practice. Any

student interested in such a program should contact the Director of Cooperative Education.

## <sup>†</sup> COOPERATIVE EDUCATION PROGRAM

1st Year	2nd Year	3rd Year
Term I, II, IIIA-B	I, II, IIIA-B	I, II
S S W	S W S	W S/G
School (S)	Work (W)	Graduation (G)

### CRITERIA FOR QUALIFICATION

To be admitted into The Cooperative Education Program a student must:

1. Be in residence as a full time student for at least two semesters,\*
2. Have an overall grade point average (GPA) of at least 2.0,\*
3. Obtain his parents' written permission if he is under 21 years of age,
4. File with The Cooperative Education Office all necessary forms at least one month prior to the end of his first semester in residence as a full-time student,
5. Be accepted by a Cooperative Education Coordinator or by the Director after a personal interview.

In order to continue as a participant in the program a student must:

1. Maintain at least a 2.0 (GPA) throughout his participation in the program,\*
2. Maintain acceptable productivity standards with his co-operative employer.\*

<sup>†</sup> For special programs in which work may be seasonal (such as Hotel-Motel Administration) the plan may be modified in order to meet the needs of that area.

\*A student who does not meet this criterion may petition for entry into the program. Such petition must be signed by his Department Head, Division Chairman, and Dean.

Final acceptance and/or continuation in any position is the decision of the employer. All special rules and regulations, having implications for both students, employers, and college, are detailed in the **Cooperative Education Handbook**.

## **COURSE REQUIREMENTS FOR THE COOPERATIVE EDUCATION PROGRAM**

The student must satisfy the requirements for his chosen degree area (either General Education or Technical Education) during the alternated study periods. In addition, he must register for CWS 100 (1 credit hour) during the term immediately preceding his first work session and for the following courses during each of his three work periods: \*

Work Session 1 - CWS 201 - 3 Credit Hours

Work Session 2 - CWS 202 - 3 Credit Hours

Work Session 3 - CWS 203 - 3 Credit Hours

## **COURSES OF INSTRUCTION COOPERATIVE EDUCATION**

### **CWS 100—Cooperative Education Seminar**

A seminar designed to prepare the student for entry into the Cooperative Program and to acquaint him with his responsibilities to the college and his employer.

**Credit, 1 semester hour**

### **CWS 201—Work Experience I**

Three semester hours credit based on satisfactory completion of the first work session. Grade will be based on the employer's evaluation of student productivity and content of an evaluative report (descriptive in nature), submitted by the student.

**Credit, 3 semester hours**

### **CWS 202—Work Experience II**

Three semester hours credit based on satisfactory completion of the second work session. Grade will be based on the employer's evaluation of student productivity and content of a project report (research in nature) submitted by the student.

**Credit, 3 semester hours**

### **CWS 203—Work Experience III**

Three semester hours credit based on satisfactory completion of the third work session. Grade will be based on the employer's evaluation of student productivity and content of an evaluative report (analysis of job and college program) submitted by the student.

**Credit, 3 semester hours**

\*For students in special cooperative programs or who enter the program late, requirements may be waived by the Director or the Dean of Academic Affairs.

**REQUIREMENTS FOR THE  
ASSOCIATE IN ARTS DEGREE  
(University Parallel)**

- A. Completion of 64 semester hours of credit with an overall grade point average of at least 2.0 and at least a 2.0 grade point average on 60 semester hours of academic work exclusive of physical education activity courses. (No more than four semester hours of physical education activity courses may be included in this total. Excluded are 080 and 090 level courses and courses especially designed for technical education curricula.)
- B. Completion of the following specific area requirements:
1. English Composition . . . . . 6 semester hours  
ENG 101 and 102 or 104 (Required of all students.)
  2. The Humanities . . . . . 6 semester hours  
Any combination of the following courses:  
ENG 201, 202    SPA 205, 206    ART 207  
ENG 221, 222    FRE 205, 206    DRA 207  
ENG 230, 231    GER 205, 206    MU 207 or 210  
PHI 260, 263                      REL 240
  3. History and the Social Sciences . . . . 6 semester hours  
Select any one of the following combinations:  
a. HIS 101, 102    d. PSC 121, 122  
b. HIS 201, 202    e. SOC 201, 211, 221  
c. HIS 111, 112                      (any two)
  4. Mathematics and Science . . . . . 9 semester hours  
Mathematics - any three semester hours except 090 series courses and courses especially designed for technical education curricula.  
Science - any combination from the following areas:  
astronomy, biology, chemistry, geology, or physics, except the 090 series courses and courses especially designed for technical education curricula. Normally and preferable a student should choose a sequence in the same discipline consistent with his educational objectives, unless a combination best fits his specific educational objectives. Many upper divisions require a laboratory science.

5. From any two of the following . . . . 9 semester hours  
(a and b, or c and e, etc.)
    - a. Foreign Language — any combination sequence in a specific language at the 100 or 200 course level. Often upper divisions of senior institutions require at least the intermediate level of the language (200 level courses). Most colleges of arts and sciences in upper division institutions require completion of the intermediate level of a foreign language as a part of their lower division program.
    - b. Behavioral Science - any combination of the following:  
PSY 101, 201, 211, 212, 221, 238  
SOC 231
    - c. ECO 251, 252
    - d. SPE 100, 111
    - e. GEO 101, 201
    - f. Any courses from 2, 3, or 4 above.
  6. Physical Education (Activities). . . . 4 semester hours  
(No more than 4 activity courses may be counted toward a degree.)
  7. Electives . . . . . 24 semester hours  
Any combination of courses from the general education offerings (Business Administration; Communications; Fine Arts; Health, Physical Education, and Recreation; Mathematics and Science; and Social Science) except 080 and 090 series courses and courses designed especially for technical education curricula. The student should give careful attention to his major and to the requirements of the institution to which he plans to transfer when choosing his electives.
- C. Completion of a minimum of 24 semester hours of residence as a degree seeking student in Broward Junior College, including the last 12 semester hours.
- D. Completion of formal application for the degree to the Registrar during the term in which the student completes 45 or more semester hours.



- E. Removal of all admission conditions.
- F. Attendance at all official graduation exercises.
- G. Completion of at least 40 semester hours in Broward Junior College to be eligible for honors.







# **III**

## **General Education Curricula and Courses**

## **GENERAL EDUCATION**

**Division of Business Administration and Economics**

**Division of Communications**

**Division of Fine Arts**

**Division of Health, Physical Education,  
and Recreation**

**Division of Mathematics and Science**

**Division of Social Sciences**

### **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 BJC 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 090 level courses 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.

## **DIVISION OF BUSINESS ADMINISTRATION AND ECONOMICS**

**Accounting**

**Business Administration**

**Economics**

**Mid-Management**

**Secretarial Science**

**Trees, Division Chairman, Accounting and Business Administration Area Leader; Horton, Department Head of Secretarial Science; Nance, Business Law and Real Estate Area Leader; Roulston, Economics Area Leader; West, Mid-Management Area Leader; Bethel, Donohue, Everhart, Howell, Iddings, Kennedy, Lotz, Paul, Schenks, Shenosky.**

## **BUSINESS ADMINISTRATION AND ECONOMICS**

Education for business prepares the student vocationally and 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.

The business administration programs are divided into three groups:

- (1) Suggested programs leading to an Associate in Arts Degree which covers the first two years of a four-year university program leading to a Bachelor of Arts Degree.
- (2) Suggested programs leading to an Associate in Science Degree. These are specialized programs for employable skills and advanced training in order to enter business. Most of the courses will transfer to universities, but if the student is reasonably sure he is continuing for his Bachelor's Degree, he should follow the suggested A.A. Degree programs.
- (3) Specialized programs for which certificates are granted. Special programs may be developed for students with unusual requirements.

All of these programs are offered in the evening program as well as in the day program to provide the student with an opportunity for preparation to enter a specialized field of employment, or to provide the employed student an opportunity to acquire additional proficiency in the respective study.

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

### **FIRST YEAR**

<b>First Term</b>		<b>Second Term</b>	
*ENG 101—Composition . . . . .	3	*ENG 102 or 104—Composition . . .	3
*BA 101—Elementary Typing or		BA 231—Business Law. . . . .	3
*BA 125—Intro to Data Capturing		* Science . . . . .	3 or 4*
Equip . . . . .	3	* Math. . . . .	3 or 4****
*BA 100—Intro to Business. . . . .	3	* HPR—Physical Education. . . . .	1
* Humanities . . . . .	3		
* HPR—Physical Education. . . . .	1		
<b>Total Semester Hours</b>	<b>13</b>	<b>Total Semester Hours</b>	<b>13-15</b>

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

* Science . . . . .	3 or 4*
* Social Science . . . . .	3
<b>Total Semester Hours</b>	<b>6-7</b>

\*Many upper divisions require a laboratory science.

\*\*Closed for credit to students with one year of high school typing with a Grade of C or better. BA 125 should be taken instead.

\*\*\*Credit will not be given for both DP101 and this course. Students transferring to F.A.U. should take DP101.

\*\*\*\*Most upper divisions recommend college algebra (Mth 132).

**SECOND YEAR**

First Term		Second Term	
*BA 245—Business Communications . . . . .	3	*BA 222—Prin of Accounting . . . . .	3
*BA 221—Prin of Accounting . . . . .	3	*ECO 252—Prin of Economics . . . . .	3
*ECO 251—Prin of Economics . . . . .	3	*Speech . . . . .	3
*Social Science . . . . .	3	*Humanities . . . . .	3
*STA 221—Statistics . . . . .	3	*Elective . . . . .	3
*HPR—Physical Education. . . . .	1	*HPR—Physical Education. . . . .	1
Total Semester Hours	16	Total Semester Hours	16

\*PREREQUISITE: BA 101 or equivalent and ENG 101.

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

**FIRST YEAR**

First Term		Second Term	
Humanities . . . . .	3	ENG 102 or 104—Composition . . . . .	3
ENG 101—Composition. . . . .	3	Social Science . . . . .	3
Social Science . . . . .	3	*BA 112—Intermediate Shorthand . . . . .	3
*BA 102—Intermediate Typing . . . . .	3	BA 201—Advanced Typing. . . . .	3
HPR—Physical Education. . . . .	1	BA 247—Business Machines . . . . .	3
		HPR—Physical Education. . . . .	1
Total Semester Hours	13	Total Semester Hours	16

**Term III-A or III-B**

Science . . . . .	3 or 4
Humanities . . . . .	3
Total Semester Hours	6-7

**SECOND YEAR**

First Term		Second Term	
Science . . . . .	3-4	BA 245—Bus Communications. . . . .	3
BA 221—Prin of Accounting . . . . .	3	Math . . . . .	3
ECO 251—Prin of Economics . . . . .	3	BA 222—Prin of Accounting . . . . .	3
**BA 211—Advanced Shorthand . . . . .	3	ECO 252—Prin of Economics . . . . .	3
HPR—Physical Education. . . . .	1	SPE 100 or PSY 201. . . . .	3
		HPR—Physical Education. . . . .	1
Total Semester Hours	13-14	Total Semester Hours	16

\*If student does not meet prerequisites, he will need to take qualifying course.

\*\*Not to be taken before first term of second year.

## SUGGESTED PRE MID-MANAGEMENT (A.A. Degree)

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition. . . . .	3	ENG 102 or 104—Composition . . . .	3
BA 130—Salesmanship . . . . .	3	Science . . . . .	3-4
BA 173—Distribution and		MTH 131 or 132 . . . . .	3-4
Marketing Practice. . . . .	3	BA 283—Distribution and	
BA 170—Marketing . . . . .	3	Marketing Practice. . . . .	3
HPR—Physical Education. . . . .	1	HPR—Physical Education. . . . .	1
Total Semester Hours	13	Total Semester Hours	13-15

### Term III-A or III-B

Science . . . . .	3-4
ECO 251—Prin of Economics . . . .	3
Total Semester Hours	6-7

### SECOND YEAR

First Term		Second Term	
BA 221—Prin of Accounting . . . . .	3	BA 222—Prin of Accounting . . . . .	3
ECO 252—Prin of Economics . . . . .	3	BA 125—Intro to Data Capturing	
BA 284—Distribution and		Equipment . . . . .	3
Marketing Practice . . . . .	3	Humanities . . . . .	3
Social Science . . . . .	3	Social Science . . . . .	3
Humanities . . . . .	3	SPE 100 or PSY 201. . . . .	3
HPR—Physical Education. . . . .	1	HPR—Physical Education. . . . .	1
Total Semester Hours	16	Total Semester Hours	16

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

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . .	3
Social Science . . . . .	3	Math. . . . .	3
BA 102—Intermediate Typing . . . .	3	Social Science . . . . .	3
BA 221—Prin of Accounting . . . . .	3	**BA 112—Intermediate Shorthand . .	3
HPR—Physical Education. . . . .	1	BA 201—Advanced Typing. . . . .	3
		HPR—Physical Education. . . . .	1
Total Semester Hours	13	Total Semester Hours	16

### Term III-A or III-B

Science . . . . .	3-4
Humanities . . . . .	3
Total Semester Hours	6-7

\*Not to be confused with specialized secretarial programs.

\*\*May be exempt if one or two years taken in high school with permission of the instructor.

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

Science . . . . .	3-4
ECO 251—Prin of Economics . . . . .	3
BA 245—Business Communications . . . . .	3
BA 211—Advanced Shorthand . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours    13-14

**Second Term**

ECO 252—Prin of Economics . . . . .	3
BA 244—Secretarial Procedures . . . . .	3
BA 242—Transcribing Machines . . . . .	3
Humanities . . . . .	3
PSY 201 or SPE 100 . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours    16

**Programs leading to an Associate in Science Degree****SUGGESTED ACCOUNTING PROGRAM (A.S. Degree)****FIRST YEAR****First Term**

ENG 101 . . . . .	3
*BA 101—Elementary Typing . . . . .	3
BA 150—Business Mathematics . . . . .	3
BA 221—Principles of Accounting . . . . .	3
BA 231—Business Law . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours    16

**Second Term**

ENG 102, 103 or 104 . . . . .	3
ECO 190 or 251—Economics . . . . .	3
BA 222—Principles of Accounting . . . . .	3
BA 232—Business Law . . . . .	3
DP 101—Fundamentals of Data Processing . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours    16

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

BA 223—Intermediate Accounting . . . . .	3
BA 227—Income Tax . . . . .	3
PSC 121, HIS 101 or HIS 111 . . . . .	3
**Related Electives . . . . .	6
HPR—Physical Education . . . . .	1

Total Semester Hours    16

**Second Term**

BA 225—Cost Accounting . . . . .	3
BA 247—Business Machines . . . . .	3
BA 245—Business Communications . . . . .	3
DP 101—Data Preparation Equipment . . . . .	3
HPR—Physical Education . . . . .	1

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.

\*\*Related electives: BA 100, BA 102, BA 140, BA 170, BA 224, BA 260, BA 261, BA 262, SPE 100, STA 221, PSY 100.



## AIRLINE CAREERS PROGRAM (A.S. Degree)

This program is planned for those students who wish to pursue a career with an airline company as stewardess, secretary, or other office positions. Completion of this course does not insure that such a position can be obtained.

The purpose of the program is threefold: to encourage high school girls who want to be airline stewardesses to attend college until they are old enough to qualify for the job; to provide them with better qualifications for securing such a job by requiring more general education and/or liberal arts courses than are required in the secretarial and clerical certificate programs currently offered; and to offer girls an opportunity to obtain an employable skill in business in the event they do not meet qualifications required by the airlines, or that may be used after they cannot pursue a career in flying.

### REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE IN AIRLINE CAREERS:

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 or ENG 095	3 semester hours
ENG 102 or ENG 104	3 semester hours
HIS 111	3 semester hours
HIS 112	3 semester hours
SOC 211	3 semester hours
SPE 100	3 semester hours
PSY 100 or PSY 101	3 semester hours
PSY 201	3 semester hours
MTH 100	3 semester hours
3. Completion of a minimum of 24 semester hours from the following courses, planned with the help of a Counselor or Head of Department of Secretarial Science:
 

AER 115, BA 100, BA 101, BA 102, BA 105, BA 111, BA 112, BA 121, BA 130, BA 201, BA 211, BA 221, BA 222, BA 242, BA 244, BA 245, BA 247, DP 101, DP 102, ECO 190, FRE 101, FRE 102, FRE 201, FRE 202, SPA 101, SPA 102, SPA 202, SPA 203.
4. Completion of additional 9 hours of electives (may be chosen from electives listed above).

5. Completion of four semester hours of Physical Education activities.
6. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College including the last twelve semester hours.
7. Make formal application for the degree to the Registrar during the term in which a total of 45 semester hours is earned.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

### **SUGGESTED MID-MANAGEMENT IN DISTRIBUTION & MARKETING (A.S. Degree)**

This program includes a cooperation plan in which classroom instruction is supplemented with on-the-job-training in an approved distribution or marketing occupation. (Examples: retailing, wholesaling, advertising, banking, credit, sales, transportation, and insurance.) Each student works in a real occupational situation and is trained (usually in the afternoon) in the required skills, responsibilities, and attitudes. Students should arrange to discuss the possibilities of entering this program at least two or three weeks before registration with the area leader. A student interested in transferring to a university for a four-year degree should follow the A.A. Degree program.

#### **FIRST YEAR**

<b>First Term</b>		<b>Second Term</b>	
ENG 095 or 101 . . . . .	3	ENG 102, 103 or 104 . . . . .	3
BA 130—Salesmanship . . . . .	3	BA 150—Business Math . . . . .	3
BA 170—Marketing . . . . .	3	BA 283—Distribution and	
BA 173—Distribution and		Marketing Practice. . . . .	3
Marketing Practice. . . . .	3	ECO 190 or ECO 251 . . . . .	3
HPR—Physical Education. . . . .	1	HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>13</b>	<b>Total Semester Hours</b>	<b>13</b>

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

SPE 100—Introductory Speech . . . .	3
PSY 100—Human Relations in	
Business & Industry . . . . .	3
<b>Total Semester Hours</b>	<b>6</b>

### SECOND YEAR

#### First Term

SC 121, HIS 101, or HIS 111. . . . .	3
BA 221—Principles of Accounting. . . . .	3
BA 231—Business Law . . . . .	3
BA 140—Personal Finance . . . . .	3
BA 284—Distribution and Marketing Practice . . . . .	3
PR—Physical Education. . . . .	1

Total Semester Hours      16

#### Second Term

BA 171—Advertising . . . . .	3
BA 222—Principles of Accounting OR	
BA 232—Business Law . . . . .	3
BA 260—Intro to Management. . . . .	3
BA 262—Principles of Supervision. . . . .	3
BA 271—Merchandising. . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

## SUGGESTED GENERAL BUSINESS PROGRAM (A.S. Degree)

The General Business curriculum has been designed to develop competence in office procedures that do not require shorthand.

### FIRST YEAR

#### First Term

ENG 095 or 101. . . . .	3
Social Science (PSC 121, HIS 101 or HIS 111). . . . .	3
BA 101 or 102—Typing. . . . .	3
BA 100—Intro to Business . . . . .	3
BA 150—Business Math. . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

#### Second Term

ENG 102, 103 or 104. . . . .	3
*BA 102 or 201—Typing. . . . .	3
BA 121—Accounting Survey OR	
BA 221—Principles of Accounting. . . . .	3
PSY 100—Human Relations . . . . .	3
BA 140—Personal Finance . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

#### Term III-A

BA 105—Office Procedures. . . . .	3
**BA 242—Transcribing Machines . . . . .	3

Total Semester Hours      6

### SECOND YEAR

#### First Term

BA 227—Income Tax . . . . .	3
BA 247—Business Machines . . . . .	3
BA 170—Principles of Marketing . . . . .	3
BA 231—Business Law . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours      13

#### Second Term

BA 261—Office Management or	
BA 262—Prin. of Supervision. . . . .	3
DP 101 or 102 . . . . .	3
BA 245—Business Communications. . . . .	3
Elective . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      13

\*Students who have successfully completed one year of typing in high school should take BA 102 Term I. Students who have successfully completed two years of typing in high school should delay BA 201 until Term II and elect DP 102 in place of BA 102.

\*\*Election of another course to be selected from BA 221, BA 222, BA 232, BA 260, DP 101, DP 102, and SPE 100.

## SUGGESTED PROGRAM FOR EXECUTIVE OR GENERAL SECRETARY (A.S. Degree)

### FIRST YEAR

First Term		Second Term	
BA 100—Introduction to Business . . . . .	3	BA 201—Advanced Typing . . . . .	3
*BA 102—Intermediate Typing . . . . .	3	*BA 112—Intermediate Shorthand . . . . .	3
BA 150—Business Math . . . . .	3	BA 121—Accounting Survey OR	
ENG 101 . . . . .	3	BA 221—Principles of Accounting . . . . .	3
HPR—Physical Education. . . . .	1	ENG 102, 103 or 104. . . . .	3
		HPR—Physical Education. . . . .	1
		Elective . . . . .	3
Total Semester Hours	13	Total Semester Hours	16

### Term III-A

BA 105—Office Procedures. . . . .	3
BA 242—Transcribing Machines . . . . .	3
Total Semester Hours	6

### SECOND YEAR

First Term		Second Term	
**BA 211—Advanced Shorthand . . . . .	3	BA 244—Secretarial Procedures . . . . .	3
BA 245—Business Communications . . . . .	3	***Elective . . . . .	3
BA 247—Business Machines . . . . .	3	PSC 121 or HIS 101 or 111. . . . .	3
BA 140—Personal Finance OR		BA 231—Business Law . . . . .	3
ECO 190—Intro to Economics . . . . .	3	HPR—Physical Education. . . . .	1
Elective . . . . .	3		
HPR—Physical Education. . . . .	1		
Total Semester Hours	16	Total Semester Hours	13

\*If student does not meet prerequisites, he will need to take qualifying courses; or, if student has completed one or two years of typing and/or shorthand in high school or can pass a proficiency test, he need not take this course, but must elect another course in its place.

\*\*Not to be taken before first term of second year.

\*\*\*Elective to be BA 249, Advanced Education for Secretaries, provided student meets requirements.

Electives to be chosen from PSY 100, SPE 100, BA 221 and/or BA 222, BA 232, BA 261, or BA 262.

## SUGGESTED PROGRAM FOR LEGAL SECRETARY (A.S. Degree)

### FIRST YEAR

#### First Term

ENG 101 . . . . .	3
*BA 102—Intermediate Typing . . . . .	3
BA 100—Introduction to Business . . . . .	3
BA 150—Business Math OR	
MTH 100—General College Math . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours            13

#### Second Term

ENG 102, 103 or 104 . . . . .	3
*BA 112—Intermediate Shorthand . . . . .	3
BA 121—Accounting Survey OR	
BA 221—Principles of Accounting . . . . .	3
BA 201—Advanced Typing . . . . .	3
BA 140—Personal Finance . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours            16

### Term III-A

BA 105—Office Procedures . . . . .	3
BA 231—Business Law . . . . .	3

Total Semester Hours            6

### SECOND YEAR

#### First Term

BA 211—Advanced Shorthand . . . . .	3
BA 215—Legal Techniques . . . . .	3
BA 232—Business Law . . . . .	3
BA 245—Business Communications . . . . .	3
Elective . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours            16

#### Second Term

Social Science . . . . .	3
BA 216—Legal Techniques . . . . .	3
*BA 242—Transcribing Machines . . . . .	3
Elective . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours            13

## SUGGESTED PROGRAM FOR MEDICAL SECRETARY (A.S. Degree)

### FIRST YEAR

#### First Term

ENG 101 . . . . .	3
*BA 102—Intermediate Typing . . . . .	3
BA 140—Personal Finance . . . . .	3
MA 110—Intro. to Medical Assisting . . . . .	3
BA 150—Business Math . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours            16

#### Second Term

ENG 102, 103 or 104 . . . . .	3
BA 201—Advanced Typing . . . . .	3
*BA 112—Intermediate Shorthand . . . . .	3
BA 231—Business Law . . . . .	3
Elective . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours            16

\*Students who have completed one or two years of typing and/or shorthand in high school or who can pass a proficiency test need not take this course, but must elect another course in its place.

\*\*To be taken after completion of BA 215.

\*\*\*Electives to be selected from PSY 100, BA 247, BA 249, BA 261, ECO 190, MA 220, and DP 102.

**One Year Secretarial Certificate**

**Term III**

MA 120—Office Practices and Procedures . . . . .	3
BA 100—Intro. to Business . . . . .	3
Total Semester Hours	6

**SECOND YEAR**

**First Term**

BA 211—Advanced Shorthand . . . . .	3
BA 245—Business Communications . . . . .	3
MA 115—Medical Terminology . . . . .	3
PSC 121, HIS 101, or HIS 111 . . . . .	3
HPR—Physical Education . . . . .	1
Total Semester Hours	13

**Second Term**

**BA 242—Transcribing Machines . . . . .	3
BA 121(M)—Accounting Survey . . . . .	3
BA 244—Secretarial Procedures . . . . .	3
**MA 116—Clinical Terminology . . . . .	3
HPR—Physical Education . . . . .	1
Total Semester Hours	13

\*Students who have completed one or two years of typing and/or shorthand in high school or who can pass a proficiency test need not take this course but must elect another three-hour course.

\*\*Not to be taken until completion of MA 115.

**The following Certificate Programs are offered:**

**ONE-YEAR SECRETARIAL CERTIFICATE PROGRAM**

**First Term**

ENG 095 or 101 . . . . .	3
*BA 102—Intermediate Typing . . . . .	3
BA 105—Office Procedures . . . . .	3
*BA 112—Intermediate Shorthand . . . . .	3
BA 150—Business Math . . . . .	3
Total Semester Hours	15

**Second Term**

BA 100—Introduction to Business . . . . .	3
BA 121—Accounting Survey . . . . .	3
BA 201—Advanced Typing . . . . .	3
BA 211—Advanced Shorthand . . . . .	3
BA 245—Business Communications . . . . .	3
Total Semester Hours	15

**Term III**

BA 242—Transcribing Machines . . . . .	3
**Elective . . . . .	3
Total Semester Hours	6

\*Students who have successfully completed two years of shorthand and/or typing in high school should take an elective course in place of BA 102 and/or BA 112.

\*\*Electives should be selected from BA 140, BA 244, BA 247, DP 102, and PSY 100.



## ONE-YEAR ADVANCED SECRETARIAL

This program is planned especially for graduates from the Vocational Office Education three-hour block programs. It is designed to continue the education and training of VOE students who had average or above-average grades. Other high school graduates with two years of shorthand and typewriting (with required grade average) are also eligible.

Pretests in typewriting and shorthand (also in bookkeeping, transcribing machines, filing, and business math, if applicable) will be required of each student selecting this program in order to determine his preparedness for the advanced skill subjects.

First Term		Second Term	
BA 201—Advanced Typing . . . . .	3	BA 249—Advanced Education for Secretaries . . . . .	3
BA 211—Advanced Shorthand . . . . .	3	BA 244—Secretarial Procedures . . . . .	3
ENG 101—Composition . . . . .	3	BA 100—Introduction to Business. . . . .	3
BA 245—Business Communications . . . . .	3	BA 247—Business Machines . . . . .	3
BA 121—Accounting Survey OR		**BA 242—Transcribing Machines OR	
DP 102—Unit Record Equipment . . . . .	3	PSY 100—Human Relations in Business & Industry . . . . .	3
Total Semester Hours	15	Total Semester Hours	15

### \*\*\*Term III-A

DP 102—Unit Record Equipment . . . . .	3
PSY 100—Human Relations in Business & Industry . . . . .	3
Total Semester Hours	6

\*If the student has previously had a course in bookkeeping, he will not be required to take BA 121.

\*\*If the student has developed sufficient skill in the use of transcribing machines he will not be required to take BA 242.

\*\*If the student must take BA 121 during Term I and BA 242 during Term II, he must then enroll during Term III-A to complete the required courses.

## ONE-YEAR CLERICAL-TYPIST CERTIFICATE PROGRAM

First Term		Second Term	
ENG 095 or 101 . . . . .	3	BA 102 or 201—Typing. . . . .	3
BA 100—Introduction to Business. . . . .	3	BA 247—Business Machines. . . . .	3
BA 101 or 102—Typing. . . . .	3	BA 140—Personal Finance . . . . .	3
BA 150—Business Math . . . . .	3	BA 245—Business Communications . . . . .	3
BA 121—Accounting Survey . . . . .	3	PSY 100—Human Relations . . . . .	3
Total Semester Hours	15	Total Semester Hours	15

\*Students who have successfully completed two years of typewriting in high school may substitute DP 102, Unit Record Equipment, in place of BA 102.

## Term III

BA 105—Office Procedures . . . . .	3
BA 242—Transcribing Machines . . . . .	3
Total Semester Hours	6

**CERTIFIED PROFESSIONAL SECRETARY PROGRAM**

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. A certificate is to be granted upon the completion of a planned program based on individual needs including twenty-four hours from the following courses:

	Credit
BA 100—Introduction to Business . . . . .	3
BA 231—Business Law . . . . .	3
BA 232—Business Law . . . . .	3
BA 121—Accounting Survey . . . . .	3
BA 221—Principles of Accounting . . . . .	3
BA 244—Secretarial Procedures . . . . .	3
BA 245—Business Communications . . . . .	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 . . . . .	3
BA 201—Advanced Typewriting . . . . .	3
BA 211—Advanced Shorthand . . . . .	3

**ONE-YEAR MERCHANDISING CERTIFICATE PROGRAM**

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

	Credit
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—Merchandising . . . . .	3
PSY 100—Human Relations in Business and Industry. . . . .	3
	30

## ONE-YEAR TRAFFIC MANAGEMENT CERTIFICATE

The College, in cooperation with the Broward Manufacturing Association, offers this certificate program for traffic management employees or for students desiring to enter this field. A certificate will be granted upon completion of the following courses:

	Credits
BA 150—Business Math . . . . .	3
BA 245—Business Communications . . . . .	3
BA 165—Intro to Transportation and Traffic Management. . . . .	3
BA 166—Transportation and Traffic Management I . . . . .	3
BA 265—Transportation and Traffic Management II . . . . .	3
BA 266—Transportation and Traffic Management III . . . . .	3
Additional courses in Traffic Management. . . . .	9
Related Elective . . . . .	3
	30

## SECRETARIAL TEACHER AIDE EDUCATION

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

A large block of elective courses and "on-the-job training" permit the specialization required by either a secretary or a teacher aide preparing for a particular type of position. A student who wishes to become an aide to a teacher of special groups of children,

such as the blind, the deaf, and the physically handicapped, may require some highly specialized training such as a study of braille, physical therapy, etc. Credit for a limited amount of such training may be credited toward the Secretarial Teacher Aide Associate Degree.

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

The requirement of 75 credit semester hours will allow the student to specialize in the program and at the same time fulfill the requirements of the A.A. degree which will allow transfer to the senior colleges and universities.

### **SECRETARIAL TEACHER AIDE PROGRAM**

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

1. Completion of 66 to 80 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:  
ENG 101 . . . . . 3 semester hours  
Social Science . . . . . 3 semester hours  
PSC 121, or HIS 101 or 111  
Courses selected from any of the six  
GENERAL EDUCATION areas . . . . . 9 semester hours
3. Completion of 25 to 39 hours of professional work:
  - A. General requirements:  
BA 101, 102, or 201. . . . . 6 semester hours  
BA 242 . . . . . 3 semester hours  
BA 245 . . . . . 3 semester hours  
EDU 250 and 251 . . . . . 6 semester hours  
HPR 152 . . . . . 3 semester hours  
TA 110 or EDU 210. . . . . 3 semester hours  
TA 210 . . . . . 5 semester hours  
TA 220 . . . . . 4 semester hours
  - B. Special Requirements:
    1. Aide to teacher of exceptional children  
Psychology of Exceptional Child . . . . . 3 semester hours
    2. Secretary  
BA 111, 112, or 211 . . . . . 6 semester hours  
BA 121 . . . . . 3 semester hours
4. Electives (Three to six courses permitted to meet individual interests and needs) . . . . . 7-20 semester hours
5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
7. Make formal application for the degree to the Registrar at the completion of thirty hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.  
(See suggested program Page 136)

## **COURSES OF INSTRUCTION BUSINESS ADMINISTRATION**

### **BA 091—Shorthand Review**

A non-credit course of continuing education for persons wishing to review and rebuild shorthand skill. Not for beginning students. Offered in evening program only. Prerequisite: the equivalent of one year of high school shorthand. Gregg system, with a grade of "C" or better.

### **BA 095—Individual Income Tax Workshop**

A non-credit six-week course on preparing individual income tax returns. It is designed to enable participants to become sufficiently familiar with return preparation so that they may capably handle what a practitioner would term a "routine" return. Offered during Term II on demand only.

### **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**

Introduction to the keyboard and development of fundamental techniques in touch typewriting. Personal and business letters, tabulation, centering, outlines, and manuscripts are taught. Closed for credit to students with one year of high school credit in typing. Four class hours.

**Credit, 3 semester hours**

### **BA 102—Intermediate Typing**

Continuation of BA 101 with attainment of a higher degree of skill in vocational production typing. Prerequisite: BA 101 with a grade of C or better, one year of typing in high school with a grade of C or better, or a satisfactory mark on an exemption test for BA 101. Four class hours.

**Credit, 3 semester hours**

### **BA 103—Basics in Typewriting**

A one-credit hour course meeting for five weeks only. Introduction to the typewriter keyboard and to the touch system of typing. For persons who wish to learn to type for personal use. Meets five hours per week. Not for business majors who have typing as a requirement in their program.

**Credit, 1 semester hour**

### **BA 105—Office Procedures**

Theory and practice of filing rules and procedures, routines common to all offices (processing mail, telephone usage, handling appointments, etc.), duplicating processes, investigation of careers in business, and how to apply for a job are included in this course, which does not require a knowledge of shorthand. Prerequisite: BA 101 or equivalent. Offered Term I and III-A.

**Credit, 3 semester hours**

### **BA 111—Beginning Shorthand**

Gregg Shorthand Diamond Jubilee Series. 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 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 with a grade of C or better, or one year of shorthand in high school with a grade of C or better, and BA 102. Four class hours.

**Credit, 3 semester hours**



**BA 121—Accounting Survey**

Instruction in standard bookkeeping procedures for small firms, both business and professional. Attention is given to journalizing, posting, and preparing the trial balance and financial statements. Procedures for handling petty cash and bank deposits and withdrawals are studied. This course is primarily for the non-accounting major and for the student who needs additional background prior to taking BA 221. Offered Terms I and II.

**Credit, 3 semester hours**

**BA 121(M)—Accounting Survey for Medical Assisting**

Same as BA 121 with special emphasis placed on professional accounting for physicians. Offered Term II.

**Credit, 3 semester hours**

**BA 125—Introduction to Data Capturing Equipment**

The techniques of data processing as related to business operations and procedures. An introduction to punched-card data processing and to the machines involved, plus an overview of computer data processing, including parts of a computer, codes, programming and cobol. Familiarization in the use of other business machines. Credit will not be given for this course and DP 101 or BA 247. Offered Terms I and II.

**Credit, 3 semester hours**

**BA 130—Salesmanship**

This course is a combination of principles and techniques of selling. It recognizes why, as well as what, how, and when. The principles which receive emphasis are basic and lasting; they are the principles which students will apply in business. The course seeks to describe persuasion on a moral and ethical foundation as a powerful tool which is needed universally.

**Credit, 3 semester hours**

**BA 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 trust.

**Credit, 3 semester hours**

**BA 150—Business Mathematics**

Programmed mathematics course as applied to negotiable instruments, payroll, 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 165—Introduction to Transportation and Traffic Management**

An introduction to traffic management covering federal regulations, freight classification, freight rates and tariffs, shipping documents, special freight services, and freight claims.

**Credit, 3 semester hours**

**BA 166—Transportation and Traffic Management I**

The fundamentals of construction and filing of tariffs with emphasis in freight rate structure. In addition, methods of routing and handling traffic including terminal facilities, demurrage, weights, warehousing, and packaging. Prerequisite: BA 165, or actual experience in the field and consent of instructor.

**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. Offered Term I.

**Credit, 3 semester hours**

**BA 171—Advertising**

Introduction of fundamental principles, practices, and common media in modern advertising. Includes activities that supplement both advertising and per-



sonal selling, such as sampling, displays, demonstrations, and other kinds of effort that render them more effective. The course presents the marketing viewpoint, the communications viewpoint, and the viewpoint of the citizen who is inevitably exposed to advertising every day. Offered Term II.

**Credit, 3 semester hours**

**BA 173—Distribution and Marketing Practice**

Features practical arrangement by which each student has actual work experience in an actual occupational situation and is trained in the responsibilities and attitudes required on 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. It enables him to test principles of management in the light of his own experience. This is the first of three specialized courses in the Mid-Management Program in distribution and marketing.

**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. Duplicating processes taught. Prerequisite: BA 102 with a grade of C or better, or a satisfactory mark on an exemption test for BA 102. Three class hours.

**Credit, 3 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. Prerequisite: BA 112 with a grade of C or better and BA 201 or concurrent enrollment in BA 201.

**Credit, 3 semester hours**

**BA 215—Legal Secretarial Techniques**

An introduction to legal terminology and how to type legal documents and pleadings. Also includes office proced-

ures. Prerequisites: BA 102 and BA 112; may be taken concurrently with BA 211. Offered Term I.

**Credit, 3 semester hours**

**BA 216—Legal Secretarial Techniques**

Emphasis on dictation and transcription of legal papers. Course designed to improve skills in this area. Prerequisite: BA 215. Offered Term II.

**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: High school bookkeeping, BA 150, BA 121, satisfactory score on Mathematics section of Florida High School Placement Test, work experience, or prior approval of the instructor.

**Credit, 3 semester hours**

**\*BA 222—Principles of Accounting**

A continuation of BA 221, with emphasis on accounting for corporations, control, and decision making. Includes material on partnerships, cost accounting, taxes, special reports, and statement analysis. Prerequisite: BA 221.

**Credit, 3 semester hours**

**BA 223—Intermediate Accounting**

A systematic and in-depth consideration of the financial statements and underlying records. Special attention is given to the elements composing working capital, cash, receivables, inventories, current liabilities, and investments in stock, bonds, and funds. Prerequisite: BA 222 with grade of C or better. Offered Term I.

**Credit, 3 semester hours**

**BA 224—Intermediate Accounting**

A continuation of BA 223 with extensive coverage of non-current assets and liabilities, stockholders' equity, and analytical processes. Typical presentation includes plant and equipment, intangibles, long-term debt, paid-in capital, retained earnings, funds and cash flow, statement analysis, and related subsidiary issues. Prerequisite: BA 222 with grade C or better. Offered on demand.

**Credit, 3 semester hours**

\*This course may also be used to meet the needs of technical education students.

**BA 225—Cost Accounting**

A study of the relationship of cost accounting to the control and decision-making functions of management. A review and an overview of accounting for costs precede the detailed consideration of product costing. Costs are classified and analyzed in terms of materials, labor, and overhead for both job order and process cost systems. Prerequisite: BA 222 with grade of C or better, or instructor's approval. Offered Term II.

**Credit, 3 semester hours**

**BA 227—Income Tax**

A survey course designed primarily to update and improve the skills of students in the preparation of Federal Income Tax returns for individuals and unincorporated businesses. The preparation of corporation and partnership returns will be briefly considered. No prerequisite. Offered Term I.

**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—Transcribing Machines**

Emphasis in this course is placed on training in the use of dictating and transcribing machines for the development of office standard proficiency of transcription. Three class hours. Prerequisite: BA 102 with grade of C or equivalent.

**Credit, 3 semester hours**

**BA 244—Secretarial Procedures**

Course designed for students completing their secretarial programs. Duties, responsibilities, and personal qualifica-

tions of a secretary, and efficiency in office routine are emphasized. An overview of the secretarial field as a career and techniques of finding a job are included. Prerequisites: BA 102 and BA 112. Offered Term II.

**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. Use of dictating equipment and report writing included. Prerequisites: BA 101, or equivalent, and Eng. 100 or 101. Offered Term I and II.

**Credit, 3 semester hours**

**BA 247—Business Machines**

Instruction in the use of 10-key and full-keyboard adding machines, printing and rotary calculators, and a simple book-keeping machine. Prerequisite: BA 150. Offered Terms I, II, and III-A or -B.

**Credit, 3 semester hours**

**BA 249—Advanced Education  
for Secretaries**

Extension of the knowledges and skills previously obtained in all fields of secretarial training. Emphasis is on mastering the more difficult routine matters and handling the unusual and unique situations encountered on the job. During the latter part of the term, the student will have a one-hour seminar and five hours of practical job experience each week. Prerequisite: "B" average in secretarial courses taken at Broward Junior College and approval of the Department. Offered Term II.

**Credit, 3 semester hours**

**BA 260—Introduction to Management**

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

**Credit, 3 semester hours**

**BA 261—Office Management**

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

**Credit, 3 semester hours**

**BA 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.

**Credit, 3 semester hours**

**BA 265—Transportation and  
Traffic Management II**

Advanced rate study covering imports and exports, combination through rates, intermediate rates, milling in transit, loss and damage, overcharges and undercharges, classification and rate committee procedure. Prerequisite: BA 166.

**Credit, 3 semester hours**

**BA 266—Transportation and  
Traffic Management III**

Transportation law - a study of the Interstate Commerce Commission regulations on tariff, procedures, and practices before the Interstate Commerce Commission, damages awarded under the regulations, and review of the Commission's decisions. Prerequisite: BA 265.

**Credit, 3 semester hours**

**BA 271—Merchandising**

A study of the principles and methods of retailing with emphasis on various methods of merchandising competition. An investigation is made in the subject

areas of the retail revolution; retailing as a career; the retail store, retail organization; merchandise management, including buying, control, receiving, and pricing; sales promotion, customer services; and retail control. Offered Term II.

**Credit, 3 semester hours**

**BA 283—Distribution and  
Marketing Practice**

Usually includes an average of fifteen hours of supervised work experience along with three one hour class sessions each week. The class work seeks to develop an understanding of basic concepts, functions, and activities inherent in the marketing process and to develop supervisory and managerial skills. Prerequisite: BA 173. Offered Term II.

**Credit, 3 semester hours**

**BA 284—Distribution and  
Marketing Practice**

Extension of BA 283 with emphasis on human relations in business and developing leadership skills. The work experience and interrelated class sessions provide students an opportunity to review and refresh their knowledge of basic principles of management. They test these principles in the light of their own experience and learn from each other. Basic principles of supervision are tied into the policies, rules, and practices of their company. The direct result is to do a better job of managing their units or departments. Prerequisites: BA 173 and BA 283. Offered Term I.

**Credit, 3 semester hours**

**BA 290—Principles of Real Estate**

Nature of rights in real estate, urban development and utilization, valuation of real property, the real estate business, and government regulation. Prerequisite: BA 100 or instructor approval. Offered Term II.

**Credit, 3 semester hours**

## **COURSES OF INSTRUCTION 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 trust.

**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, and 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**





**DIVISION OF COMMUNICATIONS**

**English  
Journalism  
Modern Foreign Languages  
Reading  
Speech**

**Campbell, Division Chairman and Basic Skills Area Leader; Hill, N., Director of Honors Program; Kempton, Department Head of Modern Foreign Languages; Nichols, D., Department Head of Speech; Rigg, Department Head of English; Porter, Reading Skills Area Leader; Hall, Journalism Area Leader; Adkins, Brewer, Brogdon, Bryant, Burdick, Burns, Byrd, Caballero, Carl, Crowell, Cuvillier, Dickerson, Duckham, Dunlevy, Esco, Glaze, Grasso, Johnston, Koenig, Lee, Maney, Meeker, J. Nichols, Nitka, Owen, Pawlowski, Pharr, Pedigo, Quianthy, Ragow, Shaw, Stebner, Stuut, Sundquist, Tarullo, Weldon, Wilkinson, and Yater.**

The Division of Communications 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, Russian, 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 six semester hours of English communication.

For B.J.C. requirements in foreign languages the student should consult the section entitled Degree Requirements located in the index.

While students who plan to transfer to upper division work, seeking the B.A. or B.S. degree, must complete the intermediate level of a foreign language at B.J.C., all candidates for the A.A. degree are encouraged to do so, especially if they are not certain of their ultimate major program at the upper division.

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

It should be noted that Studies in Literature and Culture (Fre., Ger. or Spa. 205 or 206) may be applied to fulfill 3 hours of the Humanities requirement.

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.

The Speech curriculum offers a student the opportunity to fulfill general educational requirements as well as provide a course of study leading to a major or minor in general speech, public speaking, speech correction, and radio-television. 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 general program of study in Speech 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 Inter-collegiate and Intramural forensic activities under the supervision of the area leader of the program of Forensics. Students who desire to participate in either of these programs should contact the department head. 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.

In almost every field of endeavor today there is concern over problems of communication, and there is a deep interest in developing ways to improve the education of those who will be specialists in the art. The Radio-Television curriculum, accordingly, is developed around the principles of communication and upon the practical expression thereof. It is a flexible curriculum encouraging a wide range of interests, and permitting students to elect courses in related areas. At the same time it seeks to provide for those



who specialize in areas within the department opportunities to develop the necessary talents for their fields of interest.

Basic Communication Courses 093, 094, and 095 in English will carry three 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 college Associate in Arts Degree; and they will probably not be acceptable by other institutions as counting toward a four-year college degree.

**Basic English Communications 093:** 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 this college program. Emphasis is placed on improvement of vocabulary, reading speed, comprehension, organization of ideas and critical analysis of various types of reading materials.

English Communications 093 is a concurrent requirement for students enrolled in English Communications 095.

**Basic English Communications 094:** Students who do not qualify for English 101 will be placed in English 094 or English 095 on the basis of a special English placement test. English 094 will involve extensive fundamentals training in the areas of grammar, usage and mechanics with emphasis on such aspects as capitalization, punctuation and spelling.

**Basic English Communications 095:** Students whose performance on a special English placement test indicates that they do not need extensive fundamentals training will be placed in English 095. English 095 provides training in such aspects as library and dictionary use, sentence structure, paragraph development and the writing of short expository compositions. Students who are placed in English 095 will be required to take Basic English Communications 093 as a corequisite course.

**English Communications 105:** Advanced Developmental Reading is offered as an advanced elective for students who have successfully completed English Communications 093, or who can demonstrate attainment of the fiftieth percentile of college norms on a standardized reading test.

**English Communications 106:** Advanced Developmental Reading. Offered only to students who have completed English 105 and achieved an overall reading level at the 60 percentile or better on a national college reading test. This course stresses the development of analytical reading and thinking, and continued growth in rate and critical reading ability.

In 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.

The college also offers students a choice of two university parallel level second-term composition courses. ENG 102 utilizes literature of the creative type such as poetry, drama, and the short story as its subject material and students enrolled in this course write many of their compositions about aspects involving fictional literature. ENG 104, on the other hand, emphasizes objective writing about subjects of a professional nature which relate primarily to the student's field of interest such as law, medicine, science, education, management, and engineering.

Another course, ENG 240, is designed to provide training for students who are interested in creative writing.

**FORENSICS** — This is an activity to promote the interest and participation of students in public speaking and debating through organized club and inter-scholastic programs.

**READER'S THEATRE** — The purpose of this group is to interpret literally from the printed page with emphasis on the vocal qualities. The reader must convey to the listener's imagination through suggestions, eliminating the necessity for sets, costumes, blocking, and other elements of the theatre.

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

#### **FIRST YEAR**

<b>First Term</b>		<b>Second Term</b>	
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

Elective . . . . .	3
ENG 201—World Literature . . . . .	3
ENG 221—English Literature . . . . .	3
PSY 201—General Psychology . . . . .	3
Modern Foreign Language . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

### Second Term

JOU 201—Writing for Mass Communication . . . . .	3
ENG 222—English Literature. . . . .	3
Modern Foreign Language . . . . .	3
PHI 260—Introduction to Philosophy . . . . .	3
Elective . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

### RECOMMENDED ELECTIVES

EDU 250—Introduction. . . . .	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

## COURSES OF INSTRUCTION ENGLISH

### ENG 093—Reading

#### Communications (NT)

Assistance in understanding college reading materials through exercises designed to extend vocabulary, to develop ability to differentiate between main ideas and supporting material, to improve skill in determining the author's organization, and to develop critical evaluation of written material. Fee: \$5.00

**Credit, 3 semester hours**

### ENG 094—Fundamentals of Grammar, Usage, and Mechanics (NT)

A study of the functions of parts of speech, clauses, sentence types, capitalization, punctuation, and spelling.

**Credit, 3 semester hours**

### ENG 095—Fundamentals of Writing (NT)

A study of sentences, paragraphs, and the writing of short expository compositions. Corequisite: ENG 093.

**Credit, 3 semester hours**

### ENG 101—Composition

Training in methods of expository writing and processes of logical thinking with emphasis on a study of the English language. Prerequisite: A minimum score of 60 in English on the Florida 12th Grade Placement Test, a minimum average score in high school English of 2.0, or counselor approval. Others may qualify through the regular Communications program which includes ENG 093 - Reading Communications.

**Credit, 3 semester hours**

### ENG 102—Composition

Further training in writing through an understanding of and appreciation for poetry, drama, and fiction. Emphasis on investigative techniques and a research paper. Prerequisite: ENG 101. Either ENG 102 or ENG 104 will satisfy English composition university parallel requirements.

**Credit, 3 semester hours**

### **ENG 103—Technical Report Writing**

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 095 or ENG 101.

**Credit, 3 semester hours**

### **ENG 104—Composition**

Training in writing descriptive, narrative, argumentative, and evaluative reports. Emphasis on investigative techniques, abstracting and documentation. A research paper on a professional or scientific topic is required. Develops verbal communications skills through individual and group presentations. Prerequisite: ENG 101. Either ENG 104 or ENG 102 will satisfy English composition university parallel requirements.

**Credit, 3 semester hours**

### **ENG 105—Advanced Developmental Reading**

Stresses speed, analytical reading and thinking, and growth in inferential and critical abilities. Prerequisite: ENG 093 or 50 percentile on a national college reading test. Three hours weekly (one lecture, two laboratory) plus ten laboratory hours required on independent basis. Fee: \$5.00

**Credit, 1 semester hour**

### **ENG 106—Advanced Developmental Reading**

Offered only to students who have completed ENG 105 and achieved an overall reading level at the 60 percentile or better on a national college reading test. This course stresses the development of analytical reading and thinking, and continued growth in rate and critical reading ability. Three hours weekly (one in lecture and timed readings and two in laboratory) working on specified materials under supervision of Instructor.

**Credit, 1 semester hour**

### **ENG 201—World Literature**

Selected masterpieces of world literature before 1610. Emphasis on the Greek myth, epic, and drama; the Bible;

and Shakespeare. Prerequisite: ENG 102 or ENG 104, or ENG 101 with a term grade of B.

**Credit, 3 semester hours**

### **ENG 202—World Literature**

Selected masterpieces of world literature from 1610 on, including works of Goethe, Dostoevsky, and Ibsen. Prerequisite: ENG 102 or ENG 104, or ENG 101 with a term grade of B.

**Credit, 3 semester hours**

### **ENG 221—English Literature**

Selected masterpieces of British literature before 1798, including works of Chaucer, Shakespeare, and Milton. Prerequisite: ENG 102 or ENG 104, or ENG 101 with a term grade of B.

**Credit, 3 semester hours**

### **ENG 222—English Literature**

Selected masterpieces of British literature from 1798 on, including works of Coleridge, Browning, and Shaw. Prerequisite: ENG 102 or ENG 104, or ENG 101 with a term grade of B.

**Credit, 3 semester hours**

### **ENG 230—American Literature**

Selected masterpieces of American literature before 1900, including works of Hawthorne, Melville, and Crane. Prerequisite: ENG 102 or ENG 104, or ENG 101 with a term grade of B.

**Credit, 3 semester hours**

### **ENG 231—American Literature**

Selected masterpieces of American literature from 1900 on, including works of Faulkner, Frost, and Hemingway. Prerequisite: ENG 102 or ENG 104, or ENG 101 with a term grade of B.

**Credit, 3 semester hours**

### **ENG 240—Creative Writing**

Analysis of fiction, poetry, and drama with emphasis on critical discussion of student writing. Prerequisite: ENG 102 or ENG 104, one course in literature or instructor's approval.

**Credit, 3 semester hours**

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

**ENG 101-H—English Composition**

Stresses expository and argumentative writing, as well as research techniques, through a study of language and literature. A brief introduction to descriptive and narrative writing through short fiction.

**Credit, 3 semester hours**

**ENG 102-H—English Composition**

Stresses imaginative and evaluative writing, as well as publication techniques and research methods, through a study of the genres of literature.

**Credit, 3 semester hours**

**ENG 201-H—World Literature**

Selected masterpieces of world literature before 1610, with analysis of themes, forms, and techniques, as well as intensive consideration of issues and problems raised. Prerequisite: ENG 102 or ENG 104, or ENG 101 with a term grade of B.

**Credit, 3 semester hours**

**ENG 202-H—World Literature**

Selected masterpieces of world literature after 1609, with analysis of themes, forms, and techniques, as well as intensive consideration of issues and problems raised. Prerequisite: ENG 102 or ENG 104, or ENG 101 with a term grade of B.

**Credit, 3 semester hours**

## MODERN FOREIGN LANGUAGE ACTIVITIES

**International Foreign Language Organization** - This organization is open to students of foreign languages and to other interested members of the college community. It provides an opportunity for intercultural exchange and for reinforcement of the spoken language.

**Travel - Study Program** (see course descriptions FRE 104, ER 104, SPA 104).

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

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 102—Composition . . . . .	3
ENG 101—World Civilization . . . . .	3	HIS 102—World Civilization . . . . .	3
Modern Foreign Language (level according to placement test) . . . . .	3	Modern Foreign Language (in sequence) . . . . .	3
ENG 115—Phonetics of American English . . . . .	3	Science with Laboratory . . . . .	4
Physical Education . . . . .	1	HPR—Physical Education . . . . .	1
<b>Total Semester Hours</b>	<b>13</b>	<b>Total Semester Hours</b>	<b>14</b>

### Summer Terms

SOC 211—General Sociology . . . . .	3
<b>Total Semester Hours</b>	<b>3</b>



## SECOND YEAR

First Term		Second Term	
ENG 201—World Literature . . . . .	3	ENG 202—World Literature . . . . .	
Modern Foreign Language		Modern Foreign Language	
(in sequence) . . . . .	3	(in sequence) . . . . .	
2nd Modern Foreign Language. . .	3	2nd Modern Foreign Language. .	
Science With Laboratory . . . . .	4	Humanities . . . . .	
MTH 100—General Education		GEO 201—World Regional Geograp	
College Math . . . . .	3	HPR—Physical Education . . . . .	
HPR—Physical Education. . . . .	1		
Total Semester Hours	17	Total Semester Hours	

## 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-LATIN AMERICAN STUDIES

### FIRST YEAR

First Term		Second Term	
English 101 . . . . .	3	English 102 . . . . .	
History 101 . . . . .	3	History 102 . . . . .	
Science . . . . .	3	HPR . . . . .	
HPR . . . . .	1	Geography 201. . . . .	
Spanish 101 . . . . .	3	Spanish 102 . . . . .	
Total Semester Hours	13	Total Semester Hours	

### Summer Terms

French 101. . . . .	3
Total Semester Hours	3

### SECOND YEAR

First Term		Second Term	
Mathematics 100 . . . . .	3	French 201. . . . .	
French 102 . . . . .	3	History 112 . . . . .	
History 111. . . . .	3	HPR . . . . .	
*Humanities . . . . .	3	*Humanities . . . . .	
HPR . . . . .	1	Science . . . . .	
Spanish 201 . . . . .	3	Spanish 202 . . . . .	
Total Semester Hours	16	Total Semester Hours	

### Summer Terms

French 202. . . . .	3
Total Semester Hours	3

\*See current catalog.



## **COURSES OF INSTRUCTION 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. 1 hour language laboratory weekly.  
**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. 1 hour language laboratory weekly.  
**Credit, 3 semester hours**

### **FRE 104—Elementary French**

A course designed for students who want the opportunity to travel in a French speaking country at a reasonable cost. This course permits students to have direct contact with the French culture by meeting French speaking people in their own country. The credits vary from 1 to 3 according to the length of stay in the country during one calendar year. Prerequisite: French 101 or equivalent.  
**Credit,**

**1 to 2 weeks - 1 semester hour**  
**3 to 4 weeks - 2 semester hours**  
**5 to 6 weeks - 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. Prerequisite: French 102 or its equivalent.  
**Credit, 3 semester hours**

### **FRE 202—Intermediate French**

Continuation of French 201. 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 French 202 with 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 French 202 with 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 French 202 with instructor approval.  
**Credit, 3 semester hours**

## **COURSES OF INSTRUCTION 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. 1 hour language laboratory weekly.  
**Credit, 3 semester hours**

### **GER 102—Elementary German**

Further development of German 101. Fuller use of conversation in class. Introduction to German life and customs by

**Communications**  
**Courses - Russian**

color films and slides. Prerequisite: German 101 or equivalent. 1 hour language laboratory weekly.

**Credit, 3 semester hours**

**GER 104—Elementary German**

A course designed for students who want the opportunity to travel in a German speaking country at a reasonable cost. This course permits students to have direct contact with the German culture by meeting German speaking people in their own country. The credits would vary from one to three credits according to the length of stay in the country during one calendar year. Prerequisite: German 101 or equivalent.

**Credit,**

**1 to 2 weeks - 1 semester hour**

**3 to 4 weeks - 2 semester hours**

**5 to 6 weeks - 3 semester hours**

**GER 201—Intermediate German**

Review of grammar and improved composition. Reading based on German civilization with introduction to literary and musical masters and to modern

scientists. Prerequisite: German 101 or equivalent.

**Credit, 3 semester hours**

**GER 202—Intermediate German**

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

**Credit, 3 semester hours**

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

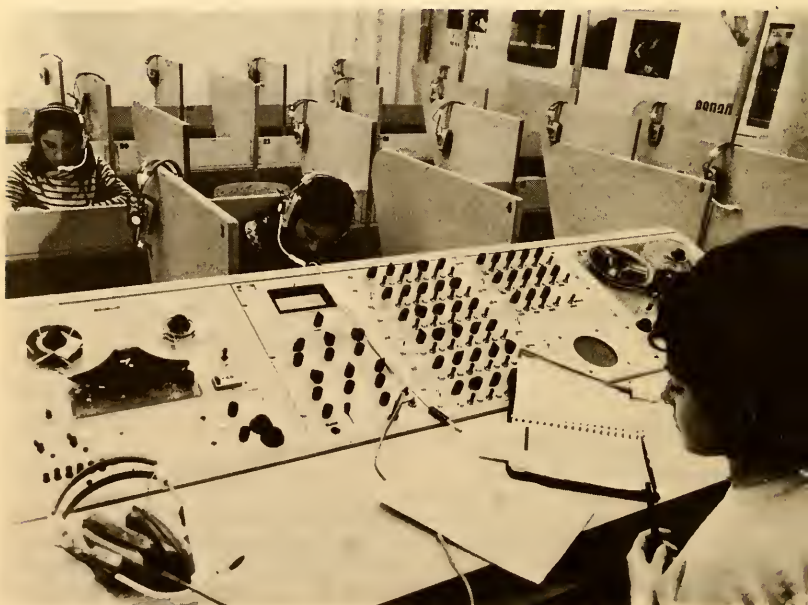
Study of literary and musical masters and leading scientists and their works. Reading of written reports in German. Careful attention given to fluency and correct pronunciation. Course is conducted in German. Prerequisite: German 202 or equivalent or instructor approval.

**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**



## **COURSES IN INSTRUCTION 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. 1 hour language laboratory weekly.

**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. 1 hour language laboratory weekly.

**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 104—Elementary Spanish**

A course designed for students who want the opportunity to travel in a Spanish speaking country at a reasonable cost. This course permits students to have direct contact with the Spanish culture by meeting Spanish speaking people in their own country. The credits could vary from one to three credits according to the length of stay in the country during one calendar year. Prerequisite: Spanish 101 or equivalent.

**Credit,**

**1 to 2 weeks - 1 semester hour**

**3 to 4 weeks - 2 semester hours**

**5 to 6 weeks - 3 semester hours**

### **SPA 201—Intermediate Spanish**

Intensive review of grammar plus reading 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**

**SUGGESTED PRE-JOURNALISM (A.A. Degree)**  
**(Newspaper-magazine, Advertising, Radio-T.V. Journalism,**  
**Photo-journalism)**

**FIRST YEAR**

<b>First Term</b>		<b>Second Term</b>	
ENG 101—Composition. . . . .	3	ENG 102 or 104—Composition . . . .	3
PSC 121—National Government . . . .	3	PSC 122—State and Local	
*BA 101—Elementary Typing		Government . . . . .	3
or Elective . . . . .	3	MTH 131—Basic College Mathematics	
HPR—Physical Education. . . . .	1	OR	
JOU 201—Writing for Mass		MTH 132—Contemporary Algebra. .	3-4
Communication . . . . .	3	HPR—Physical Education. . . . .	1
		JOU 101—Introduction to News	
		Writing . . . . .	1
		JOU 210—Photo Journalism	
		OR	
		BA 170—Principles of Marketing . . .	3
Total Semester Hours	13	Total Semester Hours	14-15

**Summer Terms**

SPE 100—Introductory Speech . . . .	3
GEO 201—World Regional	
Geography . . . . .	3
HPR—Physical Education. . . . .	1
Total Semester Hours	7

**SECOND YEAR**

<b>First Term</b>		<b>Second Term</b>	
PSY 201—General Psychology . . . . .	3	JOU 102—Introduction to News	
ECO 251—Principles of Economics . .	3	Writing . . . . .	1
Science . . . . .	3-4	ECO 252—Principles of Economics . .	3
ENG 231—Contemporary		ENG 202—World Literature OR	
American Literature. . . . .	3	ENG 222—English Literature . . . .	3
**JOU 205—Basic Newspaper and		HPR—Physical Education . . . . .	1
Magazine Editing		Science . . . . .	3-4
OR		LS 260—Library Resources. . . . .	1
**JOU 215—Basic Advertising . . . . .	3	JOU 118—Survey of	
		Communication . . . . .	3
Total Semester Hours	15-16	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 will select an elective.

\*\*Student should select one of these courses, depending on his following the newspaper-magazine sequence or the advertising sequence as his major.

## **COURSES OF INSTRUCTION JOURNALISM**

### **OU 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**

### **OU 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 Communications**

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**

### **JOU 205—Basic Newspaper and Magazine Editing**

Course provides instruction and practical experience in copy editing, teletype

editing, rewriting, copy preparation, headline writing, page layout for both news and advertising, picture cropping and scaling, and cutlines.

**Credit, 3 semester hours**

### **JOU 210—Photographic Journalism**

Course teaches the photograph as a communications medium, its purposes and advantages. It deals with law, taste, sensitivity, responsibility, mechanics of layout, of placement and of cropping. Work includes practical experience in photo essays, spot news, novelty pictures, black and white and color and cutlines. Basics in filing, reference, and the morgue are included. Three hours lecture and two hours lab.

**Credit, 4 semester hours**

### **JOU 215—Basic Advertising Techniques**

A course in advertising campaign planning, layout, illustration, copywriting, headlines and titles, economics of advertising, its value to the American economy, typography, agency organization, history and ethics.

**Credit, 3 semester hours**

## **LIBRARY SERVICE**

### **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**



## SUGGESTED RADIO—TELEVISION (A.A. Degree)

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . .	
BIO 100—Modern Biology . . . . .	3	SPE 111—Public Speaking . . . .	
BIO 105—Modern Biology Lab . . . .	1	HIS 101—World Civilization . . .	
SPE 100—Intro. to Speech . . . . .	3	DRA 255—Acting OR	
Foreign Language . . . . .	3	SPE 110—Voice and Diction . . .	
HPR—Physical Education . . . . .	1	Foreign Language . . . . .	
		HPR—Physical Education . . . . .	
Total Semester Hours	14	Total Semester Hours	

### SUMMER TERMS

BIO 160—General Zoology . . . . .	4
Total Semester Hours	4

### SECOND YEAR

First Term		Second Term	
Literature . . . . .	3	Humanities . . . . .	
SPE 230—Television Prod. I . . . . .	3	SPE 235—Television Prod. II . .	
JOU 201—Writing for Mass		SPE 140—Oral Interpretation. . .	
Communication . . . . .	3	MTH 100—General Education	
HIS 102—World Civilization . . . . .	3	College Math . . . . .	
Foreign Language . . . . .	3	Foreign Language . . . . .	
HPR—Physical Education . . . . .	1	HPR—Physical Education . . . .	
Total Semester Hours	16	Total Semester Hours	

Students intending to enroll in T.V. Production Curriculum as terminal curriculum may wish to change the foreign language courses suggested above. See the department advisor before making your elective course selection.

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

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . .	
SPE 100—Intro. to Speech . . . . .	3	SPE 111—Public Speaking . . . .	
BIO 100—Modern Biology . . . . .	3	HIS 101—World Civilization . . .	
BIO 105—Modern Biology Lab. . . .	1	Foreign Language . . . . .	
Foreign Language . . . . .	3	DRA 255—Acting OR	
HPR—Physical Education . . . . .	1	SPE 110—Voice and Diction . . .	
		HPR—Physical Education . . . . .	
Total Semester Hours	14	Total Semester Hours	

### SUMMER TERMS

HIS 102—World Civilization . . . . .	3
Mathematics . . . . .	3
Total Semester Hours	6



## SECOND YEAR

### First Term

Humanities . . . . .	3
BIO 160—General Zoology . . . . .	4
SPE 105—Argumentation and Debate . . . . .	3
ENG 222—English Literature. . . . .	3
Foreign Language . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      17

### Second Term

Humanities . . . . .	3
SPE 140—Oral Interpretation . . . . .	3
SPE 220—Intro. to Speech Correction . . . . .	3
DRA 251—Stagecraft . . . . .	3
Foreign Language . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

Students are urged to consult with a member of the Speech Department about their courses before enrolling.

## COURSES OF INSTRUCTION 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.

**Credit, 3 semester hours**

The following Speech Honors Course is offered. Only students who have qualified under the College Honors Program may enroll for the course.

### **\*SPE 100-H—Introductory Speech**

Stresses creating, recognizing, expanding, organizing, evaluating, and presenting original thoughts, as well as the ideas of others, through acceptable communicative speech processes.

**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 inter-collegiate debate. Prerequisite:

SPE 100 or Instructor's permission.

**Credit, 3 semester hours**

### **SPE 106, 107, 108, 109—Forensic**

#### **Laboratory**

Study of advanced debate techniques and other speech activities, keyed primarily to students interested in inter-collegiate 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.

\*To remain within the program more than one semester, a student must maintain a B average in honors courses. Though all honors courses carry the same credit as regular courses, an H is affixed to the transcript to indicate honors credit.

**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 115—The Phonetics of American English**

Course designed for student planning further study in fields of general speech, speech correction, radio-T.V., drama, education or foreign languages. 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.

**Credit, 3 semester hours**

**SPE 230—Radio and Television Production I**

An introduction to the Broadcast media. The legal, fiscal, journalistic, and aesthetic procedures and their application in studio production of news and variety programs will be studied. Prerequisites: Speech 100 and Speech 140.

**Credit, 3 semester hours**

**SPE 235—Radio and Television Production II**

A continuation of Radio and Television Production I. Practical studio application in complex production situations of setting, lighting, sound, directing, performing and camera operation. The role of each part of the production staff will be practiced. Prerequisite: Speech 231.

**Credit, 3 semester hours**

**DIVISION OF FINE ARTS**

**ART**

**DRAMA**

**MUSIC**

**Woodle, Division Chairman and Department Head of Music;  
Blankenship, Cavendish, Franklin, McMillion, Little, Snively.**

**Anderson, Department Head of Art;  
Boase, Green, Pactor, Tobe, Wallace  
Mullikin, Drama Area Leader; Cavanagh.**

The Division of Fine Arts offers the student an opportunity to investigate and acquaint himself with the visual arts, drama, and music. 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 curriculum 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. Courses are also offered in art which meet the needs of adults in art appreciation and in various open studio courses.

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 keep permanently selections from a student's work.

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

#### FIRST YEAR

##### First Term

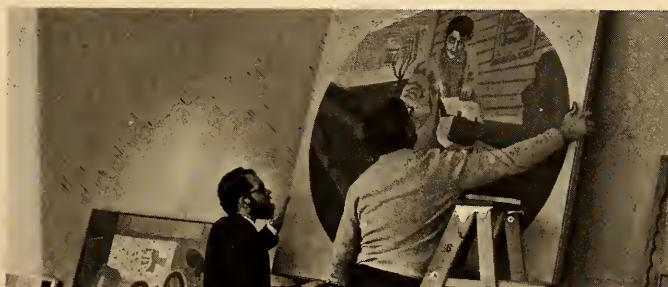
ART 106—Design I . . . . .	3
ART 101—Beginning Drawing . . . . .	3
ENG 101—Composition . . . . .	3
MTH Elective . . . . .	3
HPR—Physical Education . . . . .	1
<b>Total Semester Hours</b>	<b>13</b>

##### Second Term

ART 107—Design II . . . . .	3
ART 102—Life Drawing. . . . .	3
ENG 102 or 104—Composition . . . . .	3
ART 207—Art Appreciation	
Humanities . . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>13</b>

#### SUMMER TERMS

Science Elective & Lab . . . . .	4
Humanities Elective	3
<b>Total Semester Hours</b>	<b>7</b>



## SECOND YEAR

First Term		Second Term	
*Studio Art—Elective . . . . .	3	*Studio Art—Elective . . . . .	3
HIS 101—World Civilization . . . . .	3	HIS 102—World Civilization . . . . .	3
Science Elective & Lab . . . . .	4	ART 209—Art History . . . . .	3
ART 208—Art History . . . . .	3	**Elective . . . . .	6
**Elective . . . . .	3	HPR—Physical Education . . . . .	1
HPR—Physical Education . . . . .	1		
Total Semester Hours	17	Total Semester Hours	16

## SUGGESTED PROGRAM COMMERCIAL ART (A.S. Degree)\*\*\*

### FIRST YEAR

First Term		Second Term	
ART 101—Beginning Drawing . . . . .	3	ART 102—Life Drawing . . . . .	3
ART 106—Design I . . . . .	3	ART 107—Design II . . . . .	3
ART 271—Lettering. . . . .	2	ART 273—Advertising Design . . . . .	3
ENG 101—Composition. . . . .	3	ENG 104—Composition. . . . .	3
HPR—Physical Education. . . . .	1	PSY 100—Human Relation in Business and Industry. . . . .	3
		HPR—Physical Education. . . . .	1
Total Semester Hours	12	Total Semester Hours	16

**Cooperative Work Study for 3 months — ART 270 Art Practicum - 6 hours.**

### SECOND YEAR

First Term		Second Term	
ART 272—Illustration . . . . .	3	ART 276—Design for the Corporate Image. . . . .	4
ART 275—Design for Television. . . . .	3	ART 274—Design for Reproduction. . . . .	3
BA 170—Principles of Marketing. . . . .	3	BA 171—Advertising. . . . .	3
ART 215—Photography for the Fine Arts . . . . .	3	ART 209—Art History II . . . . .	3
ART 207—Art Appreciation Humanities. . . . .	3	HPR—Physical Education. . . . .	1
HPR—Physical Education. . . . .	1		
Total Semester Hours	16	Total Semester Hours	14

Any alterations in the preceding program must have the approval of the Head of the Art Department and the Chairman of the Fine Arts Division.

\*Students must have the necessary prerequisites for admission to the advanced studio courses. Some universities will not accept advanced studio courses taken at the 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.

\*\*Students planning to teach art in public school should consider meeting State certification requirements. Students planning to pursue a Bachelor of Arts degree in Fine Arts should complete the intermediate level of a foreign language. The catalog of the senior institution should be consulted for the possibility of language requirements for the B.A. degree.

\*\*\*This is not a university parallel program.



## COURSES OF INSTRUCTION ART

### ART 101—Beginning Drawing

Landscape and still life composition with charcoal, ink, and other media. Sketchbook. Six studio hours weekly.

**Credit, 3 semester hours**

### ART 102—Life Drawing

Human and animal forms using various media. Sketchbooks. Laboratory fee \$15.00. Six studio hours weekly. Prerequisite: Art 101.

**Credit, 3 semester hours**

### ART 106—Design I

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

**Credit, 3 semester hours**

### ART 107—Design II

Three dimensional study of form, fundamentals, principles and elements of design. Laboratory fee \$5.00. Six studio hours weekly.

**Credit, 3 semester hours**

### ART 150—Introduction to Drawing Media

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

**Credit, 3 semester hours**

### ART 151—Introduction to Graphic Media

A laboratory course designed for non-art majors introducing elementary printing techniques, media, and creative experience of the artist. Course closed to art majors or minors. Six studio hours weekly. Laboratory fee \$5.00.

**Credit, 3 semester hours**

### ART 152—Introduction to Three Dimensional Media

A laboratory course designed for non-art majors introducing elementary ceramic, sculptural and three dimensional techniques, media and creative experiences of the artist. Closed to art majors

or minors. Six studio hours weekly. Laboratory fee \$5.00.

**Credit, 3 semester hours**

### ART 153—Introduction to Painting Media

A laboratory course designed for non-art majors, introducing elementary painting media, technique, and creative experiences of the artist. Course closed to art majors or minors. Six studio hours weekly.

**Credit, 3 semester hours**

### ART 201—Art in Education

A laboratory course for education majors and teachers in the field, introducing elementary visual arts media and techniques as a creative experience. Six studio hours weekly. Course designed for Education majors and in-service teachers.

**Credit, 3 semester hours**

### ART 205—Jewelry Design

An exploration of basic techniques and processes necessary to execute well designed jewelry. Six studio hours weekly. Prerequisite: Art 107.

**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. Laboratory fee \$5.00. Six studio hours weekly. Prerequisite: Art 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 prehistoric times through the Renaissance.

**Credit, 3 semester hours**

**ART 209—Art History II**

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

**Credit, 3 semester hours**

**ART 210—Interior Design**

Design is applied to the interior space of dwelling and commercial architectural structures. The form and function of space, materials and furnishings will be stressed. Six studio hours weekly. Prerequisite: Art 106.

**Credit, 3 semester hours**

**ART 211—Printmaking**

A study of positive and negative printmaking with problems in silkscreen and woodcut techniques. Introduction to intaglio techniques. Laboratory fee \$5.00. 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. Laboratory fee \$5.00. Six studio hours weekly. Prerequisite: Art 107.

**Credit, 3 semester hours**

**ART 231—Watercolor  
(Offered Term I)**

Creative techniques, color theory and composition. Six studio hours weekly. Prerequisites: 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 270—Art Practicum**

Independent study and research dealing with the students training assignments in Art leading to a written report and/o research paper. Hours to be arranged with instructor and the Cooperative Education Office.

**Credit, 6 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 272—Illustration**

Design of illustration for use in a wide range of publications including: fiction and non-fiction, fashion, merchandise and interiors. Laboratory fee \$5.00. Six studio hours weekly. Prerequisites: Art 106, Art 273.

**Credit, 3 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. Laboratory fee \$5.00. Six studio hours weekly. Prerequisite: Art 106.

**Credit, 3 semester hours**

**ART 274—Design for  
Reproduction**

Introduction to the theory of offset and letter press reproduction and designing for 1, 2, 3, and 4 color printing. Laboratory fee \$10.00. Six studio hours weekly. Prerequisites: Art 106, Art 273.

**Credit, 3 semester hours**

**ART 275—Design for Television**

Exploration of media and techniques suitable for use in television including: storyboard, camera and drop cards, animation, set design, slide visuals, editing and studio vocabulary. Laboratory fee \$5.00. Six studio hours per week. Prerequisites: Art 106, Art 273.

**Credit, 3 semester hours**



**ART 276—Design for the  
Corporate Image**

Design as applied to the development of the corporate image. Preparation of a total graphic package for a corporation: Publications, Signage, Packaging, Product and T.V. commercial. Laboratory fee \$5.00. Eight studio hours weekly. Pre-

requisite: Art 106, Art 273.

**Credit, 4 semester hours**

**ART 280—Ceramics**

Study of basic ceramic shaping techniques, glazing, decorating and firing. Laboratory fee \$15.00. Six studio hours weekly. Prerequisite: Art 107.

**Credit, 3 semester hours**

## **Drama Activities**

All drama majors or minors are expected to participate in as many major productions of the department as possible. There is a major drama production in the Fall, Term I, and in the Spring, Term II. During the Second Term of the Summer the Community-College Drama Workshop offers college students, high school students, public school teachers, and members of the community an opportunity for a Summer Repertory experience. Two major productions are offered during this six weeks period.

Any student participating as actor or technician in any major production must register for Dra 200—Theatre Production. Credit, 1 semester hour. A student may elect to take this laboratory course up to a maximum of four times.

## **DRAMA COURSES**

The Drama curriculum offers work which will fulfill general educational requirements as well as provide an opportunity for study leading to a major or minor in drama or the theatre. A student seeking a major or minor in either of these areas should make an appointment with a Drama instructor in order to plan a logical program of study while the student is at the college.

The curricular and co-curricular programs in Drama provide the student actor or technician with the theoretical and practical experiences in the theatre 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 and members of the community.

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

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 102—Composition . . . . .	3
Foreign Language . . . . .	3	Foreign Language . . . . .	3
SPE 100—Intro to Speech . . . . .	3	DRA 251—Stagecraft . . . . .	3
Natural or Physical Science . . . . .	3	Humanities (DRA 207) . . . . .	3
Laboratory . . . . .	1	DRA 200—Theatre Production. . . . .	1
DRA 200—Theatre Production. . . . .	1	HPR—Physical Education. . . . .	1
HPR—Physical Education. . . . .	1		
Total Semester Hours	15	Total Semester Hours	14

### SUMMER TERM III-B

(Community-College Drama Workshop)

DRA 200—Theatre Production. . . . .	1
DRA 252—Acting . . . . .	3
DRA 253—Make-up. . . . .	3
OR	
DRA 252—Directing . . . . .	3
Total Semester Hours	7

### SECOND YEAR

First Term		Second Term	
Foreign Language . . . . .	3	Foreign Language . . . . .	3
Humanities . . . . .	3	History . . . . .	3
Mathematics . . . . .	3	Physical or Natural Science. . . . .	4
History . . . . .	3	DRA 260—Contemporary Drama	
SPE 115—Phonetics of		OR	
American English . . . . .	3	DRA 265—History of the Theatre . . . . .	3
DRA 200—Theatre Production. . . . .	1	**DRA 200—Theatre Production . . . . .	1
HPR—Physical Education. . . . .	1	HPR—Physical Education . . . . .	1
Total Semester Hours	17	Total Semester Hours	15

## COURSES OF INSTRUCTION DRAMA

### **DRA 200—Theatre Production**

Participation by the student as actor or technician in the major dramatic and musical productions of the college. May be repeated up to 4 hours.

**Credit, 1 semester hour**

### **DRA 207—Theatre in Western Culture - Humanities**

A course designed to present a general approach to the development of the

\*Students planning to major in Drama with a Bachelor of Arts degree should complete the intermediate level of a foreign language. Students are urged to consult with a member of the Drama Department about his courses.

\*\*Drama 200 may not be taken more than four times.

theatre arts in western culture through an historical and contemporary study of dramaturgy.

**Credit, 3 semester hours**

### **DRA 251—Stagecraft**

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

**Credit, 3 semester hours**

#### **DRA 252—Directing**

Course designed to investigate the problems of choosing and analyzing the script, casting, rehearsal, costuming, makeup, organization and management of the educational theatre.

**Credit, 3 semester hours**

#### **DRA 253—Makeup for Stage and Television**

The theoretical and practical application of all types of straight and character makeup for the stage and television.

**Credit, 3 semester hours**

#### **DRA 254—Pantomime**

The concentrated study of bodily movement only to communicate thought and idea. The course is designed for the beginning actor and should be prerequisite or corequisite of Dra 255.

**Credit, 3 semester hours**

#### **DRA 255—Acting**

The techniques of acting, including expressive use of the body and voice in characterization. Exercises from various types of plays for business, movement,

pacing, emotional expression, creation and projection of character. Corequisite of DRA 254 or permission of instructor.

**Credit, 3 semester hours**

#### **DRA 256—Set Design**

The research and execution of the visual environment of the play. Layouts will be prepared for all college and student productions. Pencil and ink drawings, ground plans, elevations and models will be executed to scale in preparation to building the set.

**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**

## **MUSIC COURSES**

The music curriculum offers two specialized Associate of Art degrees which represent the first two years of work leading to a degree in music or music education at a senior institution. Courses are also offered to meet the needs of adults in music humanities and in choral and instrumental music.

### **PRE-MUSIC**

Before registering in the music curriculum, a student must demonstrate the ability to sing or play an accepted musical instrument. This is a highly specialized degree and students are expected to have already acquired certain musical skills in order to qualify for this program. Music majors are required to participate in at least one music activity per term.

### **PRE-MUSIC EDUCATION**

Music education majors are required to take three techniques class (Mu 119, 120, 121, and 122). It is advisable that an instrumental music education major study three instruments outside

his own principal area. Vocal majors may choose any three. Students in music education are required to participate in two music activities per term.

## MUSIC ACTIVITIES

The following music activities are open to all students of the College, either for credit or on an audit basis: College Singers (Mu 126), Chamber Choir (Mu 128), Opera Workshop (Mu 130), Jazz Ensemble (Mu 134), Symphonic Band (Mu 136), Broward Symphony Orchestra (Mu 138).

### CURRICULUM FOR PRE-MUSIC

General Education		Music	
English 101, 102 . . . . .	6	Music 111, 112, 211, 212 . . . . .	
History 101, 102 . . . . .	6	Music 113, 114, 213, 214 . . . . .	
*Foreign Language (Voice and Organ Majors). . . . .	12	Music 115, 116, 215, 216 . . . . .	
OR		Applied Major	
Social Science . . . . .	6	Sequence of Mu 180, 190, 280, and 290 Numbers . . . . .	1
AND		Applied Minor	
Natural Science . . . . .	7	Sequence of Mu 140, 150, 240, and 250 Numbers . . . . .	
HPR . . . . .	2	Music Activity . . . . .	
		Music 210 . . . . .	
Total Semester Hours	26-27	Total Semester Hours	3

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

#### FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 102—Composition . . . . .	
MU 111—Elementary Harmony . . . . .	2	*Foreign Language or Soc. Sci. . . . .	
MU 113—Sight Singing . . . . .	1	MU 112—Elementary Harmony . . . . .	
MU 115—Ear & Keyboard Dev. . . . .	1	MU 114—Sight Singing . . . . .	
MU 180—Applied Music . . . . .	3	MU 116—Ear & Keyboard Dev. . . . .	
MU 140—Applied Music . . . . .	1	MU 190—Applied Music . . . . .	
MU—Activity. . . . .	1	MU 150—Applied Music . . . . .	
HPR—Physical Education. . . . .	1	MU—Activity . . . . .	
		HPR—Physical Education. . . . .	
Total Semester Hours	13	Total Semester Hours	1

#### SECOND YEAR

First Term		Second Term	
MU 211—Advanced Harmony . . . . .	2	MU 212—Advanced Harmony . . . . .	
MU 213—Sight Singing . . . . .	1	MU 214—Sight Singing . . . . .	
MU 215—Ear & Keyboard Dev. . . . .	1	MU 216—Ear & Keyboard Dev. . . . .	
MU 280—Applied Music. . . . .	3	MU 290—Applied Music . . . . .	
MU 240—Applied Music . . . . .	1	MU 250—Applied Music . . . . .	
MU—Activity. . . . .	1	MU—Activity . . . . .	
Foreign Language or Science. . . . .	3	MU 210—Intro to Music Literature . . . . .	
HIS 102 . . . . .	3	Foreign Language or Lab. Sci. . . . .	3
Total Semester Hours	15	Total Semester Hours	15-1

\*Voice Majors should take one year of French and one year of German. Organ Majors should take two years of either French or German.

### SUMMER TERM III-A OR III-B

Language or Soc. Sci. . . . .	3
History 101 . . . . .	3
<b>Total Semester Hours</b>	<b>6</b>

## CURRICULUM FOR PRE-MUSIC EDUCATION

### General Education\*\*

ENG 101, 102 . . . . .	6
History 101, 102 . . . . .	6
HPR . . . . .	2
Science . . . . .	7
Math . . . . .	3
Psychology 201 . . . . .	3
<b>Total Semester Hours</b>	<b>27</b>

### Music

MU 111, 112, 211, 212 . . . . .	8
MU 113, 114, 213, 214 . . . . .	4
MU 115, 116, 215, 216 . . . . .	4
Applied Principal	
Sequence of 160, 170, 260	
and 270 Numbers . . . . .	8
*Applied Secondary	
*Four hours of piano selected from	
MU 117, 118, 217, 218, 142,	
152, 242 and 252 . . . . .	4
Music Activity . . . . .	6
Techniques Classes (selected from	
MU 119, 120, 121 and 122 . . . . .	3
Music 210 . . . . .	3
<b>Total Semester Hours</b>	<b>40</b>

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

### FIRST YEAR

#### First Term

ENG 101—Composition . . . . .	3
MU 111—Elementary Harmony . . . . .	2
MU 113—Sight Singing . . . . .	1
MU 115—Ear & Keyboard Dev. . . . .	1
MU 160—Applied Music . . . . .	2
MU—Applied Music Secondary. . . . .	1
MU—Activities . . . . .	2
MU—Techniques Class . . . . .	1
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>14</b>

#### Second Term

ENG 102—Composition. . . . .	3
MU 112—Elementary Harmony . . . . .	2
MU 114—Sight Singing . . . . .	1
MU 116—Ear & Keyboard Dev. . . . .	1
MU 170—Applied Music. . . . .	2
MU—Applied Music Secondary. . . . .	1
MU—Activities . . . . .	2
MU—Techniques Class . . . . .	1
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>14</b>

### SECOND YEAR

#### First Term

MU 211—Advanced Harmony . . . . .	2
MU 213—Sight Singing . . . . .	1
MU 215—Ear & Keyboard Dev. . . . .	1
MU 260—Applied Music . . . . .	2
MU—Applied Music Secondary. . . . .	1
MU—Activities . . . . .	1
MU—Techniques Class . . . . .	1
Math . . . . .	3
<b>Total Semester Hours</b>	<b>12</b>

#### Second Term

MU 212—Advanced Harmony . . . . .	2
MU 214—Sight Singing . . . . .	1
MU 216—Ear & Keyboard Dev. . . . .	1
MU 270—Applied Music . . . . .	2
MU—Applied Music Secondary. . . . .	1
MU 210—Intro. to Music Literature. . . . .	3
MU—Activities . . . . .	1
Science . . . . .	3
<b>Total Semester Hours</b>	<b>14</b>

\*Students with principal applied area in piano may elect another secondary area and use the appropriate techniques class as a first course.

\*\*The music student should consult with the department before selecting all general education courses.



**SUMMER TERMS**

**III-A OR III-B**

HIS 101	3
Lab. Sci.	4
Total Semester Hours	7

**III-A OR III-B**

PSY 201	
HIS 102	
Total Semester Hours	

**COURSES OF INSTRUCTION  
MUSIC**

**MU 111—Elementary Harmony**

A study of the basic theoretical principles of music. Three class periods weekly.

**Credit, 2 semester hours**

**MU 112—Elementary Harmony**

Continued study of the basic theoretical principles of music. Three class periods weekly. Prerequisite: Mu 111.

**Credit, 2 semester hours**

**MU 113—Sight Singing**

An examination of basic sightsinging techniques with emphasis on diatonic materials. One class period weekly.

**Credit, 1 semester hour**

**MU 114—Sight Singing**

Continued examination of basic sight-singing techniques with emphasis on diatonic materials. One class period weekly. Prerequisite: Mu 113.

**Credit, 1 semester hour**

**MU 115—Ear and Keyboard**

**Development**

Basic study in the melodic and chordal structures of music as applied to aural and keyboard situations. One class period weekly.

**Credit, 1 semester hour**

**MU 116—Ear and Keyboard**

**Development**

Continuation of basic study in the melodic and chordal structures of music as applied to aural and keyboard situations. One class period weekly. Prerequisite: Mu 115.

**Credit, 1 semester hour**

**MU 117—Piano Class**

Fundamentals of piano technique. Two hours weekly. Corequisite: Mu 111, 112, 211, or 212.

**Credit, 1 hour each semester**

**MU 118—Piano Class**

Fundamentals of piano technique. Two hours weekly. Prerequisite: Mu 111. Corequisite: Mu 111, 112, 211 or 212.

**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. Corequisite: Mu 111, 112, 211 or 212.

**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. Corequisite: Mu 111, 112, 211 or 212.

**Credit, 1 semester hour**

**MU 121—String Class**

Development of elementary performing skill on a string instrument. Basic study of all string instruments. Examines literature and teaching techniques for group instruction of young students. Corequisite: Mu 111, 112, 211 or 212.

**Credit, 1 semester hour**

**MU 122—Percussion Class**

Development of elementary performing skill on the snare drum. Basic study of all percussion instruments. Examines literature and teaching techniques for group instruction of young students. Corequisite: Mu 111, 112, 211 or 212.

**Credit, 1 semester hour**

**MU 123—Voice Class**

Fundamentals of voice production and building of solo repertoire. Two hours weekly. Corequisite: Mu 111, 112, 211 or 212.

**Credit, 1 semester hour**

**MU 200—Fundamental Skills in Music**

Systematic study of the elements of music. Primarily for elementary education majors but also open to the prospective music student as preliminary work to the music theory sequence.

**Credit, 3 semester hours**

**MU 207—Music in Western  
Culture - 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. Recommended for second year students.

**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—Advanced Harmony**

Basic study in musical analysis, with emphasis on music of the late Eighteenth and Nineteenth Century. Three class periods weekly. Prerequisite: Mu 112.

**Credit, 2 semester hours**

**MU 212—Advanced Harmony**

Continuation of basic study in musical analysis, with emphasis on music of the late Eighteenth and Nineteenth Century. Three class periods weekly. Prerequisite: Mu 211.

**Credit, 2 semester hours**

**MU 213—Sight Singing**

An examination of sightsinging techniques, with emphasis on chromatic materials. One class period weekly. Prerequisite: Mu 114.

**Credit, 1 semester hour**

**MU 214—Sight Singing**

An examination of sightsinging techniques, with emphasis on chromatic materials. One class period weekly. Prerequisite: Mu 213.

**Credit, 1 semester hour**

**MU 215—Ear and Keyboard  
Development**

Advanced studies in aural perception and its practical application to the keyboard. One class period weekly. Prerequisite: Mu 116.

**Credit, 1 semester hour**

**MU 216—Ear and Keyboard  
Development**

Advanced studies in aural perception in practical application to the keyboard. One class period weekly. Prerequisite: Mu 215.

**Credit, 1 semester hour**

**MU 217—Piano Class**

Continuation of Mu 118. Two hours weekly. Prerequisite: Mu 118. Corequisite: Mu 111, 112, 211 or 212.

**Credit, 1 semester hour**

**MU 218—Piano Class**

Continuation of Mu 217. Two hours weekly. Prerequisite: Mu 217. Corequisite: Mu 111, 112, 211 or 212.

**Credit, 1 semester hour**

**MU 221—Conducting I**

Basic techniques of beat patterns and score reading, with a concentration in choral music. Three hours weekly.

**Credit, 2 semester hours**

**MU 222—Conducting II**

Techniques of dynamic musical interpretation, with a concentration on performance of major compositions. Three hours weekly. Prerequisite: Mu 221.

**Credit, 2 semester hours**

## **\*APPLIED MUSIC — INDIVIDUAL INSTRUCTION**

Corequisite: MU 111, 112, 211 or 212 or specific approval of Instructor.

### **Secondary Applied Music Area**

MU 141, 151, 241, 251 — Voice  
MU 142, 152, 242, 252 — Piano  
MU 143, 153, 243, 253 — Organ  
MU 144, 154, 244, 254 — Woodwinds  
MU 145, 155, 245, 255 — Brass  
MU 146, 156, 246, 256 — Percussion  
MU 147, 157, 247, 257 — Strings  
MU 148, 158, 248, 258 — Classical Guitar

One half hour lesson weekly and one hour practice daily.

**Credit, 1 semester hour**

### **Major Applied Performing Area**

MU 181, 191, 281, 291 — Voice  
MU 182, 192, 282, 292 — Piano  
MU 183, 193, 283, 293 — Organ  
MU 184, 194, 284, 294 — Woodwinds  
MU 185, 195, 285, 295 — Brass  
MU 186, 196, 286, 296 — Percussion  
MU 187, 197, 287, 297 — Strings  
MU 188, 198, 288, 298 — Classical Guitar

Two half hour lessons weekly and three hours practice daily.

**Credit, 3 semester hours**

### **Principal Applied Music Area**

MU 161, 171, 261, 271 — Voice  
MU 162, 172, 262, 272 — Piano  
MU 163, 173, 263, 273 — Organ  
MU 164, 174, 264, 274 — Woodwinds  
MU 165, 175, 265, 275 — Brass  
MU 166, 176, 266, 276 — Percussion  
MU 167, 177, 267, 277 — Strings  
MU 168, 178, 268, 278 — Classical Guitar

Two half hour lessons weekly and two hours practice daily.

**Credit, 2 semester hours**

## **MUSIC ACTIVITIES**

### **MU 126—College Singers**

Open to any junior college student. Three rehearsals weekly. May be taken four times for transfer credit.

**Credit, 1 semester hour**

and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer 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 transfer credit.

**Credit, 1 semester hour**

### **MU 136—Symphonic Band**

Open to all college students who play band instruments. Three rehearsals weekly. Chairs assigned by director through audition. May be taken four times for transfer credit.

**Credit, 1 semester hour**

### **MU 130—Opera Workshop**

Open to any junior college student. The study and performance of opera literature. May be taken four times for transfer credit.

**Credit, 1 semester hour**

### **MU 138—Broward Symphony 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 transfer credit.

**Credit, 1 semester hour**

### **MU 134—Jazz Ensemble**

Prerequisite: Membership in the Symphonic Band. Enrollment is determined by the director through audition. Study

\*See pages 40 and 41 for special fees.

## **DIVISION OF HEALTH, PHYSICAL EDUCATION, AND RECREATION**

**Landers, Division Chairman; Andrews, Blucker, Burke, Erickson, Flint, Gavigan, Gifford, Macnamara, McGehee, Morris, Porterfield, Rumph, and Wheat.**

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) credit hours of physical education activities 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, or those medically excused.

The following Health, Physical Education and Recreation courses do not satisfy the required four credit hours of activity: HPR 150, 151, 152, 153, 154, 155, 251.

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

- |          |   |
|----------|---|
| AREA I   | Individual and Dual Recreational Activities |
| AREA II  | Team Sports                                 |
| AREA III | Physical Fitness                            |
| AREA IV  | Aquatics                                    |

## **UNIFORMS**

Gym suits and shoes that meet the approval of Physical Education Department must be furnished by the student. Such outfits are available at sport shops in the county and men's only at the College Bookstore.

Combination locks are available for student use. Personal locks, if desired, may be used on an assigned locker.

**\*SUGGESTED PRE-HEALTH EDUCATION (A.A. Degree)**

**FIRST YEAR**

<b>First Term</b>		<b>Second Term</b>	
ENG 101—Composition . . . . .	3	ENG 102—Composition . . . . .	3
Social Science . . . . .	3	Social Science . . . . .	3
BIO 100—Modern Biology . . . . .	3	CHE 131—General Chemistry . . . . .	3
BIO 105—Modern Biology Lab . . . . .	1	SPE 100—Introductory Speech . . . . .	3
MTH 131—Basic College Math . . . . .	3	PSY 201—General Psychology . . . . .	3
HPR Activity . . . . .	1	HPR Activity . . . . .	1
Elective . . . . .	3		
Total Semester Hours	17	Total Semester Hours	16

**SECOND YEAR**

<b>First Term</b>		<b>Second Term</b>	
Humanities . . . . .	3	Humanities . . . . .	3
BIO 150—Botany . . . . .	4	BIO 160—General Zoology . . . . .	4
SOC 211—General Sociology . . . . .	3	HPR 251—Community Health . . . . .	3
HPR 151—Personal Hygiene . . . . .	3	HPR 152—First Aid & Safety . . . . .	3
HPR Activity . . . . .	1	HPR Activity . . . . .	1
Elective . . . . .	3	Elective . . . . .	3
Total Semester Hours	17	Total Semester Hours	17

**SUGGESTED ELECTIVES**

SOC 231—The Family  
 EDU 250—Introduction to Education  
 PSY 212—Adolescent Psychology  
 PSY 238—Social Psychology  
 SPE 111—Public Speaking  
 STA 221—Elementary Statistics

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

**FIRST YEAR**

<b>First Term</b>		<b>Second Term</b>	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . . .	3
BIO 100—Modern Biology . . . . .	3	BIO 160—General Zoology OR	
BIO 105—Modern Biology Lab . . . . .	1	CHE 107—Chemistry for General	
History OR Social Science . . . . .	3	Education AND . . . . .	3
HPR 150—Intro to Physical		CHE 108—Chemistry for General	
Education . . . . .	3	Education Lab . . . . .	1
**HPR M-143—Physical Education		Social Science . . . . .	3
Laboratory . . . . .	1	HPR 152—First Aid & Safety . . . . .	3
		HPR 153—Intro to Recreation . . . . .	3
		HPR 144—Skills & Techniques of	
		Folk, Social Dance—Phys Ed Lab . . .	1
Total Semester Hours	14	Total Semester Hours	17

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

\*\*M143, M243, M247, Men Majors only. 144 (Men and Women) Coed-Majors only .



## SECOND YEAR

### First Term

Humanities . . . . .	3
*BIO 150—General Botany	
CHE 107—Chemistry for General Education, OR	
PHY 110 and 111—Elements of Physics and Lab . . . . .	4
HPR 151—Personal Hygiene . . . . .	3
**HPR M-243—Physical Education Laboratory . . . . .	1
Electives . . . . .	6
<b>Total Semester Hours</b>	<b>17</b>

### Second Term

Humanities . . . . .	3
*MTH 100—General Education College Mathematics OR	
MTH 131—Basic College Math . . . . .	3
HPR 154—Sport Officiating . . . . .	3
**HPR M-247—Physical Education Laboratory . . . . .	1
SPE 100—Intro. to Speech . . . . .	3
PSY 201—General Psychology . . . . .	3
<b>Total Semester Hours</b>	<b>16</b>

## RECOMMENDED ELECTIVES

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

\*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.

M-143, M-243, M-247, Men majors only. 144 (Men & Women) Coed-majors only.

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

### FIRST YEAR

#### First Term

ENG 101—Composition . . . . .	3
*BIO 100—Modern Biology . . . . .	3
BIO 105—Modern Biology Lab. . . . .	1
History or Social Science . . . . .	3
HPR 150—Intro. to Physical Education. . . . .	3
**HPR 139—Skills and Techniques of Golf and Tennis . . . . .	1
HPR 125—Gymnastics, Tumbling, . . .	1
<b>Total Semester Hours</b>	<b>15</b>

#### Second Term

ENG 102 or 104—Composition . . . . .	3
CHE 107—Chemistry for General Education AND . . . . .	3
CHE 108—Chemistry for General Education Lab OR . . . . .	1
BIO 160—General Zoology OR Science with Lab. . . . .	4
History or Social Science . . . . .	3
HPR 152—First Aid & Safety . . . . .	3
HPR 153—Intro. to Recreation . . . . .	3
HPR 101—Archery . . . . .	1
<b>Total Semester Hours</b>	<b>17</b>

\*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.

\*\* 139, 239, 240, Women Majors only.

**SECOND YEAR**

<b>First Term</b>		<b>Second Term</b>	
Humanities . . . . .	3	Humanities . . . . .	3
HPR 151—Personal Hygiene . . . . .	3	*MTH 100—General Education College Mathematics OR	
**HPR 239—Skills & Techniques of Volleyball and Basketball. . . . .	1	MTH 131—Basic College Math . . . . .	3
SPE 100—Introductory Speech . . . . .	3	**HPR 240—Skills & Techniques of Hockey and Soccer . . . . .	1
SOC 211—General Sociology. . . . .	3	HPR Electives . . . . .	7
HPR 154—Sport Officiating . . . . .	3	PSY 201—General Psychology . . . . .	3
HPR 144—Skills & Techniques of Folk & Social Dancing . . . . .	1		
<b>Total Semester Hours</b>	<b>17</b>	<b>Total Semester Hours</b>	<b>17</b>

**RECOMMENDED ELECTIVES**

PSY 211—Child Psychology  
 PSY 212—Adolescent Psychology  
 EDU 250—Introduction to Education  
 EDU 251—Educational Psychology  
 PHY 110—Elements of Physics  
 CHE 107—Chemistry for General Education  
 CHE 108—Chemistry for General Education Lab

\*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.

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

**PRE-RECREATION (A.A. Degree)**

**FIRST YEAR**

<b>First Term</b>		<b>Second Term</b>	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . . .	3
HIS 101—World Civilization . . . . .	3	HIS 102—World Civilization . . . . .	3
ART 100—Introduction to Drawing and Painting . . . . .	3	MU 207—Music Appreciation . . . . .	3
HPR 153—Introduction to Recreation . . . . .	3	HPR 151—Personal Hygiene . . . . .	3
HPR Activity. . . . .	1	SPE 100—Introductory Speech OR SPE 111—Public Speaking . . . . .	3
		HPR Activity. . . . .	1
<b>Total Semester Hours</b>	<b>13</b>	<b>Total Semester Hours</b>	<b>16</b>

**Term III-A**

\*\*\*EDU 083—Children's Literature. . . . . 3

**Total Semester Hours** . . . . . 3

**SECOND YEAR**

<b>First Term</b>		<b>Second Term</b>	
*MTH 131—Basic College Math . . . . .	3	PSY 201—General Psychology . . . . .	3
**SCI—Science with Lab . . . . .	4	SCI—Science with Lab . . . . .	3
ENG 201—World Literature . . . . .	3	DRA 252—Directing. . . . .	3
HPR 152—First Aid & Safety . . . . .	3	HPR 154-155—Sport Officiating. . . . .	3
DRA 251—Stagecraft . . . . .	3	Elective . . . . .	3
HPR Activity . . . . .	1	HPR Activity. . . . .	1
<b>Total Semester Hours</b>	<b>17</b>	<b>Total Semester Hours</b>	<b>16</b>

\*MTH 131 required at Florida State University.

\*\*SCI lab required.

\*\*\*EDU 083 credit not transferrable.

AREA I	ENG 101, 102
AREA II	MU 207, ENG 201
AREA III	GY 105, 106, AST 101
AREA IV	HIS 101, HIS 102
AREA V	MTH 131

## COURSES OF INSTRUCTION HEALTH, PHYSICAL EDUCATION AND RECREATION

- |   |   |
|---|---|
| <p>★ <b>HPR 101—Archery</b><br/>Coeducational. Fee \$3.00.<br/><b>Credit, 1 semester hour</b></p> <p><b>HPR 103—Casting and Angling</b><br/>Course designed primarily for beginners. It includes techniques and fundamentals for baitcasting, spincasting, spinning, and fly casting, surf spinning, and casting; also fishing field trips. Coeducational. Fee \$2.00<br/><b>Credit, 1 semester hour</b></p> <p><b>HPR 104—Bowling</b><br/>Coeducational. Fee \$18.00<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 105—Dance (Modern)</b><br/>Women only.<br/><b>Credit, 1 semester hour</b></p> <p><b>HPR 106—Dance (Social)</b><br/>Coeducational.<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 107—Dance (Folk and Square)</b><br/>Coeducational.<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 108—Fencing</b><br/>Coeducational.<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 109—Beginning Golf</b><br/>Coeducational.<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 110—Beginning Gymnastics (Tumbling &amp; Trampoline)</b><br/>Men only.<br/><b>Credit, 1 semester hour</b></p> <p><b>HPR 111—Horsemanship</b><br/>Coeducational. Fee \$20.00<br/><b>Credit, 1 semester hour</b></p> <p><b>HPR 112—Beginning Swimming</b><br/>Coeducational. Fee \$4.00<br/><b>Credit, 1 semester hour</b></p> | <p><b>HPR 113—Intermediate Swimming</b><br/>Coeducational. Fee \$4.00<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 114—Beginning Tennis</b><br/>Coeducational.<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 117—Recreational Games</b><br/>Coeducational. Fee: \$2.00<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 120—Intermediate Modern Dance</b><br/>Floor work—center of floor work and barre work. Prerequisite HPR 105.<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 121—Volleyball and Basketball</b><br/>Women only.<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 122—Conditioning</b><br/>Women only.<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 123—Field Hockey</b><br/>Women only.<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 124—Soccer, Speedball and Softball</b><br/>Women only.<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 125—Beginning Gymnastics and Tumbling</b><br/>Women only.<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 128—Handball and Paddleball</b><br/>Women only.<br/><b>Credit, 1 semester hour</b></p> <p>★ <b>HPR 131—Basketball and Volleyball</b><br/>Men only.<br/><b>Credit, 1 semester hour</b></p> |
|---|---|
- ★ HPR activity courses require a \$2.00 general lock and towel fee.

- ★ **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. Law enforcement and nursing students only.  
Credit, 2 semester hours
- HPR 138—Skeet and Trap Shooting**  
Fundamentals of Skeet and Trap Shooting and Hunter Safety Training Course. Coeducational. Fee \$30.00  
Credit, 1 semester hour
- ★ **HPR 139—Skills and Techniques of Golf and Tennis**  
Open to women physical education majors only. Course is designed to aid prospective physical education teacher in becoming more skilled in golf and tennis, 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 140—Unarmed Defense**  
Introduction to different areas of self-defense at developing fundamental knowledge of defense tactics and restraints.  
Credit, 1 semester hour
- HPR 141—Beginning Basic Sailing**  
The basic course includes certain fundamentals and techniques of seamanship

and sail handling as would be necessary for safe, enjoyable use of a sailboat. Included is nomenclature, preparation and getting underway, maneuvering, mooring, emergencies, safety precautions, and points of helmsmanship. The final goal of the course is the achievement of sufficient knowledge and skills to handle boats under reasonable conditions without instructors.

Credit, 1 semester hour

**HPR 142—Beginning Water Skiing**

Course for beginners directed toward techniques and fundamentals of skiing, two skis and slalom—ski. Prerequisite: Know how to swim. Coeducational. Fee \$35.00

Credit, 1 semester hour

★ **HPR 143—Physical Education 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 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 148—Beginning Wrestling**

This course is designed for a beginning student interested in wrestling. No previous experience is necessary. Course content will include the history, conditioning, vocabulary and fundamental skills of wrestling.

Credit, 1 semester hour

★ HPR activity courses require a \$2.00 general lock and towel fee.

**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**

The study of health problems relating to the individual including mental health, physical fitness, nutrition, the use of tobacco, alcohol and drugs, marriage and family living, safety, and the study of diseases. Coeducational.

**Credit, 3 semester hours**

**HPR 152—First Aid and Safety**

Accepted practices and training in first aid care of the injured and medical self-help for survival in emergencies. Course includes suggested procedures effective until adequate medical assistance can be obtained. Principles of safety problems and accident prevention are included.

**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 201—Intermediate Archery**

For students having had the beginning course of instruction in archery or other students with previous shooting experience and specialized interests in archery. It would be desirable to have your own tackle. Prerequisite: HPR 101 or instructor approval. Coeducational. Fee \$3.00.

**Credit, 1 semester hour**

★HPR activity courses require a \$2.00 general lock and towel fee.

**HPR 204—Intermediate Bowling**

Prerequisite: HPR 104 or instructor approval. Coeducational. Fee \$18.00

**Credit, 1 semester hour**

**★ HPR 205—Contemporary Dance**

Composition with respect to form, design, dynamics and rhythm. Prerequisite: HPR 105, 120.

**Credit, 1 semester hour**

**HPR 209—Intermediate Golf**

Coeducational. Prerequisite: HPR 109 or instructor approval.

**Credit, 1 semester hour**

**★ HPR 214—Intermediate Tennis**

Coeducational. Prerequisite: HPR 114 or instructor approval.

**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. (Women only.)

**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 and Soccer**

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 241—Intermediate Sailing**

This course involves a review of the basic course and continues to include the use of balloon sail, and other sails less frequently used, some racing points, navigation, anchoring, etc. This course will develop in the student a confidence in himself and increase skills with his equipment. Prerequisite: HPR 141 or approval of instructor.

**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. Fee \$35.00

**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. Fee \$4.00

**Credit, 1 semester hour**

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

Instructor's approval required. Prerequisite: HPR 244. Coeducational. Fee \$4.00.

**Credit, 1 semester hour**

**HPR 246—Scuba Diving**

Coeducational. Fee \$25.00.

**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**

★ **HPR 248—Intermediate Wrestling**

This course is designed to be a progression of HPR 148 with emphasis on more advanced skills of wrestling. Prerequisite: HPR 148 or permission of instructor.

**Credit, 1 semester hour**

**HPR 251—Community Health**

The study of social efforts to protect and maintain health on the local, state, national and international level, with investigation of such problems as air and water pollution, maternal, infant and child health, adult health, communicable disease control, housing and food protection. Students will be expected to visit local health agencies. Two lecture hours and one lab per week. Prerequisite: HPR 151.

**Credit, 3 semester hours**

★ HPR activity courses require a \$2.00 general lock and towel fee.

## DIVISION OF MATHEMATICS AND SCIENCE

Biological Science

Mathematics

Physical Science

Hill, Division Chairman; Rhodes, Department Head of Mathematics and Physics; Harner, Department Head of Biological Science; Bailey, Department Head of Physical Sciences; Abbott, Aurand, Bishop, Bockstege, Cassell, Chesser, Chinn, Chinoy, Clement, Comes, Condon, DeYampert, Dunne, Foss, Fritze, Greiger, Guinn, Haire, Hamilton, Holmes, Holmberg, Martin, Medusky, Nelms, Northcutt, Partin, Perfect, Reagan, Sivik, Spahn, Sullivan, Van-Ardsall, Warwick, Webster and Will.

### BIOLOGICAL SCIENCE

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 105, Biology 150, Biology 160. Biology majors should start their sequence with this option. These three courses 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 deficiencies and/or refine 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 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 Natural 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.

## **MATHEMATICS AND PHYSICS**

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 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 235. MTH 234 may be taken concurrently with MTH 231 or MTH 232. MTH 136 may be taken at any time but has a prerequisite of MTH 132. MTH 191 is a non-sequential service type course which may be taken concurrently with any other mathematics course. MTH 171 and 172 are designed to meet the needs of students in technical and specialized programs.

The physics courses are designed to meet the needs of students majoring in any field. PHY 110 is for non-science majors. PHY 201 and 202 are for pre-medical students and majors in professional fields. PHY 210, 211 and 250 are for physics, engineering, and physical science majors. PHY 120 and 121 are for technical students.

**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 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.

## **PHYSICAL SCIENCES**

The Physical Sciences Department offers courses in the areas of Astronomy, Chemistry, Engineering, and Geology. The course offerings cover a variety of needs including courses for science majors as well as students in related fields. In addition, courses are provided to meet the general education requirements for non-science majors and the specialized needs of technical students.



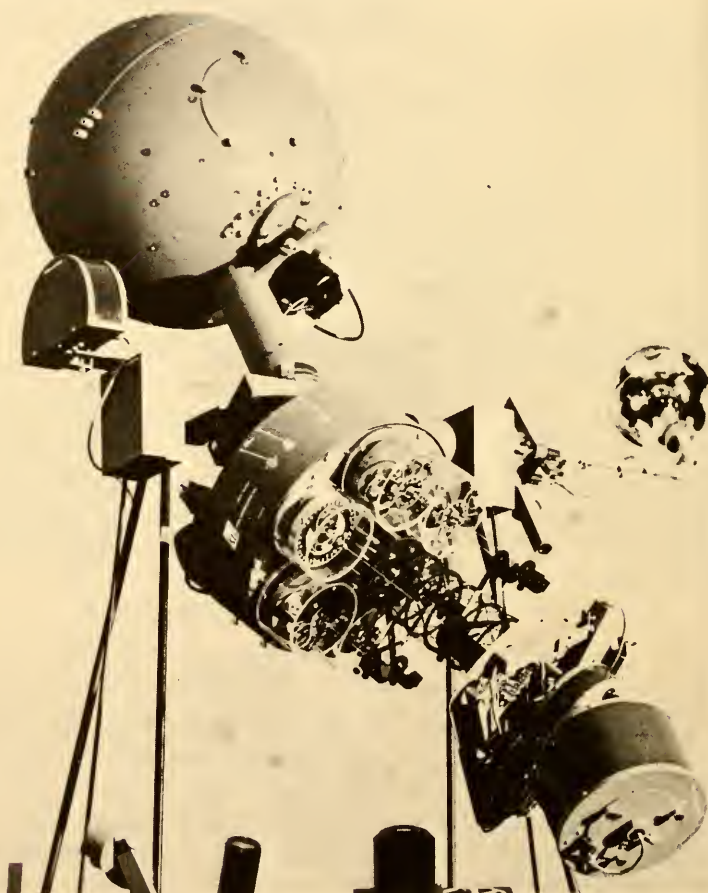
NOTE:

Students beginning sequence courses such as CHE 131-132-133, CHE 221-222, EGR 101-105, should plan to complete the sequence in this college.

### **SUGGESTED PRE-ASTRONOMY (A.A. Degree)**

The student should be advised that failure to maintain a B average (3.0) will jeopardize his chances of completing the seven year minimum course for an astronomer.

In any instance in which a student is qualified to undertake a course with a higher sequence number than the one listed it is to be understood that the higher course will be acceptable.





### FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 104—Composition (Scientific) . .	3
GER 101—Elementary German . . . .	3	GER 102—Elementary German . . . .	3
HIS 101—World Civilization . . . . .	3	HIS 102—World Civilization . . . . .	3
MTH 132—College Algebra . . . . .	4	MTH 133—Trigonometry and	
HPR—Physical Education . . . . .	1	Analytic Geometry . . . . .	3
		MTH 191—Slide Rule Mathematics . .	1
		HPR—Physical Education . . . . .	1
Total Semester Hours	14	Total Semester Hours	14

### Term III-A

ENG 201—World Literature . . . . .	3
Humanities . . . . .	3
Total Semester Hours	6

### SECOND YEAR

First Term		Second Term	
AST 101—Astronomy I . . . . .	3	AST 102—Astronomy II . . . . .	3
BIO 100—Modern Biology . . . . .	3	GER 202—Intermediate German . . .	3
BIO 105—Biology Laboratory . . . .	1	GY 105—Physical Geology . . . . .	3
GER 201—Intermediate German . . .	3	GY 106—Geology Laboratory . . . .	1
MTH 231—Calculus . . . . .	5	MTH 232—Calculus . . . . .	5
HPR—Physical Education . . . . .	1	HPR—Physical Education . . . . .	1
Total Semester Hours	16	Total Semester Hours	16

## COURSES OF INSTRUCTION ASTRONOMY

### AST 101—Astronomy I

Descriptive, non-mathematical study of the solar system and astronomical methods of general interest. Three lectures and additional evening observing sessions.

**Credit, 3 semester hours**

### AST 102—Astronomy II

Continuation of Astronomy I. Consideration given primarily to objects and events beyond the solar system in our galaxy and in other galaxies. Three lectures weekly.

**Credit, 3 semester hours**

## 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		MTH 231—Calculus . . . . .	5
Analytical Geometry . . . . .	3	CHE 132—General Chemistry . . . .	3
CHE 131—General Chemistry . . . .	3	CHE 134—General Chemistry Lab. . .	1
FRE 101—Elementary French		FRE 102—Elementary French	
(or GER 101)** . . . . .	3	(or GER 102) . . . . .	3
BIO 105—Biology Lab . . . . .	1	HPR—Physical Education . . . . .	1
HPR—Physical Education . . . . .	1		
Total Semester Hours	14	Total Semester Hours	16

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

\*\*University of Florida requires German.

Summer Term	
CHE 133—General Chemistry . . . . .	3
CHE 135—General Chemistry Lab. . . . .	1
Humanities . . . . .	3
Total Semester Hours	7

Summer Term	
Humanities . . . . .	
Social Science . . . . .	
Total Semester Hours	

## SECOND YEAR

First Term	
***CHE 221—Organic Chemistry . . . . .	3
CHE 223—Organic Chemistry Lab. . . . .	1
BIO 150—General Botany . . . . .	4
MTH 232—Calculus . . . . .	5
Foreign Language (French 201 or German 201) . . . . .	3
HPR—Physical Education. . . . .	1
Total Semester Hours	17

Second Term	
CHE 222—Organic Chemistry . . . . .	
CHE 224—Organic Chemistry Lab. . . . .	
BIO 160—General Zoology . . . . .	
Foreign Language (French 202 or German 202) . . . . .	
Social Science . . . . .	
HPR—Physical Education. . . . .	
Total Semester Hours	

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

## COURSES OF INSTRUCTION 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. This lab course must be taken as either a prerequisite or a corequisite to the BIO 150 Botany or the BIO 160 Zoology. Fee \$5.00

**Credit, 1 semester hour**

### BIO 115—Paramedical Science I

An integration of physical, chemical and biological subjects presented in support of the nurse in training. Anatomy, physiology, and microbiology are introduced in a sequence coordinated with the nursing program. Corequisite: BIO 100 Biology Lab.

**Credit, 4 semester hours**

### BIO 116—Paramedical Science II

A continuation of Paramedical Science I. Lecture and laboratory experiences are timed and presented in support of the nursing program. Three hours lecture and two hours lab. Fee \$5.00

**Credit, 4 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. Pre or corequisite: BIO 105. Fee \$5.00.

**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 vari-

ous groups. Three lectures and one two-hour laboratory period weekly. Pre or corequisite: BIO 105. Fee \$5.00

**Credit, 4 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. Fee \$5.00

**Credit, 4 semester hours**

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

### **FIRST YEAR**

#### **First Term**

ENG 101—Composition . . . . .	3
CHE 131—General Chemistry . . . . .	3
MTH 133—Trigonometry and Analytical Geometry . . . . .	3
GER 101—Elementary German . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours      13

#### **Second Term**

ENG 102—Composition . . . . .	3
or 104	
CHE 132—General Chemistry . . . . .	3
CHE 134—General Chemistry Lab . . .	1
MTH 231—Calculus . . . . .	5
GER 102—Elementary German . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

### **SUMMER TERMS**

#### **Term III-A**

CHE 133—General Chemistry . . . . .	3
CHE 135—General Chemistry Lab. . . .	1
HPR—Physical Education. . . . .	1

Total Semester Hours      5

#### **Term III-B**

Humanities . . . . .	3
Social Science . . . . .	3

Total Semester Hours      6

### **SECOND YEAR**

#### **First Term**

CHE 221—Organic Chemistry . . . . .	3
CHE 223—Organic Chemistry Lab. . . .	1
MTH 232—Calculus . . . . .	5
PHY 210—General Physics . . . . .	4
GER 201—Intermediate German. . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      17

#### **Second Term**

CHE 222—Organic Chemistry . . . . .	3
CHE 224—Organic Chemistry Lab. . . .	1
PHY 211—General Physics . . . . .	4
GER 202—Intermediate German . . . . .	3
Humanities . . . . .	3
Social Science . . . . .	3

Total Semester Hours      17

\*Chemistry majors planning to transfer to either Florida State University or University of South Florida should plan to take CHE 201 and CHE 203.

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

## **COURSES OF INSTRUCTION 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 108—Chemistry for General Education Laboratory**

For students in general education planning to transfer to an institution requiring a laboratory science course or for general education students desiring laboratory experience in conjunction with CHE 107. One two-hour laboratory period weekly. Prerequisite or corequisite: CHE 107. Fee \$5.00

**Credit, 1 semester hour**

### **CHE 115—Paramedical Science III**

A basic presentation of the science of Chemistry directed toward an understanding of metabolism as applied to Respiratory Therapy, including blood gases and acid-base balance solutions and ions, and electrolytes. A foundation of related pharmacology is also presented.

**Credit, 2 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 weekly. Prerequisite: CHE 131. Corequisite: CHE 134.

**Credit, 3 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. Three lectures weekly. Course completes requirements for General Chemistry and is a prerequisite to further chemistry courses. Prerequisite: CHE 132 and CHE 134. Corequisite: CHE 135.

**Credit, 3 semester hours**

### **CHE 134—General Chemistry Laboratory**

Laboratory experiments to accompany CHE 132. One three hour period weekly. Prerequisite: CHE 131. Corequisite: CHE 132. Fee \$5.00.

**Credit, 1 semester hour**

### **CHE 135—General Chemistry and Qualitative Analysis Laboratory**

Qualitative analysis of selected cations and anions to accompany CHE 133. One three hour period weekly. Prerequisite: CHE 132 and CHE 134. Corequisite: CHE 133. Fee \$5.00.

**Credit, 1 semester hour**

### **CHE 201—Introductory Quantitative Analysis**

The theoretical principles involved in quantitative determinations based upon gravimetric, volumetric and oxidation-reduction methods. Two one-hour lectures weekly. Prerequisite: CHE 133 and CHE 135. Corequisite: CHE 203.

**Credit, 2 semester hours**

### **CHE 203—Quantitative Analysis Laboratory**

Laboratory experiments to accompany CHE 201. Two three hour periods weekly. Prerequisite: CHE 133 and CHE 135. Corequisite: CHE 201. Fee \$5.00

**Credit, 2 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

aliphatic and aromatic compounds together. Three lectures weekly. CHE 221 offered Term I only and CHE 222 offered Term II only. Prerequisite for CHE 221: CHE 133 and CHE 135. Corequisite for CHE 221: CHE 223. Prerequisite for CHE 222: CHE 221 and CHE 223. Corequisite for CHE 222: CHE 224.

**Credit, 3 semester hours each**

**CHE 223, 224—Organic Chemistry Laboratory**

Organic laboratory experiments to accompany CHE 221, 222. One three hour period weekly. Prerequisite for CHE 223: CHE 133 and CHE 135. Prerequisite for CHE 224: CHE 221 and CHE 223. Corequisite for CHE 223: CHE 221. Corequisite for CHE 224: CHE 222. Fee \$10.00 each course.

**Credit, 1 semester hour each**

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

### FIRST YEAR

#### First Term

CHE 131—General Chemistry . . . . .	3
ENG 101—Composition . . . . .	3
MTH 133—Trigonometry and Analytical Geometry . . . . .	3
EGR 101—Engineering Drawing . . . . .	3
HPR—Physical Education . . . . .	1
Area 5 (Other than F) . . . . .	3

Total Semester Hours      16

#### Second Term

ENG 102 or 104—Composition . . . . .	3
MTH 231—Calculus . . . . .	5
CHE 132—General Chemistry . . . . .	3
CHE 134—General Chemistry Lab. . . . .	1
HPR—Physical Education . . . . .	1
EGR 105—Descriptive Geometry . . . . .	3

Total Semester Hours      16

#### Summer Terms

CHE 133—General Chemistry . . . . .	3
CHE 135—General Chemistry Lab. . . . .	1
Humanities or Social Science (a) . . . . .	3

Total Semester Hours      7

### SECOND YEAR

#### First Term

Humanities or Social Science (b) . . . . .	3
MTH 232—Calculus . . . . .	5
PHY 210—General Physics . . . . .	4
HPR—Physical Education . . . . .	1
MTH 234—Linear Algebra (c) . . . . .	3

Total Semester Hours      16

#### Second Term

Social Science . . . . .	3
**MTH 235—Differential Equations (d) . . . . .	3
PHY 211—General Physics . . . . .	4
Humanities . . . . .	3
HPR—Physical Education . . . . .	1
PHY 250—Analytical Mechanics (e) . . . . .	3

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.

\*\*Agricultural Engineering substitute Biology for MTH 234 and MTH 235.

- (a) If a student is capable of carrying a heavier load than indicated, start the Social Science during this term.
- (b) Whichever was not taken during Summer Term.
- (c) At present this course is only offered during the fall term, Term I. It is not a required course, but would help strengthen the student's background.
- (d) Offered only during spring term (Term II).
- (e) PHY 250 while not a required course will help strengthen the student's background. (Check the prerequisites.)



## COURSES OF INSTRUCTION ENGINEERING

### EGR 101—Engineering Drawing

Use of drafting instruments, lettering title compositions, 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. Offered at night in Term I. Not offered Term III.

**Credit, 3 semester hours**

### EGR 105—Descriptive Geometry

Orthographic representation, fundamental problems of the point, line, and plane with special emphasis on visualization in order to develop the ability to think in three dimensions. Practical applications to problems in engineering. Prerequisite: EGR 101 or instructor approval. Three two-hour classes weekly. Offered at night in Term II. Not offered Term III.

**Credit, 3 semester hours**

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

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . . .	3
MTH 131—Basic College Math . . . . .	3	MTH 132—Contemporary College Algebra . . . . .	4
CHE 131—General Chemistry . . . . .	3	CHE 132—General Chemistry . . . . .	3
Modern Foreign Language . . . . .	3	CHE 134—General Chemistry Lab. . . . .	1
(level according to placement test)		Modern Foreign Language . . . . .	3
HPR—Physical Education. . . . .	1	(in sequence)	
		HPR—Physical Education. . . . .	1
Total Semester Hours	13	Total Semester Hours	15

### SUMMER TERMS

Term III-A		Term III-B	
ENG 230—American Literature . . . . .	3	Humanities . . . . .	3
Modern Foreign Language . . . . .	3	Modern Foreign Language . . . . .	3
(in sequence)		(in sequence)	
Total Semester Hours	6	Total Semester Hours	6

### SECOND YEAR

First Term		Second Term	
Social Science . . . . .	3	Social Science . . . . .	3
MTH 133—Trigonometry and Analytical Geometry . . . . .	3	BIO 100—Modern Biology . . . . .	3
CHE 133—General Chemistry . . . . .	3	GY 110—Historical Geology . . . . .	4
CHE 135—General Chemistry Lab . . . . .	1	Elective . . . . .	3
GY 105—Physical Geology . . . . .	3	HPR—Physical Education. . . . .	1
GY 106—Physical Geology Lab . . . . .	1		
HPR—Physical Education. . . . .	1		
Total Semester hours	15	Total Semester Hours	14

## COURSES OF INSTRUCTION GEOLOGY

### GY 105—Physical Geology

Study of geologic agents, minerals, rocks, structure and land forms. Applications are made to life and human relations. Students registering in GY 105 are strongly urged to also register in GY 106. Some colleges and universities require geology laboratory in order to give credit for physical geology lecture.

**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. Fee \$5.00.

**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. Prerequisites GY 105 and GY 106. Fee \$5.00.

**Credit, 4 semester hours**

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

### FIRST YEAR

#### First Term

ENG 101—Composition . . . . .	3
MTH 133—Trigonometry and Analytical Geometry . . . . .	3
GER 101—German (or FRE 101) . . .	3
Social Science . . . . .	3
MTH 191—Slide Rule Math . . . . .	1
HPR—Physical Education . . . . .	1

Total Semester Hours      14

#### Second Term

ENG 102 or 104—Composition . . . .	3
MTH 231—Calculus . . . . .	5
Social Science . . . . .	3
GER 102—German (or FRE 102) . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours      15

### SUMMER TERMS

Humanities . . . . .	3
Elective . . . . .	3

Total Semester Hours      6

### SECOND YEAR

#### First Term

MTH 232—Calculus . . . . .	5
PHY 210—General Physics . . . . .	4
GER 201—German (or FRE 201) . . .	3
MTH 234—Linear Algebra . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours      16

#### Second Term

MTH 235—Differential Equations . . .	3
PHY 211—General Physics . . . . .	4
GER 202—German (or FRE 202) . . .	3
Humanities . . . . .	3
HPR—Physical Education . . . . .	1

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.

## **COURSES OF INSTRUCTION MATHEMATICS**

### **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. 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 relationship, 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 Department.

**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 Department.

**Credit, 3 semester hours**

### **MTH 136—Computer Mathematics**

Numerical analysis and linear programming with emphasis upon never-ending algorithms, iteration and intuitive calculus. Includes sufficient computer languages to solve problems using a digital computer. Three one hour lectures weekly, supplemented by ten hours of individual laboratory time. Prerequisite or corequisite: MTH 132. Fee \$5.00.

**Credit, 3 semester hours**

### **MTH 171—Technical Algebra**

Technical algebra is designed for students majoring in electronics, drafting, and other engineering technologies. A review of the fundamentals of mathematics is provided. Algebraic concepts involving monomials and polynomials, equations, scientific notation, linear equations, quadratic equations, and both common and natural logarithms are included.

**Credit, 3 semester hours**

### **MTH 172—Technical Trigonometry**

This is the second course in a two-term sequence for engineering technology majors. The concepts developed include complex notation, trigonometric tables, vector fundamentals, right triangle relationships, and other applicable trigonometric relationships.

**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 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 Department. 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 students majoring in mathematics or related areas. Prerequisite: MTH 133 and recommendation of Mathematics Department. Offered Term I only.

**Credit, 3 semester hours**

**MTH 235—Differential Equations**

Classification and solution of equations involving variables and their derivatives, with numerous applications. Prerequisite: MTH 232. Offered Term II only.

**Credit, 3 semester hours**

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

**FIRST YEAR**

**First Term**

ENG 101—Composition . . . . .	3
CHE 131—General Chemistry . . . . .	3
MTH 133—Trigonometry and Analytical Geometry . . . . .	3
GER 101—Elementary German . . . . .	3
HPR—Physical Education . . . . .	1
<b>Total Semester Hours</b>	<b>13</b>

**Second Term**

ENG 102—Composition . . . . .	3
or 104	
CHE 132—General Chemistry . . . . .	3
CHE 134—General Chemistry Lab. . . . .	1
MTH 231—Calculus . . . . .	5
GER 102—Elementary German . . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>16</b>

**SUMMER TERMS**

**Term III-A**

CHE 133—General Chemistry . . . . .	3
CHE 135—General Chemistry Lab. . . . .	1
<b>Total Semester Hours</b>	<b>4</b>

**Term III-B**

Social Science . . . . .	6
<b>Total Semester Hours</b>	<b>6</b>

**SECOND YEAR**

**First Term**

MTH 232—Calculus . . . . .	5
PHY 210—General Physics . . . . .	4
Humanities . . . . .	3
GER 201—Intermediate German . . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>16</b>

**Second Term**

MTH 235—Differential Equations . . . . .	3
PHY 211—General Physics . . . . .	4
PHY 250—Analytical Mechanics . . . . .	3
Humanities . . . . .	3
GER 202—Intermediate German. . . . .	3
HPR—Physical Education . . . . .	1
<b>Total Semester Hours</b>	<b>17</b>

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



## COURSES OF INSTRUCTION PHYSICS

### **PHY 110—Elements of Physics**

A terminal nonlaboratory course involving classical and modern physics. Intended for students in general education and for others desiring to strengthen their physics background before taking advanced courses.

**Credit, 3 semester hours**

### **PHY 115—Paramedical Science IV**

A presentation of the science of physics directed toward an understanding of the effect of physical laws on body processes in health and disease and to the functioning of equipment used in the medical field.

**Credit, 2 semester hours**

### **PHY 120—Engineering Technology Physics I**

This course is designed for engineering technology students enrolled in the electronics, drafting, and related technologies. This is the first course of a two-term sequence covering a broad range of concepts fundamental to understanding properties of materials, statics, motion, fluids, and heat. Fee \$5.00.

**Credit, 4 semester hours**

### **PHY 121—Engineering Technology Physics II**

This is the second half of the two-term physics sequence designed for engineering technology students. The continuation of the fundamental concepts include the study of sound, light, electrochemistry, electrical circuitry and nuclear physics. Fee \$5.00.

**Credit, 4 semester hours**

### **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. Fee \$5.00 each course.

**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. Prerequisite or corequisite for PHY 211: MTH 232. PHY 210 offered at night in Term I. PHY 211 offered at night in Term II. Fee \$5.00 each course.

**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**



## DIVISION OF SOCIAL SCIENCES

Education  
Geography  
History

Philosophy  
Political Science  
Psychology

Religion  
Sociology  
Statistics

**Cauffiel, Division Chairman; Bunch, Department Head of History; Branca, Department Head of Psychology, Sociology, Education, Religion, Statistics. Barton, Brown, Clark, Crispo, Dinnen, English, Green, Handleman, Harper, Hart, Hays, Jackson, Kidd, Koch, Dakes, Ratliff, Redding, Roberts, Ryan, Schindeler, Schmerler, Theriault, and Wells.**

The Division of Social Sciences offers 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. Students are encouraged to take two years of a modern foreign language. They should, by all means, check the requirements of the institution to which they plan to transfer. In many cases, two years of a modern foreign language are mandatory.

Non-credit courses are listed in periodic brochures. 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 Division of Social Sciences offers three special programs in the area of Education — a certificate program for Teachers of Private Nursery Schools and Kindergartens, and Associate in Science Degree programs in Secretarial Teacher Aide, and Teacher Aide.

In addition five Degree programs in the area of Home Economics are offered by the Division of Social Sciences.

The objectives of the Division as reflected in the nine 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
**HIS 101 or PSC 121. . . . .	3	**HIS 102 or PSC 122. . . . .	3
MTH 100—General Education College Mathematics OR		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
ART 201 or MUS 200. . . . .	3		
Total Semester Hours	16	Total Semester Hours	14

### Term 3A or 3B

Schedule three (3) hours of a language and 3 or 4 hours from 2nd year suggested program OR from degree requirements in general education areas as outlined on pages 43 and 44 of this catalog.

### SECOND YEAR

First Term		Second Term	
ART 207—Art Appreciation OR		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	Humanities . . . . .	3
EDU 250—Intro. to Education. . . . .	3	Language . . . . .	3
Humanities . . . . .	3	HPR—Physical Education. . . . .	1
HPR—Physical Education. . . . .	1		
Total Semester Hours	16	Total Semester Hours	16-17

## \*SUGGESTED PRE-SECONDARY EDUCATION (A.A. Degree)

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition. . . . .	3	ENG 102 or 104—Composition . . . . .	3
**HIS 101 Or PSC 121 . . . . .	3	**HIS 102 or PSC 122 . . . . .	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
		HPR—Physical Education. . . . .	1
Total Semester Hours	14	Total Semester Hours	16

\*Students in Education programs are encouraged, but not required, to schedule two years of a modern foreign language, and are strongly encouraged to learn to operate a typewriter.

Students who enroll in HIS 101 must take HIS 102; those enrolling in PSC 121 must take PSC 122.

**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 and 50 of this catalog.

**SECOND YEAR**

**First Term**

SOC 211—General Sociology . . . . .	3
SPE 100—Intro. to Speech . . . . .	3
EDU 250—Intro. to Education. . . . .	3
Science . . . . .	3-4
Language . . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>16-17</b>

**Second Term**

PHI 260— or 263—Philosophy . . . . .	3
ART 207 or MUS 207 . . . . .	3
Elective . . . . .	3
SOC 221—Social Problems OR	
SOC 231—The Family. . . . .	3
HPR—Physical Education . . . . .	1
Language . . . . .	3
<b>Total Semester Hours</b>	<b>16</b>

**COURSES OF INSTRUCTION  
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. Offered Term I.

**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. Offered Term I.

**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 of kindergarten and nursery school teachers. Credit for Florida teacher certification or college transfer not recommended. Offered Term II.

**Credit, 3 semester hours**

**EDU 210—Audio Visual Aids**

This course deals with the operation and use of various forms of projectors, tape recorders, amplifiers, and other audio-visual equipment. It includes instruction in the preparation of display materials, sources of free and inexpensive materials, filmstrips, films, and recordings.

**Credit, 3 semester hours**

**EDU 140—Introduction to Tests  
and Measurements**

Designed for the in-service teacher, this course deals with planning and constructing teacher-made tests; trying out and evaluating teacher-made tests; evaluation of standardized tests; the use of standardized tests in instruction and evaluation; using test results; measurement programs; and the history and philosophy of the development of the measurement movement in education

**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 equivalent.

**Credit, 3 semester hours**

**EDU 260—Integrating Curriculum  
Differentiation for Food Services**

A study of the basic skills and aptitudes needed by boys and girls for food service work. Laboratory work in quantity food service is part of the course.

**Credit, 4 semester hours  
(6 clock hours each day for 10 days)**

## COURSES OF INSTRUCTION GEOGRAPHY

### **GEO 101—Introduction to 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, area relationships, and major problems of the world's component regions.

**Credit, 3 semester hours**

## 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		SPE 100—Introductory Speech. . . . .	3
Mathematics . . . . .	3	Language . . . . .	3
Language . . . . .	3	Natural Science . . . . .	3
HPR—Physical Education. . . . .	1	HPR—Physical Education. . . . .	1
Total Semester Hours	13	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
Language . . . . .	3	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 or 222—English Literature  
 PHI 260 or 263—Philosophy

### 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  
†ENG 221, 222  
†PHI 260, 263  
SOC 201—Introduction to Anthropology

## COURSES OF INSTRUCTION HISTORY

### IS 101—World Civilization

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

**Credit, 3 semester hours**

### \*IS 101-H—World Civilization

Stresses analytic, critical, and humanistic aspects of the cultural history of the world from the appearance of man to the seventeenth century.

**Credit, 3 semester hours**

### IS 102—World Civilization

Continuation of HIS 101 to the present. Special emphasis upon expansion to the West.

**Credit, 3 semester hours**

### \*IS 102-H—World Civilization

Stresses analytic, critical, and ideological aspects of the cultural history of the world from the mid-seventeenth century to the present.

**Credit, 3 semester hours**

### IS 111—The Two Americas

#### From 1492 to 1830

Survey of the native cultures, colonial institutions, the independence movements, and the emergence of the United States and the Latin American countries as new nations.

**Credit, 3 semester hours**

### HIS 112—The Two Americas

#### From 1830 to 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 instructor approval.

**Credit, 3 semester hours**

### \*HIS 201-H—History of the United States

Stresses the economic, political, aesthetic, and materialistic achievements of the United States from colonization through the Civil War.

**Credit, 3 semester hours**

### HIS 202—History of the United States

Survey of the History of the United States since the end of the Reconstruction era. Prerequisite: Sophomore standing or instructor approval.

**Credit, 3 semester hours**

### \*HIS 202-H—History of the United States

Stresses the social and cultural transformation of the United States as well as its attainment of world stature, from the Reconstruction era to the present.

**Credit, 3 semester hours**

†When not taken as part of humanities requirement.

\*To remain within the program more than one semester, a student must maintain a B average in honors courses. Though all honors courses carry the same credit as regular courses, an H is affixed to the transcript to indicate honors credit.



## COURSES OF INSTRUCTION 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 ques-

tions 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**

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

### FIRST YEAR

#### First Term

Language . . . . .	3
ENG 101—Composition. . . . .	3
Mathematics . . . . .	3
PSC 121—National Government . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      13

#### Second Term

Language . . . . .	
HIS 101—World Civilization . . . . .	
ENG 102—Composition. . . . .	
Humanities . . . . .	
PSC 122—State & Local Gov't . . . . .	
HPR—Physical Education . . . . .	

Total Semester Hours      13

### SUMMER TERMS

HIS 102—World Civilization . . . . . 3

Total Semester Hours      3

### SECOND YEAR

#### First Term

SOC 201—Introduction to Anthropology . . . . .	3
Science . . . . .	3-4
Language . . . . .	3
Humanities . . . . .	3
PHI 260—Intro. to Philosophy OR	
ENG 224—English Literature . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16-17

#### Second Term

HIS 201—History of the U.S. . . . .	
PHI 263—Ethics OR	
ENG 222—English Literature . . . . .	
Science . . . . .	3
Language . . . . .	
PSY 201—General Psychology . . . . .	
HPR—Physical Education . . . . .	

Total Semester Hours      16-17

## COURSES OF INSTRUCTION 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 & Local Gov't.**

Study of the principles and institutions of American State and Local Government.

**Credit, 3 semester hours**

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

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . .	3
HIS 101 or PSC 121. . . . .	3	*HIS 102 or PSC 122. . . . .	3
MTH 100—General Education College Mathematics OR		BIO 100—Mod. Principles of Biology .	3
MTH 131—Basic College Math . . . .	3	BIO 105—Mod. Principles of 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

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

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

## COURSES OF INSTRUCTION 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**

\*Students who enroll in HIS 101 must take HIS 102; those enrolling in PSC 121 must take PSC 122.

\*\*These courses may not transfer to senior institutions as psychology courses but they will transfer as electives.

**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 applied to everyday living and working. Emphasis given to psychology in its relation to business, industry, advertising, selling, health, education, law, and criminology.

**Credit, 3 semester hours**

**PSY 238—Social Psychology**

Application to 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**

## COURSES OF INSTRUCTION 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; theoretical distributions; probability; tests

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**

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

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 102—Composition . . . . .	
BIO 100—Modern Biology . . . . .	3	MTH 131—Basic College Math . . . . .	
BIO 105—Modern Biology Lab. . . . .	1	BIO 150—General Botany OR	
*HIS 101 or PSC 121 . . . . .	3	BIO 160—General Zoology . . . . .	
Language . . . . .	3	Language . . . . .	
HPR—Physical Education. . . . .	1	HPR—Physical Education . . . . .	
Total Semester Hours	14	Total Semester Hours	

### Term 3A or 3B

SPE 100—Introduction to Speech . . .	3
*HIS 102 or PSC 122 . . . . .	3
HPR—Physical Education. . . . .	1
Total Semester Hours	7

\*Students who enroll in HIS 101 must take HIS 102; those enrolling in PSC 121 must take PSC 122.

## SECOND YEAR

### First Term

Humanities . . . . .	3
MTH 132—Contemporary College Algebra . . . . .	4
REL 240—World Religions . . . . .	3
Language . . . . .	3
HPR—Physical Education . . . . .	1
<b>Total Semester Hours</b>	<b>14</b>

### Second Term

Humanities . . . . .	3
REL 142—New Testament History . . . . .	3
Elective . . . . .	3
Language . . . . .	3
PSY 201—General Psychology . . . . .	3
<b>Total Semester Hours</b>	<b>15</b>

## COURSES OF INSTRUCTION RELIGION

### REL 121—The Old Testament

Reading the English Bible in various documents, and examining selected source material, with emphasis on its cultural importance today.

**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 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 240—World Religions

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

**Credit, 3 semester hours**

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

### FIRST YEAR

#### First Term

ENG 101—Composition . . . . .	3
HIS 101—World Civilization	
OR	
HIS 111—The Two Americas from 1492-1830 . . . . .	3
MTH 131—Basic College Math . . . . .	3
Language . . . . .	3
HPR—Physical Education . . . . .	1
<b>Total Semester Hours</b>	<b>13</b>

#### Second Term

ENG 102 or 104—Composition . . . . .	3
**HIS 102—World Civilization	
OR	
HIS 112—The Two Americas from 1830-present . . . . .	3
CHE 131—General Chemistry . . . . .	3
Language . . . . .	3
HPR—Physical Education . . . . .	1
<b>Total Semester Hours</b>	<b>13</b>

### SUMMER TERMS

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

\*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.

\*\*Students who enroll in HIS 101 must take HIS 102; those enrolling in HIS 111 must take HIS 112.

## SECOND YEAR

First Term		Second Term	
Humanities . . . . .	3	PHI 260—Introduction to Philosophy OR	
SOC 211—General Sociology . . . . .	3	PHI 263—Ethics . . . . .	3
PSY 201—General Psychology . . . . .	3	**SOC 221—Social Problems . . . . .	3
*Elective . . . . .	3	SOC 231—The Family . . . . .	3
Language . . . . .	3	STA 221—Elementary Statistics . . . . .	3
HPR—Physical Education . . . . .	1	Language . . . . .	3
		HPR—Physical Education . . . . .	1
Total Semester Hours	16	Total Semester Hours	16

## COURSES OF INSTRUCTION SOCILOGY

### **SOC 201—Introduction to Anthropology**

An introductory study of the evolution and cultural development of man, his customs, his social organization, and his institutions. Emphasis is placed upon the cultural aspects of anthropology, and the student is introduced to the major fields of study undertaken by anthropologists.

**Credit, 3 semester hours**

### **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.

**Credit, 3 semester hours**

### **SOC 231—The Family**

Study of the institution of the family utilizing cross-cultural preliterate types, the background, evolution and current structure of the American family.

**Credit, 3 semester hours**

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

\*\*PSY 238—Social Psychology could be substituted for either SOC 231 or SOC 221.



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

Courses	Hours Credit
EDU 081—Early Childhood Education*	3
EDU 082—Pre-School Activities*	3
EDU 083—Children's Literature*	3
EDU 250—Introduction to Education*	3
EDU 251—Educational Psychology*	3
ENG 101—Composition	3
HPR 151—Personal Hygiene and Community Health*	OR
HPR 152—First Aid*	3
PSC 121—National Government	3
PSY 201—General Psychology*	3
PSY 211—Child Psychology **	3
SOC 211—General Sociology	3
SPE 100—Introductory Speech	3

\*Required courses.

\*\*Education 251 or Psychology 211 required - both recommended.

To be awarded the certificate the student must complete twenty-seven hours of the thirty-six hours listed with a grade average of "C" or better on all courses attempted. All courses except EDU 081, 082, and 083 are from the list of regular college courses and are transferable to other institutions. EDU 081, 082, and 083 can be credited toward the Associate Degree at Broward Junior College, but are not transferable. EDU 250 and 251 are teacher education courses which are required for general teacher certification in the areas of Sociological and Psychological Foundations of Education.

### SECRETARIAL TEACHER AIDE EDUCATION

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

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

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

The requirement of 75 credit semester hours will permit the student to specialize in the program and at the same time fulfill the requirements of the A.A. degree which will allow transfer to the senior colleges and universities.

### **SECRETARIAL TEACHER AIDE PROGRAM**

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

1. Completion of 66 to 80 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:  
ENG 101 . . . . . 3 semester hours  
Social Science . . . . . 3 semester hours  
PSC 121, or HIS 101 or 111  
Courses selected from any of the six  
GENERAL EDUCATION areas . . . . . 9 semester hours
3. Completion of 25 to 39 hours of professional work:
  - A. General requirements:  
BA 101, 102, or 201 . . . . . 6 semester hours  
BA 242 . . . . . 3 semester hours  
BA 245 . . . . . 3 semester hours  
EDU 250 and 251 . . . . . 6 semester hours  
HPR 152 . . . . . 3 semester hours  
TA 110 or EDU 210. . . . . 3 semester hours  
TA 210 . . . . . 5 semester hours  
TA 220 . . . . . 4 semester hours
  - B. Special requirements:
    1. Aide to teacher of exceptional children  
Psychology of Exceptional Child. 3 semester hours

2. Secretary  
     BA 111, 112, or 211 . . . . . 6 semester hours  
     BA 121 . . . . . 3 semester hours
4. Electives (Three to six courses permitted to meet individual interests and needs) . . . . . 7-20 semester hours
5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
7. Make formal application for the degree to the Registrar at the completion of thirty hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

### **TEACHER AIDE PROGRAM**

Requirements for the Associate in Science Degree in Teacher Aide Program:

1. Completion of 70 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 and ENG 103 or 104 . . . . . 6 semester hours  
     SPE 100. . . . . 3 semester hours  
     PSC 121, or HIS 101 or 111 . . . . . 3 semester hours  
     MUS 110 . . . . . 3 semester hours  
     ART 207 . . . . . 3 semester hours  
     REL 240 . . . . . 3 semester hours  
     SOC 211 . . . . . 3 semester hours
3. Completion of 42 semester hours of professional work:
  - A. General requirements:  
     BA 101, 102, or 201 . . . . . 6 semester hours  
     EDU 250 and 251 . . . . . 6 semester hours  
     HPR 152 . . . . . 3 semester hours  
     TA 110 or EDU 210 . . . . . 3 semester hours  
     TA 120 or EDU 140 . . . . . 3 semester hours  
     TA 210 . . . . . 5 semester hours  
     TA 220 . . . . . 4 semester hours
  - B. Special requirements:  
     PSY 101, 201, 211, and 212 . . . . . 12 semester hours
4. Completion of four semester hours of Physical Education Activities.

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

Those students who desire to obtain an Associate in Arts Degree while pursuing this particular program must fulfill the degree requirements for the University Parallel Program as presented on pages 49 - 50 and fulfill the requirements as presented in item 3 above.

### **SUGGESTED SECRETARIAL TEACHER AIDE PROGRAM (A.S. Degree)**

#### **FIRST YEAR**

<b>First Term</b>		<b>Second Term</b>	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . . .	3
HIS 101—World Civilization . . . . .	3	HIS 102—World Civilization . . . . .	3
TA 110 or EDU 210 . . . . .	3	HPR 152—First Aid Safety . . . . .	3
BA 101 or 102—Typing . . . . .	3	BA 102 or 201—Typing . . . . .	3
HPR—Physical Education . . . . .	1	HPR—Physical Education . . . . .	1
BA 121—Accounting Survey . . . . .	3	MTH 100 or 131 . . . . .	3
<b>Total Semester Hours</b>	<b>16</b>	<b>Total Semester Hours</b>	<b>16</b>

#### **IIIA or IIIB**

BIO 100—Modern Principles of Biology . . . . .	3
SPE 100—Introductory Speech . . . . .	3
<b>Total Semester Hours</b>	<b>6</b>

#### **SECOND YEAR**

<b>First Term</b>		<b>Second Term</b>	
BA 111 or 112—Shorthand . . . . .	3	BA 112 or 211—Shorthand . . . . .	3
PSY 101—Psychology of Adjustment . . . . .	3	EDU 251—Educational Psychology . . . . .	3
EDU 250—Intro. to Education . . . . .	3	TA 210—Seminar in Teacher Aide Education . . . . .	5
BA 242—Transcribing Machines . . . . .	3	TA 220—Practicum for Secretarial Teacher Aide . . . . .	4
ENG 201—World Literature . . . . .	3	HPR—Physical Education . . . . .	1
HPR—Physical Education . . . . .	1		
<b>Total Semester Hours</b>	<b>16</b>	<b>Total Semester Hours</b>	<b>16</b>

#### **IIIA or IIIB**

ART 207—Art Appreciation . . . . .	3
MU 207—Music Appreciation . . . . .	3
<b>Total Semester Hours</b>	<b>6</b>

Students wishing to meet requirements for the A.A. Degree should substitute a science course with a laboratory for either ART or MUSIC.

## TEACHER AIDE PROGRAM (A.S. Degree)

### FIRST YEAR

#### First Term

ENG 101—English Composition . . . .	3
PSY 101—Psychology of Adjustment . . . . .	3
BA 101 or 102—Typing. . . . .	3
PSC 121—National Government . . . .	3
TA 110 or EDU 210 . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

#### Second Term

ENG 102 or 104—Composition . . . .	3
PSY 201—General Psychology . . . .	3
BA 102 or 201—Typing. . . . .	3
MU 207—Music Appreciation . . . .	3
TA 120 or EDU 240 . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

### Term IIIA or IIIB

ART 207—Art Appreciation . . . . .	3
SOC 211—General Sociology. . . . .	3

Total Semester Hours      6

### SECOND YEAR

#### First Term

REL 240—World Religion . . . . .	3
SPE 100—Introductory Speech . . . .	3
EDU 250—Intro. Education . . . . .	3
PSY 211—Child Psychology . . . . .	3
HPR 152—First Aid and Safety . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours      16

#### Second Term

PSY 212—Adolescent Psychology . . .	3
EDU 251—Educational Psychology . .	3
TA 210—Seminar in Teacher Aide Education . . . . .	5
TA 220—Practicum for Teacher Aide .	4
HPR—Physical Education. . . . .	1

Total Semester Hours      16

## COURSES OF INSTRUCTION TEACHER AIDE

#### **TA 110—Audio Visual Aides**

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

**Credit, 3 semester hours**

#### **TA 120—Seminar in Testing, Grading, and Recording Techniques**

Orientation, experience, and instruction in the design of tests and in testing procedures. Instruction in grading processes and in correct record keeping. Seminars in techniques for helping the teacher.

**Credit, 3 semester hours**

#### **TA 210—Seminar in Teaching Aide Education**

Will include as required study: use of

Library; school records and reports; and art skills including lettering, poster making, and display arrangement. Special topics and problems related to individual and group interests will be included as needed. Recommended to be taken during fourth term, concurrently with TA 220.

**Credit, 5 semester hours**

#### **TA 220—Practicum for Teacher Aide**

Six hours per week for a full term will be spent working in a school under the supervision of a skilled teacher. One hour per week will be spent in class on campus under the direction of a college instructor. Recommended to be taken in fourth term, concurrently with TA 210.

**Credit, 4 semester hours**



## PRE-PROFESSIONAL PROGRAMS

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

## FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . . .	3
BIO 100—Modern Biology . . . . .	3	BIO 150—General Botany . . . . .	4
BIO 105—Biology Lab . . . . .	1	MTH 132—Contemporary College Algebra . . . . .	4
MTH 131—Basic College Math . . . . .	3	CHE 132—General Chemistry . . . . .	3
CHE 131—General Chemistry . . . . .	3	CHE 134—General Chemistry Lab. . . . .	1
HPR—Physical Education. . . . .	1	HPR—Physical Education. . . . .	1
Total Semester Hours	14	Total Semester Hours	16

## SUMMER TERMS

CHE 133—General Chemistry . . . . .	3
CHE 135—General Chemistry Lab. . . . .	1
Social Science . . . . .	3
Total Semester Hours	7

## SECOND YEAR

First Term		Second Term	
BIO 160—General Zoology . . . . .	4	PHI—Logic . . . . .	3
MTH 133—Trigonometry and Analytical Geometry . . . . .	3	Humanities . . . . .	3
Humanities . . . . .	3	ECO 190—Introduction to Economics . . . . .	3
Social Science . . . . .	3	HPR—Physical Education. . . . .	1
HPR—Physical Education. . . . .	1	Area 5 (Other than F). . . . .	3
Total Semester Hours	14	Total Semester Hours	13

NOTE: Physics 201 and 202 are required and may be taken either in the first two years or the last two years.

SUGGESTED PRE-ARCHITECTURE  
(A.A. Degree)

## FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . . .	3
BIO 100—Botany . . . . .	3	BIO 150—Botany . . . . .	4
BIO 105—Principles of BIO lab . . . . .	1	MTH 133—Trigonometry and Analytical Geometry . . . . .	3
MTH 132—Contemporary College Algebra . . . . .	4	ART 106—Basic Design . . . . .	3
ART 101—Drawing . . . . .	3	HPR—Physical Education. . . . .	1
HPR—Physical Education. . . . .	1		
Total Semester Hours	15	Total Semester Hours	14

### SUMMER TERMS

ART 107—Basic Design . . . . .	3
Social Science . . . . .	3
Total Semester Hours	6

### SECOND YEAR

#### First Term

MTH 231—Calculus . . . . .	5
PHY 201—Intermediate Physics . . . . .	4
Humanities . . . . .	3
Social Science . . . . .	3
HPR—Physical Education. . . . .	1
Total Semester Hours	16

#### Second Term

ART 208—Art History I . . . . .	3
PHY 202—Intermediate Physics . . . . .	4
Humanities . . . . .	3
Area 5 (Other than F). . . . .	3
HPR—Physical Education . . . . .	1
Total Semester Hours	14

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



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

<b>First Term</b>		<b>Second Term</b>	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . . .	3
HIS 111—The Americas OR		HIS 112—The Americas OR	
PSC 121—National Government . . . . .	3	PSC 122—State & Local Gov't . . . . .	3
BIO 100—Mod. Prin. of Biology . . . . .	3	BIO 160—General Zoology . . . . .	4
BIO 105—Biology Laboratory . . . . .	1	SPE 100—Intro. to Speech . . . . .	3
CHE 131—General Chemistry . . . . .	3	CHE 132—General Chemistry . . . . .	3
*MTH 131—Basic College Math . . . . .	3	CHE 134—Gen. Chem. Lab . . . . .	1
HPR—Physical Education . . . . .	1		
<b>Total Semester Hours</b>	<b>17</b>	<b>Total Semester Hours</b>	<b>17</b>

**Term III-A**

PHI 260—Intro. to Philosophy . . . . .	3
HPR—Physical Education . . . . .	1
<b>Total Semester Hours</b>	<b>4</b>

**Term III-B**

CHE 133—General Chemistry and Qualitative Analysis . . . . .	3
CHE 135—Gen. Chem. and Qual. Analysis Lab . . . . .	1
<b>Total Semester Hours</b>	<b>4</b>

**SECOND YEAR**

<b>First Term</b>		<b>Second Term</b>	
CHE 221—Organic Chemistry . . . . .	3	CHE 222—Organic Chemistry . . . . .	3
CHE 223—Organic Chemistry Lab. . . . .	1	CHE 224—Organic Chemistry Lab. . . . .	1
PSY 201—General Psychology . . . . .	3	Humanities (Music) . . . . .	3
Humanities (Lit.) . . . . .	3	SOC 211—General Sociology. . . . .	3
ECO 190—Intro. to Economics . . . . .	3	Humanities (Art) . . . . .	3
HPR—Physical Education. . . . .	1	HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>14</b>	<b>Total Semester Hours</b>	<b>14</b>
		<b>TOTAL</b>	<b>70</b>

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

\*MTH 100 may be taken for credit if the student requires adjustment.

## SUGGESTED PRE-CHILD DEVELOPMENT IN HOME ECONOMICS (A.A. Degree)

### FIRST YEAR

#### Term I

ENG 101—English Composition . . . .	3
Foreign Language . . . . .	3
MTH 131—Basic College Math . . . .	3
PSY 201—General Psychology . . . .	3
BIO 100—Mod. Prin. of Biology . . . .	3
BIO 105—Mod. Prin. of Bio. Lab . . . .	1
HPR—Physical Education . . . . .	1

Total Semester Hours      17

#### Term II

ENG 102—English Composition . . . .	3
Foreign Language . . . . .	3
HIS 101—World Civilization . . . . .	3
GEO 201—World Regional Geography . . . . .	3
AST 101—Elementary Astronomy. . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

### Term IIIA or IIIB

CHE 107—Chemistry for General Education . . . . .	3
CHE 108—Chemistry Lab . . . . .	1
ENG 230—American Literature . . . .	3

Total Semester Hours      7

### SECOND YEAR

#### Term I

HIS 102—World Civilization . . . . .	3
PSY 211—Child Psychology . . . . .	3
Foreign Language . . . . .	3
MUS 111—Theory of Music . . . . .	4
ART 100—Intro. to Drawing and Painting. . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      17

#### Term II

SOC 211—General Sociology OR	
SOC 231—The Family . . . . .	3
EDU 083—Children's Literature . . . .	3
Foreign Language . . . . .	3
ART 207—Art Appreciation . . . . .	3
DRA 207—Theater Western Culture. . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours      16

## SUGGESTED PRE-FASHION MERCHANDISING IN HOME ECONOMICS (A.A. Degree)

### FIRST YEAR

#### Term I

ENG 101—English Composition . . . .	3
MTH 131—Basic College Math . . . .	3
PSY 201—General Psychology . . . .	3
Foreign Language . . . . .	3
ECO 251—Principles of Economics OR	
ECO 140—Personal Finances . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours      16

#### Term II

ENG 102—English Composition . . . .	3
HIS 101—World Civilization . . . . .	3
Foreign Language . . . . .	3
ECO 251—Principles of Economics OR	
ECO 252—Principles of Economics . . .	3
CHE 107—Chem. for Gen. Education. .	3
CHE 108—Chem. Lab for Gen. Ed. . . .	1
HPR—Physical Education . . . . .	1

Total Semester Hours      17

**Term IIIA or IIIB**

BIO 100—Mod. Prin. of Biology . . . .	3
BIO 105—Mod. Prin. of Bio. Lab . . . .	1
ENG 230—American Literature . . . .	3
Total Semester Hours	7

**SECOND YEAR**

**Term I**

HIS 102—World Civilization . . . . .	3
Foreign Language . . . . .	3
ART 100—Intro. to Drawing and Painting. . . . .	3
AST 101—Elementary Astronomy. . . .	3
BA 221—Principles of Accounting. . .	3
HPR—Physical Education . . . . .	1
Total Semester Hours	16

**Term II**

ART 106—Basic Design . . . . .	
Foreign Language . . . . .	
DRA 207—Theater in Western Culture . . . . .	
BA 271—Merchandising. . . . .	
ART 207—Art Appreciation . . . . .	
HPR—Physical Education. . . . .	
Total Semester Hours	1

FASHION DESIGN — Add 6 hours in Art, Drawing and Painting.

**SUGGESTED PRE-HOME ECONOMICS AND  
PRE-HOME ECONOMICS EDUCATION (A.A. Degree)**

**FIRST YEAR**

**Term I**

ENG 101—English Composition . . . .	3
Foreign Language . . . . .	3
HIS 101—World Civilization . . . . .	3
MTH 131—Basic College Math . . . .	3
BIO 100—Mod. Prin. of Biology . . . .	3
BIO 105—Mod. Prin. of Bio. Lab . . .	1
HPR—Physical Education . . . . .	1
Total Semester Hours	17

**Term II**

ENG 102—English Composition . . . .	
Foreign Language . . . . .	
HIS 102—World Civilization . . . . .	
PSY 201—General Psychology . . . .	
CHE 131—General Chemistry . . . . .	
HPR—Physical Education . . . . .	
Total Semester Hours	1

**Term IIIA**

CHE 132—General Chemistry . . . . .	3
CHE 134—General Chemistry Lab. . . .	1
ENG 230—American Literature . . . .	3
Total Semester Hours	7

**Term IIIB**

CHE 133—General Chemistry and Qualitative Analysis . . . . .	3
CHE 135—General Chemistry and Qualitative Analysis Lab . . . . .	1
Total Semester Hours	4



**SECOND YEAR****Term I**

CHE 221—Organic Chemistry . . . . .	3
CHE 223—Organic Chemistry Lab. . . . .	1
Foreign Language . . . . .	3
OR	
SOC 211—General Sociology . . . . .	3
OR	
SOC 231—The Family. . . . .	3
ART 106—Basic Design, 2D . . . . .	3
ART 207—Art Appreciation . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours 17

**Term II**

Foreign Language . . . . .	3
ECO 251—Principles of Economics	
OR	
ECO 140—Personal Finance . . . . .	3
ART 107—Basic Design, 3D . . . . .	3
ART 210—Interior Design . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours 13

**SUGGESTED PRE-FOOD AND NUTRITION SCIENCE  
(A.A. Degree)****FIRST YEAR****Term I**

ENG 101—English Composition . . . . .	3
Foreign Language . . . . .	3
MATH 131—Basic College Math . . . . .	3
BIO 100—Mod. Prin. of Biology . . . . .	3
BIO 105—Mod. Prin. of Bio. Lab . . . . .	1
HPR—Physical Education . . . . .	1

Total Semester Hours 14

**Term II**

ENG 102—English Composition . . . . .	3
Foreign Language . . . . .	3
HIS 101—World Civilization . . . . .	3
PSY 201—General Psychology . . . . .	3
CHE 131—General Chemistry . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours 16

**Term IIIA**

CHE 132—General Chemistry . . . . .	3
CHE 134—General Chemistry Lab. . . . .	1
ENG 230—American Literature . . . . .	3

Total Semester Hours 7

**Term IIIB**

CHE 133—General Chemistry and Qualitative Analysis . . . . .	3
CHE 135—General Chemistry and Qualitative Analysis Lab . . . . .	1

Total Semester Hours 4

**SECOND YEAR****Term I**

HIS 102—World Civilization . . . . .	3
Foreign Language . . . . .	3
CHE 221—Organic Chemistry . . . . .	3
CHE 223—Organic Chemistry Lab. . . . .	1
SOC 211—General Sociology . . . . .	3
BIO 115—Paramedical Science I . . . . .	4
HPR—Physical Education . . . . .	1

Total Semester Hours 18

**Term II**

Foreign Language . . . . .	3
ECO 251—Principles of Economics	
OR	
ECO 140—Personal Finances. . . . .	3
BIO 116—Paramedical Science II . . . . .	4
Humanities . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours 14

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

### 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 . . . . .	3
MTH 132—Contemporary College Algebra . . . . .	4	CHE 134—General Chemistry Lab. . . . .	1
EGR 101—Engineering Drawing . . . . .	3	MTH 133—Trigonometry and Analytical Geometry . . . . .	3
HPR—Physical Education . . . . .	1	EGR 105—Descriptive Geometry . . . . .	3
		HPR—Physical Education. . . . .	1
Total Semester Hours	14	Total Semester Hours	14

### SUMMER TERMS

**Humanities . . . . .	3
**Social Science . . . . .	3
Total Semester Hours	6

### SECOND YEAR

First Term		Second Term	
CHE 133—General Chemistry . . . . .	3	**Humanities . . . . .	3
CHE 135—General Chemistry Lab. . . . .	1	MTH 232—Calculus . . . . .	5
MTH 231—Calculus . . . . .	5	*PHY 211—General Physics . . . . .	4
*PHY 210—General Physics . . . . .	4	HPR—Physical Education . . . . .	1
HPR—Physical Education . . . . .	1	Social Science . . . . .	3
Area 5 (Other than F) . . . . .	3		
Total Semester Hours	17	Total Semester Hours	16

\*Organic Chemistry CHE 221, 222, are required and may be taken at either the lower or the upper division institution.

\*\*ECO 251, 252 and Speech 100 are also suggested as electives.

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

### 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 . . . . .	3
MTH 132—Contemporary College Algebra . . . . .	4	CHE 134—General Chemistry Lab. . . . .	1
BIO 150—General Botany . . . . .	4	MTH 133—Trigonometry and Analytical Geometry . . . . .	3
HPR—Physical Education . . . . .	1	BIO 160—General Zoology . . . . .	4
BIO 105—Biology Lab . . . . .	1	HPR—Physical Education. . . . .	1
Total Semester Hours	16	Total Semester Hours	16

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

### SUMMER TERMS

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

### SECOND YEAR

#### First Term

HE 133—General Chemistry . . . . .	3
HE 135—General Chemistry Lab. . . . .	1
HY 201—Intermediate Physics . . . . .	4
TA 221—Elementary Statistics . . . . .	3
Humanities . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      15

#### Second Term

ECO 251—Principles of Economics . . . . .	3
PHY 202—Intermediate Physics . . . . .	4
SPE 100—Introductory Speech . . . . .	3
Social Science . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      14

Suggested Elective: Economics 252

## SUGGESTED PRE-HOUSING AND INTERIOR DESIGN (A.A. Degree)

### FIRST YEAR

#### Term I

ENG 101—English Composition . . . . .	3
HIS 101—World Civilization . . . . .	3
MTH 131—Basic College Math . . . . .	3
PSY 100—Human Relations in Business and Industry . . . . .	3
Foreign Language . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

#### Term II

ENG 102—English Composition . . . . .	3
HIS 102—World Civilization . . . . .	3
PSY 201—General Psychology . . . . .	3
AST 101—Elementary Astronomy. . . . .	3
Foreign Language . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

#### Term IIIA or IIIB

ART 108—Art History I . . . . .	3
ENG 230—American Literature . . . . .	3

Total Semester Hours      6

### SECOND YEAR

#### Term I

ART 209—Art History II . . . . .	3
BIO 100—Modern Principles of Biology . . . . .	3
BIO 105—Mod. Prin. of Bio. Lab . . . . .	1
BA 251—Principles of Economics . . . . .	3
Foreign Language . . . . .	3
PHY 110—Elements of Physics . . . . .	3
HPR—Physical Education . . . . .	1

Total Semester Hours      17

#### Term II

ART 101—Beginning Drawing . . . . .	3
ART 106—Basic Design . . . . .	3
SOC 231—The Family OR SOC 211—General Sociology. . . . .	3
BA 252—Principles of Economics . . . . .	3
Foreign Language . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours      16

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

The American Association of Law Schools suggests that students preparing for law school should acquire the following basic skills:

1. Effective expression, both written and oral, in the English language.
2. Critical practice in the use of creative and analytical reasoning in a variety of problem solving situations.

Law schools generally do not require any particular undergraduate major as long as the work completed has academic merit. However, experience has shown that certain preparation is more beneficial. The school to which a student applies may have particular preference or policy. Students should consult the pre-law advisor who will help construct a meaningful program which will meet the requirements of the senior college or university desired.

## †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
BIO 105—Principles of BIO Lab . . . . .	1	CHE 132—General Chemistry . . . . .	3
CHE 131—General Chemistry . . . . .	3	CHE 134—General Chemistry Lab. . . . .	1
*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	16	Total Semester Hours	16

### SUMMER TERMS

CHE 133—General Chemistry . . . . .	3
CHE 135—General Chemistry Lab. . . . .	1
Total Semester Hours	4

### SECOND YEAR

First Term		Second Term	
BIO 150—General Botany . . . . .	4	BIO 160—General Zoology . . . . .	4
CHE 221—Organic Chemistry . . . . .	3	CHE 222—Organic Chemistry . . . . .	3
CHE 223—Organic Chemistry Lab . . . . .	1	CHE 224—Organic Chemistry Lab. . . . .	1
German 201 . . . . .	3	German 202 . . . . .	3
Social Science . . . . .	3	Social Science . . . . .	3
HPR—Physical Education . . . . .	1	HPR—Physical Education. . . . .	1
Total Semester Hours	15	Total Semester Hours	15

\*Additional summer terms may be necessary if student is not ready for MTH 231, or if the senior institution to which transfer is planned requires physics, such as PHY 202, or PHY 210 or 211.

†This suggested program does not meet all requirements for the A.A. Degree. Students may wish to vary the program according to the requirements of the Transfer Senior Institution.

**SUGGESTED PRE-MEDICAL TECHNOLOGY (A.A. Degree)****FIRST YEAR****First Term****Second Term**

ENG 101—Composition . . . . .	3
BIO 105—Principles of BIO Lab . . . .	1
HIS 111—History of Americas OR	
PSC 121—National Government . . . .	3
MTH 133—Trigonometry and Analytical Geometry . . . . .	3
CHE 131—General Chemistry . . . . .	3
HPR—Physical Education . . . . .	1

ENG 102 or 104—Composition . . . .	3
HIS 112—History of Americas OR	
PSC 122—State & Local Gov't . . . .	3
BIO 150—General Botany . . . . .	4
CHE 132—General Chemistry . . . .	3
CHE 134—General Chemistry Lab. . .	1
HPR—Physical Education . . . . .	1

Total Semester Hours 14

Total Semester Hours 15

**SUMMER TERMS**

CHE 133—General Chemistry . . . . .	3
CHE 135—General Chemistry Lab . .	1
Humanities . . . . .	3
Elective . . . . .	3

Total Semester Hours 10

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

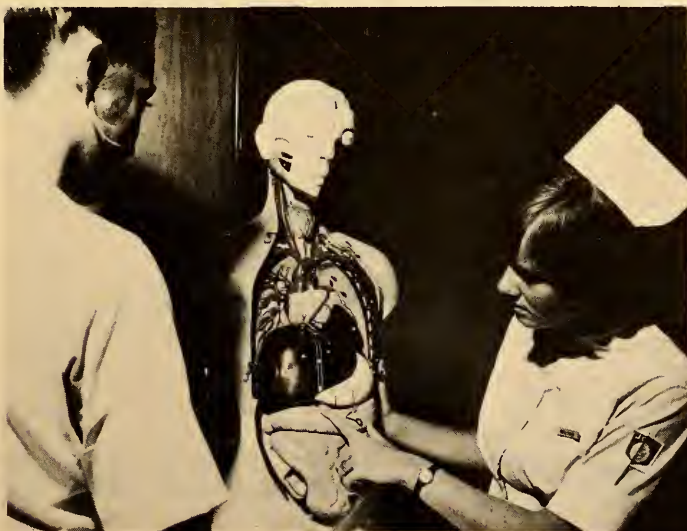
CHE 221—Organic Chemistry . . . . .	3
CHE 223—Organic Chemistry Lab. . .	1
BIO 160—General Zoology . . . . .	4
PHY 110—Elements of Physics . . . .	3
SOC 211—General Sociology . . . . .	3
HPR—Physical Education. . . . .	1

CHE 222—Organic Chemistry . . . . .	3
CHE 224—Organic Chemistry Lab. . .	1
BIO 116—Paramedical Science II . . .	4
Humanities . . . . .	3
Elective . . . . .	3-4
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**

<b>First Term</b>		<b>Second Term</b>	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . . .	
BIO 100—Modern Principles of Biology . . . . .	3	BIO 160—Zoology . . . . .	
BIO 105—Modern Principles of Biology Laboratory . . . . .	1	CHE 132—General Chemistry . . . . .	
CHE 131—General Chemistry . . . . .	3	CHE 134—General Chemistry Lab. . . . .	
MTH 131—Basic College Math . . . . .	3	Social Science . . . . .	
HPR—Physical Education. . . . .	1	HPR—Physical Education. . . . .	
<b>Total Semester Hours</b>	<b>14</b>	<b>Total Semester Hours</b>	<b>1</b>

**SUMMER TERMS**

Humanities . . . . .	3
Social Sciences . . . . .	3
<b>Total Semester Hours</b>	<b>6</b>

**SECOND YEAR**

<b>First Term</b>		<b>Second Term</b>	
PSY 201—General Psychology . . . . .	3	BIO 116—Paramedical Science II . . . . .	
BIO 115—Paramedical Science I . . . . .	4	PHY 110—Elements of Physics . . . . .	
Humanities . . . . .	3	NTR 201—Nutrition . . . . .	
CHE 133—General Chemistry . . . . .	3	Electives . . . . .	
CHE 135—General Chemistry Lab. . . . .	1	HPR—Physical Education . . . . .	
HPR—Physical Education . . . . .	1		
<b>Total Semester Hours</b>	<b>15</b>	<b>Total Semester Hours</b>	<b>1</b>

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

**SUGGESTED PRE-OCCUPATIONAL THERAPY (A.A. Degree)****FIRST YEAR**

<b>First Term</b>		<b>Second Term</b>	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . . .	
MTH 131—Basic College Math . . . . .	3	Social Studies . . . . .	
ART 106—Basic Design . . . . .	3	PHI 161—Logic . . . . .	
HPR—Physical Education. . . . .	1	ART 107—Basic Design . . . . .	
Social Studies . . . . .	3	HPR—Physical Education. . . . .	
<b>Total Semester Hours</b>	<b>13</b>	<b>Total Semester Hours</b>	<b>1</b>

**SUMMER TERMS**

AST 101—Elementary Astronomy OR GY 105—Physical Geology . . . . .	3
GY 106—Physical Geology Lab . . . . .	1
<b>Total Semester Hours</b>	<b>3 or 4</b>

## SECOND YEAR

### First Term

Humanities . . . . .	3
BIO 100—Modern Principles of Biology . . . . .	3
BIO 105—Biology Lab . . . . .	1
ART 206—Crafts . . . . .	3
PSY 201—General Psychology . . . . .	3
Elective . . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>17</b>

### Second Term

Humanities . . . . .	3
BIO 160—General Zoology . . . . .	4
PHY 110—Elements of Physics . . . . .	3
PSY 211 or 212—Child Psychology or Adolescent Psychology . . . . .	3
Electives . . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>17</b>

## PRE-OCEANOGRAPHIC PROGRAM (A.A. Degree)

Any student interested in pursuing an Oceanographic program, should plan his work according to the curriculum requirements with the college or university wherein he wishes to matriculate. In addition, the student should check with this counselor and also investigate the requirements according to the Head of the Department in Science which will fit the student's needs.

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

### FIRST YEAR

#### First Term

ENG 101—Composition. . . . .	3
CHE 131—General Chemistry . . . . .	3
MTH 131—Basic College Mathematics . . . . .	3
Social Science . . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>13</b>

#### Second Term

ENG 102 or 104—Composition . . . . .	3
CHE 132—General Chemistry . . . . .	3
CHE 134—General Chemistry Lab. . . . .	1
MTH 132—Contemporary College Algebra . . . . .	4
Social Science . . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>15</b>

### SUMMER TERMS

CHE 133—General Chemistry . . . . .	3
CHE 135—General Chemistry Lab. . . . .	1
MTH 133—Trigonometry and Analytic Geometry . . . . .	3
<b>Total Semester Hours</b>	<b>7</b>

## 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**

<b>First Term</b>		<b>Second Term</b>	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . . .	
BIO 105—Modern Principles of BIO Laboratory . . . . .	1	CHE 132—General Chemistry . . . . .	
CHE 131—General Chemistry . . . . .	3	CHE 134—General Chemistry Lab. . . . .	
*MTH 132—Contemporary College Algebra . . . . .	4	MTH 133—Trigonometry and Analytic Geometry . . . . .	
Social Science . . . . .	3	BIO 150—General Botany . . . . .	
HPR—Physical Education. . . . .	1	HPR—Physical Education . . . . .	
Total Semester Hours	15	Total Semester Hours	

### **SUMMER TERMS**

<b>Term III-A</b>		<b>Term III-B</b>	
CHE 133—General Chemistry . . . . .	3	Social Science . . . . .	
CHE 135—General Chemistry Lab. . . . .	1	HPR—Physical Education. . . . .	
Humanities . . . . .	3	Area 5 (Other than F) . . . . .	
Total Semester Hours	7	Total Semester Hours	

### **SECOND YEAR**

<b>First Term</b>		<b>Second Term</b>	
CHE 221—Organic Chemistry . . . . .	3	CHE 222—Organic Chemistry . . . . .	
CHE 223—Organic Chemistry Lab. . . . .	1	CHE 224—Organic Chemistry Lab. . . . .	
MTH 231—Calculus . . . . .	5	BIO 160—General Zoology . . . . .	
PHY 201—Intermediate Physics . . . . .	4	PHY 202—Intermediate Physics . . . . .	
HPR—Physical Education. . . . .	1	Humanities . . . . .	
Total Semester Hours	14	Total Semester Hours	

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

## **SUGGESTED PRE-PHYSICAL THERAPY (A.A. Degree)**

### **FIRST YEAR**

<b>First Term</b>		<b>Second Term</b>	
ENG 101—Composition. . . . .	3	ENG 102 or 104—Composition . . . . .	
MTH 131—Basic College Math . . . . .	3	MTH 132—Contemporary College Math . . . . .	
CHE 131—General Chemistry . . . . .	3	CHE 132—General Chemistry . . . . .	
Social Science . . . . .	3	CHE 134—General Chemistry Lab. . . . .	
HPR—Physical Education . . . . .	1	Social Science . . . . .	
		HPR—Physical Education. . . . .	
Total Semester Hours	13	Total Semester Hours	

**SUMMER TERMS**

CHE 133—General Chemistry . . . . .	3
CHE 135—General Chemistry Lab. . . . .	1
Elective . . . . .	3
Total Semester Hours	7

**SECOND YEAR**

**First Term**

**Second Term**

Humanities . . . . .	3
BIO 100—Modern Principles of Biology Lab. . . . .	3
BIO 105—Biology Lab . . . . .	1
PHY 110—Elements of Physics . . . . .	3
Elective . . . . .	3
HPR—Physical Education. . . . .	1

Humanities . . . . .	3
BIO 160—General Zoology . . . . .	4
PSY 201—General Psychology . . . . .	3
PHI 161—Logic . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours 14

Total Semester Hours 14

**\*SUGGESTED PRE-VETERINARY MEDICINE  
(A.A. Degree)**

**FIRST YEAR**

**First Term**

**Second Term**

ENG 101—Composition . . . . .	3
BIO 105—Modern Principles of BIO Laboratory . . . . .	1
MTH 132—Contemporary College Algebra . . . . .	4
CHE 131—General Chemistry . . . . .	3
Social Science . . . . .	3
HPR—Physical Education. . . . .	1

ENG 102 or 104—Composition . . . . .	3
MTH 133—Trigonometry and Analytic Geometry . . . . .	3
CHE 132—General Chemistry . . . . .	3
CHE 134—General Chemistry Lab. . . . .	1
Social Science . . . . .	3
HPR—Physical Education. . . . .	1

Total Semester Hours 15

Total Semester Hours 14

**SUMMER TERMS**

CHE 132—General Chemistry . . . . .	3
CHE 134—General Chemistry Lab. . . . .	1
Area 5 (Other than F). . . . .	3
Total Semester Hours	7

**SECOND YEAR**

**First Term**

**Second Term**

BIO 150—General Botany . . . . .	4
CHE 221—Organic Chemistry . . . . .	3
CHE 223—Organic Chemistry Lab. . . . .	1
PHY 201—Intermediate Physics . . . . .	4
Humanities . . . . .	3
HPR—Physical Education. . . . .	1

BIO 160—General Zoology . . . . .	4
CHE 222—Organic Chemistry . . . . .	3
CHE 224—Organic Chemistry Lab. . . . .	1
PHY 202—Intermediate Physics . . . . .	4
Humanities . . . . .	3
HPR—Physical Education. . . . .	1

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.





# **IV**

## **Technical Education Curricula and Courses**

## **TECHNICAL EDUCATION**

### **Division of Allied Health Technology Division of Engineering Technology Division of Public Services Technology**

It is the purpose of Broward Junior College 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 competently.

## **DIVISION OF ALLIED HEALTH TECHNOLOGY**

### **Medical Assisting Technology Nursing Technology Radiologic Technology Respiratory Therapy Technology Veterinary Medical Assisting Technology**

**Brett, Division Chairman and Radiologic and Respiratory Therapy Technology Area Leader; Dreizen, Medical Assisting Area Leader; Acuff, Audet, Brantferger, DeMots, Dumas, Dunne, Fishe, Heath, Holt, Klein, Martindale. (Hospital Affiliate Faculty: Alonso, Balano, Bennett, Gueits, and Trower.)**

## **MEDICAL ASSISTING TECHNOLOGY**

Requirements for the Associate in Science Degree in Medical Assisting:

1. Completion of 73 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
HPR 152 . . . . .	3 semester hours
Social Science elective . . . . .	3 semester hours
PSY 201 or 101 . . . . .	3 semester hours
BIO 105, 115, 116 . . . . .	9 semester hours
3. Completion of the following courses in related areas:

BA 101* . . . . .	3 semester hours
BA 102 or BA 201. . . . .	3 semester hours
BA 121(M) . . . . .	3 semester hours
BA 242 . . . . .	3 semester hours
BA 245 or ENG 103 or ENG 104 . . . . .	3 semester hours
NTR 200 . . . . .	2 semester hours

\*Those exempt, substitute elective courses.

Suggested electives: BA 111, 112, 261, 262, SOC 211, SPE 100.

4. Completion of the following courses in major field: (No grade lower than "C" will be acceptable in Medical Assisting courses.)  
MA 110, 115, 116, 120, 210, 220, 230,  
240, 241 . . . . . 31 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 College including the last twelve hours.
7. Make formal application for the degree to the Registrar at the completion of 45 hours.
8. Remove all admission requirements.
9. Attend all official graduation exercises.
0. The Medical Assisting staff reserves the right to discontinue a student's enrollment at any time during the program if in its judgment the student does not possess the personal qualifications necessary for a career in Medical Assisting.

Upon completion of the first year of study each student will be formally evaluated by the Medical Assisting Faculty pursuant to being recommended for the more advanced second year of study. Enrollment in MA 240, 241 is by recommendation of the faculty. A brochure describing the Medical Assisting Program is available on request from the Medical Assisting staff.

## **MEDICAL ASSISTING PROGRAM**

The role of the Medical Assistant within the physician's office of today is becoming more varied, demanding and complex. Her duties and responsibilities may encompass that of either an administrator, clinician, technologist, and in many instances she may be expected to function in all three areas in addition to being a public relations expert at all times.

Taking into account the broad scope of varied responsibilities that the Medical Assistant may be required to assume, the Associate Degree Program in Medical Assisting offered by Broward Junior College requires courses in General Education, Business Education, and in areas of specialization within the medically related fields.

The placement of students in the Practicum offers maximum flexibility and has been specially designed to meet the individual needs of the student thus allowing for the development of specific skills within any chosen interest or specialty area.

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

1. Evidence of good physical and mental health.
2. Satisfactory records in high school and college programs previously attempted.
3. Acceptable test scores.
4. Satisfactory interview with department faculty.

### FIRST YEAR

Term I		Term II	
MA 110—Introduction to Medical Assisting . . . . .	2	MA 116—Clinical Terminology . . . . .	3
MA 115—Medical Terminology . . . . .	3	MA 120—Medical Office Practices and Procedures . . . . .	3
BA 101—Elementary Typing . . . . .	3	MA 220—Clinical Practices and Procedures . . . . .	3
*ENG 101—Composition . . . . .	3	BA 102—Intermediate Typing . . . . .	3
BIO 105—Lab . . . . .	1	BIO 116—Paramedical Science II . . . . .	4
BIO 115—Paramedical Science I . . . . .	4	HPR—Physical Education . . . . .	1
HPR—Physical Education . . . . .	1		
Total Semester Hours	17	Total Semester Hours	17
<b>Term III-A</b>			
MA 230—Pharmacology . . . . .	3		
Social Science elective . . . . .	3		
Total Semester Hours	6		

### SECOND YEAR

Term I		Term II	
MA 210—Basic Medical Laboratory Techniques . . . . .	4	MA 241—Advanced Practicum in Medical Assisting . . . . .	5
MA 240—Practicum in Medical Assisting . . . . .	5	*BA 245—Business Communications or ENG 103 or 104 . . . . .	3
BA 242—Transcribing Machines . . . . .	3	BA 121M—Accounting Survey . . . . .	3
HPR 152—First Aid and Safety . . . . .	3	PSY 101 or 201—Psychology . . . . .	3
HPR—Physical Education . . . . .	1	NTR 200—Nutrition and Diet Therapy . . . . .	2
		HPR—Physical Education . . . . .	1
Total Semester Hours	16	Total Semester Hours	17

\*Completion of English 101, and English 103 or BA 245 will satisfy the requirement for a degree in Medical Assisting Technology at this institution. However, student contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

## COURSES OF INSTRUCTION MEDICAL ASSISTING

### **MA 110—Introduction to Medical Assisting**

An overview of the Medical Assisting profession including duties, responsibilities, ethical and legal aspects of medicine and medical assisting, history of medicine, and practice in the use of proper telephone techniques. Public relations and interpersonal relationships are also emphasized.

**Credit, 2 semester hours**

### **MA 115—Medical Terminology I**

Provides a broad survey of the language of medicine and health technologies. Emphasis is placed on the building of medical terms from word parts. Special pronunciation sessions are held in the language laboratory to assist students in developing competency.

**Credit, 3 semester hours**

### **MA 116—Clinical Terminology II**

Continuation of MA 115 with in-depth study of medical terminology specifically related to the human tissues, organ systems, and disease processes. Prerequisite: MA 115 or successful completion of MA 115 final examination to demonstrate competency in basic medical terminology.

**Credit, 3 semester hours**

### **MA 120—Medical Office Practices and Procedures**

Deals with the administrative aspects of the operation of a physician's office. Instruction includes: duties as receptionist; techniques of record keeping, patient interviewing, billing and collecting fees, and completing insurance forms.

**Credit, 3 semester hours**

### **MA 210—Basic Medical Laboratory Techniques**

A clinical laboratory course designed specially for the Medical Assisting student and/or other personnel employed in physicians' offices. Laboratory studies include instruction and practice in the following: drawing blood samples, performing red and white blood cell counts, differentials, hemoglobin and hematocrit

determinations, blood grouping, urinalysis, and other special procedures relevant to office laboratory demonstration and practice each week. Prerequisite: Medical Assisting student and/or by the permission of the instructor.

**Credit, 4 semester hours**

### **MA 220—Clinical Practices and Procedures**

Designed to orient the medical assistant to all phases of patient care in the physician's office. Discussion of basic principles involved and subsequent laboratory practice in procedures relating to: assisting at the physical examination and minor surgery, sterilization of instruments, taking electrocardiograms, preparation and administration of medications, and handling office emergencies. Fundamentals of immunology, physiotherapy, and X-ray are also considered. Two hours of lecture and two hours of laboratory practice each week.

**Credit, 3 semester hours**

### **MA 230—Pharmacology for the Medical Assistants**

Introductory course in medications which stresses responsibilities and principles of administration of drugs, classifications, dosages and corresponding side effects or contra-indications of medications commonly used in physicians' offices.

**Credit, 3 semester hours**

### **MA 240—Practicum in Medical Assisting**

Student assigned to physician's office, clinic, or laboratory for a total of ten (10) hours per week. Conference meetings will be arranged on an individual or group basis at a time and place to be arranged by the student and the coordinator. Conferences may include pertinent demonstration and practice sessions, including B.M.R.'s and other clinical procedures. Prerequisites: MA 110, MA 115, MA 120, MA 220 or by permission of Practicum Coordinator.

**Credit, 5 semester hours**



**MA 241—Advanced Practicum in  
Medical Assisting**

Student assigned to physician's office or clinic, or laboratory and will also rotate into various community health facilities as necessary for a total of ten (10) hours per week. Conference meet-

ings and rotations will be arranged on a small group or individual basis by the student and coordinator. Prerequisites: MA 240, MA 210 (may be a corequisite and/or by permission of Practicum Coordinator).

**Credit, 5 semester hours**

**COURSES OF INSTRUCTION**  
**NUTRITION**

**NTR 200—Nutrition and Diet Therapy**

Basic principles of nutrition relating to metabolism and the various modifica-

tions of normal diets for abnormal metabolic conditions.

**Credit, 2 semester hours**

**VETERINARY MEDICAL ASSISTING TECHNOLOGY**

Requirements for the Associate in Science Degree in Veterinary Medical Assisting:

1. Completion of 73 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  
HPR 152 . . . . . 3 semester hours  
Social Science elective . . . . . 3 semester hours  
PSY 201 or 101 . . . . . 3 semester hours  
BIO 105, 115, 116. . . . . 9 semester hours
3. Completion of the following courses in related areas:  
BA 101\* . . . . . 3 semester hours  
BA 102 or BA 201. . . . . 3 semester hours  
BA 121(M) . . . . . 3 semester hours  
BA 242 . . . . . 3 semester hours  
BA 245 or ENG 103 or ENG 104 . . . . . 3 semester hours  
NTR 200 . . . . . 2 semester hours  
\*Those exempt, substitute elective courses.  
Suggested electives: BA 111-112, 261, 262, SOC 211, SPE 100.
4. Completion of the following courses in major field: (No grade lower than "C" will be acceptable in Veterinary Medical Assisting and Medical Assisting courses.  
MA (VMA) 110, MA 115, MA (VMA) 116,  
MA 120, MA (VMA) 210, MA (VMA) 220,  
MA 230, MA (VMA) 240,  
MA (VMA) 241 . . . . . 31 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 College including the last twelve hours.
7. Make formal application for the degree to the Registrar at the completion of 45 hours.
8. Remove all admission requirements.
9. Attend all official graduation exercises.
10. The Veterinary Medical Assisting staff reserves the right to discontinue a student's enrollment at any time during the program if in its judgment the student does not possess the personal qualifications necessary for a career in Veterinary Medical Assisting.

Upon completion of the first year of study each student will be formally evaluated by the Veterinary Medical Assisting Faculty pursuant to being recommended for the more advanced second year of study. Enrollment in MA (VMA) 240, 241 is by recommendation of the faculty.

A brochure describing the Veterinary Medical Assisting Program is available on request from the Veterinary Medical Assisting staff.

## **VETERINARY MEDICAL ASSISTING PROGRAM**

The role of the Veterinary Medical Assistant within the Veterinarian's office of today is becoming more varied, demanding and complex. Her duties and responsibilities may encompass that of either an administrator, clinician, technologist, and in many instances she may be expected to function in all three areas in addition to being a public relations expert at all times.

Taking into account the broad scope of varied responsibilities that the Veterinary Medical Assistant may be required to assume, the Associate Degree Program in Veterinary Medical Assisting offered by Broward Junior College requires courses in General Education, Business Education, and in areas of specialization within the medically related fields.

The placement of students in the Practicum offers maximum flexibility and has been specially designed to meet the individual needs of the student thus allowing for the development of specific skills within any chosen interest or specialty area.

Applicants must fulfill the general requirements for admission to the College. The selection of students is based upon the follow-

ing additional factors:

1. Evidence of good physical and mental health.
2. Satisfactory records in high school and college program previously attempted.
3. Acceptable test scores.
4. Satisfactory interview with department faculty.

**FIRST YEAR**

<b>Term I</b>		<b>Term II</b>	
MA (VMA) 110—Introduction to Veterinary Medical Assisting . . . .	2	MA (VMA) 116—Clinical Terminology . . . . .	
MA 115—Medical Terminology. . . .	3	MA (VMA) 220—Clinical Practices and Procedures . . . . .	
BA 101—Elementary Typing. . . . .	3	BIO 116—Paramedical Science II . . .	
*ENG 101—Composition . . . . .	3	BA 102—Intermediate Typing . . . . .	
BIO 115—Paramedical Science I . . . .	4	MA 120—Medical Office Practices and Procedures. . . . .	
BIO 105—Lab . . . . .	1	HPR—Physical Education. . . . .	
HPR—Physical Education. . . . .	1		
Total Semester Hours		17	Total Semester Hours

**Term III-A**

MA (VMA) 230—Pharmacology . . . .	3
Social Science elective . . . . .	3
Total Semester Hours	6

**SECOND YEAR**

<b>Term I</b>		<b>Term II</b>	
MA (VMA) 210—Basic Medical Laboratory Techniques . . . . .	4	MA (VMA) 241—Advanced Practicum in Veterinary Medical Assisting . .	
MA (VMA) 240—Practicum in Veterinary Medical Assisting . . . .	5	*BA 245—Business Communications OR ENG 103 or 104 . . . . .	
BA 242—Transcribing Machines . . . .	3	BA 121M—Accounting Survey . . . . .	
HPR 152—First Aid and Safety . . . .	3	PSY 101 or 201—Psychology . . . . .	
HPR—Physical Education. . . . .	1	NTR 200—Nutrition and Diet Therapy . . . . .	
		HPR—Physical Education. . . . .	
Total Semester Hours		16	Total Semester Hours

\*Completion of English 101 and English 103 or BA 245 will satisfy the requirement for a degree in Veterinary Medical Assisting Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English courses listed above may not be acceptable transfer credit.

## COURSES OF INSTRUCTION VETERINARY MEDICAL ASSISTING

### **MA (VMA) 110—Introduction to Veterinary Medical Assisting**

An overview of the profession including duties, responsibilities, ethical and legal aspects of medicine and medical assisting, history of medicine, and practice in the use of proper telephone techniques. Public relations and interpersonal relationships are also emphasized.

**Credit, 2 semester hours**

### **MA 115—Medical Terminology I**

Provides a broad survey of the language of medicine and health technologies. Emphasis is placed on the building of medical terms from word parts. Special pronunciation sessions are held in the language laboratory to assist students in developing competency.

**Credit, 3 semester hours**

### **MA (VMA) 116—Clinical Terminology II**

Continuation of MA 115 with in-depth study of medical terminology specifically related to the human tissues, organ systems, and disease processes. Prerequisite: MA 115 or successful completion of MA 115 final examination to demonstrate competency in basic medical terminology.

**Credit, 3 semester hours**

### **MA 120—Medical Office Practices and Procedures**

Deals with the administrative aspects of the operation of a physician's office. Instruction includes: duties as receptionist, techniques of record keeping, patient interviewing, billing and collecting fees, and completing insurance forms.

**Credit, 3 semester hours**

### **MA (VMA) 210—Basic Medical Laboratory Techniques**

A clinical laboratory course designed especially for the Medical Assisting student and/or other personnel employed in physicians' offices. Laboratory studies include instruction and practice in the following: drawing blood samples, performing red and white blood cell counts, differentials, hemoglobin and hematocrit determinations, blood grouping, urinalysis, and other special procedures relevant

to office laboratory demonstration and practice each week. Prerequisite: Veterinary Medical Assisting student and/or by permission of the instructor.

**Credit, 4 semester hours**

### **MA (VMA) 220—Clinical Practices and Procedures**

Designed to orient the veterinary medical assistant to all phases of patient care in the veterinarian's office. Discussion of basic principles involved and subsequent laboratory practice in procedures relating to: assisting at the physical examination and minor surgery, sterilization of instruments, taking electrocardiograms, preparation and administration of medications, and handling office emergencies. Fundamentals of immunology, physiotherapy, and X-ray are also considered. Two hours of lecture and two hours of laboratory practice each week.

**Credit, 3 semester hours**

### **MA 230—Pharmacology for the Medical Assistant**

Introductory course in medications which stresses responsibilities and principles of administration of drugs, classifications, dosages and corresponding side effects or contra-indications of medications commonly used in physicians' offices.

**Credit, 3 semester hours**

### **MA (VMA) 240—Practicum in Veterinary Medical Assisting**

Student assigned to physician's office, clinic, or laboratory for a total of ten (10) hours per week. Conference meetings will be arranged on an individual or group basis at a time and place to be arranged by the student and the coordinator. Conferences may include pertinent demonstration and practice sessions, including B.M.R.'s and other clinical procedures. Prerequisites: MA 110, MA 115, MA 120, MA 220 or by permission of Practicum Coordinator.

**Credit, 5 semester hours**

### **MA (VMA) 241—Advanced Practicum in Veterinarian Medical Assisting**

Student assigned to physician's of-

fice or clinic, or laboratory and will also rotate into various community health facilities as necessary for a total of ten (10) hours per week. Conference meetings and rotations will be arranged on a small group or individual basis by the

student and coordinator. Prerequisite: MA 240, MA 210 (may be a corequisite and/or by permission of Practicum Coordinator).

**Credit, 5 semester hours**

## **COURSES OF INSTRUCTION NUTRITION**

### **NTR 200—Nutrition and Diet Therapy**

Basic principles of nutrition relating to metabolism and the various modifica-

tions of normal diets for abnormal metabolic conditions.

**Credit, 2 semester hours**

## **DEPARTMENT OF NURSING TECHNOLOGY**

Requirements for the Degree of Associate in Science Nursing:

1. Completion of 73 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 and 102 (104)  
Social Science elective . . . . . 3 semester hours  
SOC 211 . . . . . 3 semester hours  
PSY 201. . . . . 3 semester hours  
PSY 211 . . . . . 3 semester hours
3. Completion at Broward Junior College of the following courses in the major field: (No grade lower than "C" will be acceptable in the Nursing courses.)  
Nursing 101, 102, 103, 200,  
202, 203, 210 . . . . . 40 semester hours
4. Completion of the following courses in related areas:  
Biology . . . . . 9 semester hours  
BIO 115, BIO 116, BIO 105  
NTR 201 . . . . . 2 semester hours
5. Completion of four semester hours in Physical Education Activities. (Those exempt will substitute elective subjects)
6. Make formal application for the degree to the Registrar during the term in which a total of 45 semester hours is earned.
7. Remove all admission conditions.
8. Attend all official graduation exercises.
9. Completion of a minimum of twenty-four semester hours residence at the College including the last twelve hours.



10. The Department of Nursing Technology reserves the right to discontinue a student's enrollment, at any time during the program, if in its judgment the student does not possess the qualifications necessary for a nursing career. Upon completion of the first year of study each student will be formally evaluated by the Department of Nursing Technology faculty pursuant to being recommended for the more advanced second year of study.

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

## **NURSING PROGRAM**

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

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

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

1. Evidence of good physical and mental health.
2. Satisfactory records in high school and college or nursing programs previously attempted.
3. Acceptable test scores.
4. Satisfactory interview in the Department of Nursing Technology.

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.

### **FIRST YEAR**

<b>Term I</b>		<b>Term II</b>	
NSG 101—Nursing. . . . .	8	NSG 102—Nursing. . . . .	9
BIO 115—Paramedical Science I. . . .	4	BIO 116—Paramedical Science II. . . .	4
BIO 105—Biology Lab . . . . .	1	PSY 211—Child Psychology . . . . .	3
PSY 201—General Psychology . . . . .	3	HPR—Physical Education. . . . .	1
NTR 201—Nutrition . . . . .	2		
<b>Total Semester Hours</b>	<b>18</b>	<b>Total Semester Hours</b>	<b>17</b>

**Term III-A**

NSG 103—Nursing . . . . .	3
Social Science elective . . . . .	3
HPR—Physical Education. . . . .	1
Total Semester Hours	7

**SECOND YEAR**

**Term I**

NSG 200—Nursing . . . . .	4
NSG 202—Nursing . . . . .	5
ENG 101—Composition . . . . .	3
SOC 211—General Sociology. . . . .	3
HPR—Physical Education. . . . .	1
Total Semester Hours	16

**Term II**

NSG 203—Nursing. . . . .	
NSG 210—Nursing. . . . .	
ENG 102 or 104—Composition . . . . .	
HPR—Physical Education. . . . .	
Total Semester Hours	

**COURSES OF INSTRUCTION  
 NURSING**

**NSG 101—Nursing**

Planned experiences to develop 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. Prerequisites or corequisites: BIO 115, BIO 105.

**Credit, 8 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 selected conditions including disturbances of digestion, respiration, circulation and mobility. Prerequisite: NSG 101. Prerequisite or corequisite: BIO 115, BIO 105, BIO 116.

**Credit, 9 semester hours**

**NSG 103—Nursing**

Sequential course to NSG 102 offered in first summer session. (3A) Continues theory and practice of patient-centered nursing care to patients with selected nursing problems. Prerequisites: NSG 101, NSG 102, BIO 105, 115, 116.

**Credit, 3 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, 103, PSY 201.

**Credit, 4 semester hours**

**NSG 202—Nursing**

Family centered nursing care of mother and the newborn infant. Emphasis is on physiological and emotional changes of childbearing. Consideration is given to factors which may complicate normal physiological processes of mother and infant. Prerequisites: NSG 101, 102, 103. Prerequisites or corequisites: SOC 211, PSY 211.

**Credit, 5 semester hours**

**NSG 203—Nursing**

Complex nursing problems of all groups are considered. Included are patients with problems of mobility, neurological, endocrine, and excretory disturbances, and diseases of the special senses. Prerequisites: NSG 101, 102, 103, 202.

**Credit, 9 semester hours**

**NSG 210—Nursing**

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, 103, 200, 202.

**Credit, 2 semester hours**

To meet expressed community needs, the Department of Nursing Technology will offer opportunities to graduate nurses for continuing education through seminars, workshops, and special educational programs. The nursing faculty recognizes its responsibility to provide community service to assist nurses as they adapt to their changing roles in today's society.

**COURSES OF INSTRUCTION**  
**NUTRITION**

**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 associated degree nursing program. Two lecture hours weekly.

**Credit, 2 semester hours**

**RADIOLOGIC TECHNOLOGY**

Requirements for the Degree of Associate in Science in Radiologic Technology.

1. Completion of 69 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:  
English Composition,  
ENG 101 and 103 (104) . . . . . 6 semester hours  
Mathematics . . . . . 3 semester hours  
Speech, SPE 100. . . . . 3 semester hours  
Social Science elective . . . . . 3 semester hours  
Psychology 101 or 201 . . . . . 3 semester hours
3. Completion of the following courses in major field: (No grade lower than "C" will be acceptable in Radiologic Technology courses.)  
XR 100, 105, 110, 115, 120, 125, 130,  
135, 140, 200, 205, 210, 212, 215, 230 . . 47 semester hours
4. Completion of four semester hours in Physical Education Activities. (Those exempt will substitute elective subjects.)
5. Make formal application for the degree to the Registrar during the term in which a total of 45 semester hours is earned.

6. Completion of a minimum of twenty-four semester hours of residence at the College including the last twelve hours.
7. Remove all admission conditions.
8. Attend all official graduation exercises.
9. The Radiologic Technology staff reserves the right to discontinue a student's enrollment, at any time during the program if in its judgment the student does not possess the personal qualifications necessary for success in a Radiologic Technology career. Upon completion of the first year of study each student will be formally evaluated by the Radiologic Technology faculty pursuant to being recommended for the more advanced second year of study.

A brochure describing the Radiologic Technology program is available on request from the Radiologic Technology faculty.

### **RADIOLOGIC TECHNOLOGY PROGRAM**

The Radiologic Technology Program prepares an individual to become an X-ray Technologist. Clinical work is done in local hospitals toward the satisfactory completion of the 28 month course. The individual will be eligible to take the American Registry of Radiologic Technologists examination during the final month of internship. Registered radiologic technologists will find immediate employment in the many hospitals and clinics throughout the country.

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

1. Evidence of good physical and mental health.
2. Satisfactory records in high school and college program previously attempted.
3. Acceptable test scores.
4. Satisfactory interview with department faculty.

#### **FIRST YEAR**

<b>Term I</b>		<b>Term II</b>	
XR 100—Introduction to Radiologic Technology . . . . .	3	XR 105—Radiologic Science . . . . .	
XR 110—Anatomy & Physiology . . . . .	4	XR 115—Clinic A . . . . .	
*ENG 101—Composition . . . . .	3	XR 125—Anatomy & Physiology II . . . . .	
MTH—Mathematics . . . . .	3	XR 130—Medical Terminology, Ethics, and Legal Aspects. . . . .	
Social Science elective. . . . .	3	PSY 101 or 201—Psychology. . . . .	
HPR—Physical Education. . . . .	1	HPR—Physical Education. . . . .	
<b>Total Semester Hours</b>	<b>17</b>	<b>Total Semester Hours</b>	<b>17</b>
(Clinic Hours: 0)		(Clinic Hours: 12/wk., total 192)	

**Term III-A**

XR 120—Principles of Radiographic Exposure . . . . .	3
XR 135—Clinic B . . . . .	2
<b>Total Semester Hours</b>	<b>5</b>
(Clinic Hours: 32/wk., total 192)	

**Term III-B**

XR 140—Clinic C . . . . .	2
XR 200—Nursing Procedures. . . . .	2
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>5</b>
(Clinic Hours: 32/wk., total 192)	

**SECOND YEAR****Term I**

XR 205—Clinic D . . . . .	2
XR 212—Radiation Physics . . . . .	3
XR 215—Radiotherapy and Radioisotopes . . . . .	3
SPE 100—Speech. . . . .	3
ENG 103 or 104—Composition . . . . .	3
HPR—Physical Education . . . . .	1
<b>Total Semester Hours</b>	<b>15</b>
(Clinic Hours: 12/wk., total 192)	

**Term II**

XR 210—Advanced Positioning & Special Procedures . . . . .	4
XR 230—Internship . . . . .	8
<b>Total Semester Hours</b>	<b>12</b>
(Clinic Hours: 50 weeks 40 hrs/wk., total 2000)	
Two Week Vacation	

TOTAL CLINIC HOURS: 2758

TOTAL SEMESTER HOURS: 69

\*Completion of English 101 and English 103 will satisfy the requirements for a degree in Radiologic Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

## COURSES OF INSTRUCTION RADIOLOGIC TECHNOLOGY

### XR 100—Introduction to Radiologic Technology

This course sets the pace for the future technologist. The history concerning the discovery, development, production and use of X and Gamma radiation will be presented. Radiologic Technology as a chosen profession, including the needs, criteria and demands placed on a future technologist will be studied. Familiarization with hospital organization with special emphasis on the Department of Radiology and related structure, rules, requirements and regulations for function will be stressed.

**Credit, 3 semester hours**

### XR 105—Radiologic Science

A detailed study of radiation hazards, effects, personnel and patient protection

methods, measurement and monitoring radiation will be presented. Included are the elements of dark room chemistry, solutions and film handling. Student participation in automatic and manual processing methods will be emphasized.

**Credit, 3 semester hours**

### XR 110—Anatomy and Physiology I

Descriptive anatomical terms are explained. Fundamentals of human life embryology are presented such as the fertilized ovum, the embryonic and fetal periods. Cells, tissues, organs and systems are studied. The skeletal system, bones and joints, is the first considered.

**Credit, 4 semester hours**



**XR 115—Clinic A (Positioning)**

Provides the student observation and limited participation within the X-ray room. Film critique and panel discussion will be correlated with each procedure to provide interesting learning experience. Positioning classes are held during each procedure. Office procedure will also be included. Twelve hours weekly in clinic, (192 hours).

**Credit, 2 semester hours**

**XR 120—Principles of  
Radiographic Exposure**

Presented are the principles of Radiographic Exposure which will include prime factors, radiographic quality, latent image formation, radiological mathematics, screens, technical and tubulating charts, calibration and accessories.

**Credit, 3 semester hours**

**XR 125—Anatomy and  
Physiology II**

Pertinent details of all of the bodily systems and functions are studied. Students will witness post mortem examinations. Wherever applicable, pertinent pathological conditions demonstrable radiographically are discussed along with the anatomy of the involved area. Prerequisite: XR 110.

**Credit, 3 semester hours**

**XR 130—Medical Terminology, Ethics,  
and Legal Aspects**

The student is made familiar with the spelling, pronunciation and meaning of medical terms, normal and pathological. This also applies to terms used in radiographic and positioning procedures. The Technologist's creed and his relation to all other hospital personnel including physicians, and patients is stressed. Responsibilities, behavior patterns and limitations with reference to what can be said and done while carrying out the examination is emphasized.

**Credit, 3 semester hours**

**XR 135—Clinic B (Positioning)**

The student is involved in preparing the less complex selected X-ray examinations under close supervision. Film critique and lecture will reinforce the learning experience. 32 hours in clinic weekly (192 hours).

**Credit, 2 semester hours**

**XR 140—Clinic C (Positioning)**

Provides increased student involvement in actual performance of X-ray studies. Technical factors and film critique will be correlated with positioning classes during the clinic. 32 hours weekly (192 hours).

**Credit, 2 semester hours**

**XR 200—Nursing Procedures  
Pertinent to X-Ray**

The fundamental principles of sterile technique related to X-ray procedure, the care and safety of the patient, such as wheelchairs and stretchers, will be emphasized. The elements of first aid in emergency patient handling are also presented.

**Credit, 2 semester hours**

**XR 205—Clinic D (Positioning)**

Involves student rotation into advanced radiographic operation. Diversification in the types of examinations in the Emergency, Operating and Fluoroscopic rooms, positioning, film critique, and technical factors run concurrently. Twelve hours weekly in clinic (192 hours).

**Credit, 2 semester hours**

**XR 210—Positioning and  
Special Procedures**

The student becomes acquainted with vascular and arterial radiography. The methods, equipment and contrast media which are utilized in attaining these examinations are correlated with the examination routine. Prerequisites: XR 100, 105, 120, 200.

**Credit, 4 semester hours**

**XR 212—Radiation Physics**

A detailed study involving the fundamentals of electrical and radiation physics is presented. The basic principles underlying the operation of X-ray equipment and auxiliary devices are explained. X-Ray circuitry will be demonstrated and be available to the student for individual study. The important concepts of radiation protection for patients and personnel are stressed. Prerequisite: MTH 100, 131 or 132.

**Credit, 3 semester hours**

**XR 215—Radiotherapy and  
Radioisotopes**

This course is divided into two areas of therapy. First, the care, treatment, and management of therapy patients as related to X-ray and Cobalt therapy will be presented. The second phase will cover the procedure types of ionizing radiation and laboratory experience as related to Isotope Technology.

**Credit, 3 semester hours**

**XR 230—Internship**

Rotating room assignments and increased skills in all areas of examinations will be reviewed. All previous clinics, materials, examinations and procedures will be included within seminars. Student participation and performance of previous skills will be applied. 40 hours weekly. (50 weeks - 2000 hours)

**Credit, 8 semester hours**

## **RESPIRATORY THERAPY TECHNOLOGY**

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

1. Completion of 75 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:  
 English Composition: ENG 101, 103 (104) . 6 semester hours  
 Mathematics: MTH elective . . . . . 3 semester hours  
 Social Sciences: elective . . . . . 3 semester hours  
 PSY 201 or PSY 101 . . . . . 3 semester hours
3. Completion of the following courses in major field: (No grade lower than "C" will be acceptable in Respiratory Therapy courses.)  
 Respiratory Therapy 100, 105, 110, 115,  
 120, 200, 205, 210, 215, 220, 225, 230  
 Total . . . . . 40 semester hours
4. Completion of the following courses in related areas:  
 Biology: BIO 105, 115, 116 . . . . . 9 semester hours  
 Medical Terminology: MA 115 . . . . . 3 semester hours  
 Chemistry: CHE 115 . . . . . 2 semester hours  
 Physics: PHY 115 . . . . . 2 semester hours
5. Completion of four semester hours in Physical Education Activities. (Those exempt will substitute elective subjects.)
6. Make formal application for the degree to the Registrar during the term in which a total of 45 semester hours is earned.
7. Remove all admission conditions.
8. Attend all official graduation exercises.
9. Completion of a minimum of twenty-four semester hours of residence at the College including the last twelve hours.

10. The Respiratory staff reserves the right to discontinue a student's enrollment at any time during the program if, in its judgment, the student does not possess the personal qualifications necessary for success as a Respiratory Therapist.

Upon completion of the first year of study each student will be formally evaluated by the Respiratory Therapy faculty pursuant to being recommended for the more advanced second year of study.

A brochure describing the Respiratory Therapy Program is available on request from the Respiratory Therapy faculty.

## **RESPIRATORY THERAPY PROGRAM**

Respiratory Therapy is the specific treatment of diseases and disorders of the respiratory system employing various types of equipment such as aerosol generators and respirators. Respiratory Therapy is also concerned with the resuscitation of infants as well as adults in emergency situations.

Upon completion of the two-year program, the graduate will receive an Associate in Science degree and will then be eligible to take the national examinations of the American Registry of Inhalation Therapists. This enables the individual to seek employment anywhere in the United States and Puerto Rico with the title of Registered Inhalation Therapist.

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

1. Evidence of good physical and mental health.
2. Satisfactory records in high school and college programs previously attempted.
3. Acceptable test scores.
4. Satisfactory interview with department faculty.

### **FIRST YEAR**

<b>Term I</b>		<b>Term II</b>	
RSP 100—Introduction to Respiratory Therapy I . . . . .	3	RSP 110—Respiratory Therapy Theory II . . . . .	3
RSP 105—Respiratory Therapy Practicum A . . . . .	3	RSP 115—Respiratory Therapy Practicum B . . . . .	3
BIO 105—Biology Lab . . . . .	1	BIO 116—Paramedical Science II . . . . .	4
BIO 115—Paramedical Science I . . . . .	4	CHE 115—Paramedical Science III . . . . .	2
MA 115—Medical Terminology . . . . .	3	PHY 115—Paramedical Science IV . . . . .	2
MTH—Math . . . . .	3	Social Science elective . . . . .	3
Total Semester Hours	17	Total Semester Hours	17

**Term III-A**

RSP 120—Physiology of Respiration . . . . .	4
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>5</b>

**Term III-B**

RSP 210—Practicum C . . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>4</b>

**SECOND YEAR**

**Term I**

RSP 200—Cardiopulmonary Pathology . . . . .	4
RSP 205—Respiratory Therapy Theory III . . . . .	4
RSP 220—Respiratory Therapy Practicum D . . . . .	3
ENG 101—English. . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>15</b>

**Term II**

RSP 215—Respiratory Therapy Theory IV . . . . .	4
RSP 225—Pulmonary Function . . . .	3
RSP 230—Respiratory Therapy Practicum E . . . . .	3
PSY 101 or 201—Psychology. . . . .	3
*ENG 103—Technical Report Writing . . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>17</b>

\*Completion of English 101 and English 103 will satisfy the requirements for a degree in Respiratory Therapy Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English courses listed above may not be acceptable for transfer credit.

**COURSES OF INSTRUCTION  
RESPIRATORY THERAPY**

**RSP 100—Introduction to  
Respiratory Therapy I**

Introduction to the principles of resuscitation, intermittent positive pressure breathing, aerosol and oxygen administration and nursing arts. Orientation to the American Association of Inhalation Therapists, code of ethics, and professional attitude and behavior.

**Credit, 3 semester hours**

**RSP 105—Respiratory Therapy,  
Practicum A**

Introduction to the maintenance, calibration, sterilization and storage of different respirators and is instructed in administering treatments to out-patients. Measurement and calibration of spirometrics are also covered. Twelve hours

in hospital weekly (192 hours).

**Credit, 3 semester hours**

**RSP 110—Respiratory Therapy,  
Theory II**

Covers airway management, humidification, nebulization, oxygen and other gases and their analysis, ventilation and spirometrics. Oxygen supply and systems (cylinder, piped), regulators, flow meters and other auxiliary equipment is studied. The physical laws relating to gases and gas flow, heat and energy are covered.

**Credit, 3 semester hours**

**RSP 115—Respiratory Therapy,  
Practicum B**

The student is instructed in setting up equipment and applying it to the



patient under supervision on the wards. Equipment used by the therapist is studied. Evaluation of clinical signs and symptoms, effectiveness of treatment and case presentations are given. Twelve hours in hospital weekly (192 hours).

**Credit, 3 semester hours**

**RSP 120—Physiology of Respiration**

Specific discussion of the Physiology of Respiration from ventilation of the lungs, tissue gas exchange and pulmonary function to signs and symptoms of Pulmonary disease.

**Credit, 4 semester hours**

**RSP 200—Cardiopulmonary Pathology**

Basic pathological processes, such as inflammation, degeneration and neoplasms, are described. Specific diseases of respiration in the various subspecialties (pediatrics, obstetrics, surgery, internal medicine) are studied, with emphasis on pathophysiology.

**Credit, 4 semester hours**

**RSP 205—Respiratory Therapy, Theory III**

The pharmacology of drugs administered by the therapist and drugs commonly prescribed are presented. Chart interpretation and case presentation are also covered.

**Credit, 4 semester hours**

**RSP 210—Respiratory Therapy, Practicum C**

The student is supervised by an anesthesiologist in the operating room and recovery room as to the proper management of respiratory problems in the surgical patient. Administration of respiratory therapy to the medical and surgical inpatient is performed. 32 hours weekly in clinic (192 hours).

**Credit, 3 semester hours**

**RSP 215—Respiratory Therapy, Theory IV**

Sterilization and safety practices in inhalation therapy to prevent infection; fire and explosions are discussed. General review of all material for safe patient care is given, with emphasis on monitoring of vital signs and nursing care. Organization and administration of a department of respiratory therapy is studied. This includes records, charges, staffing, rounds and budgeting.

**Credit, 4 semester hours**

**RSP 220—Respiratory Therapy Practicum D**

The student is supervised in the intensive and respiratory units. Proper suctioning technique, chest physical therapy, tracheotomy care and control ventilators are provided with emphasis on aseptic technique, monitoring of vital signs and nursing care. Application of all techniques of respiratory care are performed on in-patients. Twelve hours weekly in clinic (192 hours).

**Credit, 3 semester hours**

**RSP 225—Pulmonary Function**

Refined techniques in spirometry, gas analysis, and theory of arterial blood gas analysis are discussed. Acid base balance and chemistry of oxygen and carbon dioxide transport are covered. Major screening and other techniques in diagnosis of respiratory disease are given.

**Credit, 3 semester hours**

**RSP 230—Respiratory Therapy, Practicum E**

Practical aspects of administrative and organizational responsibility of a department of respiratory therapy are studied. Responsible case study and presentation. Twelve hours weekly in clinic (192 hours).

**Credit, 3 semester hours**



## DIVISION OF ENGINEERING TECHNOLOGY

### Aerospace Technology

Air Traffic Controller  
Aviation Administration  
Career Pilot

### Contracting and Civil Engineering

#### Data Processing

#### Drafting and Design

Architectural Drafting  
Tool and Die Design

### Electronics

Electronic Technology  
Electronic Computer Technology

Whipple, Division Chairman; Bowen, Aerospace Area Leader; Minicone, Contracting and Civil Engineering Area Leader; Ellis, Data Processing Area Leader; Kirk, Drafting and Design Area Leader; Greenstein, Electronics Area Leader; Brock, Everett, Gagliardi, Guarnieri, Mondin, Nixon, Pope, Scigliano and Sheldon.

## ENGINEERING TECHNOLOGY CURRICULUM

Candidates for the Associate of Science Degree in Engineering Technology Programs are required to complete the following:

1. Completion of 66 hours of credit and a grade point average of 2.0 or above.
2. General Education Courses:  
COMMUNICATIONS  
English . . . . . 6 semester hours  
SOCIAL SCIENCE . . . . . 3 semester hours  
SCIENCE AND MATH  
Mathematics . . . . . 7 semester hours  
\*Physics . . . . . 4 semester hours  
PHYSICAL EDUCATION . . . . . 4 semester hours
- 3.\*\* ELECTIVES (Approved by Advisor) . . . . 6 semester hours

\*Students enrolled in Data Processing may substitute another Science for Physics.

\*\*Electives should either be in the major field of endeavor, job related to the chosen occupation, or a strong desire of the student to increase his knowledge or ability to perform.

4. Completion of courses in a selected major field. . . . .36 semester hours
5. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
6. Make formal application for the degree to the Registrar during the term in which a total of 45 semester hours is earned
7. Remove all admission conditions.
8. Attend all official graduation exercises.

Those students desiring to continue their education toward a Bachelor's Degree should enroll in Math 132 and 133 instead of the technical courses, MTH 171 and 172; and Physics 201 and 202 instead of PHY 120 and 121.

Completion of ENG 095 and ENG 103 will satisfy the requirements for a degree in Engineering Technology at this institution. However, students contemplating transfer to a four-year institution should complete ENG 101 and 104 since the other English courses listed above may not be acceptable for transfer credit.

## **AEROSPACE TECHNOLOGY**

### **AVIATION ADMINISTRATION PROGRAM**

The Aviation Administration program is designed for the student who would like to work in the aviation industry, but not primarily as a pilot. Selected theoretical aviation courses, to provide a broad base of aviation knowledge, are provided together with general business management and specialized aviation management courses.

### **Recommended Program**

#### **FIRST YEAR**

<b>Term I</b>		<b>Term II</b>	
AER 115—Aeronautical Science. . . .	3	AER 120—Meteorology. . . . .	3
AER 116—Navigation Science I . . . .	3	ENG 102—Composition. . . . .	3
AER 131—Primary Flight. . . . .	3	Elective . . . . .	3
ENG 101—Composition. . . . .	3	PSC 121—National Government. . . .	3
MTH 132—Cont. Col. Algebra . . . .	4	MTH 133—Trig. and Anal. Geometry . . . . .	3
HPR—Physical Education. . . . .	1	HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>17</b>	<b>Total Semester Hours</b>	<b>16</b>

**Term III-A**

AER 260—Airport Management . . .	3
PSC 122—State and Local Government . . . . .	3
Total Semester Hours	6

**SECOND YEAR**

**Term I**

**Term II**

AER 270—Airline Marketing. . . . .	3
ECO 251—Principles of Economics . .	3
BA 221—Principles of Accounting. . .	3
Elective . . . . .	3
HPR—Physical Education. . . . .	1
Total Semester Hours	13

AER 225—Air Carrier Management . .	3
ECO 252—Principles of Economics . .	3
BA 222—Principles of Accounting. . .	3
PHY 120—Engineering Technology Physics . . . . .	4
HPR—Physical Education. . . . .	1
Total Semester Hours	14

Suggested Electives: Humanities

NOTE: In the Aviation Administration Program, Business Administration and Economics courses, as well as Aviation courses, are considered to be in the major field.

**CAREER PILOT PROGRAM**

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.

**Recommended Program**

**FIRST YEAR**

**Term I**

**Term II**

AER 115—Aeronautical Science . . .	3
AER 116—Navigation Science I . . .	3
AER 131—Primary Flight . . . . .	3
ENG 095 or ENG 101— Communications . . . . .	3
MTH 171—Technical Algebra . . . .	3
HPR—Physical Education. . . . .	1
Total Semester Hours	16

AER 120—Meteorology. . . . .	3
AER 125—Aerodynamics . . . . .	3
AER 230—Commercial Flight I . . .	3
PHY 120—Engineering Technology Physics . . . . .	4
MTH 172—Technical Trigonometry . . . . .	3
HPR—Physical Education. . . . .	1
Total Semester Hours	17

**Term III-A**

AER 140—Engines and Aircraft Structures . . . . .	3
ENG 103—Technical Report Writing . . . . .	3
Total Semester Hours	6

**SECOND YEAR**

<b>Term I</b>		<b>Term II</b>	
AER 200—Navigation Science II. . . .	3	AER 210—Instrument Flight Theory . . . . .	3
AER 205—Aeronautical Science Safety . . . . .	3	AER 232—All Weather Flight . . . .	3
AER 231—Commercial Flight II . . . .	3	PSC 121—National Government . . . .	3
Elective . . . . .	3	Elective . . . . .	3
HPR—Physical Education. . . . .	1	MTH 191—Slide Rule . . . . .	1
		HPR—Physical Education. . . . .	
Total Semester Hours	13	Total Semester Hours	14

Suggested Electives:

AER 233; EL 240 and EL 250; DP 101 and DP 110; \*SPA 101 and SPA 102; BA 100 and BA 260; BA 100 and SPE 100 or other courses with department approval.

\*Two terms of any one language may be substituted for SPA 101 and 102.

**AIR TRAFFIC CONTROLLER PROGRAM**

This program is made available to a limited number of selected students who have chosen to enter the Air Traffic Control career field. It provides significant employment aid and valuable experience in air traffic control work while the student continues his education. The student will be considered for employment by the Federal Aviation Agency as an Air Traffic Controller upon graduation.

**FIRST YEAR**

<b>Term I</b>		<b>Term II</b>	
AER 115—Aeronautical Science. . . .	3	AER 120—Meteorology . . . . .	3
AER 116—Navigation Science . . . .	3	AER 125—Aerodynamics. . . . .	3
AER 131—Primary Flight . . . . .	3	AER 230—Commercial Flight I . . . .	3
ENG 095 or ENG 101—Communication . . . . .	3	PHY 120—Engineering Technology Physics I . . . . .	4
MTH 171—Technical Algebra . . . .	3	MTH 172—Technical Trigonometry . .	3
HPR—Physical Education. . . . .	1	HPR—Physical Education. . . . .	1
Total Semester Hours	16	Total Semester Hours	17

**Term III-A and III-B**

CWS 201—Work Experience I (Practicum) (Work for the Federal Aviation Agency in an Air Route Traffic Control Center) . . . . .	3
Total Semester Hours	3

## SECOND YEAR

### Term I

AER 200—Navigation Science II. . . . .	3
AER 205—Aeronautical Science Safety . . . . .	3
AER 231—Commercial Flight II. . . . .	3
ENG 103—Technical Report Writing . . . . .	3
Elective . . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>16</b>

### Term II

AER 210—Instrument Flight Theory . . . . .	3
AER 232—All Weather Flight . . . . .	3
PSC 121—National Government. . . . .	3
Elective . . . . .	3
MTH 191—Slide Rule Mathematics . . . . .	1
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>14</b>

#### Suggested Electives:

AER 233; EL 240 and EL 250; DP 101 and DP 110; BA 100 and BA 260; BA 100 and SPE 100; or two terms of any one Foreign Language.

## COURSES OF INSTRUCTION AEROSPACE

### 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.

**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.

**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

An analysis of the physical laws and aerodynamic principles which govern the flight and performance of aircraft. Sta-

bility and control, weight and balance, and aircraft instruments affecting flight. Operational considerations of controllable pitch propellers, retractable gear, weather, and precision maneuvers. Prerequisite: AER 115, or private pilot's license.

**Credit, 3 semester hours**

### AER 131—Primary Flight

Flight training to prepare for the Federal Aviation Agency Private Pilot Certificate. A total of 67 hours of instruction is provided, including 25 hours of dual flight, 25 hours solo flight and 17 hours of oral instruction and briefing. Corequisite: AER 115, AER 116. FEE: \$786.

**Credit, 3 semester hours**

### AER 140—Aircraft Engines, Structures, and Systems

Aircraft engine types and theory of operation. Theory, materials and construction methods of aircraft structures. Operations of hydraulic, electrical, fuel, pressurization, anti-icing, heating and instrument systems, including sources of power for their operation. Prerequisite: AER 115 or private pilot license.

**Credit, 3 semester hours**



### **AER 200—Navigation Science II**

Methods and procedures for the solution of advanced pilotage and dead reckoning problems. Functioning, capabilities, and limitations of radio navigation systems. The use of radio as a primary air navigation means. The use of World Aeronautical Charts, Low Altitude Enroute Charts, and the Airman's Information Manual. Prerequisite: AER 116 or a private pilot's license.

**Credit, 3 semester hours**

### **AER 205—Aeronautical Science Safety**

Orientation on Federal organizations involved with aviation safety. Man's physical limitations and the effects of flight on the human body. Considerations of severe weather phenomena and inflight emergencies. Federal Aviation Regulations pertaining to the commercial pilot. Prerequisite: AER 115 or private pilot's license.

**Credit, 3 semester hours**

### **AER 210—Instrument Flight Theory**

Physiological factors involved with instrument flying. A review of the aerodynamics factors related to instrument flight. The functioning of basic flight instruments and their use in controlling aircraft under instrument conditions. Electronic aids and their use. Communications facilities and equipment. The airways system, air traffic control facilities and procedures as related to instrument flight. Flight planning, Enroute Charts, Area Charts, SID Charts, Instrument Approach Procedure. Charts. Prerequisite: AER 200.

**Credit, 3 semester hours**

### **AER 225—Air Carrier Management**

A study of Federal laws concerned with air transportation. Organizational and financial considerations of the corporate body. Equipment handling and its economic usage. Aircrew scheduling and personnel management. Maintenance and other ground support activities. The profit motive and its relationship with fixed and operating costs.

**Credit, 3 semester hours**

### **AER 230—Commercial Flight I**

First half of flight training to prepare for the Federal Aviation Agency Commercial Pilot Certificate. A total of 72 hours of instruction, including 15 hours of dual flight, 40 hours solo flight and 17 hours oral instruction and briefing. Prerequisite: AER 131 or private pilot's license. Corequisite: Students normally take AER 120 and AER 125 concurrently with AER 230. At the time of completion of AER 231 (AER 230 is prerequisite of AER 231) the student must have completed AER 120, 125, 140, 200, and 205. FEE: \$852.

**Credit, 3 semester hours**

### **AER 231—Commercial Flight II**

The second half of flight training to prepare for the Federal Aviation Agency Commercial Pilot Certificate. A total of 72 hours of instruction including 15 hours of dual flight, 40 hours solo flight and 17 hours oral instruction and briefing. Prerequisite: AER 230. Corequisite: Students normally take AER 200 and AER 205 concurrently with AER 231. At the time of completion of AER 231 the student must have completed AER 120, 125, 140, 200, and 205. FEE: \$822.

**Credit, 3 semester hours**

### **AER 232—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 231; corequisite: AER 210. FEE: \$530.

**Credit, 3 semester hours**

### **AER 233—Flight Simulator Training**

A total of 15 hours of training in flight simulator. Material covered includes: basic instruments, VOR procedures, ADF procedures. The course should normally be taken with AER 230 or 232. FEE: \$180.

**Credit, 1 semester hour**

**AER 260—Airport Management**

Compliance with Federal requirements and cooperation with Federal supporting agencies. Acquisition and direction of ground support activities. Organization and development of facilities and space utilization. Service and sales. Fixed and operating costs and other financial considerations.

**Credit, 3 semester hours**

**AER 270—Airline Marketing**

An analysis of markets suitable to air transportation. The psychology of salesmanship. Economic considerations of delivery schedules and their relationships to personnel costs and customer inventories. Passenger-mile costs and ton-mile costs and their bearing on profits. Operation of travel agencies and freight forwarding companies and their relationships with scheduled airlines.

**Credit, 3 semester hours**



# CONTRACTING AND CIVIL ENGINEERING TECHNOLOGY

## Representative Program

The Contracting and Civil Engineering Technology program trains the student primarily for employment as an Engineering Technician or Surveyor. The courses emphasize fundamentals and techniques of construction of buildings, highways, bridges and utilities.

### FIRST YEAR

First Term				Second Term			
	C	L	Cr.		C	L	Cr.
ENG 101—Composition. . . . .	3	0	3	ENG 103—Technical			
MTH 171—Technical Algebra . . . .	3	0	3	Report Writing . . . . .	3	0	3
PSC 121—National Gov't . . . . .	3	0	3	MTH 172—Technical			
DD 100—Technical Drafting I . . . .	1	3	3	Trigonometry . . . . .	3	0	3
HPR—Physical Education. . . . .	0	1	1	MTH 191—Slide Rule Math. . . . .	1	0	1
				PHY 120—Engineering			
				Technology Physics . . . . .	3	2	4
				DD 111—Civil Drafting I . . . . .	1	3	3
				HPR—Physical Education. . . . .	0	1	1
Total Semester Hours	13			Total Semester Hours	15		



### Term III-A

CC 100—Materials and Processes . . . . .	3	0	3
CC 250—Surveying . . . . .	1	3	3
Total Semester Hours	6		

### SECOND YEAR

#### First Term

	C	L	Cr.
CC 200—Strength of Materials . . . . .	3	0	3
CC 210—Mech. & Elect. Systems . . . . .	3	0	3
CC 260—Route Surveying . . .	1	3	3
DD 211—Civil Drafting II. . . .	1	3	3
Elective . . . . .			3
HPR—Physical Education. . . .	0	1	1
Total Semester Hours	16		

#### Second Term

	C	L	Cr.
CC 220—Water Supply . . . . .	3	0	3
CC 230—Structural Design . . .	1	3	3
CC 240—Planning and Estimating . . . . .	3	0	3
DD 231—Civil Drafting III . . .	1	3	3
Elective . . . . .			3
HPR—Physical Education. . . .	0	1	1
Total Semester Hours	16		

Suggested Electives (Approved by Advisor):

SPE 100	—	Introduction to Speech, 3 credit hours
DD 270	—	Basic Hydraulics, 3 credit hours
BA 101	—	Elementary Typing, 3 credit hours

Students enrolled in the cooperative work experience program should enroll in one of the following courses during their work period:

CWS 201	—	Work Experience I (Practicum)
CWS 202	—	Work Experience II (Practicum)

## COURSES OF INSTRUCTION CONTRACTING AND CIVIL ENGINEERING

### CC 100—Materials and Processes

Study of materials used in building construction including manufacturing processes and methods of application.

**3-0-3 Credit, 3 semester hours**

### CC 200—Strength of Materials

Study of properties of sections, stress, strain, shear and moment diagrams. Laboratory testing procedures for tension, compression, torsion, hardness, fatigue and shear.

**3-0-3 Credit, 3 semester hours**

### CC 210—Mechanical and Electrical Systems

Fundamentals of plumbing, heating, ventilating, air conditioning, illuminating,

electrical facilities, fire protection, communications and requirements of the South Florida Building Code.

**3-0-3 Credit, 3 semester hours**

### CC 220—Water Supply and Wastewater Disposal

A single course covering sources, collection, treatment and distribution of potable water; and the collection, treatment and disposal of wastewater.

**3-0-3 Credit, 3 semester hours**

### CC 230—Structural Design

Familiarity with national standard design handbooks in wood, reinforced concrete, steel and aluminum. Design of typical beams, columns, footings and local problems in retaining walls and pile



### **Data Processing**

foundations. Classification of soils and interpretation of soil borings from the standard penetration test.

**1-3-3 Credit, 3 semester hours**

### **CC 240—Construction Planning and Estimating**

Construction contracts, contractor responsibilities, job planning, scheduling, selection of equipment, methods of construction, estimating quantities of labor and materials costs.

**3-0-3 Credit, 3 semester hours**

### **CC 250—Surveying**

The theory and practice of surveying,

including the use and care of surveying instruments. Practical application of surveying techniques of building construction.

**1-3-3 Credit, 3 semester hours**

### **CC 260—Route Surveying**

Highway surveying including horizontal and vertical curves, mass diagrams, super-elevation and hydrographic surveys. Familiarization with advanced techniques such as Laser, Sonar, Tellurometer and Geodimeter equipment, and aerial surveys.

**1-3-3 Credit, 3 semester hours**

## **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 curriculum comprises a succession of courses designed to provide an understanding of the concepts, principles, and techniques involved in electronic processing of data. 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 IBM/360 model 40 computers and equipment.

The student may choose to work toward the two-year degree or the three-semester certificate program. Both curricula 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 A Certificate of Achievement Program**

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".



<b>Course Number</b>	<b>Description</b>	<b>C</b>	<b>L</b>	<b>Hrs.</b>
DP 101—Fundamentals of Data Processing . . . . .		3	0	3
DP 102—Data Preparation Equipment . . . . .		2	2	3
BA 221—Principles of Accounting. . . . .		3	0	3
*ENG 101—Composition . . . . .		3	0	3
MTH 171—Technical Algebra . . . . .		3	0	3
<b>Total Semester Hours</b>				<b>15</b>
DP 104—Introduction to Programming Systems. . .		2	2	3
DP 105—Computer Programming I . . . . .		2	2	3
BA 222—Principles of Accounting. . . . .		3	0	3
*ENG 102 or ENG 103—Composition . . . . .		3	0	3
DP 221—System Development and Design . . . . .		3	0	3
<b>Total Semester Hours</b>				<b>15</b>
DP 205—Computer Programming II . . . . .		2	2	3
DP 210—Data Processing Applications . . . . .		3	0	3
DP 225—Advanced Programming Techniques III. . .		2	2	3
BA 223 or 225—Accounting . . . . .		3	0	3
SOCIAL SCIENCE . . . . .		3	0	3

\*Completion of ENG 095 and ENG 103 will satisfy the requirements for a Certificate in Data Processing at this institution.

## **DATA PROCESSING TECHNOLOGY BUSINESS OPTION**

### **Representative Program**

#### **FIRST YEAR**

##### **First Term**

**C L Cr.**

DP 101—Fundamentals of Data Processing . . . . .	3	0	3
DP 102—Data Preparation Equipment . . . . .	2	2	3
ENG 101—Composition. . . . .	3	0	3
BA 221—Principles of Acc't. . . . .	3	0	3
MTH 131—Basic College Math . . . . .	3	0	3
HPR—Physical Education . . . . .	2	0	1

**Total Semester Hours      16**

##### **Second Term**

**C L Cr.**

DP 104—Introduction to Programming Systems. . . . .	2	2	3
DP 105—Computer Programming I . . . . .	2	2	3
ENG 103—Composition . . . . .	3	0	3
MTH 172—Tech. Trigonometry . . . . .	3	0	3
BA 222—Principles of Acc't. . . . .	3	0	3
HPR—Physical Education . . . . .	2	0	1

**Total Semester Hours      16**

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

**C L Cr.**

DP 221—Systems Dev. and Design . . . . .	3	0	3
DP 205—Computer Programming II . . . . .	2	2	3

**Total Semester Hours      6**

**SECOND YEAR**

<b>First Term</b>				<b>Second Term</b>			
	C	L	Cr.				
DP 210—DP Applications . . .	3	0	3	DP 225—Advanced Pro-			
Science . . . . .	3	2	4	gramming Techniques III .			
ECO 251—Principles of				Social Science . . . . .			
Economics . . . . .	3	0	3	BA 223 or 225—Accounting .			
*Elective . . . . .	3	0	3	Elective . . . . .			
HPR—Physical Education. . .	2	0	1	HPR—Physical Education. . .			
				MTH 191—Slide Rule Math. .			
Total Semester Hours	14			Total Semester Hours			

\*Suggested Electives: (Approved by Advisor)

Speech 100, DP 115, DP 110, STA 221, BA 260, BA 261, BA 100.

BA 221, 222, or 225 are considered as part of the 36 semester hours required in the major field.

Students enrolled in the cooperative work experience program should enroll in the following courses during their work period:

CWS 201—Work Experience I (Practicum)  
CWS 202—Work Experience II (Practicum)

**DATA PROCESSING TECHNOLOGY  
ENGINEERING-SCIENTIFIC OPTION**

**Representative Program**

**FIRST YEAR**

<b>First Term</b>				<b>Second Term</b>			
	C	L	Cr.				
DP 101—Fundamentals of				DP 110—Fortran . . . . .			
Data Processing . . . . .	3	0	3	DP 105—Computer			
DP 102—Data Preparation				Programming I . . . . .			
Equipment . . . . .	2	2	3	ENG 103—Tech. Report			
ENG 101—Composition. . . .	3	0	3	Writing . . . . .			
MTH 131—Basic College Math .	3	0	3	MTH 132—Contemporary			
Science . . . . .	3	0	3	College Algebra . . . . .			
HPR—Physical Education. . .	2	0	1	Science . . . . .			
				HPR—Physical Education. . .			
Total Semester Hours	16			Total Semester Hours			

**Term III-A or III-B**

	C	L	Cr.
DP 221—Systems Dev. &			
Design . . . . .	3	0	3
DP 205—Computer			
Programming II . . . . .	2	2	3
Total Semester Hours			6

## SECOND YEAR

First Term				Second Term			
	C	L	Cr.		C	L	Cr.
DP 115—PL/1 Computer Programming . . . . .	2	2	3	DP 225—Advanced Programming Techniques III . .	2	2	3
Elective . . . . .	3	0	3	ECO 251—Principles of Economics . . . . .	3	0	3
MTH 133—Trig. and Anal. Geometry . . . . .	3	0	3	Elective . . . . .	3	0	3
Social Science . . . . .	3	0	3	PHY 120—Engineering Tech. Physics I . . . . .	3	2	4
HPR—Physical Education. . .	2	0	1	HPR—Physical Education. . .	2	0	1
Total Semester Hours	13			Total Semester Hours	14		

Suggested Electives: (Approved by Advisor)

SPE 100, DP 104, STA 221, BA 221, BA 222

## COURSES OF INSTRUCTION DATA PROCESSING TECHNOLOGY

### DP 101—Fundamentals of Data Processing

An introduction to electronic data processing. Topics include basic computer theory, file storage media, input-output devices, binary and hexadecimal number systems and programming techniques.

**3-0-3 Credit, 3 semester hours**

### DP 102—Data Preparation Equipment

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

**2-2-3 Credit, 3 semester hours**

### DP 104—Introduction to Programming Systems

An orientation to the terminology, procedures and use of electronic equipment in data processing. Business applications, related to punch-card and magnetic tape systems, are programmed in RPG (Report Program Generator) language. Prerequisites: DP 101 and DP 102 or Instructor approval.

**2-2-3 Credit, 3 semester hours**

### DP 105—Computer Programming I

Cobol as a programming language is taught and utilizes the IBM/360. Through a series of lectures and laboratory practices, the student develops a working knowledge of the Cobol language. Emphasis is placed in creating and maintaining tape and disk files. Prerequisite: DP 101 or Instructor approval.

**2-2-3 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 Mathematics, Science, and related fields and who will need to utilize the computer as a tool in their professions.

**2-2-3 Credit, 3 semester hours**

### DP 115—PL/1 Computer Programming

The IBM PL/1, an elective in programming language, utilizes the various types of input/output devices. Emphasis is placed on the creation and maintenance of direct-access and sequential index files.

**2-2-3 Credit, 3 semester hours**

**DP 205—Computer  
Programming II**

IBM 360 Assembly language and the disk operating systems are utilized. Disk and tape files are used extensively through lectures and laboratory procedure involving programming and debugging techniques. Prerequisite: DP 105 or Instructor approval.

**2-2-3 Credit, 3 semester hours**

**DP 210—DP Applications**

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. Prerequisites: DP 104 and DP 105 or instructor approval.

**3-0-3 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; presentation of recommendation, and the installation of a completely integrated system.

**3-0-3 Credit, 3 semester hours**

**DP 225—Advanced Programming  
Techniques III**

The student utilizes previous studied programming languages. Problems are selected which provide for more sophistication in file creation, maintenance, use of subprograms, and special programming techniques. Prerequisite: DP 205.

**2-2-3 Credit, 3 semester hours**

## **DRAFTING AND DESIGN TECHNOLOGY**

Drafting and Design programs are offered in the areas of Architectural and Tool and Die Design occupations.

**Objectives:**

1. To teach proficiency in the language of each field.
2. To have the students develop their skills in producing accurate, reproducible drawings.
3. To indicate the cluster of closely related operations, as they affect the decisions of the designer.
4. To know the measures, gauging and/or checking that is required in each operation.

**ARCHITECTURAL DRAFTING****Representative Program****FIRST YEAR**

<b>First Term</b>				<b>Second Term</b>			
	C	L	Cr.		C	L	Cr.
DD 100—Technical Drafting . . .	1	3	3	DD 110—Architectural Drafting I . . . . .	1	3	3
MTH 171—Technical Algebra . .	3	0	3	DD 111—Civil Drafting I . . . .	1	3	3
ENG 101—Composition . . . . .	3	0	3	MTH 172—Tech. Trigonometry .	3	0	3
Elective . . . . .			3	PHY 120—Engineering Tech. Physics I . . . . .	3	2	4
HPR—Physical Education . . . .			1	ENG 103—Technical Report Writing . . . . .	3	0	3
				HPR—Physical Education . . . .			1
<b>Total Semester Hours</b>			<b>13</b>	<b>Total Semester Hours</b>			<b>17</b>

**Term III-A**

	C	L	Cr.
CC 250—Surveying . . . . .	1	3	3
CC 100—Materials and Processes . . . . .	3	0	3
<b>Total Semester Hours</b>			<b>6</b>

**SECOND YEAR**

<b>First Term</b>				<b>Second Term</b>			
	C	L	Cr.		C	L	Cr.
DD 210—Architectural Drafting II . . . . .	1	3	3	DD 230—Architectural Drafting III . . . . .	1	3	3
DD 211—Civil Drafting II . . . .	1	3	3	DD 204—Principles of Industrial Engineering . . . .	3	0	3
CC 200—Strength of Materials . . . . .	2	2	3	CC 240—Construction Planning and Estimating . . .	3	0	3
CC 210—Mechanical and Electrical Systems . . . . .	3	0	3	PSC 121—National Government .	3	0	3
MTH 191—Slide Rule . . . . .			1	*Elective . . . . .			3
HPR—Physical Education . . . .			1	HPR—Physical Education . . . .			1
<b>Total Semester Hours</b>			<b>14</b>	<b>Total Semester Hours</b>			<b>16</b>

Suggested Electives:

CC 230—Structural Design.

BA 100—Elementary Typing; SPE 100—Introduction to Speech; PSY 100—Human Relations in Business and Industry; ART 150—Introduction to Drawing Media; LST 260—Landscape Design; BA 290—Principles of Real Estate.

Students enrolled in the cooperative work experience program should enroll in one of the following courses during their work period:

CWS 201—Work Experience I (Practicum)

CWS 202—Work Experience II (Practicum)



# **TOOL AND DIE DESIGN**

## **Representative Program**

### **FIRST YEAR**

<b>First Term</b>				<b>Second Term</b>			
	C	L	Cr.				C
DD 100—Technical Drafting . . .	1	3	3	DD 140—Tool Design I . . . . .	1		
MTH 171—Technical Algebra . .	3	0	3	DD 151—Die Design I . . . . .	1		
ENG 101—Composition . . . . .	3	0	3	MTH 172—Tech. Trigonometry .	3		
*Elective . . . . .			3	PHY 120—Engineering Tech.			
HPR—Physical Education. . . . .	0	2	1	Physics I . . . . .	3		
				ENG 103—Technical Report			
				Writing . . . . .	3		
				HPR—Physical Education. . . . .	0		
Total Semester Hours			13	Total Semester Hours			

### **Term III-A**

	C	L	Cr.
DD 102—Design and Machine Elements . . . . .	3	0	3
DD 205—Statistical Quality Control . . . . .	3	0	3
Total Semester Hours			6

### **SECOND YEAR**

<b>First Term</b>				<b>Second Term</b>			
	C	L	Cr.				C
DD 202—Manufacturing Processes . . . . .	3	0	3	DD 241—Tool Design III . . . . .	1		
DD 240—Tool Design II. . . . .	1	3	3	DD 261—Die Design III . . . . .	1		
DD 251—Die Design II . . . . .	1	3	3	DD 204—Principles of Industrial Engineering. . . . .	3		
DD 270—Basic Hydraulics . . . .	3	0	3	*Elective . . . . .			
PSC 121—National Government .	3	0	3	HPR—Physical Education. . . . .			
MTH 191—Slide Rule . . . . .			1				
HPR—Physical Education. . . . .			1				
Total Semester Hours			17	Total Semester Hours			

\*Suggested electives:

BA 101—Elementary Typing, SPE 100—Introduction to Speech.

Students enrolled in the cooperative work experience program should enroll in on the following courses during their work period:

CWS 201—Work Experience I (Practicum)  
CWS 202—Work Experience II (Practicum)

## COURSES OF INSTRUCTION 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, inking, intersections, developments, finish marks, surface symbols, tolerances, fits, allowances, screws, keys, pins, rivets and springs. The student learns to recognize and use the A.S.A. standard welding symbols.

**1-3-3 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.

**3-0-3 Credit, 3 semester hours**

### **DD 110—Architectural Drafting I**

This course offers the student basic fundamentals of architectural drawing. Emphasis is put on drafting techniques, lettering, methods of showing plans, elevations, sections, and dimensions of one story residential buildings. Prerequisite: DD 100 or equivalent.

**1-3-3 Credit, 3 semester hours**

### **DD 111—Civil Drafting I**

This course introduces drawings of topography, and timber structures. The student takes surveying data and produces finished drawings. Calculation sheets are made from drawing proposals. Emphasis is on symbols used and line techniques. Prerequisite: DD 100 or equivalent.

**1-3-3 Credit, 3 semester hours**

### **DD 140—Tool Design I**

The student learns to design single point tools. Tool layout drawings are made for multiple station operations. Types of material removal are studied as they affect the design of tools. Fixtures are drawn, considering types, locating points and their relation with previous and subsequent operations. Prerequisite: DD 100 or equivalent.

**1-3-3 Credit, 3 semester hours**

### **DD 151—Die Design I**

Student studies die drawings to learn the style and techniques used in designing sheet metal dies. Blank nesting, pierce, form, and flange dies are drawn. Prerequisite: DD 100 or equivalent.

**1-3-3 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.

**1-3-3 Credit, 3 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.

**3-0-3 Credit, 3 semester hours**

**DD 205—Statistical Quality Control**

This course is designed to acquaint all technicians with the type of control charts used in production and inspection, based on simple statistical calculations. Sampling plans and assignable causes of out-of-control conditions are examined.

**3-0-3 Credit, 3 semester hours**

**DD 210—Architectural  
Drafting II**

Preliminary design drawings are turned into working drawings. Emphasis is put on schematics for electrical, plumbing, heating, ventilating and air-conditioning as they apply to commercial and residential building. Prerequisite: DD 110.

**1-3-3 Credit, 3 semester hours**

**DD 211—Civil Drafting II**

Advanced designs are made of highway and structural work. Aerial photographs and maps are studied and translated to designs. Railroad spur techniques are studied and drawn. A project is assigned for a specific operation. Prerequisite: DD 111.

**1-3-3 Credit, 3 semester hours**

**DD 230—Architectural  
Drafting III**

Structural steel is emphasized. Finalized customer acceptance techniques are worked out. Color renditions and model presentations are made. Exterior perspectives are rendered. Students should have previous drafting experience.

**1-3-3 Credit, 3 semester hours**

**DD 231—Civil Drafting III**

The final course of civil drafting stresses accuracy of fluid mechanics to the final rendition of culverts, bridges, and groins. Sanitary designs are studied and drawn. Critical path charts are drawn to show application to civil problems. Prerequisite: DD 211.

**1-3-3 Credit, 3 semester hours**

**DD 240—Tool Design II**

Emphasis is put on jig design, methods of guiding tools in relation to the prob-

lems they have studied in fixture design. Techniques of measuring and maintaining surface finishes and tolerances are emphasized. Feeding devices, as they affect tooling, are discussed. Multiple spindle tooling layouts are made. Prerequisite: DD 140.

**1-3-3 Credit, 3 semester hours**

**DD 241—Tool Design III**

The student is now ready to design gauges that will tell him if his tool designs are sound. Mechanical, air, electrical, and electronic read-out gauges are discussed from a design standpoint. Tool design checking and related items of models, templates and standards are taught. Prerequisite: DD 240.

**1-3-3 Credit, 3 semester hours**

**DD 251—Die Design II**

Compound dies are analyzed and drawn. Plastic, die cast, and forging die examples are drawn. Rubber forming and hydraulic stretching dies are discussed from the design standpoint. Miscellaneous operations of explosion and rule dies are discussed. Stackers, scrap cutters and ejector designs are sketched. Prerequisite: DD 151.

**1-3-3 Credit, 3 semester hours**

**DD 261—Die Design III**

The final program of die design includes the techniques of checking a finished die design, estimating costs, and the factors in gauging, welding, fastening and coating pressed metal parts. Special dies for tube mills, roll formers and four-way slide machines are studied. Prerequisite: DD 251.

**1-3-3 Credit, 3 semester hours**

**DD 270—Basic Hydraulics**

A study of basic hydraulic components. The types of pumps, valves, cylinders, filters, gauges, sumps, accumulators, and relief valves are discussed with calculations for their application and design.

**3-0-3 Credit, 3 semester hours**

## ELECTRONIC TECHNOLOGY

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

### ELECTRONIC TECHNOLOGY Digital or Communication Option

#### Representative Program

##### FIRST YEAR

First Term				Second Term			
	C	L	Cr.		C	L	Cr.
EL 100—DC Circuit . . . . .	3	1	4	EL 102—Electronic Drafting . . .	1	3	3
MTH 171—Tech. Algebra. . . . .	3	0	3	*EL 104—AC Circuits . . . . .	3	1	4
MTH 191—Slide Rule Math. . . .	1	0	1	MTH 172—Tech. Trigonometry .	3	0	3
ENG 101—Composition . . . . .	3	0	3	ENG 103—Technical Report			
PSC 121—National Government .	3	0	3	Writing . . . . .	3	0	3
HPR—Physical Education . . . .	0	1	1	HPR—Physical Education. . . .	0	1	1
Total Semester Hours	15			Total Semester Hours	14		

##### Term III-A

	C	L	Cr.
EL 106—Active Electronic			
Devices . . . . .	1	2	2
EL 209—Transistors . . . . .	3	1	4
Total Semester Hours	6		

\*Advanced students, with the approval of his advisor, may take EL 101 (combines EL 100 and EL 104). These students will need to select an additional electronic elective (4 hours) to meet the 36 hours in their major field.

Students enrolled in the Cooperative Work Experience Program should enroll in one of the following courses during their work period: CWS 201—Work Experience I; CWS 202—Work Experience II.

### Digital Option

##### SECOND YEAR

First Term				Second Term			
	C	L	Cr.		C	L	Cr.
EL 213—Digital Systems . . . . .	3	1	4	EL 210—Electronic			
EL 216—Semiconductors. . . . .	3	0	3	Communications Systems . .	3	0	3
EL 218—Electronic				EL 219—Computers I . . . . .	3	0	3
Instrumentation . . . . .	3	0	3	EL 220—Computers II . . . . .	3	0	3
PHY 121—Technical Physics . . .	3	2	4	*Electives . . . . .			6
HPR—Physical Education. . . . .	0	1	1	HPR—Physical Education. . . .	0	1	1
Total Semester Hours	15			Total Semester Hours	16		

## Communication Option

### SECOND YEAR

First Term				Second Term			
	C	L	Cr.		C	L	Cr.
EL 216—Semiconductors . . . . .	3	0	3	EL 210—Electronic Communications Systems . . .	3	0	0
EL 218—Electronic Instrumentation . . . . .	3	0	3	EL 222—Microwaves . . . . .	3		
EL 221—Frequency Modulation . . .	3	1	4	EL 223—Applied Circuit Analysis . . . . .	0	4	
PHY 121—Technical Physics . . .	3	2	4	*Electives . . . . .			
HPR—Physical Education . . . . .	0	1	1	HPR—Physical Education . . . . .	0	1	
Total Semester Hours	15			Total Semester Hours			

\*Suggested Electives (Approved by Advisor):

- EL 226—Special Problems (3 credits)
- DP 104—Introduction to Programming Systems (3 credits)
- DP 105—Computer Programming I (3 credits)
- DP 110—Fortran Programming (3 credits)
- DP 205—Computer Programming II (3 credits)
- PHY 120—Technical Physics (4 credits)
- ECO 190—Introduction to Economics (3 credits)

Students enrolled in the cooperative work experience program should enroll in one of the following courses during their work period:

- CWS 201—Work Experience I (Practicum)
- CWS 202—Work Experience II (Practicum)

## ELECTRONIC COMPUTER TECHNOLOGY PROGRAM

### Representative Program

#### FIRST YEAR

First Term				Second Term			
	C	L	Cr.		C	L	Cr.
EL 100—DC Circuits . . . . .	3	1	4	EL 104—AC Circuits . . . . .	3	1	
MTH 171—Technical Algebra . . .	3	0	3	DP 101—Basic Computer Machines . . . . .	3	0	
MTH 191—Slide Rule Math. . . .	1	0	1	DP 102—Data Preparation Equipment . . . . .	2	2	
ENG 101—Composition . . . . .	3	0	3	MTH 172—Tech. Trigonometry . .	3	0	
PSC 121—National Government . .	3	0	3	ENG 103—Technical Report Writing . . . . .	3	0	
HPR—Physical Education . . . . .	0	1	1	HPR—Physical Education . . . . .	0	1	
Total Semester Hours	15			Total Semester Hours			

#### Term III-A

	C	L	Cr.
EL 102—Electronic Drafting . . .	1	3	3
EL 213—Digital Systems . . . . .	3	1	4
Total Semester Hours	7		



## SECOND YEAR

First Term				Second Term			
	C	L	Cr.		C	L	Cr.
DP 104—Introduction to Programming Systems. . . . .	2	2	3	DP 115—PL/1 Computer Programming . . . . .	2	2	3
DP 105—Computer Programming I . . . . .	2	2	3	DP 205—Computer Programming II . . . . .	2	2	3
DP 110—Fortran Programming. .	2	2	3	*Electives . . . . .			6
PHY 121—Technical Physics . . .	3	2	4	HPR—Physical Education. . . . .	0	1	1
HPR—Physical Education . . . . .			1				
Total Semester Hours			14	Total Semester Hours			13

\*Suggested Electives:

- EL 226—Special Problems (3 credits)
- PHY 120—Technical Physics (4 credits)
- DP 221—Systems Development and Design (3 credits)
- DP 225—Advanced Programming Techniques III (3 credits)

Students enrolled in the cooperative work experience program should enroll in one of the following courses during their work period:

- CWS 201—Work Experience I (Practicum)
- CWS 202—Work Experience II (Practicum)

## COURSES OF INSTRUCTION ELECTRONIC TECHNOLOGY

### EL 100—Direct Circuits

Student is introduced to the principles of basic electricity, color codes, Ohm's law, network analysis, and DC instrument. Laboratory experience is provided in construction and testing of series and parallel circuits, voltage dividers, voltmeters, ammeters, ohmmeters, and RC time constant circuits. (Lab meets four hours per week.)

**3-1-4 Credit, 4 semester hours**

### EL 101—A.C.-D.C. Circuits

Combines EL 100 and EL 104 in an accelerated approach. (Must have consent of Area Leader to enter.) Must have an additional four-hour electronic elective.

**Credit, 3 semester hours**

### EL 102—Electronic Drafting

The content includes lettering, orthographic projection, isometric drawing, electronic symbols, schematic and block diagrams, printed circuit diagrams and layout procedures.

**1-3-3 Credit, 3 semester hours**

### EL 104—Alternating Current Circuits

Study of impedance, reactance, resonance, power, AC networks and transformers. Laboratory experience is made available in the construction and test of series and parallel reactive circuits, resonance, transformers, and use of the oscilloscope.

**3-1-4 Credit, 4 semester hours**

### EL 106—Active Electronic Devices

The construction and theory of vacuum tubes is presented including diodes, triodes, tetrodes, pentodes, cathode ray tubes and semiconductor diodes.

**1-2-2 Credit, 2 semester hours**

### EL 209—Transistors

CE, CC, CB configurations, large signals, biasing, AC operation and cascaded amplifiers.

**3-1-4 Credit, 4 semester hours**

**EL 210—Electronic Communications System**

Preparation for F.C.C. license examination.

**3-0-3 Credit, 3 semester hours**

**EL 213—Digital Systems**

The logic and sequential systems of digital computers are analyzed with emphasis on integrate circuits. Integrated circuit logic is used to implement demonstrations of gating and counting. The systems presented include: ring and binary counters, binary coded decimal counter.

**3-1-4 Credit, 4 semester hours**

**EL 216—Semiconductors**

Subject matter includes field effect transistor, unijunction transistors, tunnel diodes and silicon controlled rectifiers.

**3-0-3 Credit, 3 semester hours**

**EL 218—Electronic Instrumentation**

Familiarization with oscilloscope, VTVM, VOM, digital voltmeters, impedance bridge, transistor curve tracer, pulse generators, signal generators, power meters, frequency counters and distortion analyzers.

**3-0-3 Credit, 3 semester hours**

**EL 219—Computers I**

Working through the SEL 810A digital computer, system concepts, system design, logic design, circuit design, programming and trouble shooting this equipment.

**3-0-3 Credit, 3 semester hours**

**EL 220—Computers II**

System concepts, logic and circuit design, and trouble shooting the SEL 810A digital computer. (To be taken concurrently with Computers I.)

**3-0-3 Credit, 3 semester hours**

**EL 221—Frequency Modulation**

The fundamental principles, operation, characteristics and application of FM. Enables the student to understand

FM theory and its application by using test equipment in analyzing FM circuits.

**3-1-4 Credit, 4 semester hours**

**EL 222—Microwaves**

The course of study allows the student to build microwave circuits and examine circuit parameters, as well as the opportunity to investigate Reflex Klystron characteristics, standing wave ratios and power measurements.

**3-1-4 Credit, 4 semester hours**

**EL 223—Applied Circuit Analysis**

A study of special circuits used in television transmitters and receivers with their relationship to high frequency signal acquisition and transmission.

**1-2-2 Credit, 2 semester hours**

**EL 226—Special Problems**

An elective course, with permission of Electronic's Area Leader, designed to allow outstanding students the opportunity to work on advanced electronic problems.

**2-2-3 Credit, 3 semester hours**

**EL 240—Avionics I**

The fundamentals of electronic circuitry is presented, and a wide range of specific applications illustrate the scope of electronics instrumentation and basic measurement techniques. A major objective of this course is to permit the student to observe the circuit behavior of a number of practical circuits such as amplifiers and oscillators.

**3-0-3 Credit, 3 semester hours**

**EL 250—Avionics II**

This course is designed for aviation career pilot majors. Student pilots are instructed in the electronic circuitry and controls inherent in transmitters and receivers, OMNI, Marker Beacons, LORAN, TACAN, DME, ILS, and IFF/SIF. Electronics for aviation personnel includes a review of electronics fundamentals, communications principles, and equipment covering AM, FM, and SSB techniques.

**Credit, 3 semester hours**

## **DIVISION OF PUBLIC SERVICES TECHNOLOGY**

### **Fire Science Technology**

### **Hotel-Restaurant-Institution Administration Technology**

### **Landscape Technology**

### **Police Science Technology**

**McGowan, Division Chairman and Police Science Area Leader;**  
**McCarthy; Dieterich, Hotel-Restaurant-Institution Administration**  
**Area Leader; Palmer, Landscape Technology Area Leader; Red-**  
**mond, Fire Science Technology Area Leader.**

## **FIRE SCIENCE TECHNOLOGY**

Broward Junior College is prepared to meet the needs of the Fire Service and with the support and advice of local leaders has developed a Fire Science program. An associate degree program is offered for students desiring to enter or advance in the Fire Service. In addition, a one-year Certificate program provides an opportunity for Fire Service employees to improve their knowledge through a concentration on Fire Science subjects.

Federal, State and Municipal governments have recognized the need for degree programs in the Fire Service for both entry level and in-service personnel. Recent scientific and technical developments have created a demand for highly skilled personnel and population increases and civil disturbances have placed increasing demands on fire departments. Broward County in its rapid growth is well aware of the need to meet this challenge of expansion.

## **FIRE SCIENCE PROGRAM**

Requirements for the Associate of Science Degree in Fire Science:

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

### **COMMUNICATIONS**

ENG 101 and 103 or 104 . . . . . 6 semester hours  
(ENG 095 and 103 will satisfy degree requirements)

- SPE 100 . . . . . 3 semester hours  
MATH  
MTH 100 or higher level . . . . . 3 semester hours  
(Math 092 may be substituted)  
SOCIAL SCIENCE  
PSY 100, 201, and PSC 122 . . . . . 9 semester hours
3. Completion of any three of the following Business Administration courses:  
BA 101 or 102, 231, 260,  
261 or 262 . . . . . 9 semester hours  
CONTRACTING AND CIVIL ENGINEERING  
CC 100 . . . . . 3 semester hours
4. Completion of seven of the following courses in major fields  
FS 100, 110, 101, 201, 213 (Required)  
FS 105, 207, 206, 204, 212 . . . . . 21 semester hours  
(Based on experience, 2 courses to be selected)
5. Completion of electives to be taken from the following courses:  
Typing, Data Processing, Graphic Arts,  
Business Administration, Science,  
Humanities, Social Science,  
Statistics and Fire Science . . . . . 6 semester hours
6. Completion of four semester hours of Physical Education activities. (Not required of veterans or students 29 and older. Those exempted will substitute appropriate subjects.)  
4 semester hours
7. Completion of a minimum of 24 semester hours of residence at Broward Junior College, including the last 12 semester hours.
8. Make formal application for the degree to the Registrar during the term in which a total of 45 semester hours is earned.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

## **FIRE SCIENCE CERTIFICATE PROGRAM**

This program is designed to increase the practical knowledge of the "in-service" firemen in relation to the administration and operation of the fire department and as an aid in meeting promotional requirements.

PSC 121 or 122—Political Science . . . . .	3 credits
FS 100—Introduction to Fire Science. . . . .	3 credits
FS 101—Fire Administration I . . . . .	3 credits
FS 105—Fire Prevention Theory & Application . . . . .	3 credits
FS 110—Fire Operations & Strategy. . . . .	3 credits
FS 201—Fire Administration II . . . . .	3 credits
FS 204—Arson & Investigation. . . . .	3 credits
FS 206—Rescue Practice & Procedure. . . . .	3 credits
FS 207—Fire Apparatus & Equipment . . . . .	3 credits
FS 212—Hazardous Materials . . . . .	3 credits
Total Hours	30

## SUGGESTED A.S. DEGREE PROGRAM IN FIRE SCIENCE

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 103—Technical Report Writing	
PSC 122—State and Local Govt. . . . .	3	OR	
FS 100—Intro. to Fire Science. . . . .	3	ENG 104—Composition . . . . .	3
BA 260—Intro. to Management . . . . .	3	MTH 100—Gen. Ed. College Math . . . . .	3
HPR . . . . .	1	FS 110—Fire Operations Strategy . . . . .	3
		BA 261—Office Management . . . . .	3
		HPR . . . . .	1
Total Semester Hours	13	Total Semester Hours	13

### SUMMER TERM

Elective . . . . .	3
PSY 100—Human Relations in Business and Industry. . . . .	3
Total Semester Hours	6

### SECOND YEAR

First Term		Second Term	
PSY 201—Gen. Psychology . . . . .	3	CC 100—Materials & Processes . . . . .	3
BA 262—Prin. of Supervision . . . . .	3	FS 201—Fire Administration II . . . . .	3
SPE 100—Intro. Speech . . . . .	3	FS 207—Fire Apparatus & Procedures . . . . .	3
FS 101—Fire Administration I . . . . .	3	FS 213—Field Service & Seminar . . . . .	3
FS 105—Fire Prevention Theory. . . . .	3	Elective . . . . .	3
HPR . . . . .	1	HPR . . . . .	1
Total Semester Hours	16	Total Semester Hours	16



## **COURSES OF INSTRUCTION FIRE SCIENCE TECHNOLOGY**

### **FS 100—Introduction to Fire Science**

This introductory course will examine the evolution of the modern Fire Department, chemistry and physics of fire; fire hazard properties of materials; combustion; theory of fire control; importance of fire protection; public fire defenses; and other material pertinent to fire service.

**Credit, 3 semester hours**

### **FS 101—Fire Administration I**

Course will examine objectives of Municipal Fire Departments, organization, distribution of equipment and personnel, building and equipment, fire defenses and insurance rates, personnel problems in the fire service.

**Credit, 3 semester hours**

### **FS 105—Fire Prevention Theory and Application**

A study of laws and ordinances pertaining to fire prevention; the proper physical arrangements for fire safety; preventive inspections in industry and the home; and the study of hazards in industry to include explosive dusts and chemicals. Protective systems will also be studied.

**Credit, 3 semester hours**

### **FS 110—Fire Operations Strategy**

A study of tactics and strategy employed in extinguishing fires; preparation planning and an examination of company level field operations. Fire situations will be analyzed utilizing acceptable fire fighting tactics.

**Credit, 3 semester hours**

### **FS 201—Fire Administration II**

A continuation of FS 101—water supply for the fire service, fire alarm communication systems, legal aspects of fire prevention, municipal and state fire prevention agencies, records, reports, evaluations and other phases related to fire administration.

**Credit, 3 semester hours**

### **FS 204—Arson and Fire Investigation**

A study of the problems involving the Fire Service concerning: arson detec-

tion, motives, types of arsonists, suspicious fires, arson in aircraft, ships and small craft, handling of physical evidence, scientific investigation, preparing the case for prosecution, court procedure and other material related to the subject of arson.

**Credit, 3 semester hours**

### **FS 206—Rescue Practice and Procedure**

Study of paramedical procedures; physiology of the human body; emergency first aid, poison and drugs; gases, chemicals, and diseases, rescue tools and equipment; radiation problems and hazards; rescue incidents and problems; rescue skills and techniques; water rescue techniques.

**Credit, 3 semester hours**

### **FS 207—Fire Apparatus and Procedures**

Course offers study in evolution of fire apparatus; apparatus construction; pumps and pump accessories; pumping procedures; pump tests; trouble shooting; aerial ladders; aerial platforms; maintenance; driving fire apparatus.

**Credit, 3 semester hours**

### **FS 212—Hazardous Materials**

Study of types of chemicals and processes, storage and transportation of chemicals, hazards of radioactive materials precautions to be taken in fire fighting involving hazardous materials, laws at federal, state and local levels pertaining to such materials.

**Credit, 3 semester hours**

### **FS 213—Field Service and Seminar**

This course allows the student an opportunity to visit and observe the practical application of the principles involved in fire protection and extinguishment. Prominent persons will conduct seminar sessions in the field of building construction, court room procedures relating to arson and investigation, methods of teaching subordinates, where the student will be assigned projects for class information and discussion.

**Credit, 3 semester hours**

**HOTEL-RESTAURANT-INSTITUTION ADMINISTRATION**

Requirements for the Associate in Science Degree in Hotel-Restaurant-Institution 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  
English 101 and English 104
  - Social Science . . . . . 6 semester hours  
PSY and Elective
  - Speech . . . . . 3 semester hours
3. Completion of 39 hours in major field:  
CORE CURRICULUM:
  - HRI 105—Operations and Service Practicum . . . . . 6 semester hours
  - HRI 110—Supervisory Development . . . . . 3 semester hours
  - HRI 112—Volume Foods . . . . . 3 semester hours
  - HRI 125—Engineering and Maintenance . . . . . 3 semester hours
  - HRI 200—Organization and Personnel Management . . . . . 3 semester hours
  - HRI 205—Financial Management . . . . . 3 semester hours
  - HRI 215—Management and Control Practicum . . . . . 6 semester hours
  - HRI 230—Marketing . . . . . 3 semester hours

**OPTION IN HOTEL-MOTEL ADMINISTRATION****CORE CURRICULUM PLUS:**

- HMA 100—Introduction to Hotel-Motel Administration . . . . . 3 semester hours
- HMA 225—Law and Insurance . . . . . 3 semester hours
- HMA 265—Seminar in Contemporary Problems in Administration . . . . . 3 semester hours

\*Completion of English 095 and English 103 will satisfy the requirements for a degree in Hotel-Restaurant-Institution at Broward Junior College. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English courses listed above may not be acceptable for transfer credit.

## OPTION IN FOOD SERVICE ADMINISTRATION

### CORE CURRICULUM PLUS:

- FSA 100—Introduction to Food  
     Service Administration . . . . . 3 semester hours
- FSA 102—Food and Beverage  
     Purchasing . . . . . 3 semester hours
- FSA 225—Experimental Foods . . . . . 3 semester hours
4. Completion of nine hours in Business Administration.  
     BA 150—Business Mathematics . . . . . 3 semester hours  
     BA 130—Salesmanship OR  
     BA 222—Principles of Accounting. . . . . 3 semester hours  
     BA 121—Accounting Survey OR  
     BA 221—Principles of Accounting. . . . . 3 semester hours
5. Completion of four hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
7. Make formal application for the degree to the Registrar during the term in which a total of 45 semester hours is earned.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

## HOTEL-RESTAURANT-INSTITUTION ADMINISTRATION PROGRAM

The explosive growth of the Food Service/Lodging Industries (they now employ more people than any other industry in this country and are fourth largest in dollar income) has created a tremendous opportunity for careers of all types, especially in the broad mid-management areas.

While the emphasize of the program is on management techniques, we recognize that the graduates working within these industries will have personal obligations of public trust to society and have included a broad range of General Education requirements to help the student form his own ethical and philosophical base. Judicious use of the practicum periods further enhance the value of the graduate to his employer, allowing him to enter the industry on a leadership basis.

Those students planning to enter a Bachelor's Degree program should contact the transfer institution to secure approval in advance for transfer of credits.

**FIRST YEAR****Term I**

HMA 100 or FSA 100—Introduction to Hotel-Motel Adm. OR Food Service Adm. . . . .	3
HRI 112—Volume Foods. . . . .	3
HRI 125—Engineering and Maintenance . . . . .	3
ENG 101—English Composition . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>13</b>

**Term II**

HRI 105—Operations & Service Practicum . . . . .	6
HRI 110—Supervisory Development. . . . .	3
ENG 104—Composition. . . . .	3
PSY Elective . . . . .	3
HPR—Physical Education . . . . .	1
<b>Total Semester Hours</b>	<b>16</b>

**Term III-A**

HRI 200—Organization and Personnel Management . . . . .	3
BA 150—Business Math. . . . .	3
<b>Total Semester Hours</b>	<b>6</b>

**SECOND YEAR****Term I**

HMA 225—Hotel Law OR FSA 102—Food and Beverage Purchasing . . . . .	3
BA 121—Accounting Survey OR BA 221—Principles of Accounting. . .	3
BA 130—Salesmanship . . . . .	3
SPE Elective . . . . .	3
HPR—Physical Education. . . . .	1
<b>Total Semester Hours</b>	<b>13</b>

**Term II**

HRI 205—Financial Management . . .	3
HRI 215—Management and Control Practicum. . . . .	6
Social Science Elective . . . . .	3
HPR—Physical Education . . . . .	1
<b>Total Semester Hours</b>	<b>13</b>

**Term III-A**

HMA 265—Seminar in Contemporary Problems in Administration OR FSA 225—Experimental Foods . . . .	3
HRI 230—Marketing . . . . .	3
<b>Total Semester Hours</b>	<b>6</b>

**ONE-YEAR FOOD SERVICE CERTIFICATE PROGRAM**

Designed for the recent high school graduate seeking a start in the Food Service/Lodging Industries above the normal entry jobs. This program is equally important to the currently employed individual desiring to up-grade and up-date his knowledge. All courses may be used toward the A.S. degree.

FSA 100—Introduction to Food Service

Administration . . . . . 3 semester hours

FSA 102—Food and Beverage Purchasing . . . . 3 semester hours

FSA 225—Experimental Foods . . . . . 3 semester hours

HRI 110—Supervisory Development . . . . .	3 semester hours
OR	
HRI 200—Organization and Personnel Management . . . . .	3 semester hours
HRI 125—Engineering and Maintenance . . . . .	3 semester hours
HRI 205—Financial Management . . . . .	3 semester hours
HRI 230—Marketing . . . . .	3 semester hours
HRI 215—Management and Control Practicum . . . . .	6 semester hours
BA 150—Business Mathematics . . . . .	3 semester hours
OR	
BA 121—Accounting Survey . . . . .	3 semester hours

## NOTE:

Students whose major areas of interest lie in School Food Service, Hospitals, Extended Care Facilities, etc., should make the following substitutions:

FSA 150—Elementary Food Service Supervision . . . . .	3 semester hours
AND	
FSA 250—Advanced Food Service Supervision . . . . .	3 semester hours
FOR	
HRI 215—Management and Control Practicum . . . . .	6 semester hours

## AND

NTR 261—Nutrition in the Schools . . . . .	3 semester hours
FOR	
FSA 100—Introduction to Food Service Administration . . . . .	3 semester hours

To be awarded the certificate, the student must complete his program with a grade average of "C" or better on all work attempted.



## COURSES OF INSTRUCTION

### HOTEL-RESTAURANT-INSTITUTION ADMINISTRATION

#### **HRI 105—Operations and Service Practicum**

Full-time "on the job" work experience in an approved segment of the Food Service/Lodging Industry coordinated with a weekly seminar. Faculty makes regular appraisals of the learning progress through on-site visitations and consultation with the student and his supervisors. Five written reports commensurate with assigned duties are required.

**Credit, 6 semester hours**

#### **HRI 110—Supervisory Development**

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**

#### **HRI 112—Volume Foods**

Application of principles of cookery to preparation of food in large quantities. Standardization of formulas with reference to quantity, manipulation, time and cost. Menu-making and costing. Student will work in both the foods laboratory and production kitchen. (Two lectures and one lab period weekly.)

**Credit, 3 semester hours**

#### **HRI 125—Engineering and Maintenance**

Basic principles of electricity, heating, and air conditioning, kitchen planning and layout, mechanics and plumbing, laundry operations. How to trouble shoot, how to write specifications, how to write and draw plans. Heavy emphasis on the safe, sanitary and efficient operation of a food service and lodging establishment.

**Credit, 3 semester hours**

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

Organization, supervision and direction of Food Service/Lodging operations, Analysis of the internal organization structure and of administrative roles and functions. Consideration of new tech-

niques of employment, training, promotions, job specifications, discipline and morale. The course borrows extensively from the behavioral sciences in emphasizing the human dimensions of management.

**Credit, 3 semester hours**

#### **HRI 205—Financial Management**

A study of accounting systems for the Food Service/Lodging Industries, with emphasis on operating statistics and financial reports. The utilization of financial statements by management.

**Credit, 3 semester hours**

#### **HRI 215—Management and Control Practicum**

Continuation of HRI 105 with emphasis on Management techniques and control of men, money, and material. Six reports and a weekly seminar period are required within the 500 hours.

**Credit, 3 semester hours**

#### **HRI 230—Marketing**

How to sell and promote the many services the Food Service/Lodging Industries offer to guests. How to secure business through personal selling and all media of advertising and publicity. How to operate a sales and convention department.

**Credit, 3 semester hours**

#### **HMA 100—Introduction to Hotel-Motel Administration**

An orientation to show the history, organization, problems, opportunities and possible future trends of the industries. Front office operations and accounting are emphasized. (Two lectures, one two hour lab weekly.)

**Credit, 3 semester hours**

#### **HMA 225—Law and Insurance**

Nature and function of our legal system as it applies to the operation of an inn. Innkeeper-guest relationship, contracts, torts, civil rights and insurable risks are emphasized.

**Credit, 3 semester hours**

**HMA 265—Seminar in Contemporary Problems in Administration**

Analysis of selected current major problem areas. Critical review of controls and techniques used to achieve management objectives. Projection of trends into the future and their impact upon the industry.

**Credit, 3 semester hours**

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

Comprehensive survey of all food service industries designed to show their history, organization, problems and opportunities. Experiences in preparation of food in small quantities. (Two one-hour lectures and one two-hour lab weekly.)

**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 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 225—Experimental Foods**

Laboratory projects testing theories of food preparation, judging of products and establishing standards of foods. Evaluation of effect of ingredient, proportion, time, manipulation, temperature, etc., on quality characteristics.

**Credit, 3 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**

**NTR 261—Nutrition in the Schools**

A study of the basic fundamentals of nutrition as related to the optimum health of the child and its affect on the normal growth and development processes throughout life.

**Credit, 3 semester hours**

## **LANDSCAPE TECHNOLOGY PROGRAM**

Requirements for the Associate of Science Degree in Landscape Technology:

1. Completion of 68 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 . . . . . 6 semester hours  
PSC 122; PSY 100
3. Completion of 40 semester hours in major field:  
LST 100      LST 132      LST 233      LST 270      LST 287  
LST 105      LST 150      LST 250      LST 271  
LST 131      LST 185      LST 260      LST 286

4. Completion of 15 semester hours in related areas:
 

BA 100 . . . . .	3 semester hours
BA 130 . . . . .	3 semester hours
BA 150 . . . . .	3 semester hours
BA 121 . . . . .	3 semester hours
BA 260 or 262 . . . . .	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 Broward Junior College, including the last twelve semester hours.
7. Make formal application for degree to the Registrar during the term in which 45 semester hours is earned.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

## **LANDSCAPE TECHNOLOGY PROGRAM**

The opportunities in this rapidly expanding industry for technically trained personnel are almost limitless. Technological advances, increased emphasis on environmental control through the use of plants, additional consumer leisure time and greater aesthetic interest have greatly increased the need for personnel in the areas of plant and turfgrass production and maintenance, landscape contracting, plant pest control and garden supply.

The Associate of Science graduate of this program will have an understanding of the basic knowledge and technical skills necessary for rapid advancement in the industry area of his choice. Credits may be applied toward a degree at various senior institutions.

Many of the courses are offered in the evening for industry members who wish to continue their education and advance in their field.

Persons interested in this self-satisfying and lucrative career should contact the staff of the Landscape Technology program for a personal interview or the Guidance Department.

**FIRST YEAR**

<b>First Term</b>		<b>Second Term</b>	
*ENG 101—English Composition . . . .	3	BA 100—Intro to Business . . . . .	3
BA 150—Business Mathematics . . . .	3	BA 121—Accounting Survey . . . . .	3
LST 100—Horticultural Botany . . . .	3	LST 185—Horticultural Procedures . .	3
LST 105—Subtropical Horticultural Science . . . . .	3	LST 150—Soils and Fertilizers . . . .	3
LST 131—Ornamental Plants and Utilization I . . . . .	3	LST 132—Ornamental Plants and Utilization II . . . . .	3
HPR—Physical Education. . . . .	1	HPR—Physical Education. . . . .	1
Total Semester Hours	16	Total Semester Hours	16

**Term III-A**

LST 270—Field Service . . . . .	3
Total Semester Hours	3

**SECOND YEAR**

<b>First Term</b>		<b>Second Term</b>	
PSC 121 or 122—Government . . . . .	3	BA 130—Salesmanship . . . . .	3
PSY 100—Human Relations in Business and Industry . . . . .	3	LST 260—Plant Design . . . . .	4
LST 286—Horticultural Engineering Techniques . . . . .	3	LST 287—Landscape and Turf Business Administration . . . . .	3
LST 233—Advanced Ornamental Plants and Utilization . . . . .	3	LST 271—Field Service II . . . . .	3
LST 250—Plant Pest Control. . . . .	3	BA (To be Selected) . . . . .	3
HPR—Physical Education. . . . .	1	HPR—Physical Education. . . . .	1
Total Semester Hours	16	Total Semester Hours	17

\*Completion of English 095 will satisfy the requirements for a degree in Landscape Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

**COURSES OF INSTRUCTION  
LANDSCAPE TECHNOLOGY**

**LST 100—Horticultural Botany**

Applied botany in terms of taxonomy, ecology, physiology, genetics, anatomy, and morphology of the higher plants. Two lectures, one two hour lab weekly.

**Credit, 3 semester hours**

**LST 105—Subtropical Horticultural  
Science**

An introduction to the principles of horticultural science with emphasis on the fundamental plant processes as limiting factors to plant growth. Water, temperature, light and the essential elements

are related to plant growth, propagation and maintenance. Three lectures weekly with occasional field trips.

**Credit, 3 semester hours**

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

The identification and landscape use of ornamental vines, palms, shrubs and trees most commonly used in south Florida landscapes. Approximately 200 species and varieties will be covered. Two lectures and one two hour lab weekly.

**Credit, 3 semester hours**



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

The identification and landscape use of ornamental vines, palms, shrubs, trees and turfgrasses commonly used in south Florida landscapes. (A continuation of LST 131.) Two lectures and one two-hour lab weekly.

**Credit, 3 semester hours**

**LST 150—Soils and Fertilizers**

The study of the complex problems and use of existing soils in south Florida in the growing of ornamental plants. Fertilizer formulations for landscapes, turf and container and field nurseries will be discussed thoroughly. The use of various soil amendments will also be discussed. Two one-hour lectures and one two-hour lab per week.

**Credit, 3 semester hours**

**LST 185—Horticultural Procedures**

The practices and procedures used in growing and maintaining landscape plants in South Florida. The student will take part in transplanting, fertilizing, soil sampling, designing irrigation systems, mixing soils and pruning as well as other horticultural procedures. Two three-hour labs per week.

**Credit, 3 semester hours**

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

The identification and landscape use of ornamental plants of more recent introduction and development in south Florida. Two lectures and one two-hour lab weekly.

**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. Total employment to be no less than 30 hours weekly for 6 weeks. Technical report required. Term III-A.

**Credit, 3 semester hours**

**LST 271—Advanced Field Service**

One term (Term II) of practical experience in an approved commercial business 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**

The application, operation, maintenance and minor repair of power equipment used in the growing and maintaining of landscape plants and turfgrasses in south Florida. Mowing, verticutting, irrigation, sterilizing, excavating, spraying and other machines will be used. Two three-hour labs per week.

**Credit, 3 semester hours**

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

Studies in the basic nature of horticultural services: Retail, wholesale and service organizations. Site selection, business and labor management, production, cost analysis, insurance, law, taxation and other areas will be discussed with businessmen in the field. Two lectures and one two-hour lab weekly.

**Credit, 3 semester hours**

**LST 001—Ornamental Horticulture**

A sound introduction of 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.

**No Credit**

**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. One evening weekly.

**No Credit**

#### **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.

**No Credit**

#### **LST 004—Botany for Nurseryman**

An informal approach to the study of plants, their structure, life processes, classification and inter-relationships, 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.

**No Credit**

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

Identification and methods of control of terrestrial and aquatic weeds common to southern Florida commonly found in landscapes, field and container nurseries, turf-grasses and aquatic areas.

**No Credit**

#### **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.

**No Credit**

## **POLICE SCIENCE TECHNOLOGY**

A Police Science program is offered for students desiring to enter or advance in a Law Enforcement career. In addition, there is opportunity for police officers who are desirous of improving their knowledge and abilities through study of specific Police Science courses and various general education subjects.

Students preparing to enter Florida State University to pursue a baccalaureate degree in Law Enforcement should follow the University Parallel program leading to an A.A. degree in Pre Law Enforcement.

The A.S. degree in Police Science is a two year degree for students who wish to enter directly into a police career. An A.S. degree in Criminal Justice is available which will permit students to qualify for acceptance at Florida Atlantic University to pursue a B.A.A. (Bachelor of Applied Arts) degree at the same time they prepare to enter police work.

Non-credit seminars and workshops are offered to police to meet the training needs of the police agencies of Broward County and southeast Florida. These are offered under the auspices of the

J. Lester Holt Law Enforcement Institute, established in memory of the late J. Lester Holt, Chief of Police of the City of Fort Lauderdale. The Institute is a joint enterprise of the Broward County Chiefs of Police Association and Broward Junior College.

Police officers who have completed the FBI National Academy will receive 21 credits toward their major in Police Science. Students should understand that the awarding of such credits toward the A.S. degree may not be accepted by other educational institutions.

Police Science majors who have not been accepted for employment by a recognized police agency must, in their first term, be recommended by the law enforcement agency in whose jurisdiction they reside.

A police officer with at least 5 years of law enforcement experience may petition for a waiver of specific police science courses which he feels he has already mastered. An interview and examination will be made by the Police Science department and if successfully completed, the student will be permitted to substitute a course, agreed upon by the department of Police Science, which will best aid his career objectives. Waivers will not exceed a maximum of nine semester credits.

### **Requirements for the Associate of Arts Degree in Pre-Law Enforcement:**

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:

COMMUNICATIONS . . . . . 9 semester hours

ENG 101 and 102 or 104 (6)

SPE 100 (3)

SOCIAL SCIENCE . . . . . 18 semester hours

PSY 201 (3)

SOC 201 and 211 (6)

PSC 121 or 122 (3)

HISTORY (6)

MATHEMATICS . . . . . 3 semester hours

MTH 100 or higher level (3)

SCIENCE . . . . . 7 semester hours

BIO 100 and 105 (4)

AST 101, GY 105, PHY 110 or CHE 107 (3)

HUMANITIES . . . . . 6 semester hours

3. Completion of the following requirements in Police Science  
POL 100, 101 and 102 . . . . . 9 semester hour
4. Completion of Physical Education Activities 4 semester hour  
(Note: Not required of veterans or students 29 years of age and older. Those exempted will substitute appropriate subjects.)
5. Completion of at least 9 credits of electives to be taken from the following courses:  
Social Sciences, Science, Economics  
or Statistics . . . . . 9 semester hour
6. Completion of a minimum of 24 semester hours of residence at Broward Junior College including the last 12 semester hours.
7. Make formal application for the degree to the Registrar during the term in which 45 semester hours is earned.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

### **Requirements for the Associate of Science Degree in Criminal Justice:**

#### **Justice:**

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:  
COMMUNICATIONS . . . . . 6 semester hour  
ENG 101 and 102 or 104 (6)  
MATHEMATICS . . . . . 3 semester hour  
MTH 100 or higher level (3)  
SOCIAL SCIENCE. . . . . 15 semester hour  
PSC 121 or 122 (3)  
PSY 201 (3)  
SOC 211 (3)  
HIS (6)  
HUMANITIES. . . . . 6 semester hour  
SCIENCE. . . . . 6 semester hour
3. Completion of 24 credits in the major field of concentration:  
POL 100, POL 101, POL 102, POL 110,  
POL 111, POL 201, POL 203, POL 211. 24 semester hours
4. Completion of four semester hours of Physical Education Activities . . . . . 4 semester hour  
(Not required of veterans or students 29 and older. Those exempted will substitute appropriate subjects.)

5. Electives, where available because of age, veteran status or experienced police officer waivers, will be selected from the following:  
Statistics, Data Processing, Social Sciences, Science, BA 260, BA 262 and POL 210.
6. Completion of a minimum of 24 semester hours of residence at Broward Junior College including the last 12 semester hours.
7. Make formal application for the degree to the Registrar during the term in which 45 semester hours is earned.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

### **Requirements for the Associate of Science Degree in Police Science:**

1. Completion of 64 semester hours of credits and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:  
COMMUNICATIONS . . . . . 9 semester hours  
ENG 101 and 103 (6)  
(Completion of ENG 095 and 103 will satisfy degree requirements.)  
SPE 100 (3)  
SOCIAL SCIENCES . . . . . 9 semester hours  
PSC 121 or 122 (3)  
PSY 201 (3)  
SOC 211 (3)  
MATHEMATICS . . . . . 3 semester hours  
MTH 091, 092 or 100 (3)
3. Completion of the following requirements in related areas.  
BUSINESS ADMINISTRATION . . . . . 6 semester hours  
BA 260, 261 or 262
4. Completion of 27 hours in the major field of concentration.  
POL 100, POL 101, POL 102, POL 110,  
POL 111, POL 201, POL 202, POL 203,  
POL 211 . . . . . 27 semester hours  
(Note: POL 210 may be substituted for any POL 200 course.)
5. Completion of four semester hours of Physical Education Activities . . . . . 4 semester hours  
(Not required of veterans or students 29 and older. Those exempted will substitute appropriate subjects.)

6. Completion of at least six credits of electives to be selected from the following:  
 Data Processing, Humanities, Social Science, Science and  
 POL 210 . . . . . 6 semester hours
7. Completion of a minimum of 24 semester hours of residence at Broward Junior College including the last 12 semester hours.
8. Make formal application for the degree to the Registrar during the term in which 45 semester hours is earned.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

### **POLICE SCIENCE CERTIFICATE PROGRAM**

This program is designed to assist working police officers to achieve practical knowledge of the administration and operation of a modern police department and its subdivisions and to meet promotional requirements as they might be established by the police agency. For police officers only.

PSC 121 or 122—Political Science . . . . .	3 credits
POL 100—Introduction to Police Science . . . . .	3 credits
POL 101—Police Administration I . . . . .	3 credits
POL 102—Police Administration II . . . . .	3 credits
POL 110—Criminal Law . . . . .	3 credits
POL 111—Criminal Evidence . . . . .	3 credits
POL 201—Criminal Investigation I . . . . .	3 credits
POL 202—Traffic Problems & Administration . . . . .	3 credits
POL 203—Crime & Delinquency Prevention . . . . .	3 credits
POL 211—Criminal Investigation II . . . . .	3 credits
Total Hours	30

(Note: POL 210 may be substituted for any POL 200 course.)

### **SUGGESTED A.A. DEGREE IN PRE-LAW ENFORCEMENT**

#### **FIRST YEAR**

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 102 or 104—Composition . . . . .	3
HIS—Elective . . . . .	3	HIS—Elective . . . . .	3
PSC 121—National Government		MTH 100—Gen. Ed. College Math . . . . .	3
OR		POL 101—Police Adm. I . . . . .	3
PSC 122—State & Local Government	3	HPR 137—Unarmed Defense . . . . .	3
POL 100—Intro. to Police Science . . . . .	3		
HPR . . . . .	1		
Total Semester Hours	13	Total Semester Hours	14



### SUMMER TERMS

Elective . . . . .	3
PSY 201—Gen. Psychology. . . . .	3
Total Semester Hours	6

### SECOND YEAR

#### First Term

BIO 100—Prin. of Biology . . . . .	3
BIO 105—Prin. of Biology Lab . . . . .	1
SOC 201—Intro. to Anthropology . . . . .	3
Humanities. . . . .	3
Elective . . . . .	3
POL 102—Police Adm. II . . . . .	3
HPR . . . . .	1

Total Semester Hours      17

#### Second Term

Science. . . . .	3
SOC 211—Gen. Sociology . . . . .	3
Elective . . . . .	3
Humanities . . . . .	3
SPE 100—Introductory Speech . . . . .	3

Total Semester Hours      15

## SUGGESTED A.S. DEGREE IN CRIMINAL JUSTICE

### FIRST YEAR

#### First Term

ENG 101—Composition . . . . .	3
PSC 121—National Government OR	
PSC 122—State & Local Government . . . . .	3
POL 100—Intro. to Police Science . . . . .	3
POL 110—Criminal Law . . . . .	3
HPR 137—Unarmed Defense . . . . .	2

Total Semester Hours      14

#### Second Term

ENG 102 or 104—Composition . . . . .	3
MTH 100—Gen. Ed. College Math . . . . .	3
POL 101—Police Adm. I . . . . .	3
POL 111—Criminal Evidence and Court Procedures . . . . .	3
HPR . . . . .	1

Total Semester Hours      13

### SUMMER TERMS

HIS . . . . .	3
HUM . . . . .	3
Total Semester Hours	6

### SECOND YEAR

#### First Term

PSY 201—Gen. Psychology . . . . .	3
History—Elective . . . . .	3
Science . . . . .	3
POL 102—Police Adm. II . . . . .	3
POL 201—Criminal Investigation I . . . . .	3
HPR . . . . .	1

Total Semester Hours      16

#### Second Term

SOC 211—Gen. Sociology . . . . .	3
Humanities . . . . .	3
Science . . . . .	3
POL 203—Crime & Delinquency Prevention . . . . .	3
POL 211—Criminal Investigation II . . . . .	3

Total Semester Hours      15

## SUGGESTED A.S. DEGREE IN POLICE SCIENCE

### FIRST YEAR

First Term		Second Term	
ENG 101—Composition . . . . .	3	ENG 103—Technical Report Writing . . . . .	3
PSC 121—National Government OR		SPE 100—Introductory Speech . . . . .	3
PSC 122—State & Local Government . . . . .	3	POL 101—Police Adm. I . . . . .	3
POL 100—Intro. to Police Science . . . . .	3	POL 111—Criminal Evidence & Court Procedures . . . . .	3
POL 110—Criminal Law . . . . .	3	HPR 137—Unarmed Defense . . . . .	3
HPR . . . . .	1		
Total Semester Hours	13	Total Semester Hours	14

### SUMMER TERMS

MTH—Elective . . . . .	3
PSY—Elective . . . . .	3
Total Semester Hours	6

### SECOND YEAR

First Term		Second Term	
Elective . . . . .	3	Elective . . . . .	3
SOC 211—Gen. Sociology . . . . .	3	BA 262—Prin. of Supervision . . . . .	3
BA 260—Intro. to Management . . . . .	3	POL 202—Traffic Problems & Adm. . . . .	3
POL 102—Police Adm. II . . . . .	3	POL 203—Crime and Delinquency Prevention . . . . .	3
POL 201—Crime Investigation I . . . . .	3	POL 211—Criminal Investigation II . . . . .	3
HPR . . . . .	1		
Total Semester Hours	16	Total Semester Hours	15

## COURSES OF INSTRUCTION POLICE SCIENCE TECHNOLOGY

### **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 I**

Principles of organization, administration and functioning of police departments to include inspection and control, personnel, training and staff operations.

**Credit, 3 semester hours**

### **POL 102—Police Administration II**

A continuation of POL 101 with emphasis on operational services, records, communications, custody, etc. (Replaces POL 200.)

**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.

**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 201—Criminal Investigation I**

The investigation activity of a police department is studied to evaluate its organization, functioning and relationship with other divisions and agencies. Emphasis is placed on the administration, report writing and procedural aspects of investigation.

**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 causal 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**

**POL 211—Criminal Investigation II**

An introduction to the scientific aspects of investigation known as criminalistics, with emphasis on crime scene techniques, the collection and preservation of evidence and the examination of evidence. Students will be familiarized with the capabilities and limitations of a police laboratory.

**Credit, 3 semester hours**





**V**

**ROSTER**

**Administration and Faculty**



## COLLEGE ADMINISTRATION

A. HUGH ADAMS, B.S., M.S., Ed.D . . . . .	President
CLINTON D. HAMILTON, A.B., M.A., Ph.D . . . .	Vice President and Dean of Academic Affairs
GEORGE W. YOUNG, B.S., M.S., Ph.D. . . . .	Dean of Student Affairs
FRANK A. BROKAW, A.B., M.Ed . . . . .	Dean of Business Affairs
HARRY V. SMITH, B.A., M.Ed., Ph.D . . . . .	Associate Dean of Academic Affairs
DONALD HULMES, L.L.B., J.D . . . . .	Attorney
LESTER B. TRUSSLER, A.B., M.A. . . . .	Registrar and Director of Admissions
JACK G. PENICK, B.S., M.B.A. . . . .	Comptroller
CLAUDE L. PRIDGEN, B.S., M.Ed. . . . .	Assistant to the President
REX BRUMLEY, B.S., M.A. . . . .	Director of Athletics
THEODORE FELMEY, B.A., M.A. . . . .	Director of Student Financial Aid
GRADY W. DRAKE, B.S., B.S. in L.S . . . . .	Director of Library Services
ISAAC CALL, B.A., M.A. . . . .	Director of Learning Resources
ALBERT ROBERTSON, B.A., M.Ed . . . . .	Director of Federal Programs
FRED L. SCOTT, B.S., M.Ed., M.A. . . . .	Director of Data Systems
WALTER F. THOMASON . . . . .	Director of Cooperative Education
WILLIAM C. VAUGHT, B.Mus.Ed., M.Ed. . . . .	Director of Student Activities
W. HALL WHALEY, Jr., B.S. . . . .	Director of Personnel
GEORGE H. WOLF, B.S. . . . .	Purchasing Agent
DAVID TINIUS, B.S. . . . .	Director of Campus Services

# The Faculty

## On Leave

ABBOTT, Frances . . . . .	Biology
B.S., M.S., Florida State University	
ACUFF, Anna Jean . . . . .	Nursing
B.S., M.S., Florida State University	
ADAMS, A. Hugh . . . . .	President
B.S., M.S., Ed.D., Florida State University	
ADKINS, Betty Jean . . . . .	English
B.A., M.A., University of Miami	
ANDERSON, La Monte E. . . . .	Department Head, 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	
AUDET, Thelma . . . . .	Medical Assisting
B.S., Mount St. Mary College	
AURAND, Alvin D. . . . .	Engineering
B.S., Michigan State University	
M.S., Florida State University	
BAILEY, William G. . . . .	Department Head, Physical Sciences
B.S., Trenton State Teachers	
M.Ed., University of Georgia	
BARTON, Wayne E. . . . .	History
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	
BLACK, Malcolm . . . . .	Assistant Registrar, Admissions
B.M.E., Jackson College	
M.M.E., University of Wisconsin	
BLANKENSHIP, Audelia . . . . .	Music
B.M., Wheaton College	
M.M., New England Conservatory of Music	

- BLUCKER, Judith Ann . . . . . Physical Education  
 B.S., Memphis State University  
 M.S., University of North Carolina
- BOASE, John . . . . . Ar  
 B.A., M.A., Ohio State University
- 2 BOCKSTEGE, Ben Jr. . . . . Mathemat  
 B.S., Indiana University  
 M.S., Northern Illinois University
- BOWEN, William C. . . . . Area Leader, Aerospace Technolog  
 B.S., University of Florida
- BRANCA, Frank . . . . . Department Head, Psychology  
 B.A., M.S., Florida State University and Education
- BRANTFERGER, Marjorie . . . . . Nursin  
 B.S., Emory University  
 M.Ed., Florida Atlantic University
- 2 BRETT, John . . . . . Chairman, Division of Allied Healt  
 Technologies and Area Leader, Radiologica  
 Technology and Respiratory Therap  
 B.S., State University  
 Teachers College (Cortland, N.Y.)  
 M.A., The City College of New York, N.Y.
- BREWER, Anna . . . . . English  
 B.S., Austin Peay University  
 M.A., Memphis State University
- BROCK, James J. . . . . Data Processin  
 B.S., Lincoln Memorial University  
 M.Ed., University of North Carolina
- BROGDON, Charles W. . . . . English  
 B.S., M.S., University of Southern Mississippi
- BROKAW, Frank A. . . . . Dean of Business Affair  
 A.B., Hope College  
 M.Ed., Syracuse University
- 2 BROWN, Stewart M. *Truman* . . . . . Political Scienc  
 B.A.E., M.Ed., University of Florida
- BRUMLEY, Rex. . . . . Director of Athletic  
 B.S., Sam Houston State Teachers  
 M.A., George Peabody College
- BRYANT, Beverly. . . . . Reading  
 B.A.E., University of Florida  
 M.S., Barry College
- BUNCH, John M. . . . . Department Head, History &  
 B.A.E., M.Ed., University of Florida Political Science

RDICK, Marina . . . . . Spanish  
     B.A., Brooklyn College  
     M.A., Columbia University  
 RKE, Thomas H. . . . . Physical Education  
     B.A., Transylvania College  
     M.A., University of Alabama  
 RNS, Lona . . . . . English  
     B.A., Woman's College, Hattiesburg, Mississippi  
     M.A., University of Alabama  
 RD, Phyllis . . . . . English  
     B.S., Auburn University  
     M.A., University of Alabama

BALLERO, Alfredo A. . . . . Spanish  
     B.A., University of Kentucky  
     M.A., University of Miami  
 LL, Isaac . . . . . Director of Learning Resources  
     B.A., Mars Hill College  
     M.A., Appalachian State University  
 MERON, Gibson A. Jr. . . . . Counselor  
     A.B., Central Methodist College  
     M.Ed., St. Louis University  
 MPBELL, Bernard M. . . . . Chairman, Division of  
     Communications and Area Leader, Basic Skills  
     B.A., King College  
     M.A., S.W. Texas State Teachers College  
 RL, Mary Jo . . . . . English  
     B.S., Indiana State University  
     M.A., Purdue University  
 SSELL, Robert C. . . . . Biology  
     B.S., Iowa State University  
     M.S., University of Idaho  
     Ph.D., University of Minnesota  
 UFFIEL, Paul W. . . . . Chairman, Division of Social Science  
     B.A., M.S., Ed.D., Pennsylvania State University  
 VANAGH, George J. . . . . Drama  
     B.A., New York State College  
     M.A., University of Connecticut  
 VENDISH, Thomas . . . . . Music  
     B.M., West Virginia University  
     M.M.Ed., Ph.D., Florida State University

- 2 CHESSER, Gordon . . . . . Mathematics  
 B.S., Bowling Green State University  
 M.S., Barry College
- 1° CHINN, James . . . . . Mathematics  
 B.A., M.A., Western Kentucky University
- 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
- 2° CLEMENT, George D. . . . . *FRANCES* . . . . . Mathematics  
 B.S.E., M.Ed., University of Florida
- 2° 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
- \*CRISPO, Neil S. . . . . Sociology  
 B.S., M.S., Florida State University
- CROWELL, Hamilton T. . . . . English  
 Ph.B., Muhlenberg College  
 M.A., Middleburg College
- CUVILLIER, Paulette . . . . . French  
 B.A., Florida Atlantic University  
 M.A., Florida Atlantic University
1. *CURRY, FRED*  
 DE MOTTS, Janice . . . . . Nursing  
 B.S., Florida State University  
 M.S., University of Florida
- \*DEYAMPERT, Lucius D. . . . . Geology  
 B.S., Birmingham Southern College  
 M.S.T., University of Florida
- 1 DICKERSON, Lee Farthing . . . . . English  
 B.S., Appalachian State Teachers College  
 M.A., Duke University
- DIETERICH, Lawrence Ray Jr. . . . . Area Leader, Hotel-  
 Restaurant-Institution  
 Administration Technology  
 B.S., Pennsylvania State University  
 M.Ed., Florida Atlantic University

*Dawkins, Algernon Bus Ad*



- 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  
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Northeast High School  
Nova High School

Oakland Park Womens Club  
Optimist Club of Wilton Manors  
Opti-Mrs. of Driftwood  
Order of DeMolay  
Park Temple Methodist Church  
P.E.O. Chapter A.H.  
P.E.O. Chapter N  
Phi Delta Sigma  
Piney Grove Baptist Church  
Plantation High School  
Plantation Junior Womans Club  
Plantation Womans Club  
Pompano Beach High School  
Mrs. Mary Thrift Powell

Royal Castle Systems

Saddle Brook Council of P.T.A.  
Sinawik Club of West Hollywood  
South Broward High School  
Stranahan High School  
Roy T. Styles Memoria Loan Fund  
Sweeting Foundation

Tuberculosis & Respiratory Disease Association

United Daughters of the Confederacy

Winn-Dixie Stores Foundation

Womans Auxiliary to the Broward County Medical Association  
Central Broward Branch

Womans Auxiliary to the Broward County Medical Association  
South Broward Branch

Womans Club of Deerfield Beach

Zonta Club



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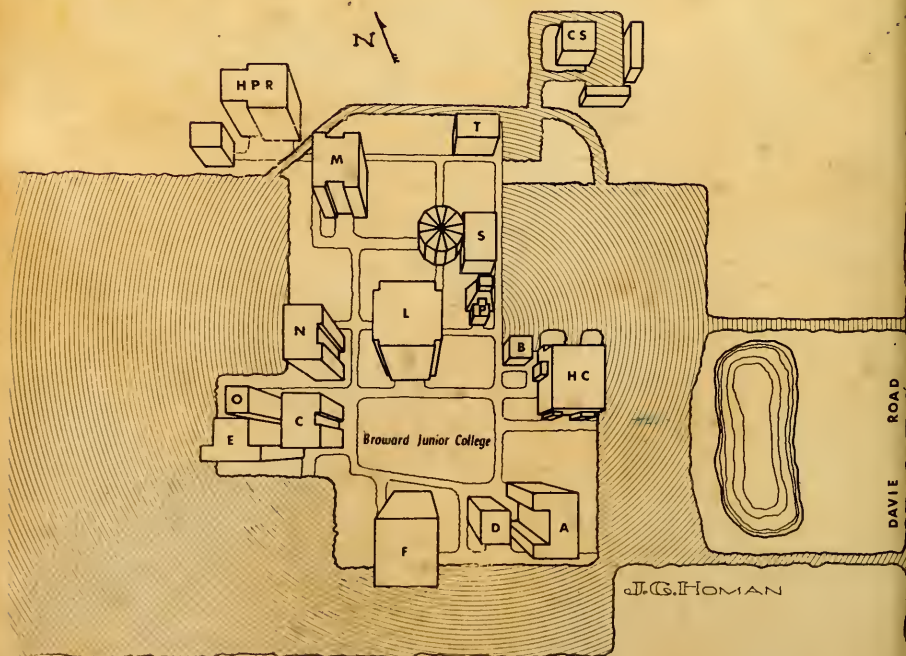
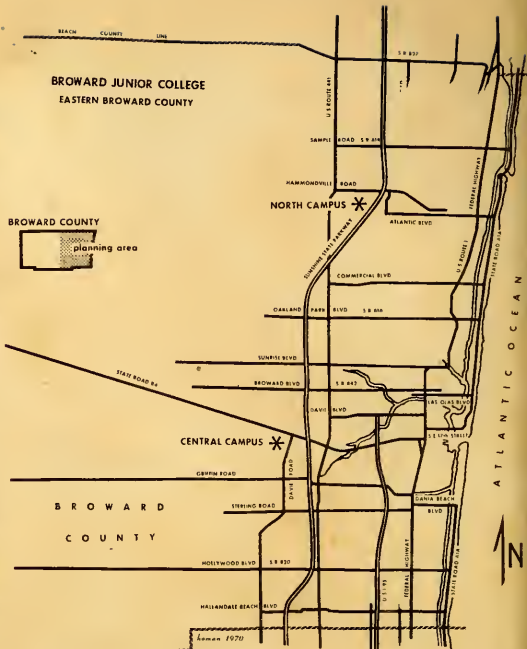
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 C \_\_\_\_\_ CLASSROOMS  
 CS \_\_\_\_\_ CAMPUS SERVICES  
 D \_\_\_\_\_ DATA PROCESSING  
 E \_\_\_\_\_ LECTURE HALL  
 F \_\_\_\_\_ FINE ARTS  
 HC \_\_\_\_\_ HOSPITALITY CENTER  
 HPR \_\_\_\_\_ HEALTH, PHYSICAL EDUCATION  
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 L \_\_\_\_\_ LIBRARY  
 M \_\_\_\_\_ TECHNICAL CLASSROOM  
 N \_\_\_\_\_ LEARNING SERVICES  
 O \_\_\_\_\_ OFFICES  
 P \_\_\_\_\_ PLANETARIUM  
 S \_\_\_\_\_ SCIENCE  
 T \_\_\_\_\_ TECHNICAL





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