



**broward**  
community college  
catalog 1972-73

BROWARD  
COMMUNITY  
COLLEGE

# General Catalogue 1972-1973

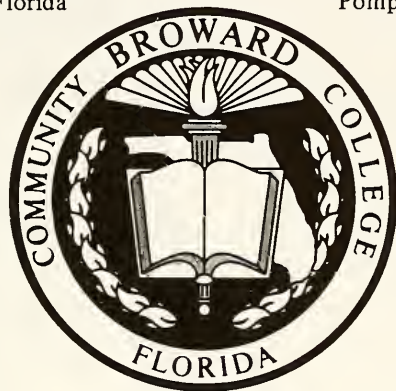
## BROWARD COMMUNITY COLLEGE

### Central Campus

3501 Southwest Davie Road  
Fort Lauderdale, Florida

### North Campus

1000 Coconut Creek Drive  
Pompano Beach, Florida



### Accredited By

Florida Department of Education  
Southern Association of Colleges and Schools

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Florida Association of Community Colleges  
College Entrance Examination Board  
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Florida Association of Collegiate Registrars and Admissions Officers  
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CONDENSED  
INFORMATION  
for  
READY REFERENCE




# 1972

JANUARY							FEBRUARY							MARCH							APRIL									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
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SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER									
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# 1973

JANUARY							FEBRUARY							MARCH							APRIL						
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28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					
MAY							JUNE							JULY							AUGUST						
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30														30							30	31					



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# Administrative Boards

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Clem E. Bininger . . . . .	Fort Lauderdale, Florida
Walter Young . . . . .	Pembroke Pines, Florida
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## 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.

**JOHN F. MORACK, *Dean of Business Affairs***

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

**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.

**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.

**HARRY V. SMITH, *Executive Dean, North Campus***

Matters specifically concerning the North Campus.

### EMERGENCY CALLS:

**DAY:**       Contact Dean of Student Affairs  
              Area Code Number 305  
              Telephone Number 581-8700  
              Extension 342-346

**NIGHT:**     Contact Registrar  
              Area Code Number 305  
              Telephone Number 581-8700  
              Extension 357-363

## WHERE TO GO FOR HELP

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

### IN CASE OF ACCIDENT REPORT TO:

*Instructor, College Nurse, or Security Officer*

## **COLLEGE CALENDAR** **1972 - 1973**

### **TERM I**

#### **ON-LINE REGISTRATION**

**February 21-August 22-24**

1. Advisement and on-line registration for currently enrolled students by appointment only.

**March 24-August 22-24**

2. Advisement and on-line registration for new students by appointment as indicated on notice of admission.
- \*3. On-line registration by time card appointment only. (Obtain time card from Registrar's Office.)  
(5:00 p.m. - 7:30 p.m., August 22)  
(8:30 a.m. - 3:30 p.m., August 23)  
(5:00 p.m. - 7:30 p.m., August 23)  
(8:30 a.m. - 3:30 p.m., August 24)  
(5:00 p.m. - 7:30 p.m., August 24)

#### **LATE APPLICATION FOR ADMISSION**

**August 9**

Last day for new students and for returning students who have not been enrolled since Term I, 1971, to file application for admission. Those submitting an application after this date must pay a five dollar (\$5.00) late application fee. The application must be in the Registrar's Office this date.

#### **LAST DAY FOR APPLICATIONS**

**August 14**

Last day to submit an application for admission for Term I, 1972.

#### **FACULTY REPORT DATE**

**August 22**

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

#### **ORIENTATION - NEW STUDENTS**

**August 21-22**

Orientation for all students enrolling for the first time in Broward Community College.

#### **CLASSES BEGIN**

**8:00 a.m.**

**August 28**

#### **LATE REGISTRATION FOR TERM I**

**August 28-30**

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

A late registration fee of ten dollars (\$10.00) will be charged, August 28-30.

\*This is "regular registration."

**DROP AND ADD PERIOD**

**September 1, 5-6**

Schedule change and adjustments. (8:30 a.m. - 4:00 p.m.)  
(5:00 p.m. - 8:00 p.m.)

Advisor 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. There is an 80% refund for courses dropped or for a complete withdrawal from College. No refund for courses dropped will be made after September 6.

**LABOR DAY HOLIDAY (NO CLASSES DAY OR EVENING) September 4**

**REFUND PERIOD**

**August 28-September 15  
(September 15)**

Last day for complete withdrawal from College with an 80% refund.

**ON-LINE REGISTRATION FOR TERM II October 2-December 21**

1. Advisement and on-line registration for currently enrolled students by appointment only.

**November 10-December 21**

2. Advisement and on-line registration for new students by appointment as indicated on notice of admission.

**LAST WEEK FOR GRADUATION EVALUATIONS October 9-13**

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

**LAST DAY TO PAY GRADUATION FEES October 13**

Last day to pay graduation fees for December 22, 1972.

**"W" PERIOD (NO GRADE PENALTY) August 30-November 3  
(November 3)**

Last day to drop a course without receiving grade penalty.

**CHANGE FROM CREDIT TO AUDIT PERIOD ENDS November 3**

**VETERANS' DAY HOLIDAY  
(NO CLASSES DAY OR EVENING) October 23**

**MIDTERM GRADE PROGRESS REPORTS October 24**

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

**THANKSGIVING HOLIDAY November 23-24**

No evening classes will be held on November 22.

**CLASSES RESUME AFTER THANKSGIVING  
HOLIDAY 8:00 a.m. November 27**

**LAST DAY FOR STUDENT TO WITHDRAW November 28**

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

<b>REMOVAL OF "I" GRADE</b>	<b>December 11</b>
Last day to remove an "I" grade for previous summer terms (III-A,B).	
<b>ORIENTATION</b>	<b>December 11</b>
Orientation for new students for Term II, 1972-73 academic year.	
<b>FINAL EXAMINATIONS</b>	<b>December 14-20</b>
<b>TERM I ENDS</b>	<b>December 21</b>
<b>TERM I GRADES DUE</b>	<b>December 21</b>
All grades for Term I are due in the Registrar's Office. (10:00 a.m.)	
<b>LATE APPLICATION FOR ADMISSION FOR TERM II</b>	<b>December 22</b>
Last day for new and returning students who have not been enrolled in Term I, 1972-73, to file application for admission. Those submitting an application after this date must pay a five dollar (\$5.00) late application fee. The application must be in the Registrar's Office this date.	
<b>LAST DAY TO SUBMIT APPLICATION</b>	<b>December 26</b>
Last day to submit an application for admission for Term II, 1973.	

## TERM II

<b>ON-LINE REGISTRATION FOR TERM II</b>	<b>October 2-December 19</b>
1. Advisement and on-line registration for currently enrolled students by appointment only.	
2. Advisement and on-line registration for new students by appointment as indicated on notice of admission.	
<b>Nov. 10-December 19</b>	
*3. On-line registration by time card appointments only.	
(Obtain time card in Registrar's Office.)	
<b>December 27-28,</b>	
(8:30 a.m. - 7:30 p.m., December 27-28)	
<b>January 3</b>	
(8:30 a.m. - 5:00 p.m., January 2)	
<b>CLASSES BEGIN</b>	<b>8:00 a.m. January 4</b>
<b>LATE REGISTRATION FOR TERM II</b>	<b>January 4 &amp; 5</b>
Late registration for students who failed to register during the regular periods.	
(1:00 p.m. - 3:30 p.m., January 3)	
(5:00 p.m. - 7:30 p.m., January 3)	
(1:00 p.m. - 5:00 p.m., January 4)	
A late registration fee of ten dollars (\$10.00) will be charged, January 4 and 5.	
<b>DROP AND ADD PERIOD</b>	<b>January 9 &amp; 11</b>
Schedule changes and adjustments. (8:30 a.m. - 3:30 p.m.)	
(5:00 p.m. - 7:30 p.m.)	

\*This is "regular registration."



Advisor 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. There is an 80% refund for courses dropped or for a complete withdrawal from College. No refund for courses dropped will be made after January 11.

**REFUND PERIOD**

**January 4-17**

Last day for complete withdrawal from College with an 80% refund.

**(January 17)**

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

**January 4-March 13**

Last day to drop a course without receiving a grade penalty. **(March 13)**

**ON-LINE REGISTRATION FOR TERMS III-A,  
III-B, TERM I (1973-74)**

- |   |   |
|---|---|
| 1. Advisement and on-line registration for currently enrolled students by appointment only.                 | III-A, February 19-April 27, May 3<br>III-B, February 19-June 12<br>Term I, February 19-August 17 |
| 2. Advisement and on-line registration for new students by appointment as indicated on notice of admission. | III-A, March 23-April 27, May 3<br>III-B, March 23-June 12, 18<br>Term I, March 23-August 17      |

**LAST WEEK FOR GRADUATION EVALUATIONS**

**February 19-23**

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

**LAST DAY TO PAY GRADUATION FEES**

**February 23**

Last day to pay graduation fees for May 3, 1973.

**MIDTERM GRADE PROGRESS REPORTS**

**March 5**

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

**CHANGE FROM CREDIT TO AUDIT PERIOD ENDS**

**March 13**

**EASTER HOLIDAY**

**April 20**

No Evening classes will be held on April 19.

**CLASSES RESUME AFTER EASTER HOLIDAY 8:00 a.m.**

**April 23**

**LAST DAY FOR STUDENT TO WITHDRAW**

**April 13**

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

**REMOVAL OF "I" GRADE**

**April 13**

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

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

**April 17**

Last day for new students and returning students who have not been enrolled in Term II, 1972-73 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. The application must be in the Registrar's office this date.

**LAST DAY TO SUBMIT APPLICATION** **April 19**

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

**FINAL EXAMINATIONS** **April 24-30**

**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 received in Term I, 1972.

**GRADUATION** **May 3**

**TERM II ENDS** **May 3**

## **TERM III-A**

### **ON-LINE REGISTRATION FOR TERMS III-A, III-B, TERM I (1973-74)**

- |     |  |   |
|-----|--|---|
| *1. | Advisement and on-line registration for currently enrolled students by appointment only.                 | III-A, February 19-April 27, May 4<br>III-B, February 19-June 12<br>Term I, February 19-August 17 |
| *2. | Advisement and on-line registration for new students by appointment as indicated on notice of admission. | III-A, March 23-April 27, May 4<br>III-B, March 23-June 12, 19<br>Term I, March 23-August 17      |

**CLASSES BEGIN** **8:00 a.m.** **May 7**

**LATE REGISTRATION** **May 7-8**

A late registration fee of ten dollars (\$10.00) will be charged, May 7-8.

**DROP AND ADD PERIOD** **May 7-8**

Schedule changes and adjustments. (8:30 a.m. - 3:30 p.m.)  
(5:00 p.m. - 7:30 p.m.)

Advisor 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. There is an 80% refund for courses dropped or for a complete withdrawal from College. No refund for courses dropped will be made after May 8.

\*May 4 is "regular registration" for Term III-A.

<b>REFUND PERIOD</b>	<b>May 9-16</b>
Last day for complete withdrawal with an 80% refund. (May 16)	
<b>"W" PERIOD (NO GRADE PENALTY)</b>	<b>May 9-25</b>
Last day to drop a course without receiving a grade penalty. (May 25)	
<b>CHANGE FROM CREDIT TO AUDIT PERIOD ENDS</b>	<b>May 25</b>
<b>MEMORIAL DAY HOLIDAY (NO CLASSES DAY OR EVENING)</b>	<b>May 28</b>
<b>CLASSES RESUME AFTER MEMORIAL DAY HOLIDAY</b>	<b>8:00 a.m. May 29</b>
<b>LATE APPLICATION FOR ADMISSION FOR TERM III-B</b>	<b>June 1</b>
Last day for new students and returning students who have not been enrolled since Term I, 1972-73, 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. The application must be in the Registrar's Office this date.	
<b>LAST DAY TO SUBMIT APPLICATION</b>	<b>June 8</b>
Last day to submit an application for admission for Term III-B	
<b>LAST DAY FOR STUDENT TO WITHDRAW</b>	<b>June 11</b>
Last day for a student to withdraw from a class in Term III-A.	
<b>ON-LINE REGISTRATION FOR TERM III-B AND TERM I, 1973-74</b>	
*1. Advisement and on-line registration for currently enrolled students by appointment only.	<b>III-B, February 19-June 12, 19 Term I, February 19-August 17</b>
2. Advisement and on-line registration for new students by appointment as indicated on notice of admission.	<b>III-B, March 23-June 12 Term I, March 23-August 17</b>
<b>FINAL EXAMINATIONS</b>	<b>June 19</b>
<b>TERM III-A ENDS</b>	<b>June 19</b>
<b>TERM III-A GRADES DUE</b>	<b>June 20</b>
All grades for Term III-A are due in the Registrar's office. (10:00 a.m.)	

\*June 19 is "regular registration" for Term III-B.

## **TERM III-B**

### **ON-LINE REGISTRATION FOR TERM III-B AND TERM I, 1973-74**

- |     |  |   |
|-----|--|---|
| *1. | Advisement and on-line registration for currently enrolled students by appointment only.                 | <b>III-B, February 19-June 12, 19</b><br><b>Term I, February 19-August 17</b> |
| *2. | Advisement and on-line registration for new students by appointment as indicated on notice of admission. | <b>III-B, March 23-June 12, 19</b><br><b>Term I, March 23-August 17</b>       |

**CLASSES BEGIN** **8:00 a.m.** **June 20**

**LATE REGISTRATION** **June 20-21**

A late registration fee of ten dollars (\$10.00) will be charged, June 20-21.

**DROP AND ADD PERIOD** **June 20-21**

Schedule changes and adjustments. (8:30 a.m. - 3:30 p.m.)  
(5:00 p.m. - 7:30 p.m.)

Advisor 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. There is an 80% refund for courses dropped or for a complete withdrawal from College. No refund for courses dropped will be made after June 21.

**REFUND PERIOD** **June 20-27**

Last day for complete withdrawal from College with an 80% refund.  
**(June 27)**

**INDEPENDENCE HOLIDAY**  
**(NO CLASSES DAY OR EVENING)** **July 4**

**CLASSES RESUME AFTER INDEPENDENCE**  
**DAY HOLIDAY** **8:00 a.m.** **July 5**

**"W" PERIOD (NO GRADE PENALTY)** **June 21-July 10**

Last day to drop a course without receiving a grade penalty. **July 10**

**CHANGE FROM CREDIT TO AUDIT PERIOD ENDS** **July 10**

**LAST DAY FOR STUDENT TO WITHDRAW** **July 20**

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

**REMOVAL OF "I" GRADE** **July 20**

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

**FINAL EXAMINATIONS** **August 2**

\*June 19 is "regular registration" for Term III-B.

**TERM III-B ENDS**

**August 2**

**COMPLETION OF GRADE REPORTS OR CORRECTIONS**

**August 3**

Last day for faculty to complete grade reports or make corrections on incomplete grades received in Term II, 1973. (10:00 a.m.)

**TERM III-B GRADES DUE**

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 Community 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 Central Campus 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 School Board of Broward County and its Advisory Board became a governing District Board of Trustees. Since the summer of 1968, the College's enrollment has increased 80 per cent. Projections indicate significant growth will continue 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. Since multicampus operations began, the current Davie Road 152 acre site is known as Broward Community College, Central Campus. Each campus will be designated appropriately in the same fashion. It is anticipated that the College will reach a total enrollment in excess of 20,000 by the end of the decade 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 fifteen 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 20 and south of Hammondsville Road, the North Campus of approximately 113 acres in Coconut Creek had constructed on it the first permanent facilities beginning in the summer of 1970. This site will be landscaped when facilities are constructed. Two buildings were constructed during 1971 and occupied in January, 1972.

The South Campus site has been designated at the North Perry Airport in Pembroke Pines on Hollywood Boulevard. Classes are scheduled to begin at this location in 1974. A Hollywood Center now operates in a most adequate building made available through a leasing arrangement with the Hollywood Memorial Hospital Board. This building is located at 3601 Johnson Street, adjacent to the hospital. A Fort Lauderdale City Center on East Las Olas Boulevard is also operative.

## **PHILOSOPHY**

Because Broward Community 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 Community 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 Community 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**

Broward Community College and its Student Services Division believe each student is a talented human being with individual abilities, potentialities, interests, needs, life styles, etc. A staff of professional counselors exists to give special attention to the College's high regard for human worth, dignity, and individuality. While counselors offer a helping relationship to all students who seek out their assistance in meeting individual human needs, counselors also strive to actualize both their own and the College's full potential for facilitating human development.

Vocational, educational, and personal counseling is provided by the Department of Counseling. The Department may be viewed as a Human Development Resource Center of Broward Community College. A student may call upon this College agency to explore life-and-career goals, obtain educational-vocational information, clarify human values, enhance personal strengths, attack individual "roadblocks" to self-development, and/or simply encounter another human being who feels deeply for his fellow man and who is keenly interested in helping people help themselves. The Department's Human

**General Information**  
**Financial Aid, Financial Aid Available**

Awareness Groups provide students with an opportunity to learn more about themselves and their individual human potentialities. Specialized testing is available to any student in need of objective information concerning abilities, achievements, interests and personality attributes. All students and interested parents are encouraged to request assistance from the Counseling staff at any time.

## **FINANCIAL AID**

Broward Community College welcomes applications from all students who, without financial assistance, would be unable to attend college, but limits of available fund resources may preclude some students from consideration when applications are not received in time for proper evaluation. Deadline dates for all financial aid applicants have, therefore, been established as follows:

Fall Semester	(Term I)	June 1
Spring Semester	(Term II)	October 15
Summer Semester	(Term III)	March 15

Financial Aid applications are available through the College's Financial Aid Office at the Central and North Campuses, or from the Broward County high school student's counselor or guidance office.

## **FINANCIAL AID AVAILABLE**

**Grants and Scholarships** — Scholarships and waivers-of-fees are assigned on the basis of three criteria: (1) need, (2) grade point average or talent, and (3) full-time student status (twelve hours or more for Terms I and II, and five or more hours during Term III-A or Term III-B).

**Education Opportunity Grants** — Through this means the College can help students of exceptional financial need. These grants are made by the United States Government through the College. Only full-time students with financial need are eligible for this award. Also, Law Enforcement Grants to full-time Police Officers, and Federal Nursing Grants are given full-time Nursing Students.

Special grants are provided through Vocational Rehabilitation and The Florida Council for the Blind. Students with physical or other disabilities should make applications for these awards by June 1 for the ensuing year through their district agencies.

**Sponsored Scholarships** — (1) Designated: Established by the donor(s) for individuals who meet specific qualifications; (2) Undesignated: Scholarship may or may not be administered by the College. In any event, the scholarship will be subject to the general regulations of this Institution.

**Student Workstudy** — A number of students will be employed on a part-time basis on the College campus, in local public schools, and at the School Board of Broward County. A student is permitted to work up to fifteen hours per week. The positions may range from laboratory assistants to typists. Workstudy on campus will be available only to full-time students who maintain a satisfactory grade point average. The criteria governing off-campus employment are established on an individual basis in accordance with the policies specified under the Economic Opportunity Act of 1964.

**Loans** — The College has a short-term loan program for full-time students who need money for fees and books. These interest-free loans must be repaid before the end of the Term in which they are made.

In addition to these institutional loans, the College also provides Florida Student Loans, Cuban Loans, Law Enforcement Education Program and Federal Nursing Loans. Applications and Loan notes are available in the Financial Aid Office. Applications for Federally Insured Student Loans are also available in the Financial Aid Office.



## 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 course 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-Advisement Office on each campus in order to determine the level of study they will begin at Broward Community College. Requests for variance from the testing requirement (possible for some transient students and sophomore level students transferring into the College) should be directed to the Director of Counseling. This should be done well in advance of advisement-registration dates.

Academic advisement is available to all students during registration for each term at Broward Community College. Faculty members, representing various departments and divisions, and professionally prepared academic advisors work together 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-Advisement 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-Home Economics Education
Pre-Architecture	Pre-Housing and Interior Design
Pre-Art	Pre-Journalism
Pre-Astronomy	Pre-Latin American Studies
Pre-Biology	Pre-Law
Pre-Building Construction	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-Marketing-Management
Pre-Chiropractic	Pre-Music
Pre-Corrections	Pre-Music Education
Pre-Dental	Pre-Nursing
Pre-Drama	Pre-Oceanography
Pre-Education (Elementary)	Pre-Occupational Therapy
Pre-Education (Secondary)	Pre-Optometry
Pre-Engineering	Pre-Pharmacy
Pre-English	Pre-Physical Education (Men)
Pre-Fashion Design in Home Economics	Pre-Physical Education (Women)
Pre-Fashion Merchandising in Home Economics	Pre-Physical Therapy
Pre-Food and Nutrition Science	Pre-Physics
Pre-Foreign Language	Pre-Political Science
Pre-Forestry in Forest Products Technology	Pre-Psychology
Pre-Forestry in Forestry and Wild Life	Pre-Radio and Television
Pre-Geology	Pre-Recreation
Pre-Health Education	Pre-Religion
Pre-History	Pre-Secretarial Science
Pre-Home Economics	Pre-Social Welfare
	Pre-Speech
	Pre-Veterinary Medicine

### **Associate in Science Degree Programs:**

Accounting	Data Processing (Business Option)
Airline Careers	Data Processing (Engineering- Scientific Option)
Air Traffic Controller	Electronics
Architectural	Electronic Computer
Aviation Administration	Electronics (Digital or Communication Option)
Banking Career	Fire Science
Career Pilot	
Commercial Art	

## **General Information**

### **Curricula, Placement and Career Planning**

Contracting and Civil Engineering	General Business
Criminal Justice	Hospital Accounting
Hotel-Restaurant-Institution	Purchasing Management
Administration	Radiology
Insurance Careers	Real Estate
Landscape Technology	Respiratory Therapy
Mechanical Engineering	Savings and Loan Career
Medical Assisting	Secretarial, Executive or General
Medical Laboratory	Secretarial, Legal
Marketing-Management in Distribution	Secretarial, Medical
and Marketing	Secretarial Teacher Aide
Nursing	Education
Pest Control Technology	Teacher Aide
Police Science	Veterinary Medical Assisting
Public Administration	

### **Certificate Programs:**

Accounting	Secretarial
Clerical Typist	Secretarial, Advanced
Data Processing	Secretarial, Certified
Fire Science	Professional
Food Service	Traffic Management
Medical Assisting	Teacher of Private Nursery School
Merchandising	and Kindergartens
Police Science	Veterinary Medical Assisting

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 AND CAREER PLANNING SERVICE**

Career counseling and placement services are available to students and alumni of Broward Community College. The Placement Office maintains a listing of available full-time and part-time job openings. In the Student Personnel Service lobby part-time job openings are listed by local employers. Applicants for full-time employment are encouraged to register with the Placement Office. These services are available for both day and evening students.

## 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 Office on each campus.

## HEALTH SERVICES

Medical and hospital facilities are not provided. In case of accident or illness students should report to the Health Center, which is located on the first floor of the Student Services Building, Central Campus and on North Campus in the Services Building. First aid and emergency service are provided with a full-time registered nurse in attendance.

## HOSPITALITY CENTERS

The College's Hospitality Center, Central Campus, 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. On the North Campus there is a student lounge and food facility in the Services Building.

## TRANSPORTATION

The campuses are readily accessible by automobile and some city buses to the Central Campus 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 libraries are open. A somewhat formal atmosphere of individual academic research is maintained in the reading rooms which house the principal book collections on shelves open to students. On Central Campus, 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. Hours, regulations, and policies which affect students are published in the Student Handbook each year.

The Library Staffs encourage students and faculty to make suggestions for the improvement of service to the college community and also appreciate recommendations for titles of books to be added to the collection.



**General Information**  
**Off-Campus Classes, Athletics,**  
**Bookstore, Student Activities**

The Central Campus Library is conveniently located in the center of the campus. It has a book collection of 56,000 volumes and about 5,000 are being added each year. In addition there are subscriptions to about 400 periodicals.

The Library at the North Campus is, like that on the Central Campus, located in close proximity to the classrooms, offices, and student center. This library will shortly have about 15,000 volumes and will be expanded rapidly to equal in size and resources that of the Central Campus. Students have access to the collections of both campuses but materials must be returned to the campus from which they were borrowed.

Books and magazines at each campus are selected by the faculty and library staffs located there, and they reflect primarily the courses of instruction given at each campus.

## **OFF-CAMPUS CLASSES**

In order to serve more effectively the total College District, the College is offering instruction for multiple locations throughout the District.

## **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. Wrestling, gymnastics, and cross country began in 1970-71.

## **BOOKSTORE**

The College Bookstore, Central Campus, is conveniently located and 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 on Central Campus. (Hours for other campuses will be posted.) On North Campus, the Bookstore is located in the Services Building.

## **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 Council (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 Community 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.

## 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.

## 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 program during which two major productions are performed during the six weeks 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.

**Cultural Programs** — The College sponsors a wide range of college and community events. In addition to a five-program Artist Series with nationally recognized entertainers, the College presents many programs each year featuring the Symphony Orchestra, Symphonic Band, Jazz Ensemble, college singers, college choir and opera workshop. The Drama Department produces plays, musicals, Childrens Theater performances and a community college drama workshop. The Art Department exhibits works by faculty members, students and visiting artists. An art and historical film series is also presented. The Buehler Planetarium presents two weekly shows to the public and many special shows to public school and civic groups. Many nationally known speakers are presented each year and the members of the college family speak frequently to civic, church and cultural groups. The Student Government Association sponsors many musical and other groups during the college year.

## 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 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 sea 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.

## **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 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 Community College.

## **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.



## **ACADEMIC AFFAIRS**

### **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 Community 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 18 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.



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 be allowed in any transferred course with a grade of "D" or higher.
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. Complete information on the application for admission is required. 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 Community 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 special audit a 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 or certificate program.

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.

### **College Level Examination Program**

Students who score at the fiftieth percentile or above on certain general or subject examinations administered by the Education Testing Service in its College Level Examination Program may be granted up to 30 semester hours of credit. Details of the Policy are available from the Registrar's office.

### **Foreign Students**

Broward Community College is committed to cooperating toward advancing the educational endeavors of international students, particularly our neighbors in the Caribbean, Central and South American countries.

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission. The student must submit a complete academic record from the first year of secondary school to the time of application. All documents should be submitted in the language of the country, accompanied by English translation, preferably certified by the United States Consulate. International students on visa are required by United States Immigration regulations to be enrolled full-time. They should make satisfactory progress toward their degree objective each Term. Academic advisement is provided to assist the student in selecting the appropriate courses for his educational objectives. They also must submit evidence that they are proficient enough in oral and written English to do satisfactory work in English.

All international students must have sufficient funds to cover tuition, fees, books, living expenses, transportation and incidental expenses while attending college. Students must have these funds available when they register for classes each Term. Out-of-state fees may be waived if the student is sponsored by a formally recognized international organization.

Broward Community College does not provide, supervise, nor recommend student housing. International students should arrive in the Fort Lauderdale area at least one week prior to enrollment to find suitable housing in the community.

## **Waiver of Credit for Experience In Technical Areas**

Under certain conditions a waiver of credit for previous experience may be made in Technical areas. Contact the respective Division for details.

## **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 Community College is approved for veteran training for the following: Associate in Arts and Associate in Science Degrees and Certificate Programs. Those who expect to receive monthly V.A. subsistence should report to the Registrar's Office each semester after paying fees, and complete the necessary V.A. claim forms.

## **Allied Health Technology Students**

Admission procedure and requirements:

1. Fulfill general requirements for admission to the College.
2. Submit a letter of application directly to the appropriate department.
3. Official High School transcripts:
  - a. Partial transcript before graduation
  - b. Complete transcript after graduation
4. Official transcripts from each college or program previously attended.
5. 2.0 cumulative grade point average on all college courses attempted.
6. Personal interview.
7. School and College Ability Test scores.
8. Florida Twelfth Grade Placement Test scores or satisfactory completion of refresher courses offered by the College.
9. Satisfactory medical and dental examination.
10. Letters of reference from employers, where applicable, letters of personal reference, and letters of reference from professional programs attempted, where applicable.
11. Transfer students must have transcripts evaluated by the Registrar prior to approval by the Admissions Committee.
12. Applications for re-admission to a specific discipline and/or transfer of professional courses must be evaluated by the appropriate faculty prior to approval by the Admissions Committee.

### **13. Approval of Allied Health Technologies Admissions Committees.**

It is imperative that students in non-Allied Health courses desiring admission into an Allied Health program declare their intent at an early date with the Division of Allied Health Technologies secretary. Enrollments are limited.

#### **Class Attendance**

It is the student's responsibility to attend punctually all classes, laboratories, and examinations as scheduled. It is recognized 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") preceding the midterm examination week. (See College Calendar for the deadline.) 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. (See College Calendar for the deadline.) 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 Standards 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 deadline date in the College Calendar.

#### **Transcripts**

Each student at Broward Community 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,



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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 removes 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 12 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. An advisement error.
3. A course which a student failed and has to repeat.
4. A course which requires a prerequisite.

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.

\*All veterans should contact the Registrar's office relative to eligibility for subsistence prior to the commencement of classes in each Term.

### **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 Community 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 "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 enrollment in 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 enrollment in the College. If he is under twenty-one years of age, his parent(s) or legal guardian(s) shall have lived in Florida less than one year prior to the time of enrollment.

Residence status is determined at the time of the student's enrollment in 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



**General Information**  
**Academic Affairs, Student Fees**

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

**STUDENT FEES**

	<u>Full-Time Students (12 or more Sem. Hrs.)</u>				<u>Part-Time Students</u>
	<u>Registration</u>	<u>Matriculation</u>	<u>Tuition</u>	<u>Total</u>	<u>Per Semester Hour</u>
<b>Terms I &amp; II</b>					
Broward County & Florida Students	\$4.50	\$115	\$ 0	\$119.50	\$10
Non-Florida Students	\$4.50	115	200	\$319.50	28
<b>Terms III-A &amp; III-B</b>					
Florida Students	0*	55	0	55	10
Non-Florida Students	0*	55	95	150	28

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

\*Students enrolled for 9 hours or more for Term III-A or III-B will be charged a \$55.00 matriculation fee. However, students enrolled in excess of 9 hours in Police Academy and other programs in which the class hours are in excess of the regular class hours for Term III-A or III-B will be charged fees in accordance with the following schedule: 10-13 - \$85.00; 14-17 - \$115.00. A \$4.50 registration fee is charged for students enrolled for 12 or more hours in either III-A or III-B, or if III-A and III-B are considered as one instruction period and the student enrolls only once for both III-A and III-B combined.

<b>Other Course Fees: (All fees are subject to change)</b>	<b>Full-time Student Special Fee</b>		<b>Part-time Student Special Fee</b>	
AER 131 - Primary Flight I	\$811.00*	\$952.00**	\$811.00*	\$952.00**
AER 230-Commercial Flight I	\$938.00*	\$968.00**	\$938.00*	\$968.00**
AER 231-Commercial Flight II	\$910.00*	\$962.00**	\$910.00*	\$962.00**
AER 232-All-Weather Flight Training	\$652.50*	\$710.00**	\$652.50*	\$710.00**
AER 233-Flight Simulator Training	\$202.50*	\$225.00**	\$202.50*	\$225.00**

Note: The AER fees are not received by the College Business office, but are payable directly to the flight contractor and are subject to change.

	<b>Full-time Student Special Fee</b>	<b>Part-time Student Special Fee</b>
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
ART 211 - Printmaking	15	15
ART 212 - Graphic Processes	15	15
ART 215 - Photography for the Fine Artist	10	10
ART 216 - Film Making	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
BA 190 - Real Estate	2	2
BIO 105 - Modern Principles of Biology Lab	7	7
BIO 117 - Paramedical Science II Lab	7	7
BIO 151 - General Botany Lab	7	7
BIO 161 - General Biology	7	7

\* Burnside-Ott Aviation Training Center

\*\*Skytel Aviation Inc.

**General Information**  
**Academic Affairs, Student Fees**

BIO 251 - Principles of Marine Biology Lab	7	7
CHE 108 - Chemistry for General Education Lab	5	5
CHE 134 - General Chemistry Lab	7	7
CHE 135 - General Chemistry & Qualitative Analysis Lab	7	7
CHE 223 - Organic Chemistry Lab	12	12
CHE 224 - Organic Chemistry Lab	12	12
EL 100 - Direct Circuits	5	5
EL 101 - A.C.-D.C. Circuits	5	5
EL 104 - Alternating Current Circuits	5	5
EL 209 - Transistors	5	5
EL 213 - Digital Systems	5	5
EL 221 - Frequency Modulation	5	5
EL 222 - Microwaves	5	5
ENG 093, 105, & 106- Reading Development	5	5
FRE 101 & 102 - French Language Laboratory	5	5
GER 101 & 102 - German Language Laboratory	5	5
GY 106 - Physical Geology Lab	7	7
GY 110 - Historical Geology Lab	7	7
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	40	40
HPR 112, 113, 244, 245 - Swimming	4	4
HPR 142, 242 - Water Skiing	35	35
MA 210 - Basic Medical Laboratory Techniques	10	10
MA 220 - Clinical Practices and Procedures	5	5
MTH 136 - Computer Mathematics	7	7

**APPLIED MUSIC**

**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
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 101 - Fundamentals of Nursing	10	10
PHY 131 - Physics Lab	7	7
PHY 201 - Intermediate Physics	7	7
PHY 202 - Intermediate Physics	7	7
PHY 210 - General Physics Lab	7	7
PHY 211 - General Physics Lab	7	7
SPA 101 & 102 - Spanish Language Laboratory	5	5
RUS 101 & 102 - Russian Language Laboratory	5	5

**Miscellaneous Fees:**

Add and Drop	3	3
Application*	10	10
Late Application*	5	5
Late Registration*	10	10
Graduation*	4	4
Transcript: First Transcript	Free	Free
Transcript: Each Additional*	1	1

**Note: Special fees are subject to change.**

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 class schedule each term.

\*Non-refundable

## **REFUND POLICIES**

1. Under the following conditions a student may receive a 100% refund of matriculation, tuition, and laboratory fees, or as otherwise indicated:
  - a. Through the last day preceding regular registration established in the College calendar, a student who registers in advance through on-line registration procedures.
  - b. At the time he is administratively withdrawn, a student who registered and it is later determined he was not eligible to register for academic reasons.
  - c. A student who registers for a particular course which is cancelled (refund of fees paid for that course).
  - d. A student entering the Armed Forces on a regular and extended tour of active duty. (Student must present an official copy of his Armed Forces orders to the Registrar to receive refund).
  - e. A student who dies or who withdraws for health or medical reasons, as certified by a licensed medical doctor, on or before the date of the first scheduled class of a college term. (Parents, legal guardians, executors of estates or trustee of trust fund may receive refund.)
2. A 100% refund of the \$4.50 registration fee will be made to those students registering for 12 or more semester hours and who have paid this fee but who officially drop below 12 semester hours by the end of the scheduled drop and add period for that semester.
3. Under the following conditions a student may receive an 80% refund of matriculation, tuition, and laboratory fees:
  - a. A student who is officially withdrawn from the College on or before the last date listed in the College calendar for withdrawing with such refund.
  - b. A student who has attended classes in a given College term and who dies or withdraws for health or medical reasons, as certified by a licensed medical doctor, before the middle of that term. (Parents, legal guardian, executor of estate, or trustee of trust fund may request and receive refund.)

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

## 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:

		<u>Grade Points per Semester Hour</u>
<b>Grades</b>		
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 & SPANS) . . . . .	0

Grade point averages are calculated only on academic work, exclusive of all 080 and 090 series courses, H.P.R. activities courses, and S.P.A.N.S. courses.

\*Only grades of A, B, C, or NG are assigned in 090 series courses and SPANS courses.



- 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.

### **Cancellation of Previous Unsatisfactory Record**

Under some conditions, a previous unsatisfactory academic record which is two or more years old may be cancelled under an established policy for students in technical programs. One interested in having this policy applied in his case should contact a Counselor and the Dean of Academic Affairs for further information and details.

### **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 Community 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 12 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 Community College who has earned less than 24 semester hours in residence. A regular student must secure permission from the Dean of Academic Affairs before registering for a correspondence and extension course. The combined load of residence and correspondence study should not exceed eighteen 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 425 on the Twelfth Grade Placement Test.
- B. Have a score of 90 on the respective subject area of the Twelfth Grade Placement Test.

**General Information**  
**Graduation & Degree Requirements**

- 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.

**Foreign Studies**

The College, with approval of appropriate State agencies, offers some courses abroad in various disciplines with the College's instructors in charge.

## **LEARNING RESOURCES**

The Learning Resources Department is an active part of the teaching-learning process at Broward Community 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.

## **GRADUATION AND DEGREE REQUIREMENTS**

- \*A. Earn at least 60 semester hours of approved credit excluding four hours of HPR activity courses which are required for A.A. Degree and the number of hours as listed in the College Catalog for the A.S. Degrees.
- B. Achieve an average grade of "C" (2.0) or above on all work attempted.

\*Students who are 29 years of age or older, or who have had previous military experience, or who are exempted upon medical certification are not required to take HPR activity courses. Medical certification must specify the term or terms for the exemption. HPR activity course grades are not calculated in the grade point average for graduation.

- 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 Community 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. Degrees unless indicated in the various curricula in this catalog.
- G. A student may graduate either under the catalog under which he first enrolled if his attendance has been consecutive, or the one in effect at the time of his graduation. If his attendance has been broken, he must meet the requirements of the catalog under which he reenrolled provided his attendance has been consecutive, or the one in effect at the time of his graduation.

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

- \*A. Completion of 60 semester hours of academic credit with an overall grade point average of at least 2.0. Four semester hours of physical education activity courses are required. Excluded are 080 and 090 series courses and courses especially designed for technical education curricula and SPANS courses which carry institutional credit.
- 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
203, 204, 205,	FRE 205, 206	DRA 207
204, 205, 206	GER 205, 206	MUS 207 or
ENG 211, 212		MUS 209 & 210
ENG 221, 222		REL 240
ENG 230, 231		6 semester hours

\*Students who are 29 years of age or older, or who have had previous military experience, or who are exempted upon medical certification are not required to take HPR activity courses. Medical certification must specify the term or terms for the exemption. HPR activity course grades are not calculated in the grade point average for graduation.

**General Information**  
**Associate in Arts Degree Requirements**

3. History and the Social Sciences . . . . . 6 semester hours  
Select any one of the following combinations:
  - a. HIS 101, 102
  - b. HIS 201, 202
  - c. HIS 111, 112
  - d. PSC 121, 122
  - e. SOC 201, 211, 221(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 preferably 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

\*See page 50 for special provisions for veterans and those 29 years of age or above.



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 Community 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 Community 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 BCC 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**

**Business Law and Real Estate**

**Economics**

**Insurance**

**Marketing - Management**

**Secretarial Science**

Trees, Division Chairman and Business Administration Area Leader; Horton, Department Head of Secretarial Science; Nance, Business Law and Real Estate Area Leader; Roulston, Economics Area Leader; Dry, Accounting Area Leader; Bethel, Conley, Donohue, Dawkins, Everhart, Goodwin, Howell, Iddings, Kennedy, Nittel, 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 cover the first two years of a four year university program leading to a Bachelor of Arts Degree.
- (2) Suggested specialized programs leading to an Associate in Science Degree which help develop and improve skills and offer specialized courses which enable the student to enter business.
- (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.

### **Programs leading to an Associate in Arts Degree**

All Associate in Arts degree programs must meet General Education requirements as set forth on page 51 of this catalog.



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

### First Year

#### *First Term*

ENG 101-Composition . . . . .	3
*BA 101-Typing I or	
**BA 125-Intro to Data Capturing Equip. . . . .	3
BA 100-Intro to Business . . . . .	3
Humanities . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total semester hours</b>	<b>13</b>

#### *Second Term*

ENG 102 or 104-Composition . .	3
BA 231-Business Law I . . . . .	3
*** Science . . . . .	3 or 4
****Math . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total semester hours</b>	<b>13-14</b>

- \* 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 BA 125 and DP 101. Students planning transfer to F.A.U. should take DP 101.
- \*\*\* Many upper divisions require a laboratory science.
- \*\*\*\* Most upper divisions recommend College Algebra, MTH 132.

### Term III-A or III-B

Science . . . . .	3 or 4*
Humanities . . . . .	3
<b>Total semester hours</b>	<b>6-7</b>

- \* Many upper division colleges require a laboratory science.

### Second Year

#### *First Term*

*BA 245-Business Communication	3
BA 221-Prin of Accounting I . . .	3
ECO 251-Prin. of Economics I . .	3
Social Science . . . . .	3
STA 221 Statistics . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total semester hours</b>	<b>16</b>

#### *Second Term*

BA 222-Prin of Accounting II . . .	3
ECO 252-Prin of Economics II . .	3
SPE 100 . . . . .	3
Elective** . . . . .	3
Social Science . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total semester hours</b>	<b>16</b>

- \* PREREQUISITE: BA 101 or equivalent and ENG 101 or ENG 095.
- \*\*Accounting majors should elect BA 232.

**PRE-BUSINESS ADMINISTRATION – ADMINISTRATIVE SYSTEMS**  
**(A.A. Degree)**

Only students planning on transferring to Florida Atlantic University with a major in Administrative Systems should follow this program.

**First Year**

<i>First Term</i>		<i>Second Term</i>	
ENG 101 Composition . . . . .	3	ENG 102 or 104 Composition. . .	3
DP 101 Fund of Data Processing	3	BA 231 Business Law I . . . . .	3
BA 100 Intro to Business . . . . .	3	* Science. . . . .	3 or 4
Humanities . . . . .	3	MTH 132 College Algebra . . . . .	3
HPR-Physical Education . . . . .	1	HPR-Physical Education. . . . .	1
Total semester hours	13	Total semester hours	13 or 14

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

*Science. . . . .	3 or 4
Humanities . . . . .	3
Total semester hours	6 or 7

\*Many upper divisions require a Laboratory Science.

**Second Year**

<i>First Term</i>		<i>Second Term</i>	
BA 221 Prin. of Accounting I . . .	3	BA 222 Prin. of Accounting II. . .	3
ECO 251 Prin. of Economics I . .	3	ECO 252 Prin. of Economics II. .	3
Social Science . . . . .	3	SPE 100 . . . . .	3
STA 221 Statistics . . . . .	3	Social Science . . . . .	3
DP 115 PL/1 Computer		DP 210 DP Applications . . . . .	3
Programming. . . . .	3	HPR-Physical Education . . . . .	1
HPR-Physical Education . . . . .	1		
Total semester hours	16	Total semester hours	16

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

### First Year

#### *First Term*

Humanities . . . . .	3
ENG 101-Composition . . . . .	3
Social Science . . . . .	3
*BA 102-Typing II . . . . .	3
HPR-Physical Education . . . . .	1

#### *Second Term*

ENG 102- or 104-Composition . . .	3
Social Science . . . . .	3
*BA 112-Shorthand II. . . . .	3
BA 201-Typing III . . . . .	3
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*

Science . . . . .	3-4
BA 221-Prin. of Accounting I . . .	3
ECO 251-Prin. of Economics I . .	3
**BA 211-Shorthand III. . . . .	3
HPR-Physical Education . . . . .	1

#### *Second Term*

BA 245-Bus. Communications . . .	3
Mathematics . . . . .	3
BA 222-Prin. of Accounting . . . .	3
ECO 252-Prin. of Economics II. . .	3
***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.

\*\*\*Students transferring to FAU should take SPE 100.

\*\*\*\*Many upper division colleges require a laboratory science.

**SUGGESTED PROGRAM FOR PRE-MARKETING-MANAGEMENT**  
**(A.A. Degree)**

**First Year**

*First Term*

*Second Term*

ENG 101-Composition . . . . .	3
BA 130-Salesmanship . . . . .	3
BA 173-SEMINAR I: Marketing in Perspective. . . . .	3
BA 170-Marketing. . . . .	3
HPR-Physical Education. . . . .	1
<b>Total semester hours</b>	<b>13</b>

ENG 102 or 104-Composition. . .	3
Science. . . . .	3-4
MTH 131 or 132. . . . .	3
BA 283-SEMINAR II: Research in Marketing . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total semester hours</b>	<b>13-14</b>

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

***Science. . . . .	3-4
ECO 251-Prin. of Economics I . .	3
<b>Total semester hours. . . .</b>	<b>6-7</b>

**Second Year**

*First Term*

*Second Term*

BA 221-Prin. of Accounting I . . .	3
ECO 252-Prin. of Economics II. .	3
BA 284-SEMINAR III: Marketing Management . . . . .	3
Social Science. . . . .	3
Humanities. . . . .	3
HPR-Physical Education . . . . .	1
<b>Total semester hours</b>	<b>16</b>

BA 222-Prin. of Accounting II. . .	3
BA 125-Intro. to Data Capturing Equipment. . . . .	3
Humanities. . . . .	3
Social Science. . . . .	3
SPE 100 or PSY 201 . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total semester hours</b>	<b>16</b>

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

**First Year**

*First Term*

*Second Term*

ENG 101-Composition . . . . .	3
Social Science . . . . .	3
**BA 102-Typing II . . . . .	3
BA 221-Prin. of Accounting I . . .	3
HPR-Physical Education . . . . .	1
<b>Total semester hours</b>	<b>13</b>

ENG 102 or 104-Composition. . .	3
Math . . . . .	3
Social Science . . . . .	3
**BA 112-Shorthand II. . . . .	3
BA 201-Typing II . . . . .	3
HPR-Physical Education. . . . .	1
<b>Total semester hours</b>	<b>16</b>



### Term III-A or III-B

Science .....	3-4
Humanities .....	3
Total semester hours	6-7

### Second Year

#### *First Term*

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

Total semester hours      13-14

#### *Second Term*

ECO 252-Prin. of Economics II..	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

\* Not to be confused with specialized secretarial programs.

\*\* May be exempt if one or two years taken in high school and with permission of the Department. Nine hours of Touch Shorthand may be substituted for shorthand requirements.

\*\*\*Many upper division colleges require a laboratory science.

### Programs leading to an Associate in Science Degree

#### ACCOUNTING PROGRAM (A.S. Degree)

Completion of the following courses  
by all students:

ENG 101-English Composition ..	3
ENG 103 or 104-Composition..	3
*BA 101-Typing I.....	3
BA 150-Business Math .....	3
BA 231-Business Law I .....	3
BA 232-Business Law II .....	3
DP 101-Fund of Data Processing.	3
DP 102-Data Preparation Equip.	3
BA 247-Business Machines .....	3
BA 245-Business Communications	3
BA 227-Income Tax .....	3
ECO 190- or 251-Economics ....	3
HPR.....	4

Total semester hours      40

For students specializing in general  
accounting:

BA 221-Prin. of Accounting I ...	3
BA 222-Prin. of Accounting II ..	3
BA 223-Intermediate Accounting	3
BA 225-Cost Accounting .....	3
BA 226-Prin. of Finance .....	3
BA 250-Purchasing .....	3
BA 132-General Insurance .....	3
Related Elective .....	3

Total semester hours      24

- \* May be exempt if taken for one year in high school with a grade of "C" or by passing a proficiency test.
- \*\* BA 100, BA 102, BA 140, BA 170, BA 224, BA 260, BA 261, BA 262, SPE 100, STA 221, PSY 100.
- \*\*\*Many upper division colleges require a laboratory science.

For students specializing as hospital accounting technician:

BA 123-Prin. of Hospital Accounting I	3
BA 124-Prin. of Hospital Accounting II	3
BA 126-Hospital Budgets & Costs . . .	3
BA 127-Medicare Cost Reimbursement	3
BA 128-Hospital Financial Statement Analyzation . . . . .	3
BA 129-Externship . . . . .	3
BA 287-Medicare Cost Reimbursement II . . . . .	3
Total semester hours	25

### **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: (27 semester hours)

ENG 101 or ENG 095 - <i>English Composition</i> . . . . .	3
ENG 102, 103 or ENG 104 - <i>Composition</i> . . . . .	3
HIS 111 - <i>The Two Americas, 1492-1830</i> . . . . .	3
HIS 112 - <i>The Two Americas, 1830-Present</i> . . . . .	3
SOC 211 - <i>General Sociology</i> . . . . .	3
SPE 100 - <i>Intro. Speech</i> . . . . .	3
PSY 100 or PSY 101 - <i>Psychology</i> . . . . .	3
PSY 201 - <i>General Psychology</i> . . . . .	3
MTH 100 - <i>Gen. Ed. College Math</i> . . . . .	3
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 116, BA 117, BA 121, BA 122, BA 201, BA 211, BA 218, BA 221, BA 222, BA 242, BA 244, BA 245, BA 247, DP 101, DP 102, ECO 140, FRE 101, FRE 102, FRE 201, FRE 202, FRE 203, SPA 101, SPA 102, SPA 202, SPA 203.	
--	--
4. Completion of additional 9 semester 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 Community 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.

**BANKING CAREER PROGRAM (A.S. Degree)**  
**(IN COOPERATION WITH THE BROWARD COUNTY CHAPTER**  
**OF THE AMERICAN INSTITUTE OF BANKING)**

The American Institute of Banking, as part of the American Bankers Association, is a national educational organization providing career-related educational opportunities to chapter-member bank employees. It awards Basic, Standard, Advanced, and General Certificates to students. A student following this program may earn his A.S. Degree in addition to receiving these A.I.B. Certificates.

1. A grade point average of 2.0 or better.
2. Completion of the following courses in general education:

ENG 101 - <i>English</i> . . . . .	3
ENG 102, 103 or 104 - <i>English</i> . . . . .	3
SPE 100 - <i>Speech</i> . . . . .	3
PSY 100 - <i>Human Relations</i> . . . . .	3
<b>Semester hours</b>	<b>12</b>
3. Completion of the following general Business Administration courses and Data Processing Course.

DP 101 - <i>Basic Computing Machines</i> . . . . .	3
BA 100 - <i>Introduction to Business</i> . . . . .	3
BA 231 - <i>Business Law I</i> . . . . .	3
BA 221 - <i>Prin. of Accounting I</i>	
or BA 121 - <i>Accounting Survey I</i> . . . . .	3
BA 222 - <i>Prin. of Accounting II</i>	
or BA 122 - <i>Accounting Survey II</i> . . . . .	3
BA 226 - <i>Prin. of Finance</i> . . . . .	3
ECO 251 - <i>Prin. of Economics I</i> . . . . .	3
ECO 252 - <i>Prin. of Economics II</i> . . . . .	3
ECO 254 - <i>Money and Banking</i> . . . . .	3
BA 245 - <i>Business Communications</i> . . . . .	3
BA 262 - <i>Prin. of Supervision</i> . . . . .	3
<b>Semester hours</b>	<b>33</b>
4. Completion of the following specialized courses:

BA 180 - <i>Principles of Bank Operations</i> . . . . .	3
BA 181 - <i>Bank Management</i> . . . . .	3
BA 182 - <i>Bank Public Relations &amp; Marketing</i> . . . . .	3
BA 254 - <i>International Banking</i> . . . . .	3
BA 255 - <i>Home Mortgage Lending</i>	
or BA 256 - <i>Installment Credit</i> . . . . .	3
BA 228 - <i>Analyzing Financial Statements</i>	
or BA 257 - <i>Credit Administration</i> . . . . .	3

BA 258 - <i>Trust Department Organization</i> or BA 259 - <i>Trust Department Services</i> . . . . .	3
Semester hours	21

5. Completion of 4 semester hours of physical education activities. . . . . 4
- Total semester hours 70
6. Alternative electives for students who have completed any of the above courses without receiving credit from an accredited institution:  
BA 222, BA 223, BA 224, BA 225, BA 227, BA 247, BA 130, BA 170,  
BA 150, BA 171, BA 260, BA 261, BA 271, BA 290.

**\*SAVINGS AND LOAN CAREER PROGRAM (A.S. Degree)**

\*This program will not be offered during 1972-73 school year.

(In cooperation with the Broward County Chapter of the American Savings and Loan Institute.)

The American Savings and Loan Institute is a national educational organization providing career-related educational opportunities to Savings and Loan employees. It awards three diplomas to students. A student following this program may earn his A.S. Degree in addition to receiving these American Savings and Loan Institute Diplomas.

1. A grade point average of 2.0 or better.
2. Completion of the following courses in General Education.
- |  |    |
|--|----|
| ENG 103 Technical Report Writing . . . . .   | 3  |
| ECO 251 Principles of Economics I . . . . .  | 3  |
| ECO 252 Principles of Economics II . . . . . | 3  |
| SPE 100 Introductory Speech . . . . .        | 3  |
| PSY 100 Human Relations. . . . .             | 3  |
| Semester Hours                               | 15 |
3. Completion of the following Business Administration courses.
- |  |    |
|--|----|
| BA 183 Intro to Savings Assn. Business . . . . .       | 2  |
| BA 187 Savings Accounts . . . . .                      | 2  |
| BA 188 Savings Account Adm. . . . .                    | 2  |
| BA 190 Real Estate Principles & Practices I or         |    |
| BA 290 Real Estate Principles & Practices II . . . . . | 3  |
| BA 245 Business Communications . . . . .               | 3  |
| BA 152 Financial Institutions . . . . .                | 2  |
| BA 262 Principles of Supervision . . . . .             | 3  |
| Semester Hours   | 17 |



4.	Completion of a minimum of 10 courses including a minimum of 28 semester hours of credit from the following related electives.	
	BA 231 Business Law I . . . . .	3
	BA 232 Business Law II . . . . .	3
	BA 244 Secretarial Procedures . . . . .	3
	BA 132 General Insurance . . . . .	3
	BA 140 Personal Finance . . . . .	3
	BA 260 Introduction to Management . . . . .	3
	BA 264 Personnel Administration . . . . .	3
	BA 190 Real Estate Principles & Practices I or	
	BA 290 Real Estate Principles & Practices II . . . . .	3
	DP 101 Fundamentals of Data Processing . . . . .	3
	BA 253 Mortgage Loan Servicing . . . . .	2
	BA 234 Real Estate Law I . . . . .	2
	BA 235 Real Estate Law II . . . . .	2
	BA 142 Savings & Loan Accounting I . . . . .	2
	BA 143 Savings & Loan Accounting II . . . . .	2
	BA 186 Teller Operations . . . . .	2
	BA 286 Savings Assoc. Lending I . . . . .	2
	BA 175 Public Relations . . . . .	2
	BA 291 Residential Appraising . . . . .	2
	MINIMUM	28
5.	Completion of 4 semester hours of physical education activities.	4
	Total	64

### **PURCHASING MANAGEMENT PROGRAM (A.S. Degree)**

This curriculum supplies a desirable body of knowledge needed by purchasing men and women. Emphasis is placed on principles and policies for industrial, institutional, and governmental purchasing and auxiliary functions as recommended by the National Association of Purchasing Management (N.A.P.M.). Upon successful completion of this curriculum, a student is qualified to receive a Professional Educational Standards Program national certificate by N.A.P.M.

#### **First Year**

<i>First Term</i>		<i>Second Term</i>	
BA 221-Prin. of Accounting I . . .	3	BA 222-Prin. of Accounting II . .	3
ECO 251-Prin. of Economics I . .	3	ECO 252-Prin. of Economics II .	3
BA 165-Intro.TrafficManagement	3	SPE 100-Speech . . . . .	3
BA 170-Prin. of Marketing . . . .	3	BA 245-BusinessCommunications	3
HPR-Physical Education . . . . .	1	HPR-Physical Education . . . . .	1
Total semester hours	13	Total semester hours	13

### Term III-A or III-B

BA 231-Business Law . . . . .	3
DP 101-Fund. of Data Processing 3	
Total semester hours	6

### MARKETING MANAGEMENT PROGRAM (A.S. Degree)

This program includes a cooperative plan in which classroom instruction is supplemented with on-the-job training in an approved service, marketing, or management occupation. (Examples: retailing, wholesaling, advertising, banking, credit, sales, and insurance.) Each student is employed as a trainee (usually in the afternoon). Emphasis is placed on required skills, responsibilities, and attitudes necessary for job entry and promotion; and includes participation in Sales and Marketing Club activities. At least two weeks before registration, students should arrange to discuss the possibilities of entering this program with the area leader. CWS credit may not be substituted for BA 173, BA 283, and BA 284. A student interested in transferring to a university for a four-year degree should follow the appropriate A.A. Degree program.

All students in the Marketing Management Program should take the following courses:

BA 121 <i>Accounting Survey</i>	
or BA 221 <i>Principles of Accounting</i> . . . . .	3
BA 125 <i>Introduction to Data Capturing Equipment</i> . . . . .	3
BA 130 <i>Salesmanship</i> . . . . .	3
BA 132 <i>General Insurance</i> . . . . .	3
BA 140 <i>Personal Finance</i>	
or ECO 190 <i>Introduction to Economics</i> . . . . .	3
BA 150 <i>Business Math</i> . . . . .	3
BA 170 <i>Marketing</i> . . . . .	3
BA 173 <i>Seminar I: Marketing in Perspective</i> . . . . .	3
BA 231 <i>Business Law</i> . . . . .	3
BA 245 <i>Business Communications</i> . . . . .	3
BA 260 <i>Introduction to Management</i> . . . . .	3
BA 283 <i>Seminar II: Research in Marketing</i> . . . . .	3
BA 284 <i>Seminar III: Marketing Management</i> . . . . .	3
ENG 095 or 101 . . . . .	3
ENG 103 or 104 . . . . .	3
HPR <i>Physical Education</i> . . . . .	4

Semester Hours                      49

**Programs — A.S. Degree**

For the student interested in Retailing or Wholesaling:

BA 171 <i>Advertising</i> .....	3
BA 250 <i>Purchasing</i> .....	3
BA 271 <i>Merchandising</i> .....	3
* <i>Related Electives</i> .....	6
Total Semester Hours	64

For the student interested in General Management:

BA 261 <i>Office Management</i> .....	3
BA 264 <i>Personnel Administration</i> .....	3
* <i>Related Electives</i> .....	9
Total Semester Hours	64

For the student interested in Food Distribution:

BA 137 <i>Introduction to Food Marketing</i> .....	3
BA 171 <i>Advertising</i> .....	3
BA 250 <i>Purchasing</i> .....	3
BA 274 <i>Supermarket Merchandising</i> .....	3
* <i>Related Electives</i> .....	3
Total Semester Hours	64

For the student interested in Fashion Merchandising:

BA 135 <i>Fashion Merchandising</i> .....	3
BA 172 <i>Visual Merchandising</i> .....	3
BA 250 <i>Purchasing</i> .....	3
* <i>Related Electives</i> .....	6
Total Semester Hours	64

For the student interested in Financial Institutions:

ECO 256 <i>Securities and Investments</i> .....	3
BA 180 <i>Principles of Bank Operations</i> .....	3
BA 185 <i>Savings and Loan Operations</i> .....	3
* <i>Related Electives</i> .....	6
Total Semester Hours	64

### REAL ESTATE PROGRAM (A.S. Degree)

1.	A grade point average of 2.0 or better.	
2.	Completion of the following courses in General Education:	
	ENG 095 or 101 . . . . .	3
	ENG 103 or 104 . . . . .	3
	PSY, SOC, or SPEECH . . . . .	3
	ECO . . . . .	3
	Semester Hours	12
3.	Completion of the following courses in Business Administration:	
	BA 100 Intro. to Business . . . . .	3
	BA 150 Business Math . . . . .	3
	BA 190 Intro. to Real Estate Prin. & Practices . . . . .	3
	BA 191 Legal Aspects of Real Estate I . . . . .	3
	BA 192 Real Estate Appraisal I . . . . .	3
	BA 193 Real Estate Finance . . . . .	3
	BA 194 Real Estate Economics . . . . .	3
	BA 195 Property Management . . . . .	3
	BA 290 Prin. of Real Estate . . . . .	3
	BA 292 Advanced Aspects of Real Estate Law . . . . .	3
	BA 293 Real Estate Appraisal II . . . . .	3
	BA 294 Real Estate Exchange and Taxation . . . . .	3
	BA 295 Real Estate Advanced Practices . . . . .	3
	Electives . . . . .	9
	Semester Hours	48
4.	Completion of four semester hours of	
	Physical Education Activities . . . . .	4
	Total Semester Hours	64

### 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

<i>First Term</i>	<i>Second Term</i>
ENG 095 or 101 . . . . . 3	ENG 103 or 104 . . . . . 3
Social Science (PSC 121, HIS 101 or HIS 111) 3	*BA 102 or 201-Typing II or III 3
BA 101 or 102-Typing I or II . . . 3	BA 170-Principles of Marketing. . 3
BA 100-Intro. to Business . . . . . 3	PSY 100-Human Relations . . . . . 3
BA 150-Business Math . . . . . 3	BA 140-Personal Finance . . . . . 3
	HPR-Physical Education . . . . . 1

HPR-Physical Education. . . . . 1

Total semester hours 16

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 227-Income Tax . . . . . 3

BA 247-Business Machines . . . . . 3

BA 121-Acctg. Survey I . . . . . 3

BA 231-Business Law I . . . . . 3

HPR-Physical Education . . . . . 1

BA 261-Office Management or

BA 262-Prin. of Supervision . . . . 3

DP 101 or 102 . . . . . 3

BA 245-Bus. Communications. . . 3

BA 122-Acctg. Survey II . . . . . 3

HPR-Physical Education . . . . . 1

Total semester hours 13

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 may be selected from BA 132, BA 190, BA 222, BA 232, BA 260, DP 101, DP 102, and SPE 100.

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

**First Year**

*First Term*

*Second Term*

\*BA 102-Typing II . . . . . 3

BA 150-Business Math. . . . . 3

ENG 095 or 101 . . . . . 3

BA 121-Acctg. Survey I . . . . . 3

HPR-Physical Education. . . . . 1

\*\*BA 116 or BA 105 . . . . . 3

BA 201-Typing III . . . . . 3

\*BA 112-Shorthand II or

BA 117-Touch Shorthand II . . . . 3

BA 122-Acctg. Survey II . . . . . 3

ENG 103 or 104 . . . . . 3

HPR-Physical Education. . . . . 1

BA 100-Intro. to Business . . . . . 3

Total semester hours 16

Total semester hours 16

### Term III-A

BA 105-Office Procedures or elective if BA 105 previously taken . . . . .	3
BA 242-Transcribing Machines . .	3
Total semester hours	6

### Second Year

#### *First Term*

***BA 211-Shorthand III or BA 218-Touch Shorthand III. . . .	3
BA 245-Bus. Communications . .	3
BA 247-Business Machines . . . .	3
BA 140-Personal Finance . . . . .	3
HPR-Physical Education . . . . .	1
Total semester hours	13

#### *Second Term*

BA 244-Secretarial Procedures . .	3
****Elective . . . . .	3
PSC 121 or HIS 101 or 111. . . .	3
BA 231-Business Law . . . . .	3
HPR-Physical Education . . . . .	1
Total semester hours	13

- \* If student does not meet prerequisites, he will need to take qualifying courses.
- \*\* Students are not required to take Touch Shorthand and Gregg Shorthand.
- \*\*\* Not to be taken before first term of second year.
- \*\*\*\*Elective to be BA 249, Advanced Education for Secretaries, provided student meets requirements; or to be chosen from: PSY 100, SPE 100 BA 221 and/or BA 222, BA 232, BA 261, BA 262, BA 190, and BA 132.

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

#### First Year

##### *First Year*

ENG 095 or 101 . . . . .	3
*BA 102-Typing II. . . . .	3
BA 150-Business Math or MTH 100-General College Math . .	3
BA 121-Accounting Survey I . . . .	3
HPR-Physical Education. . . . .	1
**BA 116-Touch Shorthand or ***BA 105. . . . .	3
Total semester hours	16

##### *Second Term*

ENG 103 or 104 . . . . .	3
*BA 112-Shorthand II, or BA 117-Touch Shorthand II . . . .	3
BA 122-Acctg. Survey II. . . . .	3
BA 201-Typing III . . . . .	3
HPR-Physical Education. . . . .	1
BA 100-Intro. to Business. . . . .	3
Total semester hours	16



**Term III-A**

BA 105-Office Procedures or	
Elective . . . . .	3
BA 231-Business Law I . . . . .	3

Total semester hours 6

**Second Year**

*First Term*

BA 211-Shorthand III or	
BA 218-Touch Shorthand III . . . 3	
BA 215-Legal Techniques . . . . . 3	
BA 232-Business Law II . . . . . 3	
HPR-Physical Education. . . . . 1	
BA 140-Personal Finance. . . . . 3	

Total semester hours 13

*Second Term*

PSC 121 or HIS 101 or 111. . . . . 3	
BA 216-Legal Techniques . . . . . 3	
***BA 242-Transcribing Machines 3	
BA 245-Bus. Communications. . . 3	
HPR-Physical Education. . . . . 1	

Total semester hours 13

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

\*\* BA 116 required only of students taking Touch Shorthand in place of Gregg Shorthand.

\*\*\* Prerequisite: BA 101 or equivalent.

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

Electives to be selected from PSY 100, BA 247, BA 249, BA 261, DP 102, BA 132, and BA 190.

**PROGRAM FOR MEDICAL SECRETARY**  
**(A.S. Degree)**

**First Year**

*First Term*

ENG 095 or 101 . . . . . 3	
*BA 102-Typing II . . . . . 3	
BA 140-Personal Finance . . . . . 3	
MA 110-Intro to Medical	
Assisting . . . . . 2	
HPR-Physical Education . . . . . 1	
**BA 116-Touch Shorthand I or	
Elective . . . . . 3	

Total semester hours 15

*Second Term*

ENG 103 or 104 . . . . . 3	
BA 201-Typing III . . . . . 3	
*BA 112-Shorthand II or	
**BA 117-Touch Shorthand II . . 3	
MA 120-Office Practices and	
Procedures . . . . . 3	
HPR-Physical Education. . . . . 1	
BA 150-Business Math . . . . . 3	

Total semester hours 16

### Term III

BA 231-Business Law I . . . . .	3
BA 100-Intro. to Business . . . . .	3

Total semester hours            6

### Second Year

#### *First Term*

BA 245-Bus. Communications. . .	3
BA 211-Shorthand III or	
BA 218-Touch Shorthand III . . .	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
Elective . . . . .	1
BA 121-Acctg. Survey I . . . . .	3
BA 244-Secretarial Procedures . .	3
MA 116-Clinical Terminology . .	3
HPR-Physical Education . . . . .	1

Total semester hours            14

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

\*\* Students are not required to take Touch Shorthand and Gregg Shorthand.

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

Electives to be selected from BA 105, BA 247, SPE 100, MA 220.

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

This program is designed for students interested in selling insurance and allows specialization in either property or life insurance.

1. A grade point average of 2.0 or better.
2. All students should complete the following courses:

ENG 095 or 101 Composition . . . . .	3
ENG 103 Technical Report Writing . . . . .	3
SPE 100 Introductory Speech. . . . .	3
BA 130 Salesmanship . . . . .	3
BA 132 General Insurance . . . . .	3
BA 245 Business Communications . . . . .	3
BA 247 Business Machines . . . . .	3
BA 275 Life and Health Insurance . . . . .	3
BA 276 Property and Casualty Insurance . . . . .	3
PSY 100 Human Relations . . . . .	3
<b>Semester Hours</b>	<b>30</b>

3. Completion of four semester hours of physical education activities. 4
4. Completion of 30 semester hours from the following:

Students interested in property and casualty insurance should take the following courses. Successful completion of these courses will entitle him to apply for the different C.P.C.U. examinations and if successful, receive the C.P.C.U. designation.

*	INS 220 Insurance Principles and Practices I . . . . .	3
*	INS 221 Insurance Principles and Practices II . . . . .	3
**	INS 222 Analysis of Insurance Functions I . . . . .	3
**	INS 223 Analysis of Insurance Functions II . . . . .	3
***	INS 224 Economics; Government and Business I . . . . .	3
***	INS 225 Economics; Government and Business II . . . . .	3
****	INS 226 Insurance and Business Law I . . . . .	3
****	INS 227 Insurance and Business Law II . . . . .	3
*****	INS 228 Management, Accounting and Finance I . . . . .	3
*****	INS 229 Management, Accounting and Finance II . . . . .	3
	Semester Hours	30

- \* Concurrent enrollment in INS 220 and INS 221 required.
- \*\* Concurrent enrollment in INS 222 and INS 223 required.
- \*\*\* Concurrent enrollment in INS 224 and INS 225 required.
- \*\*\*\* Concurrent enrollment in INS 226 and INS 227 required.
- \*\*\*\*\* Concurrent enrollment in INS 228 and INS 229 required.

Students interested in life insurance should take the following courses. Successful completion of these courses will entitle him to apply for the different C.L.U. examinations and, if successful, receive the C.L.U. designation.

INS 241 Individual Life and Health Insurance . . . . .	3
INS 242 Life Insurance Law and Company Operations . . . . .	3
INS 243 Group Insurance and Social Insurance . . . . .	3
INS 244 Pension Planning . . . . .	3
INS 245 Income, Estate and Gift Taxation . . . . .	3
INS 246 Investments and Family Financial Management . . . . .	3

INS 247 Accounting and Finance .....	3
INS 248 Economics of Insurance .....	3
INS 249 Business Insurance .....	3
INS 250 Estate Planning .....	3
Semester Hours	30

Total Semester Hours    64

Students interested in meeting the educational course requirements under Chapter 626, Florida Statutes (*Fire and Casualty Insurance Agents and Solicitors Qualification Law*), should take the following courses:

* INS 201 Agents and Solicitors Course I .....	3
* INS 202 Agents and Solicitors Course II .....	3
* INS 203 Agents and Solicitors Course III .....	3
* INS 204 Agents and Solicitors Course IV .....	3
* INS 205 Agents and Solicitors Course V .....	5
Semester Hours	17
Electives – Any other Insurance courses	13
Total Semester Hours	30

\*Students taking this option must enroll for the entire 17-hour sequence at the time of selecting this option. The courses will consist of 255 hours of instruction. No refund will be given after first class meeting.

### THE FOLLOWING CERTIFICATE PROGRAMS ARE OFFERED:

All certificate programs require a grade point average of 2.0.

#### ONE-YEAR ACCOUNTING CERTIFICATE PROGRAM

<i>First Term</i>	<i>Second Term</i>
ENG 095 or 101 .....	ENG 103 .....
BA 150-Business Math .....	ECO 140 or 190 .....
*BA 121-Acctg. Survey I .....	*BA 122-Acctg. Survey II .....
BA 101-Typing I or	DP 102-Data Preparation Equip. ....
BA 125-Intro. to Data Cap. ....	BA 247-Business Machines .....
BA 227-Income Tax .....	
Total semester hours    15	Total semester hours    15

\*Student must take BA 221 and BA 222 if he has had high school book-keeping with a grade of "C" or better.

## **ONE-YEAR SECRETARIAL CERTIFICATE PROGRAM**

### *First Term*

ENG 095 .....	3
*BA 102-Typing II .....	3
BA 105-Office Procedures.....	3
*BA 112-Shorthand or	
BA 116-Touch Shorthand .....	3
BA 100-Intro. to Business.....	3
Total semester hours	15

### *Second Term*

BA 242-Transcribing Machines ..	3
BA 121-Acctg. Survey I .....	3
BA 201-Typing III. ....	3
BA 211-Shorthand III or	
BA 117-Touch Shorthand II ....	3
BA 244-Secretarial Procedures ..	3
Total semester hours	15

### **Term III**

BA 247-Business Machines .....	3
BA 245-Bus. Communications. . .	3
Total semester hours	6

\*If student does not meet prerequisites, he will need to take qualifying courses. 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. Students electing Touch Shorthand will need an additional course in this subject to meet certificate requirements.

## **ONE-YEAR ADVANCED SECRETARIAL CERTIFICATE PROGRAM**

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 type-writing (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*

BA 105-Office Procedures.....	3
BA 201-Typing III .....	3
BA 211-Shorthand III.....	3
ENG 095 or 101 Composition. . .	3
*BA 121-Accounting Survey I	
or	
DP 102-Data Preparation Equip. .	3
Total semester hours	15

### *Second Term*

BA 249-Advanced Education	
for Secretaries .....	3
BA 244-Secretarial Procedures ..	3
BA 245-Bus. Communications. . .	3
BA 247-Business Machines .....	3
**BA 242-Transcribing Machines or	
PSY 100-Human Relations in	
Business & Industry.....	3
Total semester hours	15

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

DP 102-Data Preparation Equip. 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.

**ONE-YEAR CLERICAL-TYPIST CERTIFICATE PROGRAM**

*First Term*

ENG 095 . . . . . 3  
BA 100-Intro. to Business. . . . . 3  
\*BA 102-Typing II . . . . . 3  
BA 150-Business Math . . . . . 3  
BA 105-Office Procedures. . . . . 3

Total semester hours 15

*Second Term*

BA 201-Typing III. . . . . 3  
BA 247-Business Machines . . . . . 3  
BA 140-Personal Finance . . . . . 3  
\*\*Electives . . . . . 3  
BA 121-Acctg. Survey I . . . . . 3

Total semester hours 15

**Term III**

Elective . . . . . 3  
BA 242-Transcribing Machines . . 3

Total semester hours 6

- \* If student does not meet prerequisites, he will need to take qualifying courses. Students who have completed one or two years of typing in high school or who can pass a proficiency test need not take this course, but must elect another course in its place.
- \*\*Electives should be selected with the advice of the Head of Secretarial Science Department.

**CERTIFIED PROFESSIONAL SECRETARY CERTIFICATE PROGRAM**

In cooperation with the National Secretaries Association, the following certificate program is offered as an aid to those secretaries preparing for the Certified Professional Secretary examination. However, it is a program that



**Business Administration & Economics**  
**Merchandising Certificate**

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 30 hours in a planned program based on individual needs including twenty-four hours from the following courses:

BA 100 <i>Introduction to Business</i> . . . . .	3
BA 231 <i>Business Law I</i> . . . . .	3
BA 232 <i>Business Law II</i> . . . . .	3
BA 121 <i>Accounting Survey I</i> . . . . .	3
BA 122 <i>Accounting Survey II</i> . . . . .	3
BA 221 <i>Principles of Accounting I</i> . . . . .	3
BA 244 <i>Secretarial Procedures</i> . . . . .	3
BA 245 <i>Business Communications</i> . . . . .	3
BA 260 <i>Introduction to Management</i> . . . . .	3
BA 261 <i>Office Management</i> . . . . .	3
ECO 251 <i>Economics I</i> . . . . .	3
ECO 252 <i>Economics II</i> . . . . .	3
PSY 100 <i>Human Relations in Business</i> . . . . .	3
BA 201 <i>Typewriting III</i> . . . . .	3
BA 211 <i>Shorthand III</i> . . . . .	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.

ENG 095 or	
101 <i>Composition</i> . . . . .	3
BA 100 <i>Introduction to Business</i> . . . . .	3
BA 130 <i>Salesmanship</i> . . . . .	3
BA 173 <i>Seminar I: Marketing in Perspective</i> . . . . .	3
BA 150 <i>Business Mathematics</i> . . . . .	3
BA 170 <i>Principles of Marketing</i> . . . . .	3
BA 171 <i>Advertising and Sales Promotion</i> . . . . .	3
BA 262 <i>Principles in Supervision</i> . . . . .	3
BA 271 <i>Merchandising</i> . . . . .	3
PSY 100 <i>Human Relations in Business and Industry</i> . . . . .	3

**Total Semester Hours    30**

## **ONE-YEAR TRAFFIC MANAGEMENT CERTIFICATE PROGRAM**

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 <i>Business Math</i> .....	3
BA 245 <i>Business Communications</i> .....	3
BA 165 <i>Intro. to Transportation and Traffic Management</i> .....	3
BA 166 <i>Transportation and Traffic Management I</i> .....	3
BA 265 <i>Transportation and Traffic Management II</i> .....	3
BA 266 <i>Transportation and Traffic Management III</i> .....	3
<i>Additional courses in Traffic Management</i> .....	9
<i>Related Elective</i> .....	3

Total Semester Hours    30

## **COURSES OF INSTRUCTION BUSINESS ADMINISTRATION**

### **BA 100 INTRODUCTION TO BUSINESS 3 semester hours**

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.

### **BA 101 TYPING I 3 semester hours**

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. Three class hours plus two laboratory hours.

### **BA 102 TYPING II 3 semester hours**

Continuation of BA 101 for 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 C or better or a satisfactory mark on an exemption test for BA 101. Three class hours plus two laboratory hours.

**BA 105 OFFICE PROCEDURES**

**3 semester hours**

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.

**BA 111 SHORTHAND I**

**3 semester hours**

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 students with high school credit in shorthand. Prerequisite: One year of high school typing or BA 101. Four class hours plus two laboratory hours.

**BA 112 SHORTHAND II**

**3 semester hours**

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 plus two laboratory hours.

**BA 116 TOUCH SHORTHAND I (Stenograph)**

**3 semester hours**

A phonetic system of *machine* shorthand for secretaries. Term I includes an introduction to basic theory and proper stroking of the touch shorthand machine keyboards, plus speed development of writing from dictation. Prerequisite: BA 101 with minimum of "C" grade or equivalent. Three class hours plus two laboratory hours.

**BA 117 TOUCH SHORTHAND II (Stenograph)**

**3 semester hours**

A continuation of BA 116, with emphasis placed on speed, theory, skill building and accuracy to develop ability to take dictation and transcribe, with 98 percent accuracy, at 60 percent of student's typing rate. Prerequisite: BA 116 with grade of "C" or better, and BA 102 with minimum of C grade. Three class hours plus two laboratory hours.

**BA 121 ACCOUNTING SURVEY I**

**3 semester hours**

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 Term I and II.

**BA 122 ACCOUNTING SURVEY II**

**3 semester hours**

Continuation of BA 121. For the student who wishes to be placed in a routine account position after taking the one-year accounting certificate program. Involves deferrals, accruals, periodic summary, adjusting and closing entries, plus practical applications. Offered Term II.

- BA 123 PRINCIPLES OF HOSPITAL ACCOUNTING I** 3 semester hours  
A study of the basic principles and practices of hospital accounting: special journals and ledgers, patients' accounts receivables procedures, payroll, etc. Principles of internal control are stressed.
- BA 124 PRINCIPLES OF HOSPITAL ACCOUNTING II** 3 semester hours  
Sources of hospital revenue, cash collections, endowments, public funds, etc. The generation of charges for room, board, nursing care and auxiliary services. Basis of credit and collections as applied to third party billing.
- BA 125 INTRODUCTION TO DATA CAPTURING EQUIPMENT** 3 semester hours  
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.
- BA 126 HOSPITAL BUDGETS AND COSTS** 3 semester hours  
A study of cost analysis as a tool of management; an evaluation of methods of hospital cost analysis. Also, a study of the principles of budgeting for general fund, cash, plant funds and the preparation of estimated financial statements.
- BA 127 MEDICARE COST REIMBURSEMENT** 3 semester hours  
A study of the legal requirements for medicare reimbursement including the eligibility and necessary reports, the principles of cost reimbursement and regulations. Stresses practical application of completing required forms for reimbursement.
- BA 128 HOSPITAL FINANCIAL STATEMENT ANALYZATION** 3 semester hours  
The use of financial statements for hospital management. The reports needed and the proper arrangement of information for effective use. An emphasis on the use of statistics in making the reports meaningful.
- BA 129 EXTERNSHIP** 4 semester hours  
The practical application of the principles of hospital accounting. This practicum enables the student to work with existing hospital records and enables him to originate all necessary records. Stresses the charitable and humane interest of a hospital.
- BA 130 SALESMANSHIP** 3 semester hours  
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.

**BA 132 GENERAL INSURANCE**

**3 semester hours**

The origins of insurance are discussed. The range of types of companies are studied as well as variety of coverage in showing the relation of insurance to business activity and the national economy. Interesting considerations such as types of contracts covering life insurance, reserves, surrender values, dividend benefits and settlement options are considered. The course also includes local insurance office management and procedures with qualifications for agent, broker, and solicitor.

**BA 135 FASHION MERCHANDISING**

**3 semester hours**

A study of the basic activities and principles involved in the distribution of fashion merchandise to the consumer. Factors that motivate demand, selling techniques and promotional practices are studied. The activities and functions of fashion coordinators and buyers in retail organizations are emphasized.

**BA 137 INTRODUCTION TO FOOD MARKETING**

**3 semester hours**

This is a basic course in the study of food marketing organizations, practices, and problems with emphasis on the supermarket. Topics included are: economic importance of food marketing, history and development of food retailing, systems of food distribution, supermarket organization and management, food industry issues, and the future of the industry.

**BA 140 PERSONAL FINANCE**

**3 semester hours**

Survey of the areas of 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.

**BA 142 SAVINGS & LOAN ACCOUNTING I**

**2 semester hours**

Study of statement of conditions, statement of operations, general ledger, general journal, preparation of trial balances, closing procedures, subsidiary ledgers, control accounts, and source documents.

**BA 143 SAVINGS & LOAN ACCOUNTING II**

**2 semester hours**

Study of savings accounts, loans or savings, accounts, mortgage and construction loans, payment on monthly installment loans, home improvement loans, and college education loans.

**BA 150 BUSINESS MATHEMATICS**

**3 semester hours**

Programmed mathematics course as applied to negotiable instruments, payroll, discounts, profit and loss, merchandising, commission, depreciation, taxes, securities, and insurance. Prerequisite: Satisfactory score on mathematics section of the Florida High School Placement Test or satisfactory completion of Math 091.



- BA 152 FINANCIAL INSTITUTIONS** **2 semester hours**  
Banking structure, monetary roles of the Federal Reserve and Treasury, the money market, financial aspect of corporate organizations, the financing of business, securities market, small business finance, farm credit institutions, capital markets.
- BA 165 INTRODUCTION TO TRANSPORTATION AND TRAFFIC MANAGEMENT** **3 semester hours**  
An introduction to traffic management covering federal regulations, freight classification, freight rates and tariffs, shipping documents, special freight services, and freight claims.
- BA 166 TRANSPORTATION AND TRAFFIC MANAGEMENT I** **3 semester hours**  
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.
- BA 170 PRINCIPLES OF MARKETING** **3 semester hours**  
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.
- BA 171 ADVERTISING** **3 semester hours**  
Introduction of fundamental principles, practices, and common media in modern advertising. Includes activities that supplement both advertising and personal selling, such as sampling, displays, demonstrations, and other kinds of effort that render them more effective. 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.
- BA 172 VISUAL MERCHANDISING** **3 semester hours**  
The relationship of display to sales promotion in retailing is studied. Basic principles of design as applied to merchandise display are considered. Individual and group projects give opportunity for practice in application. Instruction and practice in show card copywriting and lettering are included.
- BA 173 SEMINAR I: MARKETING IN PERSPECTIVE** **3 semester hours**  
Features practical arrangement by which each student works as a trainee in an occupational situation and is trained in the responsibilities and attitudes required on jobs that exist in the field of his career interests. This is the first of three specialized courses in the Marketing Management Program. Includes participation in Sales and Marketing Club activities. Course may be waived (with the approval of the Instructor)



for a student who has completed the high school Distributive Education Program or has had three years of full-time work experience in marketing.

**BA 175 PUBLIC RELATIONS** **2 semester hours**

Guide to good public relations, how images are created, public relations practices, special events, researching your savings market and local housing market, public relations ideas, attitudes, advertising, and customer relations.

**BA 180 PRINCIPLES OF BANK OPERATIONS** **3 semester hours**

The economic importance of banks; the receiving function; processing of cash items; bookkeeping operations; posting systems; legal relationships with depositors; internal controls; international financial services; trust services; growth of the American banking system; banking and public service.

**BA 181 BANK MANAGEMENT** **3 semester hours**

The nature and objective of banking, formulation of objectives and policies; organizational planning; management controls; management and specific functions; the art of management.

**BA 182 BANK PUBLIC RELATIONS AND MARKETING** **3 semester hours**

Functional structure of bank public relations and marketing; marketing and opinion research; advertising; community relations; government relations; blueprint for a winning bank.

**BA 183 INTRODUCTION TO SAVINGS ASSOCIATION BUSINESS** **2 semester hours**

History of savings association, Federal Reserve System, Federal Home Loan Bank System, charters and regulations, securities markets investment processes, the housing environment.

**BA 185 SAVINGS AND LOAN OPERATIONS** **3 semester hours**

The operation of various financial institutions are discussed in this course with special emphasis on the saving and loan association. The historical development of savings and loan associations, their special characteristics and organization are topics covered. The appraisal function of the savings and loan business and the savings program are included in the course.

**BA 186 TELLER OPERATIONS** **2 semester hours**

Customer service coins and currency, precautions in cashing checks, insurance of accounts, dividends on savings, interest on loans, emergency situations, responsibilities of a teller supervisor.

**BA 187 SAVINGS ACCOUNT** **2 semester hours**

Basic theory of savings, the contractual nature of savings accounts, classification by ownership and by operation, insurance accounts, opening the savings account, policy regarding legal advice, earnings, withdrawals and services to savers.

- BA 188 SAVINGS ACCOUNTS ADMINISTRATION** 2 semester hours  
The pooled capital concept, liquidity, management of liabilities, inactive or dormant accounts, garnishment and execution, amounts of decedents, savings activities at branch and agency offices.
- BA 190 INTRODUCTION TO REAL ESTATE PRINCIPLES AND PRACTICES** 3 semester hours  
An introduction to the basic principles, practices, and theories of real property, its economic value, legal implications, and relationship to the salesman and broker. Successful completion of the first 25 hours of instruction qualifies a candidate to sit for the Florida Real Estate Salesman license. \$2.00 fee.
- BA 191 LEGAL ASPECTS OF REAL ESTATE** 3 semester hours  
Prerequisite: Real Estate Principles BA 190 or substantial real estate or escrow experience. This course covers the elementary concepts of real estate law and practice in Florida. Subjects covered include: property classes, estates, leaseholds and ownership, easements, transfers, escrows, contracts, zoning, broker's regulations, license law, and title insurance.
- BA 192 REAL ESTATE APPRAISAL I** 3 semester hours  
Prerequisite: BA 190 or consent of instructor. The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market, and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style and functional utility, building cost estimates and depreciation.
- BA 193 REAL ESTATE FINANCE** 3 semester hours  
Prerequisite: License or BA 190. This course covers methods of financing real estate: i.e., conventional loans, government insured loans such as FHA or GI. The second half of the course includes essentials of real estate values.
- BA 194 REAL ESTATE ECONOMICS** 3 semester hours  
Prerequisite: Consent of instructor. A practical study of the economic trends and factors influencing real estate. Topics include real estate market analysis, growth and structure of cities, subdividing and building, appraising and finance. National, state and local government regulation affecting the real estate market will be considered.
- BA 195 PROPERTY MANAGEMENT** 3 semester hours  
Prerequisite: BA 190. An examination of the professional handling of income producing properties, including leasing, tenant relations, collections, advertising, maintenance, and accounting for commercial, industrial, and residential properties.
- BA 201 TYPING III** 3 semester hours  
Stresses improvement of production ability, 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 plus two laboratory hours.

- BA 211 SHORTHAND III** 3 semester hours  
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. Three class hours plus two laboratory hours.
- BA 215 LEGAL SECRETARIAL TECHNIQUES I** 3 semester hours  
An introduction to legal terminology and how to type legal documents and pleadings. Also includes office procedures. Prerequisites: BA 102 and BA 112; may be taken concurrently with BA 211. Offered Term I.
- BA 216 LEGAL SECRETARIAL TECHNIQUES II** 3 semester hours  
Emphasis on dictation and transcription of legal papers. Course includes transcribing from prerecorded dictation and use of IBM Executive typewriter. Prerequisite: BA 215. Offered Term II.
- BA 218 TOUCH SHORTHAND III (Stenograph)** 3 semester hours  
The advanced speed building course in which the writing vocabulary is developed along with speed. Students will attain additional dictation speed and transcribe, with 98 percent accuracy, at 70 percent of their typing rate. Prerequisite: BA 117 with minimum grade of C and BA 201 with minimum grade of B. Three class hours plus two laboratory hours.
- \*BA 221 PRINCIPLES OF ACCOUNTING I** 3 semester hours  
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.
- \*BA 222 PRINCIPLES OF ACCOUNTING II** 3 semester hours  
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.
- BA 223 INTERMEDIATE ACCOUNTING I** 3 semester hours  
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.

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

- BA 224 INTERMEDIATE ACCOUNTING II** **3 semester hours**  
A continuation of BA 223 with extensive coverage of non-current assets and liabilities, stockholders' equity, and analytical processes. Topical 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.
- BA 225 COST ACCOUNTING** **3 semester hours**  
A study of the relationship of the cost accounting to the control and decisionmaking 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.
- BA 226 PRINCIPLES OF FINANCE** **3 semester hours**  
A study of business finance in the American economy, capitalization, equity capital, credit capital, intermediate capital, short term credit, financial policies, working capital and turnover ratios, cash flow budgets. Prerequisites: BA 222 and ECO 252.
- BA 227 INCOME TAX** **3 semester hours**  
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.
- BA 228 ANALYZING FINANCIAL STATEMENTS** **3 semester hours**  
Basic considerations in statement analysis; details of financial statements; basic ratios; analysis of internal comparison; analysis by external comparison; consolidated statements; budgets and projections.
- BA 229 INCOME TAX II** **3 semester hours**  
A continuation of BA 227, with emphasis on capital gains on sales and exchanges of Real Estate, Mutual Funds, Bonds, and Stocks. A Study of Retirement Income and Retirement Credit, Annuity Income, and Endowment Programs. Prerequisite: BA 227 or instructor's approval.
- BA 231 BUSINESS LAW I** **3 semester hours**  
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.
- BA 232 BUSINESS LAW II** **3 semester hours**  
Continuation of BA 231, including a study of legal principles covering sales of goods, insurance, suretyship, partnership, corporations, real property, leases, bankruptcy, torts, and business crimes. Prerequisite: BA 231.



- BA 234 REAL ESTATE LAW I** **2 semester hours**  
Land and its elements, fixtures, easements, land description, land titles, deeds, recording and instruction notice, escrows, community property.
- BA 235 REAL ESTATE LAW II** **2 semester hours**  
Liens, mortgages, construction loans, closing mortgage loans, foreclosures and redemptions, F.H.A. loan insurance, subdivisions, building restructions, zoning, shopping centers, condominiums.
- BA 242 TRANSCRIBING MACHINES** **3 semester hours**  
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.
- BA 244 SECRETARIAL PROCEDURES** **3 semester hours**  
Course designed for students completing their secretarial programs. Duties, responsibilities, and personal qualifications 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.
- BA 245 BUSINESS COMMUNICATIONS** **3 semester hours**  
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. 101. Offered Term I and II.
- BA 247 BUSINESS MACHINES** **3 semester hours**  
Instruction in the use of 10-key and full-keyboard adding machines, printing and rotary calculators, and a simple bookkeeping machine. Prerequisite: BA 150. Offered Terms I, II, and III-A or -B.
- BA 249 ADVANCED EDUCATION FOR SECRETARIES** **3 semester hours**  
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 Community College and approval of the Department. Offered Term II.
- BA 250 PURCHASING I** **3 semester hours**  
Study of the purchasing function, organization, policies, legal aspects, ethics, source of supply, quality concepts, quantity determination, pricing, cost improvement, forecasting, automation, make or buy and capital equipment.

- BA 251 PURCHASING II** **3 semester hours**  
Continuation of BA 250. Study of traffic, surplus, storekeeping, budgets, international purchasing, public purchasing, personnel, performance evaluation and public relations. Prerequisite: BA 250.
- BA 252 HOME MORTGAGE LENDING** **3 semester hours**  
This course approaches the subject from the viewpoint of the mortgage loan officer who seeks to develop a sound mortgage portfolio. A picture of the mortgage market is presented first, then the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and finally the obligations of the mortgage loan officer in over-all portfolio management.
- BA 253 MORTGAGE LOAN SERVICING** **2 semester hours**  
Loan servicing systems and regulations, assumptions and modifications, acquisition of real estate, management of owned real estate, buying and servicing participation loans, procedures for outright loan sales, home improvement loans.
- BA 254 INTERNATIONAL BANKING** **3 semester hours**  
The world of international banking; activities of the international department; foreign exchange; letters of credit and banker's acceptances; the businessman and international banking.
- BA 255 HOME MORTGAGE LENDING** **3 semester hours**  
Mortgage credit in the United States; structure of the mortgage market; development of a mortgage portfolio; appraisal of property; mortgage loan servicing; management considerations in mortgage lending and portfolio management.
- BA 256 INSTALLMENT CREDIT** **3 semester hours**  
Evolution of installment credit; investigation and the credit decision; inventory financing; rate structure and cost analysis in installment credit; servicing installment credit; special loan programs; advertising and business development; installment credit and your bank.
- BA 257 CREDIT ADMINISTRATION** **3 semester hours**  
Discussion of policy; the bank credit department; sources of credit information; credit correspondence; unsecured and secured loans to customers; loans to small business; term loans; interbank loans; real estate loans; influence of the Federal Reserve System; opportunities and responsibilities of the bank lending officers.
- BA 259 TRUST DEPARTMENT SERVICES** **3 semester hours**  
Property and property rights; wills; settlement of estates; responsibilities of executors and administrators; personal trusts; insurance trusts; administration of personal trusts; responsibilities of trustees; guardianships and personal agencies; other trusts and agencies; historical background of trust services and trust institutions.



- BA 260 INTRODUCTION TO MANAGEMENT** **3 semester hours**  
Reflects current theory and research in stressing the concepts and analysis of principal phases of management. Emphasizes fundamental principal phases of management. Emphasizes fundamental principles of scientific organization, motivation, economic analysis and control and their application to business decisions. Integrate new developments in the behavioral sciences and quantitative techniques for basic management courses.
- BA 261 OFFICE MANAGEMENT** **3 semester hours**  
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.
- BA 262 PRINCIPLES OF SUPERVISION** **3 semester hours**  
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.
- BA 263 PRODUCTION MANAGEMENT** **3 semester hours**  
A study of the various phases of production control and the elements which contribute to a successful operation, production forecasting, product development, control of materials, routing, scheduling and follow-up are studied in sequence in terms of their significance and their relationship to production control.
- BA 264 PERSONNEL ADMINISTRATION** **3 semester hours**  
Practices of personnel administration are studied including the formulation and application of personnel policies as a means for creating an effective working force within an organization. Covered are job analysis and evaluation, recruiting, selecting and training employees.
- BA 265 TRANSPORTATION AND TRAFFIC MANAGEMENT II** **3 semester hours**  
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.
- BA 266 TRANSPORTATION AND TRAFFIC MANAGEMENT III** **3 semester hours**  
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. Prerequisites: BA 265.

**BA 271 MERCHANDISING**

**3 semester hours**

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.

**BA 272 BANK INVESTMENTS**

**3 semester hours**

A study of the banks needs for primary reserves and loanable funds. It analyzes primary and secondary reserve needs, the source of reserves, and their random and cyclical fluctuations, showing the influence on investment policy. A study of yield changes as they affect long term holdings.

**BA 274 SUPERMARKET MERCHANDISING**

**3 semester hours**

Merchandising techniques which apply to the supermarket are reviewed. Receiving emphasis: the store manager's merchandising responsibilities; an analysis of profit centers; customer motivation; consumer dynamics; product information; space management in store sales, promotion, and displays; inventory control; pricing; advertising; brand management; and increasing store sales and profits. Prerequisite: BA 137 - Introduction to Food Marketing.

**BA 275 LIFE AND HEALTH INSURANCE**

**3 semester hours**

The different types of life and health insurance are studied in detail. Current topics of significance in this field are given consideration.

**BA 276 PROPERTY AND CASUALTY INSURANCE**      **3 semester hours**

Major issues in property and casualty insurance including fire and marine insurance, liability, company operations, rate making underwriting and interpretation of policy forms are studied.

**BA 283 SEMINAR II: RESEARCH IN  
MARKETING**

Includes an average of fifteen hours of supervised work experience. An in-depth research project related to the occupation chosen by the student will be required. Student will meet with the Instructor for progress reports. Seminars will be scheduled during the semester. Includes participation in Sales and Marketing Club activities. Prerequisite: BA 173.

**BA 284 SEMINAR III: MARKETING  
MANAGEMENT**

Emphasis on human relations in business and developing leadership skills. The work experience and interrelated class sessions provide the student an opportunity to review and refresh his knowledge of basic principles of management as they relate to the policies, rules, and practices of his company. Includes an average of twenty hours of supervised work experience, a one hour class session each week, and participation in Sales and Marketing Club activities. Prerequisites: BA 173 and BA 283.

**BA 285 WAREHOUSING, DISTRIBUTION AND MATERIAL HANDLING**

**3 semester hours**

The principles of warehousing and distribution in relation to sales, services and transportation conditions. The use of storage and warehousing as a part of sales distribution. Warehousing contracts, warehouseman's liability, insurance and service, methods of material handling. Pallet loads, conveyor or systems and other time and labor saving devices.

**BA 286 SAVINGS ASSOCIATION LENDING**

**2 semester hours**

Savings and loan mortgage plan, functions of loan department, loan applications, appraisals for financing, loan closing, F.H.A., V.A., housing for low income and elderly.

**BA 287 MEDICARE COST REIMBURSEMENT II**

**3 semester hours**

This course is a continuation of BA 127 MEDICARE COST REIMBURSEMENT. It is a detailed study of governmental regulations for hospital cost reimbursement. It stresses governmental rules and regulations which hospitals must follow for medicare reimbursement and stresses practical application of how to follow these regulations.

**BA 289 THE MORTGAGE BROKER IN MORTGAGE LENDING**

**2 semester hours**

The Mortgage Brokerage Act, Chapter 494, Florida Statutes; the mortgage broker in mortgage lending; history of mortgage lending; application procedure; the broker's role in closing the mortgage loan; mortgage business customs procedures; Federal Housing authority loans; Veteran Administration loans; the role of the appraiser in mortgage lending; and final examination, State of Florida Comptroller's office.

**BA 290 PRINCIPLES OF REAL ESTATE**

**3 semester hours**

Nature of rights in real estate, urban development and utilization, valuation of real property, the real estate business, and government regulation. Prerequisite: BA 190 or instructor approval. Offered Term II.

**BA 291 RESIDENTIAL APPRAISING**

**2 semester hours**

The role of appraising, neighborhood analysis, site and building data, improvement analysis, gross rent multiplier analysis, cost approach, methods of site valuation, reproduction cost, appraising for land development, how to organize an appraisal department.

**BA 292 ADVANCED ASPECTS OF REAL ESTATE LAW**

**3 semester hours**

Prerequisite: BA 190, BA 191 or Real Estate Broker or Salesman License, or Practicing Attorney, or Escrow Officer. This is a course for persons interested in the more advanced legal aspects of real estate problems. The course assumes a basic knowledge of the elements of real estate law. Subjects covered include: real estate contracts, probate proceedings, trusts, leases, tract maps, legal descriptions, litigation, finance trust deed provisions, mechanic's liens, loan laws, cooperative projects, condominiums, and business regulations.

**BA 293 REAL ESTATE APPRAISAL II**

**3 semester hours**

Prerequisite: BA 192. Combination of lecture and case approach to commercial appraisal with emphasis on income approach, in particular the estimation income and expense and the capitalization of net income into a value indication.

**BA 294 REAL ESTATE EXCHANGE  
AND TAXATION**

**3 semester hours**

Prerequisite: Six hours in real estate subjects or license. This course is a study of the taxation in real estate investment and sales. Recent legislation concerning Federal Income Tax which affects real estate is included. Detailed examples are given concerning exchange methods in transferring real estate ownership and its relationship to taxation.

**BA 295 REAL ESTATE ADVANCED  
PRACTICES**

**3 semester hours**

Prerequisite: BA 190 sequence or consent of instructor. An advanced course developed especially for real estate licenses or persons employed in real estate services to increase their knowledge and improve their knowledge and improve their competence in four specialized areas of real estate operations: (1) the use and completion of selected real estate forms; (2) Title and escrow procedures; (3) residential construction and design; and (4) investment and commercial properties.

Lecture: 3 hours.

**BA 296 PRINCIPLES OF REAL ESTATE  
INVESTMENT**

**3 semester hours**

Real estate investment fundamentals, depreciation, capital gain and loss, installment sales, nontaxable exchange, ownership forms, commercial leasehold financing, creative financing, financial analysis projection, land, industrial property, shopping centers, office buildings, residential property, and mobile homes parks.

**COURSES OF INSTRUCTION  
ECONOMICS**

**ECO 140 PERSONAL FINANCE**

**3 semester hours**

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.



- ECO 190 INTRODUCTION TO ECONOMICS** 3 semester hours  
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.)
- ECO 195 ECONOMIC PRINCIPLES OF TRANSPORTATION** 3 semester hours  
The growth and function of transportation in the growing economy of the United States. An overview of the transportation industries; their organization, public service responsibility, pricing, cost and demand characteristics. Federal regulations of the various modes of transportation is also studied.
- ECO 251 PRINCIPLES OF ECONOMICS I** 3 semester hours  
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.
- ECO 252 PRINCIPLES OF ECONOMICS II** 3 semester hours  
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.
- ECO 254 MONEY & BANKING** 3 semester hours  
General survey of the economics of money and banking. Areas covered include: the nature and functions of money; monetary standards; structure of the commercial banking system; creation of bank deposits; other financial institutions; structure and functions of the Federal Reserve System; monetary policy; monetary theory and the price level; interrelation of monetary and fiscal policy; recent monetary problems; international finance.
- ECO 256 SECURITIES AND INVESTMENTS** 3 semester hours  
Basic principles underlying investment decisions are explored. The operations and structure of the stock exchanges and the over-the-counter markets are reviewed. Functions of security dealers and brokers are presented together with a detailed examination of the various types of stocks and bonds. Attention is given to investment companies, financial statement analysis, forecasting techniques, and portfolio management problems.

## **COURSES OF INSTRUCTION INSURANCE**

- INS 201 AGENTS & SOLICITORS COURSE I**                      **3 semester hours**  
An introduction to insurance, standard fire policy, dwelling, risks, business interruption, forms, elements of rating.
- INS 202 AGENTS & SOLICITORS COURSE II**                      **3 semester hours**  
Laws of negligence, principles of legal liability, basic concepts, family auto policy, basic auto policy, special package, comprehensive auto liability, garage insurance, financial responsibility, assigned Risk Plan; elements of rating.
- INS 203 AGENTS & SOLICITORS COURSE III**                      **3 semester hours**  
Principles of legal liability, types of liability, fundamentals of coverage, coverage forms, elements of rating, history and development of workmen's compensation, Florida's workmen's compensation law, employer's liability insurance, rating.
- INS 204 AGENTS & SOLICITORS COURSE IV**                      **3 semester hours**  
Crime, fidelity & surety, combination crime and fidelity, glass, health or disability, aviation, boiler and machinery, ocean marine.
- INS 205 AGENTS & SOLICITORS COURSE V**                      **3 semester hours**  
Inland marine, commercial multiple peril for motel-hotel, apartment house, office mercantile, institutional, processing or service, industrial, optional coverages, homeowner's insurance, Florida insurance rating law, survey, and agency operations.
- INS 220 INSURANCE PRINCIPLES & PRACTICES I**                      **3 semester hours**  
Nature of risk, theory of probability, principles underlying insurance, the insurance contract, the negligence concept. A study of fire and allied lines, marine insurance, general liability, workmen's compensation.
- INS 221 INSURANCE PRINCIPLES & PRACTICES II**                      **3 semester hours**  
A study of automobile liability and physical damage, crime, fidelity and surety conditions, accident and sickness, life, miscellaneous casualty, multiple-life.
- INS 222 ANALYSIS OF INSURANCE FUNCTIONS I**                      **3 semester hours**  
A study of underwriting, reinsurance, loss prevention, loss adjustment, principles of rate making, rate regulations, regulation of insurance.
- INS 223 ANALYSIS OF INSURANCE FUNCTIONS II**                      **3 semester hours**  
A study of types of insurers, financial analysis, record-keeping and regulations, distribution methods, insurer motivation, professional ethics, risk analysis and control, and insurance surveys.



- INS 224 ECONOMICS: GOVERNMENT AND BUSINESS I** 3 semester hours  
Economics overview, price determination, production theory, wages and worker management relationship, interest and capital, profits, national income concepts, sources of money, monetary and fiscal policy.
- INS 225 ECONOMICS: GOVERNMENT AND BUSINESS II** 3 semester hours  
Business cycles, international trade-finance and economics, current economic problems, economic role of government, federal income taxation, basis and types of governmental control, anti-trust laws, regulation of insurances.
- INS 226 INSURANCE AND BUSINESS LAW I** 3 semester hours  
Legal aspects of the insurance business. Insurance law re the insurance contract, the insurance agency, the standard fire policy, warranties, representation and concealment, waiver and estoppel.
- INS 227 INSURANCE AND BUSINESS LAW II** 3 semester hours  
Commercial law re contracts, agency, personal property and bailments, real property, negotiable instruments, partnerships and corporations, tort law.
- INS 228 MANAGEMENT, ACCOUNTING AND FINANCE I** 3 semester hours  
Modern management and decision making, planning, organizing, actuating and controlling. Assets, liabilities and owner's equity. The accounting cycle.
- INS 229 MANAGEMENT, ACCOUNTING AND FINANCE II** 3 semester hours  
Using accounting information, financial planning and control, financial analysis, short and long term financing.
- INS 241 INDIVIDUAL LIFE & HEALTH INSURANCE** 3 semester hours  
Economic security and basis for life and health insurance, life insurance and annuity contracts, health, disability and medical expense coverage. Probability concepts and mortality tables, premiums, reserves, surplus and dividends.
- INS 242 LIFE INSURANCE LAW & COMPANY OPERATIONS** 3 semester hours  
Law of contracts and agency, policy provisions and contents, the contract in operations, life insurance proceeds, settlement options, risk selection, reinsurance, financial statements, regulation and taxation of companies.
- INS 243 GROUP INSURANCE AND SOCIAL INSURANCE** 3 semester hours  
Nature and development coverage, master contracts, premiums, experience ratings and reserves, group disability income, group medical

expense, group health insurance, problems of premature death and old age, problems of unemployment.

**INS 244 PENSION PLANNING 3 semester hours**

Basic features of pension plans, tax consideration, funding and cost, allocated and unallocated funding, choice of funding, profit sharing, plans for self-employed, tax sheltered annuities, deferred compensation, pension planning and inflation.

**INS 245 INCOME, ESTATE AND GIFT TAXATION 3 semester hours**

Sole proprietors, partnership, and corporation taxation. Corporation and their showholders, income taxation of trust and estates. Income in respect to a decedent. Employee benefits and self-employment retirement plans. Valuation of estate property, estate tax deductions, computations and credits, state death taxes and federal gift taxes.

**INS 246 INVESTMENTS AND FAMILY FINANCIAL MANAGEMENT 3 semester hours**

Investment objective and risk, security markets, yields and pricing patterns. Stocks, growth factor in investment and valuation of securities. Analysis of financial statements. Investment timing. Real estate, life insurance, mutual funds, variable annuities investment. Personal portfolio strategies.

**INS 247 ACCOUNTING AND FINANCE 3 semester hours**

Income management, income measurement in manufacturing companies. The price level problem. Liquidity, profitability, and the flow of funds. Planning capital expenditures. Short and intermediated financing, the money and capital markets, types of long-term financing, valuing of the business enterprise.

**INS 248 ECONOMICS OF INSURANCE 3 semester hours**

Economic role of government, measurement of national income, theory of national income determination. Business cycles and forecasting, money and banking, deposit creation. Price determination, competitive supply, market structure and anti-trust policy. The balance of payments and international trade. Problems of economic growth.

**INS 249 BUSINESS INSURANCE 3 semester hours**

Single proprietorship, partnership, and corporation buy-sell agreements. Partial stock redemption. Disability by-out provisions and other business uses of health insurance. Key man life insurance and deferred compensation. Man in development, in communication, and in motivation. Professional ethics.

**INS 250 ESTATE PLANNING 3 semester hours**

Introduction to estate planning. Disposition of property in estates and trust, administrative and property in estates and trusts. Federal estate taxation. Federal gift taxation, planning through trusts and wills. Capital gains taxation. Life insurance in estate planning.



## DIVISION OF COMMUNICATIONS

English  
Journalism  
Modern Foreign Languages  
Reading  
Speech  
Library Services

Central Campus: Kempton, Acting Division Chairman

North Campus: Campbell, Division Chairman

Rigg, Head of English Department; Adkins, Brown, Burns, Byrd, Carl, Crowell, Dickerson, Ellyson, Glaze, Grasso, Hill, Johnson, Koenig, Lee, LeMaire, Maney, Meeker, J. Nichols, Owen, Patterson, Pedigo, Scheer, Shaw, Stebner, Stuut, Tarullo, Teahan, Wilkinson, J. Yater, R. Yater. Hall, Area Leader, Journalism; Homan.

Pharr, Acting Department Head, Modern Foreign Languages; Burdick, Caballero, Curry, Cuvillier, Kempton, Pawlowski, Weldon.

Porter, Area Leader, Reading; Bryant, Tracy, Nitka.

Nichols, Department Head, Speech; Cavanagh, Cox, Dunlevy, Esco, Quianthy, Spanton, Strickland, Wood.

Library Services; Drake, F. Brown.

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 of broad aspects of linguistics, in English and in foreign languages.

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.

Below, under the headings of English, Journalism, Modern Foreign Languages, Reading and Speech, will be found discussed in some detail the intent and scope of these disciplines which make up the Division of Communications.



## DEPARTMENT OF ENGLISH

All regularly enrolled Freshman and Sophomore students in the University Parallel Program are required to complete a minimum of six hours of English Composition. All such students must complete ENG 101. The college also offers a choice of two university parallel level second-term composition courses. ENG 102 provides further training in writing and emphasizes a research paper. Reading and discussion materials, depending upon the instructor, will involve literature of the creative type such as poetry, drama, and the short story; or general essays; or a combination of literature of the creative type and general essays. 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, nursing, science, education, psychology, business administration and engineering.

Students enrolled in certain technical curricula programs may, subject to appropriate area approval, utilize ENG 095 and ENG 103 in lieu of ENG 101 and ENG 102 or ENG 104 to satisfy composition requirements leading to an A.S. degree.

Basic Communication Courses 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 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 need fundamentals training in writing 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 Reading Communications 093 as a corequisite course.

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.

The English Department also offers several courses which are designed to provide training in creative writing.

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

### First Year

#### *First Term*

ENG 101 Composition . . . . .	3
SPE 100 Intro. to Speech . . . . .	3
Social Science . . . . .	3
Modern Foreign Language . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours      13

#### *Second Term*

ENG 102-Composition . . . . .	3
MTH 131 Basic College Math . . .	3
Science . . . . .	3
Social Science . . . . .	3
Modern Foreign Language . . . . .	3
HPR Physical Education . . . . .	1

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 100 Writing for Mass Communication . . . . .	3
ENG 222 English Literature . . . . .	3
Modern Foreign Language . . . . .	3
PHI 260 Intro. 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 094 FUNDAMENTALS OF GRAMMAR, USAGE, AND MECHANICS (NT)

3 semester hours

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

### ENG 095 FUNDAMENTALS OF WRITING (NT)

3 semester hours

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



- ENG 101 COMPOSITION** 3 semester hours  
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 and a minimum average score in high school English of 2.0, or counselor approval.
- ENG 102 COMPOSITION** 3 semester hours  
Further training in writing. Emphasis on investigative techniques and a research paper. Prerequisite: ENG 101. Either ENG 102 or ENG 104 will satisfy English composition university parallel requirements.
- ENG 103 TECHNICAL REPORT WRITING** 3 semester hours  
Training to qualify students to meet industry writing standards. Includes common types of reports, graphics, and oral presentations. Stresses process description, writing instructions, and simple proposals. Prerequisite: ENG 095 or ENG 101.
- ENG 104 COMPOSITION** 3 semester hours  
Training in writing descriptive, narrative, argumentative, and evaluative papers. Emphasis on investigative techniques, abstracting and documentation. A research paper on a subject related to student's principal field of interest 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.
- ENG 203 GREAT IDEAS IN POETRY** 3 semester hours  
An analytical and emotive exploration of ideas in the specific genre of poetry. Prerequisite: Eligibility for ENG 101.
- ENG 204 GREAT IDEAS IN THE SHORT STORY** 3 semester hours  
An analytical and emotive exploration of ideas in the specific genre of the short story. Prerequisite: Eligibility for ENG 101.
- ENG 205 LITERATURE OF THE SUPERNATURAL AND OF SCIENCE FICTION** 3 semester hours  
A survey of literary masterpieces of the supernatural and of science fiction involving such writers as Edgar Allan Poe, H. G. Wells, Bram Stoker, Mary Shelley, Ray Bradbury, and J.R.R. Tolkien. Prerequisite: Eligibility for ENG 101.
- ENG 206 CONTEMPORARY ISSUES IN THE COMMUNICATIVE ARTS** 3 semester hours  
An analytical and emotive exploration of contemporary issues in the genres of fiction, poetry, drama, essay, and the film. Prerequisite: Eligibility for ENG 101.
- ENG 211 WORLD LITERATURE** 3 semester hours  
Selected masterpieces of world literature before 1611. Emphasis on the Greek myth, epic, and drama; the Bible; and Shakespeare. Prerequisite: ENG 101.

- ENG 212 WORLD LITERATURE** 3 semester hours  
Selected masterpieces of world literature since 1610. Thematic approach to man's search for identity in such authors as Racine, Balzac, Dostoevsky, Goethe, Pirandello, Ibsen, Camus, Hesse, and Lorca. Prerequisite: ENG 101.
- ENG 221 ENGLISH LITERATURE** 3 semester hours  
The study of British literature from the beginning to 1798, tracing the growth of the modern mind, with emphasis on the works of Chaucer, Shakespeare, and Milton. Prerequisite: ENG 101.
- ENG 222 ENGLISH LITERATURE** 3 semester hours  
Selected masterpieces from 1798, on, such as works of Coleridge, Browning, Yeats, Lawrence, Synge and Beckett. Prerequisite: ENG 101.
- ENG 230 AMERICAN LITERATURE** 3 semester hours  
Selected masterpieces of American literature before 1900, including works of Hawthorne, Whitman, Melville, and Crane. Prerequisite: ENG 101.
- ENG 231 AMERICAN LITERATURE** 3 semester hours  
Selected masterpieces of American literature from 1900 on, including works of Faulkner, Frost, and Hemingway. Prerequisite: ENG 101.
- ENG 240 CREATIVE WRITING** 3 semester hours  
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.
- ENG 241 CREATIVE WRITING - FICTION** 3 semester hours  
Analysis of fiction with emphasis on critical discussion of student writing. Prerequisite: ENG 101 or instructor's approval.
- ENG 242 CREATIVE WRITING - POETRY** 3 semester hours  
Analysis of poetry with emphasis on critical discussion of student writing. Prerequisite: ENG 101 or instructor's approval.
- ENG 243 CREATIVE WRITING - SCRIPT** 3 semester hours  
Analysis of script with critical discussion of student writing such as cinema and television scripts. Prerequisite: ENG 101 or instructor's approval.
- ENG 244 ARTICLE WRITING** 3 semester hours  
Analysis of article writing with emphasis on critical discussion of student writing. Prerequisite: ENG 101 or instructor's approval.
- ENG 245 CREATIVE WRITING WORKSHOP** 3 semester hours  
A continuing development of creative writing ability. Prerequisite: ENG 240, ENG 241, ENG 242, ENG 243, or ENG 244.

## **ENGLISH HONORS PROGRAM**

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 —**

**Term I only**

**3 semester hours**

Stresses expository writing with emphasis on critical discussion of student writing.

### **ENG 102 H ENGLISH COMPOSITION —**

**Term II only**

**3 semester hours**

Stresses research and documentation techniques, argumentative, descriptive and narrative writing, and critical examination of various literary genres.

### **HONORS LITERATURE COURSES**

**3 semester hours**

At least one literature course is offered for honors credit each Term I and II of every academic year. For explanation of content see individual literature course descriptions. Stress is placed on student interest and effort. Prerequisite: Admission to Honors Program and ENG 101 with a term grade of B.

\*To remain in the Program, 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.

## **AREA OF JOURNALISM AND PUBLICATIONS**

The Journalism curriculum offers students basic courses in writing and editing, history and survey, and opportunity to put the knowledge to use by writing for campus publications. Students are encouraged to look off campus as well as on campus for newsworthy material. The student newspaper and two magazines invite interest and participation and opportunity is provided for journalism students to participate in state and national competition. The BCC journalism program prepares students for further study in pursuit of a degree, and in some cases has opened the way for media employment upon completion of the associate in arts degree.

### **SUGGESTED PROGRAM FOR PRE-JOURNALISM (A.A. Degree) (Newspaper-Magazine, Radio-T.V. Journalism, Photo-Journalism)**

#### **First Year**

##### *First Term*

##### *Second Term*

ENG 101 Composition . . . . . 3

ENG 102 or 104 Composition. . . 3

PSC 121 National Government . . . 3  
 \*BA 101 Elementary Typing or  
 Elective . . . . . 3  
 JOU 100 Writing for Mass  
     Communications . . . . . 3  
 HPR Physical Education . . . . . 1

Total Semester Hours      13

PSC 122 State & Local Gov't. . . . 3  
 MTH 131 Basic College Math  
     or  
 MTH 132 Contemporary  
     Algebra . . . . . 3-4  
 HPR Physical Education . . . . . 1  
 JOU 101 Intro. to News Writing 1  
 JOU 205 Basic Newspaper Edit. 3

Total Semester Hours      14-15

### Summer Terms

SPE 100 Introductory Speech. . . 3  
 GEO 201 World Regional Geo. . . 3  
 HPR Physical Education. . . . . 1

Total Semester Hours      7

### Second Year

#### *First Term*

PSY 201 General Psychology. . . . 3  
 ECO 251 Principles of Economics 3  
 Science . . . . . 3-4  
 ENG 231 Contemporary Am.  
     Literature . . . . . 3  
 JOU 210 Photo Journalism. . . . . 4

Total Semester Hours      16-17

#### *Second Term*

JOU 102 Intro. to News Writing. . 1  
 ECO 252 Principles of Economics 3  
 ENG 202 World Literature  
     or  
 ENG 222 English Literature . . . . 3  
 HPR Physical Education. . . . . 1  
 Science . . . . . 3-4  
 JOU 118 Survey of  
     Communications . . . . . 3

Total Semester Hours      14-15

\*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.

### **JOU 100 WRITING FOR MASS COMMUNICATIONS      3 semester hours**

Pre-professional course providing fundamental instruction and practice in writing as a basis for all upper division courses in journalism. Includes writing in the news style, leads, what is news, types of stories, organization of stories, policy and libel.

### **JOU 101 INTRODUCTION TO NEWS WRITING      1 semester hour**

Practical application of news writing and editing principles through work with college media. Prerequisite: JOU 100.

**JOU 102 INTRODUCTION TO NEWS WRITING** **1 semester hour**

Continuation of JOU 101. Prerequisite: JOU 101.

**JOU 118 SURVEY OF COMMUNICATIONS** **3 semester hours**

Introductory course in mass communications dealing with history, comparative foreign press, process and effect, opportunities in and responsibilities of various media. Open to freshmen.

**JOU 205 BASIC NEWSPAPER EDITING** **3 semester hours**

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. Prerequisite: JOU 100.

**JOU 210 PHOTOGRAPHIC JOURNALISM** **4 semester hours**

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.

**LIBRARY SERVICE**

**LS 260 LIBRARY RESOURCES** **1 semester hour**

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.

**DEPARTMENT OF MODERN FOREIGN LANGUAGES**

The students enrolled in foreign languages will receive intensive preparation in the basic skills of the language so that they will be able to continue their work and interests in this area after graduating from B.C.C. A combination of modern and traditional methods helps the student learn to speak the language and gives him an insight into the culture. At the same time, a modern language laboratory is an integral part of beginning language classes and is available for additional drill and comprehension at all levels.

The advanced courses permit the student to proceed sequentially in a given language beyond the basic skills and offer a substantial introduction to an application of literary masters.

The student should consult the section in the index entitled Degree Requirements for B.C.C. requirements in foreign languages.



Students who plan to transfer to upper division work towards the B.A. or B.S. degree should complete the intermediate level of a foreign language at B.C.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. The student should remember that often upper divisions of senior institutions require at least the intermediate level of the language.

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.

Students should note that Studies in Literature and Culture (Fre, Ger, or Spa 205 or 206) may be applied to fulfill 3 hours of the Humanities requirement. Foreign language literature courses are designed to serve as a foundation in the Humanities and to provide specific practice in the comprehension of the written languages.

## 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, GER 104, SPA 104).

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

### First Year

<i>First Term</i>		<i>Second Term</i>	
ENG 101 Composition . . . . .	3	ENG 102 Composition . . . . .	3
HIS 101 World Civilization . . . . .	3	HIS 102 World Civilization . . . . .	3
Modern Foreign Language (level according to placement test) . . .	3	Modern Foreign Language (in sequence) . . . . .	3
SPE 115 Phonetics of American English . . . . .	3	Science with Laboratory . . . . .	4
HPR 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

Total Semester Hours 3

### Second Year

#### *First Term*

ENG 201 World Literature . . . . 3  
 Modern Foreign Language  
     (in sequence) . . . . . 3  
 2nd Modern Foreign Language . . . 3  
 Science with Laboratory . . . . . 4  
 MTH 100 Gen. Ed. College Math 3  
 HPR Physical Education . . . . . 1

Total Semester Hours 17

#### *Second Term*

ENG 202 World Literature . . . . 3  
 Modern Foreign Language  
     (in sequence) . . . . . 3  
 2nd Modern Foreign Language . . . 3  
 Humanities . . . . . 3  
 GEO 201 World Regional Geo. . . 3  
 HPR Physical Education . . . . . 1

Total Semester Hours 16

### SUGGESTED ELECTIVES

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

### SUGGESTED PROGRAM FOR PRE-LATIN AMERICAN STUDIES

#### First Year

##### *First Term*

English 101 . . . . . 3  
 History 101 . . . . . 3  
 Science . . . . . 3  
 HPR . . . . . 1  
 Spanish 101 . . . . . 3

Total Semester Hours 13

##### *Second Term*

English 102 . . . . . 3  
 History 102 . . . . . 3  
 HPR . . . . . 1  
 Geography 201 . . . . . 3  
 Spanish 102 . . . . . 3

Total Semester Hours 13

### Summer Terms

French 101 . . . . . 3

Total Semester Hours 3

## Second Year

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

## Summer Terms

French 202. .... 3

Total Semester Hours      3

\*See current catalog.

## COURSES OF INSTRUCTION FRENCH

### **FRE 101 ELEMENTARY FRENCH** **3 semester hours**

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. Fee: \$5.00.

### **FRE 102 ELEMENTARY FRENCH** **3 semester hours**

Continuation of French 101. Further development of basic skills and selected readings. Prerequisite: French 101 or its equivalent. 1 hour language laboratory weekly. Fee: \$5.00.

### **FRE 104 ELEMENTARY FRENCH** **Credit,**

1 or 2 weeks — 1 semester hour  
3 or 4 weeks — 2 semester hours  
5 to 6 weeks — 3 semester hours

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.

### **FRE 201 INTERMEDIATE FRENCH** **3 semester hours**

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.

**FRE 202 INTERMEDIATE FRENCH**

**3 semester hours**

Continuation of French 201. Conversation, composition, translation at sight, intensive reading of selections from top French literary works leading to and/or dealing with, modern French thought.

Entirely conducted in French, this course enables student to speak, understand, read and write French with comparative ease. No formal study of grammar. Prerequisite: FRE 201 or its equivalent.

**FRE 203 ADVANCED COMPOSITION AND CONVERSATION**

**3 semester hours**

For students wishing to attain greater proficiency in spoken and written French. Strongly recommended for majors. Conducted entirely in French. Conversation and composition based on selected readings and a variety of contemporary topics, together with an introduction to French literature. Prerequisite: French 202 or its equivalent.

**FRE 204 ADVANCED COMPOSITION AND CONVERSATION**

**3 semester hours**

Continuation of French 203. Strongly recommended for majors. Prerequisite: French 203 or French 202 with instructor approval.

**FRE 205 STUDIES IN FRENCH LITERATURE AND CULTURE**

**3 semester hours**

This course, taught entirely in French, offers the student the fullest possible measure of awareness of the scope of French literature. The French history, the development of the French language, the flourishing of French thought and philosophy, etc., are given chronologically and simultaneously through the study of the most important French writers and thinkers. French 205 covers French literature from its beginnings to the French Revolution. Discussions and written reports in French, with careful attention to development of correct expression and fluency. Prerequisite: French 203 or French 204 or equivalent or French 202 with instructor approval.

**FRE 206 STUDIES IN FRENCH LITERATURE AND CULTURE**

**3 semester hours**

Continuation of French 205. French literature from Romanticism to the present with strong emphasis on contemporary literature. Prerequisite: French 203, French 204, or French 205 or equivalent or French 202 with instructor approval.

**COURSES OF INSTRUCTION  
GERMAN**

**GER 101 ELEMENTARY GERMAN**

**3 semester hours**

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. Fee: \$5.00.

**GER 102 ELEMENTARY GERMAN** **3 semester hours**

Further development of German 101. Fuller use of conversation in class. Introduction to German life and customs by color films and slides. Prerequisite: German 101 or equivalent. 1 hour language laboratory weekly. Fee: \$5.00.

**GER 104 ELEMENTARY GERMAN** **Credit,**  
**1 or 2 weeks — 1 semester hour**  
**3 or 4 weeks — 2 semester hours**  
**5 or 6 weeks — 3 semester hours**

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.

**GER 201 INTERMEDIATE GERMAN** **3 semester hours**

Review of grammar and improved composition and conversation. Reading based on German civilization with introduction to literary and musical masters and to modern scientists. Prerequisite: German 102 or equivalent.

**GER 202 INTERMEDIATE GERMAN** **3 semester hours**

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

**GER 205 STUDIES IN GERMAN LITERATURE AND CULTURE** **3 semester hours**

Study of the leading literary artists of the German speaking countries, their style of language, philosophy, life and writings. Seminar type discussions in German and English. Prerequisite: German 201 or equivalent or instructor approval. Cannot be substituted for German 202, but can be taken concurrently.

**GER 206 STUDIES IN GERMAN LITERATURE AND CULTURE** **3 semester hours**

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

## **COURSES OF INSTRUCTION RUSSIAN**

**RUS 101 ELEMENTARY RUSSIAN** **3 semester hours**

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 Russian 102. 1 hour language laboratory weekly. Fee: \$5.00.



- RUS 102 ELEMENTARY RUSSIAN** 3 semester hours  
Continuation of Russian 101. Further development of basic skills based on selected readings. Prerequisite: Russian 101 or its equivalent. 1 hour language laboratory weekly. Fee: \$5.00.
- RUS 201 INTERMEDIATE RUSSIAN** 3 semester hours  
Careful review of grammar elements. Readings based on Russian Civilization: geographical, historical, and literary. Increased use of Russian in class discussions. Prerequisite: Russian 102 or its equivalent.
- RUS 202 INTERMEDIATE RUSSIAN** 3 semester hours  
Continuation of Russian 201. Prerequisite: Russian 201 or its equivalent.

## **COURSES OF INSTRUCTION SPANISH**

- SPA 101 ELEMENTARY SPANISH** 3 semester hours  
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. Fee: \$5.00.
- SPA 102 ELEMENTARY SPANISH** 3 semester hours  
Continuation of Spanish 101, supplemented by first-year reader on historical and contemporary Spain. Prerequisite: Spanish 101 or equivalent. 1 hour language laboratory weekly. Fee: \$5.00.
- SPA 103 ELEMENTARY SPANISH ACCELERATED** 3 semester hours  
This is a condensed 101-102 course, using basic texts as used in those courses and especially 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 too advanced.
- SPA 104 ELEMENTARY SPANISH** Credit,  
1 or 2 weeks — 1 semester hour  
3 or 4 weeks — 2 semester hours  
5 or 6 weeks — 3 semester hours  
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.
- SPA 201 INTERMEDIATE SPANISH** 3 semester hours  
Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in Spanish prose. Conversation at an easy and enjoyable pace. Prerequisite: Spanish 102 or Spanish 103 or equivalent.

- SPA 202 INTERMEDIATE SPANISH** **3 semester hours**  
Same basic texts as in 201 are used but there is more emphasis on composition and comprehension and conversation. Interesting tour through Spanish history, geography and literature. Aim of course to give student a necessary background in the culture of Spain and to gain more fluency in oral and written expression. Prerequisite: Spanish 201 or equivalent.
- SPA 203 ADVANCED COMPOSITION AND CONVERSATION** **3 semester hours**  
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.
- SPA 204 ADVANCED COMPOSITION AND CONVERSATION** **3 semester hours**  
Continuation of Spanish 203. Prerequisite: Spanish 203 or instructor approval.
- SPA 205 STUDIES IN SPANISH LITERATURE AND CULTURE** **3 semester hours**  
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.
- SPA 206 STUDIES IN SPANISH LITERATURE AND CULTURE** **3 semester hours**  
Continuation of Spanish 205. Prerequisite: Spanish 205 or instructor approval.

## **AREA OF READING COMMUNICATIONS**

It is the purpose of the Reading Area to provide opportunities for students to improve and further develop reading skills, attitudes and understandings of written materials which will enable them to succeed in all college curricula and vocational objectives.

**READING 093:** A developmental reading course 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 the course. These credits are non-transferable and are not applicable to all degree programs at the community college. The course employs the most modern techniques and equipment and is of immeasurable value to the student who desires to get the most benefit from his college program. Emphasis is placed on improvement of vocabulary, reading speed, comprehension, organization of ideas and critical analysis of many types of reading materials.

ENG 093 is a co-requisite requirement for students enrolled in English Communications 095.

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

**READING 106:** Advanced Developmental Reading is offered only to students who have completed ENG 105 and achieved an overall reading level at the sixtieth percentile or better on a national college reading test.

## **COURSES OF INSTRUCTION READING**

### **ENG 093 (NT) READING COMMUNICATIONS 3 semester hours**

Assistance in understanding college reading materials through exercises designed to extend vocabulary, to develop ability to differentiate between main ideas and supporting details, to improve skill in determining the author's organization, and to develop critical evaluation of written materials. Corequisite: Eng 094 and/or Eng 095. Fee: \$5.00.

### **ENG 105 ADVANCED DEVELOPMENTAL READING 1 semester hour**

Stresses speed, analytical reading and thinking, and growth in inferential and critical abilities. Prerequisite: ENG 093 or 40th percentile on a national college reading test. Three hours weekly (one lecture, two laboratory). Fee: \$5.00.

### **ENG 106 ADVANCED DEVELOPMENTAL READING 1 semester hour**

Offered only to students who have completed ENG 105 and achieved an overall reading level at the 60th percentile or better on a national college reading test. This course stresses continued development of analytical reading and thinking, and additional growth in rate and critical reading ability. Three hours weekly (one lecture, two laboratory). Fee: \$5.00.

## **DEPARTMENT OF SPEECH**

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.

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 Intercollegiate and Intramural forensic activities under the supervision of the director of the program of Forensics. Students who desire to participate in either of these programs should contact the director. 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.

**FORENSICS** — This is an activity to promote the interest and participation of students in public speaking and debating through organized club and interscholastic 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 PROGRAM FOR PRE-RADIO - TELEVISION** **(A.A. Degree)**

### **FIRST YEAR**

#### *First Term*

ENG 101 Composition . . . . .	3
Lab Science . . . . .	4
SPE 100 Intro. to Speech . . . . .	3
Foreign Language* . . . . .	3
HPR Physical Education . . . . .	1

#### *Second Term*

ENG 102 or 104 Composition. . . . .	3
HIS 101 World Civilization . . . . .	3
SPE 140 Oral Interpretation . . . . .	3
SPE 110 Voice and Diction . . . . .	3
Foreign Language* . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours      14

Total Semester Hours      16

### **Summer Terms**

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

## SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
Literature.....	3	Humanities.....	3
SPE 230 Television Prod. I ....	3	SPE 235 Television Prod. II ....	3
JOU 201 Writing for Mass Communication.....	3	SPE 115 Phonetics.....	3
HIS 102 World Civilization.....	3	MTH 100 General Education College Math.....	3
Foreign Language*.....	3	Foreign Language*.....	3
HPR Physical Education .....	1	HPR Physical Education.....	1
Total Semester Hours	16	Total Semester Hours	16

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.

\*Major institutions may or may not require Foreign Language.

## SUGGESTED PROGRAM FOR PRE-SPEECH\* (A.A. Degree)

### FIRST YEAR

<i>First Term</i>		<i>Second Term</i>	
ENG 101 Composition.....	3	ENG 102 or 104 Composition... 3	
SPE 100 Intro. to Speech.....	3	SPE 111 Public Speaking.....	3
Lab Science.....	4	HIS 101 World Civilization.....	3
Foreign Language*.....	3	Foreign Language*.....	3
HPR Physical Education.....	1	DRA 255 Acting OR SPE 110 Voice and Diction.....	3
Total Semester Hours	14	HPR Physical Education.....	1
		Total Semester Hours	16

### SUMMER TERMS

HIS 102 World Civilization.....	3
Mathematics .....	3

Total Semester Hours      6

## SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
DRA 207 Intro. to Theatre.....	3	Humanities.....	3
SPE 105 Argumentation and Debate .....	3	SPE 115 Phonetics.....	3
SPE 140 Oral Interp. ....	3	SPE 220 Intro. to Speech Correction.....	3



Foreign Language* . . . . .	3	PSY 100-200-201 Psychology . . .	3
HPR Physical Education . . . . .	1	Foreign Language* . . . . .	3
Science Lab . . . . .	4	HPR Physical Education . . . . .	1
<b>Total Semester Hours</b>	<b>17</b>	<b>Total Semester Hours</b>	<b>16</b>

Students are urged to consult with a member of the Speech Department about their courses before enrolling. \*Pre-Speech Majors should realize degree granting institution will only accept 9 to 12 hours of speech towards the speech major. Additional hours will be counted as electives.

\*Includes Speech Correction, Speech Education, Speech and Drama majors, and other related speech areas.

\*Major Institutions may or may not require Foreign Language.

## COURSES OF INSTRUCTION SPEECH

### **SPE 100 SPEECH COMMUNICATION** **3 semester hours**

The beginning course in Speech is designed to give each student the opportunity to study and to practice the principles and methods involved in communication while he participates as a speaker and as a listener. Upon completion of the course, the student should expect to have attained a higher level of proficiency in the abilities requisite to effective oral communication.

Moreover, the student's own critical faculty should be sharpened so that more astute analysis and evaluation of current speaking and speeches will supplement his increased proficiency as a speaker.

Recommended for all general and technical education students.

### **SPE 100 SPEECH COMMUNICATION - HONORS** **3 semester hours**

Only students who have qualified under the college's honors program may enroll for this course.

### **SPE 105 ARGUMENTATION AND DEBATE** **3 semester hours**

The student upon completion of this course should achieve a higher proficiency in the principles of argumentation, including analysis, evidence, inference, and refutation, as they pertain to the debate situation in a democratic society. The student will have had the opportunity to participate in intramural and inter-collegiate debate.

Recommended for: Speech, law, public administration, international relations and political science.

### **SPE 106, 107, 108, 109 FORENSIC LABORATORY** **1 semester hour**

Upon completion of this course the student should have acquired the ability to use advanced debate techniques in a manner which allows him to compete successfully in inter-collegiate forensic competition.

Also, a student should have developed proficiency in other inter-collegiate forensic activities. This course may be taken in sequence for one hour credit each semester for a total of 4 hours credit.

Recommended for: Speech, law, public administration, international relations and political science.

**SPE 110 VOICE AND DICTION** **3 semester hours**

Through observation, study, and practice, the student should acquire an understanding of the speech mechanism, a knowledge of its proper use, and an improvement in the control of his individual voice and diction. Two hours lecture, one hour lab.

Recommended for: Speech, broadcasting, drama, music, religion, education, any student in need of speech improvement.

**SPE 111 PUBLIC SPEAKING** **3 semester hours**

Upon completion of this course the student should have acquired an understanding of and ability to use techniques of public speech communication including structure and delivery of the public message. The student should have developed the ability to participate in our society through the use of parliamentary procedure.

Recommended for: Speech, business, law, religion, education, medicine, engineering, political science, English, police science and for other technical programs which deal with the public.

**SPE 112 GROUP DISCUSSION AND  
CONFERENCE TECHNIQUES** **3 semester hours**

Upon completion of this course the student should be better able to take an active role in society, using group discussion and conference technique to resolve in a rational manner various human problems.

Recommended for: Speech, business, education, international relations, journalism, law, medicine, nursing, political science, public administration, religion, sociology and all technical programs dealing with human relations.

**SPE 115 THE PHONETICS OF AMERICAN  
ENGLISH** **3 semester hours**

Upon completion of this course the student should have acquired a knowledge of normal and variant forms of the sounds of American English, the use of the International Phonetic Alphabet, the standards of American pronunciation and inflection and the methods of sound formation and phonetics in corrective speech.

Recommended for: Speech students majoring in speech correction, education, foreign languages, radio and T.V., drama.

**SPE 140 ORAL INTERPRETATION** **3 semester hours**

Upon completion of this course the student should expect to have gained a knowledge and the ability to present the art of oral interpretation as applied to prose, poetry, drama, and group readers.

Required for speech majors.

Suggested for: Speech, speech correction, theatre, English, education, religion.

**SPE 141, 142, 143, 144 READERS' THEATRE LAB**

**1 semester hour**

Upon completion of this course the student should demonstrate an ability to orally interpret various types of literature as a member of a group. The course may be taken in sequence for one hour credit each semester for a total of four hours credit.

**SPE 220 AN INTRODUCTION TO SPEECH DISORDERS**

**3 semester hours**

Upon completion of this course the student should have gained an understanding of the causes and therapeutic methods as related to prime speech and hearing disorders of pre-school and elementary school populations, in particular. In addition, the student should have developed an awareness of the identification and the symptoms of the various speech disorders and a knowledge of referral sources.

Recommended for those entering the fields of: Speech pathology, radiology, education, teaching the special child.

**SPE 230 HISTORY OF RADIO AND TELEVISION BROADCASTING**

**3 semester hours**

An introduction to the broadcast media in which the student should gain an understanding of the historical, technical, legal, and critical aspects of the radio and television media.

Recommended for those entering the fields of: Speech, mass media.

**SPE 235 TELEVISION PRODUCTION I**

**3 semester hours**

From this course the student should gain an understanding of the theory and practice of television program production and directing, with emphasis on creative forms of production.

Recommended for those entering the fields of: Speech, mass media.

Prerequisite: SPE 230 or permission of instructor.

**SPEECH HONORS PROGRAM**

*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**

**3 semester hours**

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

\*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.





## **DIVISION OF FINE ARTS**

### **ART**

### **DRAMA**

### **MUSIC**

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

**Anderson, Department Head of Art;**

**Boase, Eliot, Green, Pactor, Tobe, Wallace.**

**Mullikin, Drama Area Leader; Cavanagh, Rose.**

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.

## **DEPARTMENT OF ART**

### **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 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.

All the courses listed in the catalog are not necessarily taught during the academic year, limitations of studio space, instructor availability and an insufficient number of students for particular classes make this so. A student concerned with a particular advanced class should check the schedule for the current academic year, or ask the department head about course offerings, before including the advanced course in his schedule.

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 PROGRAM FOR PRE-ART (A.A. Degree)

### FIRST YEAR

<i>First Term</i>		<i>Second Term</i>	
ART 106 Design I . . . . .	3	ART 107 Design II . . . . .	3
ART 101 Beginning Drawing . . .	3	ART 102 Life Drawing . . . . .	3
ENG 101 Composition . . . . .	3	ENG 102 or 104 Composition. . .	3
MTH Elective . . . . .	3	ART 207 Art Appreciation . . . .	
HPR Physical Education. . . . .	1	Humanities. . . . .	3
		HPR Physical Education. . . . .	1
Total Semester Hours	13	Total Semester Hours	13

### SUMMER TERMS

Science Elective & Lab . . . . .	4
Humanities Elective . . . . .	3
Total Semester Hours	7

### SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
*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
Total Semester Hours	17	Total Semester Hours	16

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

### FIRST YEAR

<i>First Term</i>		<i>Second Term</i>	
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 . . . . .	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*

ART 272 Illustration . . . . .	3
ART 275 Design for Television . .	3
BA 170 Principles of Marketing. .	3
ART 215 Photography for the Fine Arts . . . . .	3
ART 207 Art Appreciation . . . .	3
Humanities	
HPR Physical Education . . . . .	1

Total Semester Hours      16

### *Second Term*

ART 276 Design for the Corporate Image . . . . .	4
ART 274 Design for Reproduction . . . . .	3
BA 171 Advertising. . . . .	3
ART 209 Art History II . . . . .	3
HPR Physical Education. . . . .	1

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. A maximum of two commercial art courses can be transferred to a senior institution.

## COURSES OF INSTRUCTION ART

- ART 101 BEGINNING DRAWING** 3 semester hours  
Landscape and still life composition in charcoal, ink, and other media. Sketch book. Six studio hours weekly.
- ART 102 LIFE DRAWING** 3 semester hours  
Human and animal forms using various media. Sketchbooks. Laboratory fee \$15.00. Six studio hours weekly. Prerequisite: Art 101.
- ART 106 DESIGN I** 3 semester hours  
Two dimensional study of form, fundamental principles and the elements of design for all creative work in visual arts. Six studio hours weekly.

- ART 107 DESIGN II** **3 semester hours**  
Three dimensional study of form, fundamentals, principles, and elements of design. Laboratory fee \$5.00. Six studio hours weekly.
- ART 150 INTRODUCTION TO DRAWING MEDIA** **3 semester hours**  
A laboratory course designed for non-art majors introducing elementary printing techniques, media, and creative experience of the artists. Course closed to art majors or minors. Six studio hours weekly.
- ART 151 INTRODUCTION TO GRAPHIC MEDIA** **3 semester hours**  
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.
- ART 152 INTRODUCTION TO THREE DIMENSIONAL MEDIA** **3 semester hours**  
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.
- ART 153 INTRODUCTION TO PAINTING MEDIA** **3 semester hours**  
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.
- ART 205 JEWELRY DESIGN** **3 semester hours**  
An exploration of basic techniques and processes necessary to execute well designed jewelry. Six studio hours weekly. Prerequisite: Art 107.
- ART 206 CRAFTS - WOODS, METALS, AND PLASTICS** **3 semester hours**  
Course offers experience with wide range of materials, adaptable to various levels of education. Design emphasis in plastics, woods, copper, silver, and enameling. Laboratory fee \$5.00. Six studio hours weekly. Prerequisite: Art 107.
- ART 207 ART APPRECIATION HUMANITIES** **3 semester hours**  
A course considering form and content in western world art, emphasizing historical aspect so that students may become aware of how and why a work is created and its resulting contribution to their culture.
- ART 208 ART HISTORY** **3 semester hours**  
Survey and analysis of western twentieth century art sources. Architecture, painting, sculpture, and crafts from paleolithic times through the Renaissance.
- ART 209 ART HISTORY II** **3 semester hours**  
Study of styles from post-Renaissance Mannerist period to the present, stressing development of contemporary artistic concepts.

- ART 210 INTERIOR DESIGN** 3 semester hours  
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.
- ART 211 GRAPHIC PROCESSES** 3 semester hours  
A study of processes and techniques in Serigraphy and Intaglio printing. Laboratory fee \$15.00. Six studio hours weekly. Prerequisites: Art 101, 106.
- ART 212 GRAPHIC PROCESSES** 3 semester hours  
A study of positive and negative printmaking with problems in relief and lithographic techniques. Laboratory fee \$15.00. Six studio hours weekly. Prerequisites: Art 101, 106.
- ART 215 PHOTOGRAPHY FOR THE FINE ARTIST** 3 semester hours  
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.
- ART 216 FILM MAKING** 3 semester hours  
A basic course in the exploration of film as a visual media. Laboratory fee \$10.00. Six studio hours weekly.
- ART 221 SCULPTURE** 3 semester hours  
Creative techniques in metal, wood, stone, and clay. Laboratory fee \$5.00. Six studio hours weekly. Prerequisite: Art 107.
- ART 230 COLOR AND COMPOSITION** 3 semester hours  
A basic course in the exploration of color theories, color systems, and color relativity in regard to optical sensation, lighting variation and psychological impact. Six studio hours weekly.
- ART 231 WATERCOLOR** 3 semester hours  
A creative exploration of watercolor techniques and media both past and present with an emphasis on composition. Six studio hours weekly. Prerequisite: Art 106.
- ART 232 PAINTING** 3 semester hours  
Creative techniques and composition applied to oil painting and acrylic media. Six studio hours weekly. Prerequisites: Art 101, 106.
- ART 269 INDEPENDENT STUDY** 3 semester hours  
A course designed to establish frame work for future self-learning. Each student will shape the course to fit his needs by planning with a faculty advisor. Six studio hours weekly. Prerequisites: Art 101, 106, 107. Exceptions to prerequisites will be considered by the Art Department Head.

- ART 270 ART PRACTICUM** **6 semester hours**  
Independent study and research dealing with the students training assignment in Art leading to a written report and/or research paper. Hours to be arranged with instructor and the Cooperative Education Office.
- ART 271 LETTERING** **2 semester hours**  
A course of study involving lettering, calligraphy, and design problems related to lettering. Four studio hours weekly. Prerequisite: Art 106.
- ART 272 ILLUSTRATION** **3 semester hours**  
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.
- ART 273 ADVERTISING DESIGN** **3 semester hours**  
Design as applied to modern advertising techniques and media. Layout and preparation of samples for mass production: magazine, direct mail, poster, packaging, and display. Laboratory fee \$5.00. Six studio hours weekly. Prerequisite: Art 106.
- ART 274 DESIGN FOR REPRODUCTION** **3 semester hours**  
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.
- ART 275 DESIGN FOR TELEVISION** **3 semester hours**  
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.
- ART 276 DESIGN FOR THE CORPORATE IMAGE** **4 semester hours**  
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. Prerequisite: Art 106, Art 273.
- ART 280 CERAMICS** **3 semester hours**  
Study of basic ceramic shaping techniques, glazing, decorating, and firing. Laboratory fee \$15.00. Six studio hours weekly. Prerequisite: Art 107.

## **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 both summer terms IIIA and IIIB, the College offers the Community-College Drama Workshop for college students, high school students,



public school teachers, and members of the community. During each six-week term, a major production is performed. The students enrolled in Drama classes (acting, stagecraft, etc.) earn their credits by participating in the production either as an actor or technician.

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 PROGRAM FOR PRE-DRAMA (A.A. Degree)

### FIRST YEAR

#### *First Term*

ENG 101 Composition . . . . .	3
*Foreign Language . . . . .	3
SPE 100 Intro. to Speech . . . . .	3
Natural or Physical Science . . . . .	3
Laboratory . . . . .	1
**DRA 200 Theatre Production . . .	1
HPR Physical Education . . . . .	1

Total Semester Hours      15

#### SUMMER TERM IIIA (Community-College Drama Workshop)

DRA 200 Theatre Production . . .	1
DRA 251 Stagecraft . . . . .	3
DRA 255 Acting . . . . .	3
or	
DRA 207 Theatre in Western Culture . . . . .	3

Total Semester Hours      7

#### *Second Term*

ENG 102 Composition . . . . .	3
Foreign Language . . . . .	3
DRA 251 Stagecraft . . . . .	3
Humanities (DRA 207) . . . . .	3
DRA 200 Theatre Production . . .	1
HPR Physical Education . . . . .	1

Total Semester Hours      14

#### SUMMER TERM IIIB (Community-College Drama Workshop)

DRA 200 Theatre Production . . .	1
DRA 254 Pantomime . . . . .	3
DRA 253 Make-up . . . . .	3
or	
DRA 207 Theatre in Western Culture . . . . .	3

Total Semester Hours      7

### SECOND YEAR

#### *First Term*

Foreign Language . . . . .	3
Humanities . . . . .	3
Mathematics . . . . .	3
History . . . . .	3
SPE 115 Phonetics of American English . . . . .	3
DRA 200 Theatre Production . . .	1
HPR Physical Education . . . . .	1

Total Semester Hours      17

#### *Second Term*

Foreign Language . . . . .	3
History . . . . .	3
Physical or Natural Science . . . . .	4
DRA 260 Contemporary Drama OR	
DRA 265 History of the Theatre	3
**DRA 200 Theatre Production . . .	1
HPR Physical Education . . . . .	1

Total Semester Hours      15

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

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

## COURSES OF INSTRUCTION DRAMA

- DRA 200 THEATRE PRODUCTION** 1 semester hour  
Participation by the student as actor or technician in the major dramatic and musical production of the college. May be repeated up to 4 hours.
- DRA 207 THEATRE IN WESTERN CULTURE – HUMANITIES** 3 semester hours  
A course designed to present a general approach to the development of the theatre arts in western culture through an historical and contemporary study of dramaturgy.
- DRA 251 STAGECRAFT** 3 semester hours  
Course designed to investigate the principles of stagecraft, lighting, props and set construction.
- DRA 252 DIRECTING** 3 semester hours  
Course designed to investigate the problems of choosing and analyzing the script, casting, rehearsal, costuming, makeup, organization and management of the education theatre. Prerequisites: DRA 251, 254, and 255.
- DRA 253 MAKEUP FOR STAGE AND TELEVISION** 3 semester hours  
The theoretical and practical application of all types of straight and character makeup for the stage and television.
- DRA 254 PANTOMIME** 3 semester hours  
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.
- DRA 255 ACTING** 3 semester hours  
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.
- DRA 256 SET DESIGN** 3 semester hours  
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. Prerequisite: DRA 251.
- DRA 260 CONTEMPORARY DRAMA** 3 semester hours  
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.

## **DRA 265 HISTORY OF THE THEATRE**

**3 semester hours**

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

### **DEPARTMENT OF MUSIC** **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 performing organization each term.

### **PRE-MUSIC EDUCATION**

Music education majors are required to take three techniques classes to be chosen from Mus 119, 120, 121, or 122. It is advisable that an instrumental music education major study three instruments outside his own principal area. Vocal majors may choose any three. Music education majors are required to participate in at least one performing organization each term.

### **MUSIC ACTIVITIES**

The following music activities are open to all students of the College, either for credit or on a non-credit basis with the instructor's approval: College Singers, (Mus 126), Chamber Choir (Mus 128), Opera Workshop (Mus 130), Jazz Ensemble (Mus 134), Symphonic Band (Mus 136), Broward Symphony Orchestra (Mus 138).

### **CURRICULUM FOR PRE-MUSIC** **(Applied Music Major in Performance)**

#### *General Education*

English 101, 102 ..... 6  
History 101, 102 ..... 6

#### *Music*

Music 111, 112, 211, 212 ..... 8  
Music 113, 114, 213, 214 ..... 4

\*Foreign Language  
 (Voice and Organ Majors) . . . 12  
 OR  
 Social Science . . . . . 6  
 AND  
 Natural Science . . . . . 7  
 HPR . . . . . 2

Music 115, 116, 215, 216 . . . . . 4  
 Applied Music Major  
     Sequence of Mus 180, 190, 280,  
     and 290 Numbers . . . . . 12  
 Applied Music Secondary  
     Sequence of Mus 140, 150, 240,  
     and 250 Numbers. . . . . 4  
 Music Activity . . . . . 4  
 Music 209, 210 . . . . . 4

Total Semester Hours   26-27

Total Semester Hours   40

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

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

### FIRST YEAR

#### *First Term*

Eng 101 Composition . . . . . 3  
 Mus 111 Elementary Harmony . . . 2  
 Mus 113 Sight Singing . . . . . 1  
 Mus 115 Ear & Keyboard Dev. . . 1  
 Mus 180 Applied Music . . . . . 3  
 Mus 140 Applied Music Secondary 1  
 Mus Activity . . . . . 1  
 HPR Physical Education . . . . . 1

Total Semester Hours   13

#### *Second Term*

Eng 102 Composition . . . . . 3  
 Foreign Language or Soc. Sci. . . 3  
 Mus 112 Elementary Harmony . . . 2  
 Mus 114 Sight Singing . . . . . 1  
 Mus 116 Ear & Keyboard Dev. . . 1  
 Mus 190 Applied Music . . . . . 3  
 Mus 150 Applied Music Secondary 1  
 Mus Activity . . . . . 1  
 HPR Physical Education . . . . . 1

Total Semester Hours   16

### SUMMER TERM III-A or III-B

Language or Soc. Sci. . . . . 3  
 History 101 . . . . . 3

Total Semester Hours   6

### SECOND YEAR

#### *First Term*

Mus 211 Advanced Harmony . . . 2  
 Mus 213 Sight Singing . . . . . 1  
 Mus 215 Ear & Keyboard Dev. . . 1  
 Mus 280 Applied Music . . . . . 3

#### *Second Term*

Mus 212 Advanced Harmony . . . 2  
 Mus 214 Sight Singing . . . . . 1  
 Mus 216 Ear & Keyboard Dev. . . 1  
 Mus 290 Applied Music . . . . . 3



**Fine Arts****Courses - Music Education**

Mus 240 Applied Music Secondary 1	
Mus Activity. . . . .	1
Mus 209 Music History & Lit. . . .	2
Foreign Language or Science . . .	3
His 102 . . . . .	3

Total Semester Hours      17

Mus 250 Applied Music Secondary 1	
Mus Activity. . . . .	1
Mus 210 Music History & Lit. . . .	2
Foreign Language or Lab. Sci. . .	3-4

Total Semester Hours      14-15

## CURRICULUM FOR PRE-MUSIC EDUCATION

### *General Education*

Eng 101, 102 . . . . .	6
History 101, 102 . . . . .	6
HPR . . . . .	2
Science. . . . .	7
Math . . . . .	3
Psychology 201 . . . . .	3

Total Semester Hours      27

### *Music*

Mus 111, 112, 211, 212 . . . . .	8
Mus 113, 114, 213, 214 . . . . .	4
Mus 115, 116, 215, 216 . . . . .	4
Applied Principal	
Sequence of 160, 170, 260	
and 270 Numbers. . . . .	8
*Applied Secondary	
Sequence of 142,152,242,252	4
Music Activity. . . . .	4
Techniques Classes (3 selected	
from Mus 119,120,121,122) . .	3
Mus 209, 210 . . . . .	4

Total Semester Hours      39

\*See footnotes on next page

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

### FIRST YEAR

#### *First Term*

Eng 101 Composition. . . . .	3
Mus 111 Elementary Harmony. . .	2
Mus 113 Sight Singing . . . . .	1
Mus 115 Ear & Keyboard Dev. . .	1
Mus 160 Applied Music . . . . .	2
Mus 140 Applied Music Secondary 1	
Mus Activity. . . . .	1
Mus Techniques Class. . . . .	1
HPR Physical Education. . . . .	1

Total Semester Hours      13

#### *Second Term*

Eng 102 Composition. . . . .	3
Mus 112 Elementary Harmony. . .	2
Mus 114 Sight Singing . . . . .	1
Mus 116 Ear & Keyboard Dev. . .	1
Mus 170 Applied Music . . . . .	2
Mus 150 Applied Music Secondary 1	
Mus Activity. . . . .	1
Mus Techniques Class . . . . .	1
HPR Physical Education. . . . .	1

Total Semester Hours      13

## SUMMER TERMS

<i>III-A or III-B</i>		<i>III-A or III-B</i>	
His 101.....	3	Psy 201.....	3
Lab Sci.....	4	His 102.....	3
<b>Total Semester Hours</b>	<b>7</b>	<b>Total Semester Hours</b>	<b>6</b>

## SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
Mus 211 Advanced Harmony....	2	Mus 212 Advanced Harmony....	2
Mus 213 Sight Singing .....	1	Mus 214 Sight Singing .....	1
Mus 215 Ear & Keyboard Dev. . .	1	Mus 216 Ear & Keyborad Dev. . .	1
Mus 260 Applied Music .....	2	Mus 270 Applied Music .....	2
Mus 240 Applied Music Secondary	1	Mus 250 Applied Music Secondary	1
Mus Activity.....	1	Mus 210 Music History & Lit. . .	2
Mus Techniques Class.....	1	Mus Activity.....	1
Mus 209 Music History & Lit. . .	2	Science.....	3
Math .....	3		
<b>Total Semester Hours</b>	<b>14</b>	<b>Total Semester Hours</b>	<b>13</b>

\* Students with principal applied area in piano may elect another secondary area.

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

## MUSIC ACTIVITIES

- MUS 126 COLLEGE SINGERS** **1 semester hour**  
Open to all college students by audition. Three rehearsals weekly. May be taken four times for transfer credit.
- MUS 128 CHAMBER CHOIR** **1 semester hour**  
Corequisite: Membership in College Singers. Small choral group whose members are selected by the director through audition. Three rehearsals weekly. May be taken four times for transfer credit.
- MUS 130 OPERA WORKSHOP** **1 semester hour**  
Open to all college students by audition. The study and performance of opera literature. May be taken four times for transfer credit.

**MUS 134 JAZZ ENSEMBLE****1 semester hour**

Corequisite: Membership in the Symphonic Band or Broward Symphony Orchestra. Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit.

**MUS 136 SYMPHONIC BAND****1 semester hour**

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

**MUS 138 BROWARD SYMPHONY ORCHESTRA****1 semester hour**

Open to students, faculty and members of the community who play an orchestral instrument. Chairs assigned by conductor through audition. May be taken four times for transfer credit.

## **COURSES OF INSTRUCTION MUSIC**

**MUS 111 ELEMENTARY HARMONY****2 semester hours**

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

**MUS 112 ELEMENTARY HARMONY****2 semester hours**

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

**MUS 113 SIGHT SINGING****1 semester hour**

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

**MUS 114 SIGHTSINGING****2 semester hours**

Continued examination of basic sightsinging techniques with emphasis on diatonic materials. One class period weekly. Prerequisite: Mus 113.

**MUS 115 EAR AND KEYBOARD DEVELOPMENT****1 semester hour**

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

**MUS 116 EAR AND KEYBOARD DEVELOPMENT****1 semester hour**

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

**MUS 117 PIANO CLASS****1 hour each semester**

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

- MUS 118 PIANO CLASS** **1 hour each semester**  
Continuation of Mus 117. Fundamentals of piano technique. Two hours weekly. Prerequisite: Mus 117. Corequisite: Mus 111, 112, 211 or 212.
- MUS 119 BRASS CLASS** **1 semester hour**  
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: Mus 111, 112, 211 or 212.
- MUS 120 WOODWIND CLASS** **1 semester hour**  
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: Mus 111, 112, 211 or 212.
- MUS 121 STRING CLASS** **1 semester hour**  
Development of elementary performing skill on a string instrument. Basic study of all string instruments. Examine literature and teaching techniques for group instruction of young students. Corequisite: Mus 111, 112, 211 or 212.
- MUS 122 PERCUSSION CLASS** **1 semester hour**  
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: Mus 111, 112, 211 or 212.
- MUS 123 VOICE CLASS** **1 semester hour**  
Fundamentals of voice production and building of solo repertoire. Two hours weekly. Corequisite: Mus 111, 112, 211 or 212.
- MUS 200 FUNDAMENTAL SKILLS IN MUSIC** **3 semester hours**  
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.
- MUS 207 MUSIC IN WESTERN CULTURE – HUMANITIES** **3 semester hours**  
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.

- MUS 209 MUSIC HISTORY AND LITERATURE** 2 semester hours  
A chronological approach to music history with emphasis on major composers and their works from Renaissance through Contemporary periods. Two hours weekly. Recommended for second year students.
- MUS 210 MUSIC HISTORY AND LITERATURE** 2 semester hours  
Continuation of Mus 209 with emphasis on music literature and style. 2 hours weekly. Recommended for second year students.
- MUS 211 ADVANCED HARMONY** 2 semester hours  
Basic study in musical analysis, with emphasis on music of the Eighteenth and Nineteenth Century. Three class periods weekly. Prerequisite: Mus 112.
- MUS 212 ADVANCED HARMONY** 2 semester hours  
Continuation of basic study in musical analysis, with emphasis on music of the late Eighteenth and Nineteenth Century. Three class periods weekly. Prerequisite: Mus 211.
- MUS 213 SIGHTSINGING** 1 semester hour  
An examination of sightsinging techniques, with emphasis on chromatic materials. One class period weekly. Prerequisite: Mus 114.
- MUS 214 SIGHTSINGING** 1 semester hour  
An examination of sightsinging techniques, with emphasis on chromatic materials. One class period weekly. Prerequisite: Mus 213.
- MUS 215 EAR AND KEYBOARD DEVELOPMENT** 1 semester hour  
Advanced studies in aural perception and its practical application to the keyboard. One class period weekly. Prerequisite: Mus 116.
- MUS 216 EAR AND KEYBOARD DEVELOPMENT** 1 semester hour  
Advanced studies in aural perception in practical application to the keyboard. One class period weekly. Prerequisite: Mus 215.
- MUS 217 PIANO CLASS** 1 semester hour  
Continuation of Mus 118. Two hours weekly. Prerequisite: Mus 118. Corequisite: Mus 111, 112, 211 or 212.
- MUS 218 PIANO CLASS** 1 semester hour  
Continuation of Mus 217. Two hours weekly. Prerequisite: Mus 217. Corequisite: Mus 111, 112, 211 or 212.



## **APPLIED MUSIC – INDIVIDUAL INSTRUCTION**

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

### **Secondary Applied Music Area**

*First Year      Second Year*

*I    II    I    II*

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

One half hour lesson weekly and  
one hour practice daily.

**Credit, 1 semester hour**

### **Principal Applied Music Area**

*First Year      Second Year*

*I    II    I    II*

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

One hour lesson weekly and two  
hours practice daily.

**Credit, 2 semester hours**

### **Major Applied Performing Area**

*First Year      Second Year*

*I    II    I    II*

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

One hour lesson weekly and three  
hours practice daily.

**Credit, 3 semester hours**



## DIVISION OF HEALTH, PHYSICAL EDUCATION, AND RECREATION

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

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 at the College Bookstore.

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

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

### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 101 Composition . . . . . 3	ENG 102 Composition . . . . . 3
Social Science . . . . . 3	Social Science . . . . . 3
BIO 100 Modern Biology . . . . . 3	CHE 107 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

**Health, Physical Education & Recreation**  
**Physical Education**

HPR Activity . . . . .	1
Elective . . . . .	3

Total Semester Hours 17

HPR Activity . . . . .	1
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Total Semester Hours 16

**SECOND YEAR**

*First Term*

Humanities . . . . .	3
BIO 150 Botany and BIO 151	
BIO Lab . . . . .	4
SOC 211 General Sociology . . . .	3
HPR 151 Personal Hygiene . . . .	3
HPR Activity . . . . .	1
Elective . . . . .	3

Total Semester Hours 17

*Second Term*

Humanities . . . . .	3
BIO 160 General Zoology . . . .	3
BIO 161 General Zoology Lab . .	1
HPR 251 Community Health . . .	3
HPR 152 First Aid & Safety . . .	3
HPR Activity . . . . .	1
Elective . . . . .	3

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

**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 Phys. Educa'n	3
**HPR 143 Physical Education	
Laboratory . . . . .	1

Total Semester Hours 14

*Second Term*

ENG 102 or 104 Composition . .	3
BIO 160 General Zoology and	
BIO 161 Bio Lab OR	
CHE 107 Chemistry for General	
Education AND	
CHE 108 Chemistry for General	
Education Lab. . . . .	4
Social Science . . . . .	3
HPR 152 First Aid & Safety. . . .	3
HPR 153 Intro. to Recreation . .	3
HPR 144 Skills & Techniques of	
Folk, Social Dance - PhysEd	
Lab . . . . .	1

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.

\*\*HPR 143, HPR 243, HPR 247, Men Majors only. 144 (Men and Women) Coed-Majors only.

## SECOND YEAR

### *First Term*

Humanities . . . . .	3
*BIO 150 General Botany and BIO 151 BOT Lab OR	
PHY 130 Physics & PHY 131 . . . .	4
**HPR 151 Personal Hygiene . . . .	3
HPR 243 Physical Education Laboratory . . . . .	1
Electives . . . . .	6

Total Semester Hours      17

### *Second Term*

Humanities . . . . .	3
*MTH 100 General Education College Mathematics OR	
MTH 131 Basic College Math . . . .	3
HPR 154 Sport Officiating . . . . .	3
**HPR 247 Physical Education Laboratory . . . . .	1
SPE 100 Intro. to Speech . . . . .	3
PSY 201 General Psychology . . . .	3

Total Semester Hours      16

## 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.

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

## SUGGESTED PROGRAM FOR 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

#### *Second Term*

ENG 102 or 104 Composition . . . .	3
CHE 107 Chemistry for General Education AND	
CHE 108 Chemistry for General Education Lab OR	
BIO 160 General Zoology and	



**Health, Physical Education & Recreation**  
**Physical Education**

**HPR 139 Skills and Techniques of Golf and Tennis . . . . .	1
HPR 125 Gymnastics, Tumbling . .	1

Total Semester Hours      15

BIO 161 Bio Lab 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

Total Semester Hours      17

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

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

## SECOND YEAR

### *First Term*

Humanities . . . . .	3
HPR 151 Personal Hygiene. . . . .	3
**HPR 239 Skills & Techniques of Volleyball and Basketball . . . .	1
SPE 100 Introductory Speech . . .	3
SOC 211 General Sociology . . . . .	3
HPR 154 Sport Officiating . . . . .	3
HPR 144 Skills & Techniques of Folk & Social Dancing. . . . .	1

Total Semester Hours      17

### *Second Term*

Humanities . . . . .	3
*MTH 100 General Education College Mathematics OR MTH 131 Basic College Math . . . .	3
**HPR 240 Skills & Techniques of Hockey and Soccer . . . . .	1
HPR Electives . . . . .	7
PSY 201 General Psychology . . . .	3

Total Semester Hours      17

## RECOMMENDED ELECTIVES

PSY 211 Child Psychology  
 PSY 212 Adolescent Psychology  
 EDU 250 Introduction to Education  
 EDU 251 Education Psychology  
 PHY 130 Physics  
 CHE 107 Chemistry for General Education  
 CHE 108 Chemistry for General Education Lab

## SUGGESTED PROGRAM FOR PRE-RECREATION (A.A. Degree)

### FIRST YEAR

<i>First Term</i>		<i>Second Term</i>	
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
Total Semester Hours	13	Total Semester Hours	16

### Term III-A

***EDU 083 Children's Literature . .	3
Total Semester Hours	3

### SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
*MTH 131 Basic College Math. . . . .	3	PSY 201 General Psychology . . . . .	3
Science with Lab. . . . .	4	Science with Lab . . . . .	4
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
Total Semester Hours	17	Total Semester Hours	17

\* MTH 131 required at Florida State University.

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

AREA I	ENG 101, 102
AREA II	MUS 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

<b>*HPR 101 ARCHERY</b>	<b>1 semester hour</b>
Coeducational. Fee \$3.00.	
<b>HPR 103 CASTING AND ANGLING</b>	<b>1 semester hour</b>
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.	
<b>HPR 104 BOWLING</b>	<b>1 semester hour</b>
Coeducational. Fee \$18.00.	
<b>*HPR 105 DANCE (Modern)</b>	<b>1 semester hour</b>
Women only.	
<b>HPR 106 DANCE (Social)</b>	<b>1 semester hour</b>
Coeducational.	
<b>*HPR 107 DANCE (Folk and Square)</b>	<b>1 semester hour</b>
Coeducational.	
<b>*HPR 108 FENCING</b>	<b>1 semester hour</b>
Coeducational.	
<b>*HPR 109 BEGINNING GOLF</b>	<b>1 semester hour</b>
Coeducational.	
<b>*HPR 110 BEGINNING GYMNASTICS</b>	<b>1 semester hour</b>
(Tumbling & Trampoline)	
Men only.	
<b>HPR 111 HORSEMANSHIP</b>	<b>1 semester hour</b>
Coeducational. Fee \$20.00.	

\*HPR Activity Courses require a \$2.00 general lock and towel fee.

<b>HPR 112 BEGINNING SWIMMING</b> Coeducational. Fee \$4.00.	<b>1 semester hour</b>
<b>HPR 113 INTERMEDIATE SWIMMING</b> Coeducational. Fee \$4.00.	<b>1 semester hour</b>
<b>*HPR 114 BEGINNING TENNIS</b> Coeducational.	<b>1 semester hour</b>
<b>*HPR 117 RECREATIONAL GAMES</b> Coeducational.	<b>1 semester hour</b>
<b>*HPR 120 INTERMEDIATE MODERN DANCE</b> Floor work — center of floor work and barre work. Prerequisite: HPR 105.	<b>1 semester hour</b>
<b>*HPR 121 VOLLEYBALL AND BASKETBALL</b> Women only.	<b>1 semester hour</b>
<b>*HPR 122 CONDITIONING</b> Women only.	<b>1 semester hour</b>
<b>*HPR 123 FIELD HOCKEY</b> Women only.	<b>1 semester hour</b>
<b>*HPR 124 SOCCER, SPEEDBALL AND SOFTBALL</b> Women only.	<b>1 semester hour</b>
<b>*HPR 125 BEGINNING GYMNASTICS AND TUMBLING</b> Women only.	<b>1 semester hour</b>
<b>*HPR 128 HANDBALL AND PADDLEBALL</b> Women only.	<b>1 semester hour</b>

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

**Health, Physical Education & Recreation  
Courses**

- \*HPR 131 BASKETBALL AND VOLLEYBALL** 1 semester hour  
Men only.
- \*HPR 132 SOFTBALL AND SPEEDBALL** 1 semester hour  
Men only.
- \*HPR 133 FLAG FOOTBALL AND SOCCER** 1 semester hour  
Men only.
- \*HPR 134 HANDBALL AND PADDLE BALL** 1 semester hour  
Men only. (Students supply own gloves.)
- \*HPR 135 CONDITIONING** 1 semester hour  
Men only.
- \*HPR 136 WEIGHT TRAINING** 1 semester hour  
Men only.
- \*HPR 137 UNARMED DEFENSE** 2 semester hours  
Introduction to different areas of selfdefense developing fundamental knowledge of defense tactics and restraints. Law enforcement students only.
- HPR 138 SKEET AND TRAP SHOOTING** 1 semester hour  
Fundamentals of Skeet and Trap Shooting and Hunter Safety Training Course. Coeducational. Fee \$40.00.
- \*HPR 139 SKILLS AND TECHNIQUES OF GOLF AND TENNIS** 1 semester hour  
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.
- \*HPR 140 UNARMED DEFENSE** 1 semester hour  
Introduction to different areas of self-defense at developing fundamental knowledge of defense tactics and restraints.
- HPR 141 BEGINNING BASIC SAILING** 1 semester hour  
The basic course includes certain fundamentals and techniques of seamanship and sail handling as would be necessary for safe, enjoyable

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



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.

**HPR 142 BEGINNING WATER SKIING** **1 semester hour**

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

**\*HPR 143 PHYSICAL EDUCATION LAB** **1 semester hour**

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)

**\*HPR 144 SKILLS AND TECHNIQUES OF SOCIAL AND FOLK DANCING** **1 semester hour**

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.

**\*HPR 148 BEGINNING WRESTLING** **1 semester hour**

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.

**HPR 150 INTRODUCTION TO PHYSICAL EDUCATION** **3 semester hours**

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.

**HPR 151 PERSONAL HYGIENE AND COMMUNITY HEALTH** **3 semester hours**

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

**HPR 152 FIRST AID AND SAFETY** **3 semester hours**

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.

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

**Health, Physical Education & Recreation**  
**Courses**

- HPR 153 INTRODUCTION TO RECREATION** 3 semester hours  
Acquaints the individual with the recreation organization and opportunities for leaders in this field.
- HPR 154 SPORT OFFICIATING** 3 semester hours  
Men only. Theory and practice of officiating in elected sports. Field work in intramural activities.
- HPR 155 SPORT OFFICIATING** 3 semester hours  
Women only. Theory and practice of officiating in elected sports. Practice in intramural activity.
- \*HPR 201 INTERMEDIATE ARCHERY** 1 semester hour  
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.
- HPR 204 INTERMEDIATE BOWLING** 1 semester hour  
Prerequisite: HPR 104 or instructor approval. Coeducational. Fee \$18.00.
- HPR 205 CONTEMPORARY DANCE** 1 semester hour  
Composition with respect to form, design, dynamics and rhythm. Prerequisite: HPR 105, 120.
- HPR 209 INTERMEDIATE GOLF** 1 semester hour  
Coeducational. Prerequisite: HPR 109 or instructor approval.
- \*HPR 210 INTERMEDIATE GYMNASTICS** 1 semester hour  
Men only.
- \*HPR 214 INTERMEDIATE TENNIS** 1 semester hour  
Coeducational. Prerequisite: HPR 114 or instructor approval.
- \*HPR 220 DANCE COMPOSITION** 1 semester hour  
Principles of composition, student choreography and performance of solo and group compositions required. Prerequisite: HPR 105, 120, 205. (Women only.)
- \*HPR 225 INTERMEDIATE GYMNASTICS** 1 semester hour  
Women only.
- \*HPR 236 INTERMEDIATE WEIGHT TRAINING** 1 semester hour  
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 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.

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

- \*HPR 239 SKILLS AND TECHNIQUES OF VOLLEYBALL AND BASKETBALL** 1 semester hour  
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.
- \*HPR 240 SKILLS AND TECHNIQUES OF HOCKEY AND SOCCER** 1 semester hour  
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.
- HPR 241 INTERMEDIATE SAILING** 1 semester hour  
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.
- HPR 242 INTERMEDIATE WATER SKIING** 1 semester hour  
Course designed for advanced slaloming, trick skiing, barefoot skiing. Prerequisite: Water Skiing 142, or experienced on slalom. Coeducational. Fee \$35.00.
- \*HPR 242 PHYSICAL EDUCATION LAB** 1 semester hour  
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.)
- HPR 244 SENIOR LIFE SAVING AND ADVANCED SURVIVAL** 1 semester hour  
Instructor's approval required. Coeducational. Fee \$4.00.
- HPR 245 INSTRUCTOR COURSE (Swimming)** 1 semester hour  
Instructor's approval required. Prerequisite: HPR 244. Coeducational. Fee \$4.00.
- HPR 246 SCUBA DIVING** 1 semester hour  
Instructor's approval required. Coeducational. Fee \$25.00.
- \*HPR 247 PHYSICAL EDUCATION LAB** 1 semester hour  
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.)

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

**\*HPR 248 INTERMEDIATE WRESTLING**

**1 semester hour**

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.

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

**DIVISION OF MATHEMATICS AND SCIENCE**

**Biological Science**

**Mathematics and Physics**

**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, Asal, Aurand, Bishop, Bockstege, Cassell Chesser, Chinoy, Clement, Comes, Condon, DeYampert, Dunne, Dyer, Foss, Fritze, Guinn, Haire, Hamilton, Henderson, Holmes, Holmberg, Martin, Medusky, Nelms, Northcutt, Perfect, Reagan, Sivik, Spahn, Sullivan, Van-Arsdall, 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. A 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 151, Biology 160, Biology 161.* Biology majors should start their sequence with this option. These *five* courses should be planned with an advisor of the biology programs.
- OPTION III**      *Biology 095, (NT) Introduction to Natural Science.* A course designed to correct deficiencies and/or refine the student's Natural Science background. The Counseling Service should be consulted prior to enrollment in this course.

Introduction to Natural Science 095 is designed for local credit. It will not be acceptable as a substitute for a college transfer course that will count toward the junior college Associate of Arts Degree; and it will probably not be acceptable by other institutions as counting toward a four-year college degree.

## 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. Physics 130 is for non-science majors and technical students. 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.

**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 mathematics will be placed in MTH 091. The exceptions to this may 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 mathematics.

**Basic Mathematics Communications 092:** Students who place in the thirty-first to the fiftieth percentiles on the Florida Twelfth Grade Test in mathematics will be placed in MTH 092. The exception may be students who score 300 or over on the Florida Twelfth Grade Test and have a high school cumulative grade point average in mathematics of 2.5 or over.



## 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 PROGRAM FOR PRE-ASTRONOMY (A.A. Degree)

The students 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*

ENG 101 Composition . . . . . 3  
GER 101 Elementary German . . . 3  
HIS 101 World Civilization . . . . 3  
MTH 132 College Algebra . . . . . 3  
HPR Physical Education . . . . . 1

Total Semester Hours . . . 13

##### *Second Term*

ENG 104 Composition (Scientific) 3  
GER 102 Elementary German . . . 3  
HIS 102 World Civilization . . . . 3  
MTH 133 Pre-Calculus Math. . . . 5  
MTH 191 Slide Rule Mathematics 1  
HPR Physical Education . . . . . 1

Total Semester Hours . . . 16

#### Term III-A

ENG 201 World Literature . . . . . 3  
Humanities . . . . . 3

Total Semester Hours . . . . 6

#### SECOND YEAR

##### *First Term*

AST 101 Astronomy I . . . . . 3  
BIO 100 Modern Biology . . . . . 3

##### *Second Term*

AST 102 Astronomy II . . . . . 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** 3 semester hours  
Descriptive, non-mathematical study of the solar system and astronomical methods of general interest. Three hours weekly and additional evening observing sessions.
- AST 102 ASTRONOMY II** 3 semester hours  
Continuation of Astronomy I. Consideration given primarily to objects and events beyond the solar system in our galaxy and in other galaxies. Three hours weekly.

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

#### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 101 Composition. . . . . 3	ENG 102 or 104 Composition . . . 3
*MTH 133 Pre-Calculus Math. . . . 5	MTH 231 Calculus . . . . . 5
CHE 131 General Chemistry . . . . 3	CHE 132 General Chemistry. . . . 3
FRE 101 Elementary French (or GER 101)**. . . . . 3	CHE 134 General Chemistry Lab 1
BIO 105 Biology Lab . . . . . 1	FRE 102 Elementary French (or GER 102). . . . . 3
HPR Physical Education. . . . . 1	HPR Physical Education. . . . . 1
Total Semester Hours . . . . 16	Total Semester Hours . . . . 16

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

\*\*University of Florida requires German.

#### Summer Terms

Term III-A	Term III-B
CHE 133 General Chemistry . . . . 3	Humanities. . . . . 3
CHE 135 General Chemistry Lab. 1	Social Science . . . . . 3
Humanities . . . . . 3	
Total Semester Hours . . . . 7	Total Semester Hours . . . . 6

## SECOND YEAR

### *First Term*

***CHE 221 Organic Chemistry . . . .	3
CHE 223 Organic Chemistry Lab .	1
BIO 150 General Botany . . . . .	3
BIO 151 General Botany Lab . . .	1
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 . . . .	3
CHE 224 Organic Chemistry Lab .	1
BIO 160 General Zoology . . . . .	3
BIO 161 General Zoology Lab . . .	1
Foreign Language (French 202 or German 202) . . . . .	3
Social Science . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 15

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

## COURSES OF INSTRUCTION BIOLOGY

### **BIO 095 (NT) INTRODUCTION TO NATURAL SCIENCE**

**3 semester hours**

An elementary science course designed to improve the skills of the student who has had difficulty understanding science. This course will help the student learn the language, and the framework of ideas in science and will increase the student's word meaning, idea grasping and reading ability. An assigned counselor's approval is required.

### **BIO 100 MODERN PRINCIPLES OF BIOLOGY**

**3 semester hours**

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. (See BIO 105)

### **BIO 105 MODERN PRINCIPLES OF BIOLOGY LABORATORY**

**1 semester hour**

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. One two-hour period weekly. Fee \$7.00.

### **\*BIO 115 PARAMEDICAL SCIENCE I**

**4 semester hours**

An integration of physical, chemical and biological subjects presented in support of the allied health technician in training. Anatomy, physiology, and microbiology are introduced in a sequence coordinated with the allied health programs. Corequisite: BIO 105.

- \*BIO 116 PARAMEDICAL SCIENCE II** 4 semester hours  
A continuation of Paramedical Science I. Lectures are timed and presented in support of the allied health programs. Corequisite: BIO 117.
- \*BIO 117 PARAMEDICAL SCIENCE II LABORATORY** 1 semester hour  
Laboratory Experiments to accompany BIO 116. Prerequisite BIO 115 and BIO 105. Corequisite BIO 116. One two hour period weekly. Fee \$7.00.
- BIO 120 MAN AND ENVIRONMENT** 3 semester hours  
Offered over public TV in cooperation with Miami-Dade Junior College. The evolving nature of man and his value system, the trend toward urbanization of large populations and the consequent environmental pollution. Does not meet requirements for General Education Science.
- BIO 150 GENERAL BOTANY** 3 semester hours  
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 hours weekly. Pre or corequisite: BIO 105. Corequisite BIO 151.
- BIO 151 GENERAL BOTANY LABORATORY** 1 semester hour  
Laboratory Experiments and field trips to accompany BIO 150. Pre or corequisite BIO 105 and corequisite BIO 150. One two hour period weekly. Fee \$7.00.
- BIO 160 GENERAL ZOOLOGY** 3 semester hours  
Basic course pertaining to the development, anatomy, physiology, ecology and natural relationships of the animal kingdom. Pre or corequisite: BIO 105. Corequisite BIO 161.
- BIO 161 GENERAL ZOOLOGY LABORATORY** 1 semester hour  
Laboratory Experiments and field trips to accompany BIO 160. Prerequisites or corequisite BIO 105. One two-hour period weekly. Corequisite BIO 160. Fee \$7.00.
- BIO 250 PRINCIPLES OF MARINE LABORATORY** 3 semester hours  
Introduction to marine life involving identification of organisms and the nature of their environment. Collection trips and laboratory study relate to economic applications. Prerequisites: BIO 150-151 and 160-161 or instructor approval. Corequisite BIO 251.

\*This course may or may not be acceptable for transfer to an upper division college.

**BIO 251 MARINE BIOLOGY LABORATORY**

**1 semester hour**

Field trips and Laboratory Experiments to accompany BIO 250. Prerequisite BIO 150, 151 and 160-161 or instructor approval. One two-hour period weekly. Corequisite BIO 250. Fee \$7.00.

**SUGGESTED PROGRAM FOR PRE-CHEMISTRY (A.A. Degree)**

**FIRST YEAR**

*First Term*

ENG 101 Composition.....	3
CHE 131 General Chemistry . . .	3
*MTH 133 Pre-Calculus Math. . . .	5
GER 101 Elementary German . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 15

*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

\*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**

**3 semester hours**

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.

### **CHE 108 CHEMISTRY FOR GENERAL EDUCATION LABORATORY**

**1 semester hour**

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.

### **\*CHE 115 PARAMEDICAL SCIENCE III**

**2 semester hours**

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.

### **CHE 131 GENERAL CHEMISTRY**

**3 semester hours**

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

### **CHE 132 GENERAL CHEMISTRY**

**3 semester hours**

Further development of the principles of modern chemistry introduced in CHE 131 including the descriptive chemistry of familiar elements and their compounds. Prerequisite: CHE 131. Corequisite: CHE 134.

### **CHE 133 GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS**

**3 semester hours**

The third segment of the sequence CHE 131, 132, 133. Continued development of modern chemical principles. Course completes requirements for General Chemistry and is a prerequisite to further chemistry courses. Prerequisite: CHE 132 and CHE 134. Corequisite: CHE 135.

### **CHE 134 GENERAL CHEMISTRY LABORATORY**

**1 semester hour**

Laboratory experiments to accompany CHE 132. One three-hour period weekly. Prerequisite: CHE 131. Corequisite: CHE 132. Fee \$7.00.

\*This course may or may not be transferable to an upper division college.

**CHE 135 GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS LABORATORY**

**1 semester hour**

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 \$7.00.

**CHE 221, 222 ORGANIC CHEMISTRY**

**3 semester hours each**

Study of the structures, preparations, and reactions of various classes of hydrocarbons and their derivatives, these reactions being interpreted and unified in the light of modern electronic theory. Course is integrated in organization taking up aliphatic and aromatic compounds together. 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.

**CHE 223, 224 ORGANIC CHEMISTRY LABORATORY**

**1 semester hour each**

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 \$12.00 each course.

**SUGGESTED PROGRAM FOR PRE-ENGINEERING (A.A. Degree)**

**FIRST YEAR**

*First Term*

CHE 131 General Chemistry . . . . 3  
ENG 101 Composition . . . . . 3  
\*MTH 133 Pre-Calculus Math . . . . 5  
EGR 101 Engineering Drawing . . 3  
HPR Physical Education . . . . . 1

Total Semester Hours . . . . 15

*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**

**Term III-A**

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

Total Semester Hours . . . . 7

**Term III-B**

Social Science. . . . . 3  
Area 5 (Other than F) . . . . . 3

Total Semester Hours . . . . 6

## SECOND YEAR

<i>First Term</i>	<i>Second Term</i>
Humanities or	<b>**MTH 235 Differential</b>
Social Science (b). . . . . 3	Equations (d) . . . . . 3
MTH 232 Calculus . . . . . 5	PHY 211 General Physics. . . . . 4
PHY 210 General Physics. . . . . 4	Humanities. . . . . 3
HPR Physical Education. . . . . 1	HPR Physical Education. . . . . 1
<b>**MTH 234 Linear Algebra (c) . . . . 3</b>	<b>PHY 250 Analytical Mechanics(e) 3</b>
Total Semester Hours . . . . 16	Total Semester Hours . . . . 14

- \* Students who are not prepared to begin with MTH 133 can expect to spend an extra term for each mathematics course preceding MTH 133.
- \*\* 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 3 semester hours**

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. Corequisite: MTH 131. Six hours weekly. Offered at night in Term I. Not offered Term III.

### **EGR 105 DESCRIPTIVE GEOMETRY 3 semester hours**

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. Six hours weekly. Offered at night in Term II. Not offered Term III.

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

### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 101 Composition . . . . . 3	ENG 102 or 104 Composition . . . 3
MTH 131 Basic College Math . . . 3	MTH 132 College Algebra . . . . . 3
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 . . . . 14

### SUMMER TERMS

<i>Term III-A</i>	<i>Term III-B</i>
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

<i>First Term</i>	<i>Second Term</i>
Social Science . . . . . 3	Social Science . . . . . 3
MTH 133 Pre-Calculus Math . . . 5	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 . . . . 17	Total Semester Hours . . . . 14

## COURSES OF INSTRUCTION GEOLOGY

### GY 105 PHYSICAL GEOLOGY

3 semester hours

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.



**GY 106 PHYSICAL GEOLOGY LABORATORY** **1 semester hour**

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 \$7.00.

**GY 110 HISTORICAL GEOLOGY** **4 semester hours**

Study of the geologic record, including life forms, from pre-Cabrian to the present. Course embraces a study of geologic maps, orogenic history, stratigraphy and fossils. Some elementary field work is done. Three hours lecture and one two-hour laboratory weekly. Prerequisites GY 105 and GY 106. Fee \$7.00.

**SUGGESTED PROGRAM FOR PRE-MATHEMATICS (A.A. Degree)**

**FIRST YEAR**

*First Term*

*Second Term*

ENG 101 Composition . . . . . 3	ENG 102 or 104 Composition . . . 3
*MTH 133 Pre-Calculus Math . . . . 5	MTH 231 Calculus . . . . . 5
GER 101 German(or FRE101) . . . 3	Social Science . . . . . 3
Social Science . . . . . 3	GER 102 German(or FRE 102) . . 3
MTH 191 Slide Rule Math . . . . . 1	HPR Physical Education . . . . . 1
HPR Physical Education . . . . . 1	
Total Semester Hours . . . . 16	Total Semester Hours . . . . 15

**SUMMER TERMS**

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

\*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.

## SECOND YEAR

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

## COURSES OF INSTRUCTION MATHEMATICS

### **MTH 091 (NT) COMMUNICATIONS IN MATHEMATICS** **3 semester hours**

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.

### **MTH 092 (NT) INTERMEDIATE MATHEMATICS** **3 semester hours**

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.

### **MTH 100 GENERAL EDUCATION COLLEGE MATHEMATICS** **3 semester hours**

General Education course recommended for students not planning to major in mathematics of 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.

### **MTH 131 BASIC COLLEGE MATHEMATICS** **3 semester hours**

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. Prerequisite: one year of high school algebra with a grade of "C" or better or successful completion of MTH 092.

### **MTH 132 COLLEGE ALGEBRA** **3 semester hours**

Topics in the theory and methods of college algebra, designed to supplement previous courses in mathematics and to provide the first semester of a two-semester sequence in pre-calculus mathematics. Prerequisite: MTH 131 or two years of high school algebra with grade of "C" or better, or recommendation of the Mathematics Department.

**\*MTH 133 PRE-CALCULUS MATHEMATICS** **5 semester hours**

A continuation of MTH 132, including topics from trigonometry and analytic geometry and advanced topics in algebra, to prepare the students for Calculus. Prerequisite: MTH 132 or recommendation of the Mathematics Department.

**MTH 136 COMPUTER MATHEMATICS** **3 semester hours**

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 hours weekly, supplemented by ten hours of individual laboratory time. Prerequisite or corequisite: MTH 132. Fee \$7.00.

**MTH 171 TECHNICAL ALGEBRA** **3 semester hours**

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.

**\*MTH 172 TECHNICAL TRIGONOMETRY** **3 semester hours**

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.

**MTH 191 SLIDE RULE MATHEMATICS** **1 semester hour**

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.

**MTH 231 and 232 CALCULUS** **5 hours each semester**

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.

\*No more than five hours credit will be given for trigonometry and analytic geometry.

## **MTH 234 LINEAR ALGEBRA**

**3 semester hours**

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.

## **MTH 235 DIFFERENTIAL EQUATIONS**

**3 semester hours**

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

## **SUGGESTED PROGRAM FOR PRE-PHYSICS (A.A. Degree)**

### **FIRST YEAR**

#### *First Term*

ENG 101 Composition . . . . .	3
CHE 131 General Chemistry . . . .	3
MTH 133 Pre-Calculus Math. . . . .	5
GER 101 Elementary German . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 15

#### *Second Term*

ENG 102 or 104 Composition . . . .	3
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

Total Semester Hours . . . . 4

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

Social Science . . . . .	6
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Total Semester Hours . . . . 6

### **SECOND YEAR**

#### *First Term*

MTH 232 Calculus . . . . .	5
PHY 210 General Physics. . . . .	4
Humanities . . . . .	3
GER 201 Intermediate German . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 16

#### *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

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.

## **COURSES OF INSTRUCTION PHYSICS**

**\*PHY 115 PARAMEDICAL SCIENCE IV** **2 semester hours**

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.

**PHY 130 PHYSICS** **3 semester hours**

General Physics course accompanied by an optional laboratory. Contents: Mechanics, Electricity, and Magnetism. Intended for students in general education and technical fields. Students majoring in a technical field should take PHY 131 concurrently with PHY 130.

**PHY 131 PHYSICS LABORATORY** **1 semester hour**

Laboratory which meets for two hours per week for the purpose of demonstrating and verifying the theories of mechanics, electricity and magnetism. The concept of heat is introduced and experiments are performed to illustrate this concept. Prerequisite or Corequisite for PHY 131: PHY 130. Fee — \$7.00.

**PHY 201 and 202 INTERMEDIATE PHYSICS** **4 hours each semester**

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 hours lecture 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 \$7.00 each course.

**PHY 210 and 211 GENERAL PHYSICS** **4 hours each semester**

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 hours lecture and one two-hour laboratory weekly. Prerequisite or co-requisite 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 \$7.00 each course.

**PHY 250 ANALYTICAL MECHANICS** **3 semester hours**

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. Prerequisite: PHY 210. Prerequisite or corequisite: MTH 235 and PHY 211.

\*This course may or may not be transferrable to an upper division college.

## COURSE OF INSTRUCTION STATISTICS

### STA 221 ELEMENTARY STATISTICS

3 semester hours

First course in statistical methods dealing with such topics as collecting, grouping, and presenting data; measures of central tendency and variation; theoretical distributions; probability; tests of hypotheses, regression, and correlation. Prerequisite: Any college mathematics course or two years of high school algebra with grade of "C" or better.

## DIVISION OF SOCIAL SCIENCES

**Education**  
**Geography**  
**History**

**Philosophy**  
**Political Science**  
**Psychology**

**Religion**  
**Sociology**

Cauffiel, Division Chairman; Bunch, Department Head of History, Geography, Political Science, Philosophy; Branca, Department Head of Behavioral Sciences; Barton, Brown, Clark, Crispo, Dinnen, English, Green, Greene, Handleman, Harper, Maureen Hart, Michael Hart, Hays, Hillard, Jackson, Jamagin, Jones, Kidd, Koch, Oakes, Ratliff, Redding, Rebstock, Roberts, Ryan, Schindeler, Schmerler, Theriault, Walker, 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 PROGRAM FOR PRE-ELEMENTARY EDUCATION (A.A. Degree)**

### **FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
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	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**

<i>First Term</i>	<i>Second Term</i>
ART 207 – Art Appreciation OR	SOC 211 – General Sociology . . . 3
MUS 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 299 – Perspectives in Edu. . 3	Language . . . . . 3
Humanities . . . . . 3	HPR – Physical Education . . . . . 1
HPR – Physical Education . . . . . 1	
Total Semester Hours . . . . 16	Total Semester Hours . . 16-17

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

### FIRST YEAR

#### *First Term*

ENG 101 – Composition . . . . .	3
**HIS 101 or PSC 121 . . . . .	3
BIO 100 – Modern Biology . . . . .	3
BIO 105 – Modern Biology Lab . .	1
Language . . . . .	3
HPR – Physical Education . . . . .	1

Total Semester Hours . . . . 14

#### *Second Term*

ENG 102 or 104 – Composition . .	3
**HIS 102 or PSC 122 . . . . .	3
MTH 100 – General Education College Mathematics OR	
MTH 131 – Basic College Math . .	3
PSY 201 – General Psychology . .	3
Language . . . . .	3
HPR – Physical Education . . . . .	1

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 50 and 51 of this catalog.

### SECOND YEAR

#### *First Term*

SOC 211 – General Sociology . . .	3
SPE 100 – Intro. to Speech . . . .	3
EDU 299 – Perspectives in Edu. . .	3
Science . . . . .	3-4
Language . . . . .	3
HPR – Physical Education . . . . .	1

Total Semester Hours . . 16-17

#### *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

Total Semester Hours . . . . 16

## **COURSES OF INSTRUCTION EDUCATION**

**EDU 081 EARLY CHILDHOOD EDUCATION** **3 semester hours**

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.

**EDU 082 PRE-SCHOOL ACTIVITIES** **3 semester hours**

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.

**EDU 083 CHILDREN'S LITERATURE** **3 semester hours**

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.

**EDU 210 AUDIO VISUAL AIDS** **3 semester hours**

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.

**EDU 140 INTRODUCTION TO TESTS  
AND MEASUREMENTS** **3 semester hours**

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.

**EDU 251 EDUCATIONAL PSYCHOLOGY** **3 semester hours**

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

**EDU 299 PERSPECTIVES IN EDUCATION** **3 semester hours**

A study of the principles of American education with emphasis on Historical, Philosophical, and Sociological bases of education and their impact on curriculum development. Every student must satisfy a research requirement for the course.

## COURSES OF INSTRUCTION GEOGRAPHY

### **GEO 101 INTRODUCTION TO GEOGRAPHY** 3 semester hours

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.

### **GEO 201 REGIONAL GEOGRAPHY OF THE WESTERN WORLD** 3 semester hours

Study of geographical characteristics, area relationships, and major problems of the Western World's component regions limited to Europe, North and South America, and the Caribbean.

### **GEO 202 REGIONAL GEOGRAPHY OF THE NON-WESTERN WORLD** 3 semester hours

Study of geographical characteristics, area relationships, and major problems of the Non-western World's component regions with emphasis on Africa, Asia, Australia, and the Soviet Union.

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

### FIRST YEAR

#### *First Term*

ENG 101 – Composition . . . . .	3
HIS 101 – World Civilization . . . . .	3
MTH 131 – Basic College Mathematics . . . . .	3
Language . . . . .	3
HPR – Physical Education . . . . .	1

Total Semester Hours . . . . 13

#### *Second Term*

ENG 102 – Composition . . . . .	3
HIS 102 – World Civilization . . . . .	3
SPE 100 – Introductory Speech . . . . .	3
Language . . . . .	3
Natural Science . . . . .	3
HPR – Physical Education . . . . .	1

Total Semester Hours . . . . 16

### TERM III-A or III-B

Natural Science . . . . . 4

Total Semester Hours . . . . 4

### SECOND YEAR

#### *First Term*

HIS 201 – History of the U.S. . . . .	3
Humanities . . . . .	3
Language . . . . .	3
Elective . . . . .	3
Elective . . . . .	3
HPR – Physical Education . . . . .	1

Total Semester Hours . . . . 16

#### *Second Term*

HIS 202 – History of the U.S. . . . .	3
Humanities . . . . .	3
Language . . . . .	3
Elective . . . . .	3
Elective . . . . .	3
HPR – Physical Education . . . . .	1

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 – Regional Geography of  
the Western World  
GEO 202 – Regional Geography of  
the non-Western World  
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 Anthro-  
pology

†When not taken as part of humanities requirement.

**COURSES OF INSTRUCTION**  
**HISTORY**

- HIS 101 WORLD CIVILIZATION** 3 semester hours  
Cultural history of the world from the appearance of man to the mid-seventeenth century.
- \*HIS 101-H WORLD CIVILIZATION** 3 semester hours  
Stresses analytic, critical, and humanistic aspects of the cultural history of the world from the appearance of man to the seventeenth century.
- HIS 102 WORLD CIVILIZATION** 3 semester hours  
Continuation of HIS 101 to the present. Special emphasis upon expansion of the West.
- \*HIS 102-H WORLD CIVILIZATION** 3 semester hours  
Stresses analytic, critical, and ideological aspects of the cultural history of the world from the mid-seventeenth century to the present.

**HIS 111 THE TWO AMERICAS FROM  
1492 TO 1830**

**3 semester hours**

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.

**HIS 112 THE TWO AMERICAS FROM  
1830 TO PRESENT**

**3 semester hours**

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.

**HIS 201 HISTORY OF THE UNITED STATES**

**3 semester hours**

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

**\*HIS 201-H HISTORY OF THE UNITED STATES**

**3 semester hours**

Stresses the economic, political, aesthetic, and materialistic achievements of the United States from colonization through the Civil War.

**HIS 202 HISTORY OF THE UNITED STATES**

**3 semester hours**

Survey of the History of the United States since the end of the Reconstruction era. Prerequisite: Sophomore standing or instructor approval.

**\*HIS 202-H HISTORY OF THE UNITED STATES**

**3 semester hours**

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.

**HIS 205 HISTORY OF THE AFRO-AMERICAN**

**3 semester hours**

A survey of the Afro-American beginning with his arrival in Colonial America until the present time. Emphasis will be placed on his economic, political and cultural development, and his contributions to our present society.

\*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**

**3 semester hours**

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.

- PHI 260 INTRODUCTION TO PHILOSOPHY** **3 semester hours**  
 Consideration of fundamental questions which man asks and some of the answers which he proposes. Prerequisite: Sophomore standing.
- PHI 263 ETHICS** **3 semester hours**  
 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.

## SUGGESTED PROGRAM FOR PRE-POLITICAL SCIENCE (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 . . . . .	3
HIS 101 World Civilization. . . . .	3
ENG 102 Composition. . . . .	3
Humanities. . . . .	3
PSC 122 State & Local Gov't . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 16

### 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. . . . .	3
PHI 263 Ethics	
ENG 222 English Literature. . . . .	3
Science. . . . .	3-4
Language . . . . .	3
PSY 201 General Psychology . . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . 16-17

## COURSES OF INSTRUCTION POLITICAL SCIENCE

- PSC 121 NATIONAL GOVERNMENT** **3 semester hours**  
Study of theory, principles, and institutions involved in the American National Government.
- PSC 122 STATE & LOCAL GOV'T.** **3 semester hours**  
Study of the principles and institutions of American State and Local Government.

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

#### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
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 Bio. . 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

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

#### SECOND YEAR

<i>First Term</i>	<i>Second Term</i>
SOC 211 Gen. Sociology . . . . . 3	PSY 202 Adv. Gen. Psychology . . 3
ART 207 Art Appreciation OR	STA 221 Elementary Statistics . . 3
MUS 207 Music Appreciation. . . . 3	Science. . . . . 3-4
PSY 201 General Psychology . . . . 3	Language . . . . . 3
SPE 100 Intro. to Speech. . . . . 3	Humanities. . . . . 3
Language . . . . . 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 Consulting Staff or Psychology Department before selecting psychology as an academic major.

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

## **COURSES OF INSTRUCTION PSYCHOLOGY**

### **\*PSY 100 HUMAN RELATIONS IN BUSINESS AND INDUSTRY** **3 semester hours**

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.

### **\*PSY 101 PSYCHOLOGY OF ADJUSTMENT** **3 semester hours**

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.

### **PSY 201 GENERAL PSYCHOLOGY** **3 semester hours**

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

### **PSY 202 ADVANCED GENERAL PSYCHOLOGY** **3 semester hours**

The rationale, methods, and application of the scientific analysis of behavior. Emphasis is placed on the lawfulness of behavior. How behavioral laws are found and used in the modification of behavior. Prerequisite: PSY 201.

### **PSY 211 CHILD PSYCHOLOGY** **3 semester hours**

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.

### **PSY 212 ADOLESCENT PSYCHOLOGY** **3 semester hours**

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

### **PSY 221 APPLIED PSYCHOLOGY** **3 semester hours**

Study of psychological principles as applied to everyday living and working. Emphasis given to psychology in its relation to business, industry, advertising, selling, health, education, law, and criminology.



## PSY 238 SOCIAL PSYCHOLOGY

3 semester hours

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.

\*These courses may not transfer to senior institutions as psychology courses but they will transfer as electives.

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

### FIRST YEAR

#### *First Term*

ENG 101 Composition . . . . .	3
BIO 100 Modern Biology . . . . .	3
BIO 105 Modern Biology Lab . . .	1
*HIS 101 or PSC 121 . . . . .	3
Language . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 14

#### *Second Term*

ENG 102 Composition . . . . .	3
MTH 131 Basic College Math . . .	3
BIO 150 General Botany and	
BIO 151 Botany Lab, OR	
BIO 160 General Zoology and	
BIO 161 Zoology Lab . . . . .	4
Language . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 14

### Term 3A or 3B

SPE 100 Intro. to Speech . . . . .	3
*HIS 102 or PSC 122 . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 7

### SECOND YEAR

#### *First Term*

Humanities . . . . .	3
MTH 132 Contemporary College	
Algebra . . . . .	4
REL 240 World Religions . . . . .	3
Language . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 14

#### *Second Term*

Humanities . . . . .	3
REL 142 New Testament	
History . . . . .	3
Elective . . . . .	3
Language . . . . .	3
PSY 201 General Psychology . . .	3

Total Semester Hours . . . . 15

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

## COURSES OF INSTRUCTION RELIGION

- REL 121 THE OLD TESTAMENT** **3 semester hours**  
Reading the English Bible in various documents, and examining selected source material, with emphasis on its cultural importance today.
- REL 141 OLD TESTAMENT HISTORY** **3 semester hours**  
Cultural history of the Hebrew people to the third century B.C. Prerequisites: Advanced standing or approval.
- REL 142 NEW TESTAMENT HISTORY** **3 semester hours**  
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.
- REL 205 INTRODUCTION TO THE STUDY OF RELIGION** **3 semester hours**  
An introduction to the study of religion as an academic discipline. The focus of the course is on religion, not religions; the attempt is made to acquaint the student with the problems and issues ever present in the understanding of religious phenomena in the experience of man.
- REL 240 WORLD RELIGIONS** **3 semester hours**  
Primarily an ideological examination of the world's most popular religions. Prerequisite: Advanced standing or approval.

### \*SUGGESTED PROGRAM FOR PRE-SOCIAL WELFARE (A.A. Degree)

#### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 101 Composition . . . . . 3	ENG 102 or 104 Composition . . . 3
**HIS 101 World Civilization or	**HIS 102 World Civilization or
HIS 111 The Two Americas	HIS 112 The Two Americas from
from 1492-1830 . . . . . 3	1830-present . . . . . 3
MTH 131 Basic College Math . . . 3	CHE 131 General Chemistry . . . 3
Language . . . . . 3	Language . . . . . 3
HPR Physical Education . . . . . 1	HPR Physical Education . . . . . 1
Total Semester Hours . . . 13	Total Semester Hours . . . 13

\* 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.

## SUMMER TERMS

BIO 160 General Zoology. . . . .	4
PSC 121 National Government. . .	3

Total Semester Hours . . . . . 7

## SECOND YEAR

### *First Term*

Humanities. . . . .	3
SOC 211 General Sociology. . . . .	3
PSY 201 General Psychology. . . . .	3
*Elective . . . . .	3
Language . . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 16

### *Second Term*

PHI 260 Introduction to Philosophy . . . . .	3
PHI 263 Ethics . . . . .	3
**SOC 221 Social Problems. . . . .	3
SOC 231 The Family . . . . .	3
STA 221 Elementary Statistics . .	3
Language . . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 16

\* 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.

## COURSES OF INSTRUCTION SOCIOLOGY

### **SOC 201 INTRODUCTION TO ANTHROPOLOGY** **3 semester hours**

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.

### **SOC 211 GENERAL SOCIOLOGY** **3 semester hours**

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.

### **SOC 212 SOCIAL ORGANIZATIONS** **3 semester hours**

A study of the institutions of our society and how our society is organized. Special emphasis is on theories of social organization, social change, and the exploration of each institution in our society. Prerequisite: SOC 211.

### **SOC 221 SOCIAL PROBLEMS** **3 semester hours**

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

**SOC 222 CRIMINOLOGY**

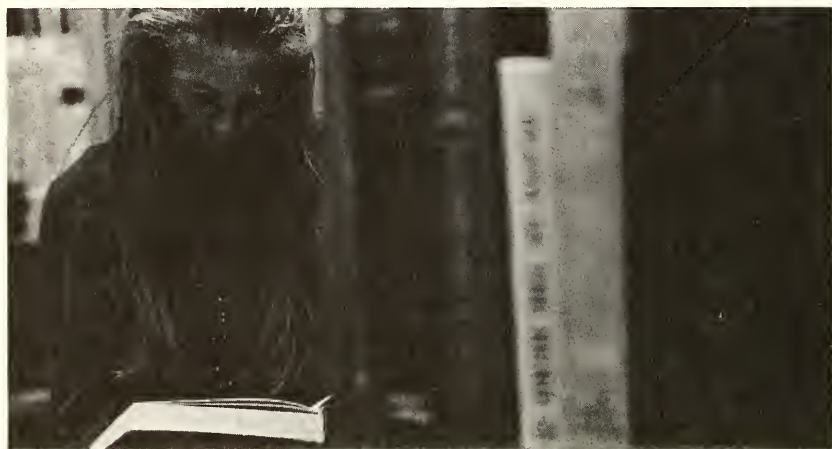
**3 semester hours**

A study of crime and criminal behavior, and its causes and related effects on society, with emphasis given to criminal theory and the sociological implications of criminal behavior. Prerequisite: SOC 211.

**SOC 231 THE FAMILY**

**3 semester hours**

Study of the institution of the family utilizing cross-cultural preliterate types; the background, evolution and current structure of the American family.



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

<b>Course</b>	<b>Hours Credit</b>
EDU 081 – Early Childhood Education* . . . . .	3
EDU 082 – Pre-School Activities* . . . . .	3
EDU 083 – Children's Literature* . . . . .	3
EDU 299 – Perspectives in 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 Community 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 in Science 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. A. Completion of 25 to 39 hours of professional work:
  - BA 101, 102, or 201 . . . . . 6 semester hours
  - BA 242 . . . . . 3 semester hours
  - BA 245 . . . . . 3 semester hours
  - EDU 299 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 Community 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.

### **SECRETARIAL TEACHER AIDE PROGRAM** **(A.S. Degree)**

#### **FIRST YEAR**

##### *First Term*

ENG 101 Composition . . . . .	3
HIS 101 World Civilization . . . . .	3
TA 110 or EDU 210 . . . . .	3
BA 101 or 102 Typing . . . . .	3
HPR Physical Education . . . . .	1
BA 121 Accounting Survey . . . . .	3
<b>Total Semester Hours . . . .</b>	<b>16</b>

##### *Second Term*

ENG 103 or 104 Composition . . . .	3
HIS 102 World Civilization . . . . .	3
HPR 152 First Aid Safety . . . . .	3
BA 102 or 201 Typing . . . . .	3
HPR Physical Education . . . . .	1
MTH 100 or 131 . . . . .	3
<b>Total Semester Hours . . . .</b>	<b>16</b>

#### **TERM III-A or III-B**

BIO 100 Modern Principles

of Biology . . . . . 3

SPE 100 Introductory Speech . . 3

Total Semester Hours . . . . . 6

## SECOND YEAR

### *First Term*

BA 111 or 112 Shorthand . . . . .	3
PSY 101 Psychology of Adjustment . . . . .	3
EDU 299 Perspectives in Edu. . . . .	3
BA 242 Transcribing Machines . . . . .	3
ENG 201 World Literature . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 16

### *Second Term*

BA 112 or 211 Shorthand . . . . .	3
EDU 251 Educational Psychology . . . . .	3
TA 210 Seminar in Teacher Aide Education . . . . .	5
TA 220 Practicum for Secretarial Teacher Aide . . . . .	4
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 16

## TERM III-A or III-B

ART 207 Art Appreciation . . . . .	3	MU 207 Music Appreciation . . . . .	3
Total Semester Hours . . . . .		6	

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

**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 299 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 Community 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 50-51 and fulfill the requirements as presented in item 3 above.

**TEACHER AIDE PROGRAM (A.S. Degree)**

**FIRST YEAR**

*First Term*

*Second 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

ENG 103 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 III-A or III-B**

ART 207 Art Appreciation . . . . 3
Total Semester Hours . . . . 6

SOC 211 General Sociology . . . . 3
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**SECOND YEAR**

*First Term*

*Second Term*

REL 240 World Religion . . . . . 3
SPE 100 Introductory Speech . . . 3
EDU 299 Perspectives in Edu. . . . 3
PSY 211 Child Psychology. . . . . 3
HPR Physical Education . . . . . 1
Total Semester Hours . . . . 16

PSY 212 Adolescent Psychology. . 3
EDU 251 Educational Psychology 3
TA 210 Seminar in Teacher Aide Education . . . . . 5
TA 220 Practicum for Teacher Aide
HPR Physical Education . . . . . 1
Total Semester Hours . . . . 16

## COURSES OF INSTRUCTION TEACHER AIDE

- TA 110 AUDIO VISUAL AIDES** **3 semester hours**  
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.
- TA 120 SEMINAR IN TESTING, GRADING, AND RECORDING TECHNIQUES** **3 semester hours**  
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.
- TA 210 SEMINAR IN TEACHING AIDE EDUCATION** **5 semester hours**  
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.
- TA 220 PRACTICUM FOR TEACHER AIDE** **4 semester hours**  
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.

## PRE-PROFESSIONAL PROGRAMS

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

#### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 101 Composition . . . . . 3	ENG 102 or 104 Composition . . . 3
BIO 100 Modern Biology . . . . . 3	BIO 150 General Botany . . . . . 3
BIO 105 Biology Lab . . . . . 1	BIO 151 General Botany Lab . . . 1
MTH 131 Basic College Math . . . 3	MTH 132 College Algebra . . . . . 3
CHE 131 General Chemistry . . . 3	CHE 132 General Chemistry . . . 3
HPR Physical Education . . . . . 1	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
Social Science . . . . . 3
Total Semester Hours . . . . 7

**SECOND YEAR***First Term*

BIO 160 General Zoology . . . . .	3
BIO 161 General Zoology Lab . . .	1
MTH 133 Pre-Calculus Math . . . .	5
Humanities . . . . .	3
Social Science . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 16

*Second Term*

PHI 161 Logic . . . . .	3
Humanities . . . . .	3
ECO 190 Introduction to Economics . . . . .	3
HPR Physical Education . . . . .	1
Area 5 (Other than F) . . . . .	3

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 PROGRAM FOR PRE-ARCHITECTURE  
(A.A. Degree)**

**FIRST YEAR***First Term*

ENG 101 Composition . . . . .	3
BIO 100 Botany . . . . .	3
BIO 105 Principles of BIO Lab . . .	1
MTH 132 Contemporary College Algebra . . . . .	3
ART 101 Drawing . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 14

*Second Term*

ENG 102 or 104 Composition . . .	3
BIO 150 Botany . . . . .	3
BIO 151 Botany Lab . . . . .	1
ART 106 Basic Design . . . . .	3
HPR Physical Education . . . . .	1
MTH 133 Pre-Calculus Math . . . .	5

Total Semester Hours . . . . 16

**SUMMER TERMS****TERM III-A or III-B**

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

*Second Term*

ART 208 Art History I . . . . .	3
PHY 202 Intermediate Physics . . .	4
Humanities . . . . .	3



Social Science . . . . . 3  
 HPR Physical Education. . . . . 1

Total Semester Hours . . . . 16

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 PROGRAM FOR PRE-BUILDING CONSTRUCTION (A.A. Degree)**

#### **FIRST YEAR**

##### *First Term*

ENG 101 Composition . . . . . 3  
 BIO 100 Modern Biology . . . . . 3  
 BIO 105 Biology Lab . . . . . 1  
 MTH 132 College Algebra . . . . . 3  
 DP 101 Fund. of Data Processing 3  
 HPR Physical Education. . . . . 1

Total Semester Hours . . . . 14

##### *Second Term*

ENG 102 or 104 Composition . . . 3  
 Social Science . . . . . 3  
 MTH 133 Pre-Calculus . . . . . 5  
 BA 101 Elem. Typing. . . . . 3  
 HPR Physical Education. . . . . 1

Total Semester Hours . . . . 15

#### **SUMMER TERMS**

##### **TERM III-A**

CC 100 Materials and Processes . . 3  
 Social Science . . . . . 3

Total Semester Hours . . . . 6

##### **TERM III-B**

GY 105 Physical Geology. . . . . 3  
 Humanities. . . . . 3  
 HPR Physical Education. . . . . 1

Total Semester Hours . . . . 7

#### **SECOND YEAR**

##### *First Term*

EGR 101 Engineering Drawing . . 3  
 MTH 231 Calculus . . . . . 5  
 PHY 201 Intermediate Physics. . . 4  
 BA 221 Principles of Accounting. 3  
 HPR Physical Education . . . . . 1

Total Semester Hours . . . . 16

##### *Second Term*

PHY 202 Intermediate Physics. . . 4  
 BA 245 Business Communications 3  
 Humanities. . . . . 3  
 Area 5 (other than F). . . . . 3  
 MTH 232 Calculus . . . . . 5

Total Semester Hours . . . . 18

THE TECHNICAL COURSES LISTED IN THIS PROGRAM WILL BE ACCEPTED BY THE UNIVERSITY OF FLORIDA AT THIS TIME BUT MAY NOT BE ACCEPTED BY OTHER INSTITUTIONS.

**SUGGESTED PROGRAM FOR PRE-CHIROPRACTIC (A.A. Degree)****FIRST YEAR***First Term*

ENG 101 Composition . . . . .	3
HIS 111 The Americas OR	
PSC 121 National Government . .	3
BIO 100 Mod. Prin. of Biology . .	3
BIO 105 Biology Laboratory . . .	1
CHE 131 General Chemistry. . . .	3
MTH 131 Basic College Math . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 17

*Second Term*

ENG 102 or 104 Composition . . .	3
HIS 112 The Americas OR	
PSC 122 State & Local Gov't. . .	3
BIO 160 General Zoology . . . . .	3
BIO 160 General Zoology Lab . . .	1
SPE 100 Intro. to Speech. . . . .	3
CHE 132 General Chemistry. . . .	3
CHE 134 Gen. Chem. Lab. . . . .	1

Total Semester Hours . . . . 17

**SUMMER TERMS****Term III-A**

PHI 260 Intro. to Philosophy. . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 4

**Term III-B**

CHE 133 General Chemistry and Qualitative Analysis. . . . .	3
CHE 135 Gen. Chem. and Qual. Analysis Lab . . . . .	1

Total Semester Hours . . . . 4

**SECOND YEAR***First Term*

CHE 221 Organic Chemistry. . . .	3
CHE 223 Organic Chemistry Lab. 1	
PSY 201 General Psychology . . .	3
Humanities (Lit.) . . . . .	3
ECO 190 Intro. to Economics . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 14

*Second Term*

CHE 222 Organic Chemistry. . . .	3
CHE 224 Organic Chemistry Lab. 1	
Humanities (Music) . . . . .	3
SOC 211 General Sociology . . . .	3
Humanities (Art) . . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 14

TOTAL . . . . . 70

**SUGGESTED PROGRAM FOR PRE-DENTAL  
(A.A. Degree)**

See Suggested Program under Pre-Medical

## SUGGESTED PRE-CHILD DEVELOPMENT IN HOME ECONOMICS (A.A. Degree)

### FIRST YEAR

#### *First Term*

Foreign Languages . . . . .	3
ENG 101 English Composition. . .	3
MTH 131 Basic College Math . . .	3
BIO 100 Mod. Prin. of Biology . . . . .	3
BIO 105 Mod. Prin. of Biology Lab. . . . .	1
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 14

#### *Second Term*

Foreign Language. . . . .	3
ENG 102 English Composition. . .	3
CHE 107 Chemistry for General Education . . . . .	3
GEO 201 World Regional Geography. . . . .	3
HIS 101 World Civilization. . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 16

### SUMMER TERMS

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

PSY 201 General Psychology . . . .	3
SOC 211 General Sociology . . . . .	3

Total Semester Hours . . . . 6

### SECOND YEAR

#### *First Term*

Foreign Language. . . . .	3
ART 150 Introduction to Drawing Media . . . . .	3
MUS 111 Elementary Harmony . . .	2
SOC 221 Social Problems. . . . .	3
NTR 261 Nutrition in the Schools . . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 15

#### *Second Term*

Foreign Language . . . . .	3
PSY 211 Child Psychology . . . . .	3
ART 207 Art Appreciation . . . . .	3
MUS 112 Elementary Harmony . . .	2
MUS 207 Music in Western Culture or DRA 207 Theatre in Western Culture . . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 15

For students who complete the Language Requirement (Intermediate Level) in two terms, or less, suggested courses are HIS 102, ENG 230, ENG 231, ART 152.

**SUGGESTED PROGRAM FOR PRE-FASHION DESIGN IN  
HOME ECONOMICS (A.A. Degree)**

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
Foreign Language . . . . . 3	Foreign Language . . . . . 3
ENG 101 English Composition. . . 3	ENG 102 English Composition. . . 3
ART 106 Design I . . . . . 3	MTH 131 Basic College Math . . . 3
CHE 107 Chemistry for General Education. . . . . 3	ART 107 Design II. . . . . 3
CHE 108 Chemistry for General Education Lab . . . . . 1	ART 273 Advertising Design . . . 3
HPR Physical Education. . . . . 1	HPR Physical Education. . . . . 1
Total Semester Hours . . . . 14	Total Semester Hours . . . . 16

**Term II-A or II-B**

HIS 101 World Civilization. . . . . 3
PSY 201 General Psychology . . . . 3
Total Semester Hours . . . . . 6

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
Foreign Language . . . . . 3	Foreign Language . . . . . 3
ECO 251 Principles of Economics. . . . . 3	ENG 230 American Literature . . . 3
HIS 102 World Civilization. . . . . 3	ART 272 Illustration . . . . . 3
ART 207 Art Appreciation . . . . . 3	ECO 252 Principles of Economics. . . . . 3
BIO 100 Modern Principles of Biology . . . . . 3	SOC 231 The Family . . . . . 3
HPR Physical Education. . . . . 1	HPR Physical Education. . . . . 3
Total Semester Hours . . . . 16	Total Semester Hours . . . . 16

For students who complete the Language Requirement (Intermediate Level) in two terms, or less, suggested courses are ART 101, ART 102, ART 205, SOC 211.

## SUGGESTED PROGRAM FOR PRE-FASHION MERCHANDISING IN HOME ECONOMICS (A.A. Degree)

### FIRST YEAR

#### *First Term*

Foreign Language . . . . .	3
ENG 101 English Composition. . .	3
ART 106 Design I . . . . .	3
CHE 107 Chemistry for General Education. . . . .	3
CHE 108 Chemistry for General Education Lab . . . . .	1
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 14

#### *Second Term*

Foreign Language. . . . .	3
ENG 102 English Composition. . .	3
MTH 131 Basic College Math. . . .	3
ART 107 Design II. . . . .	3
ART 273 Advertising Design . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 16

### Term III-A or III-B

HIS 101 World Civilization . . . . .	3
PSY 201 General Psychology . . . .	3

Total Semester Hours . . . . 6

### SECOND YEAR

#### *First Term*

Foreign Language . . . . .	3
BIO 100 Modern Principles of Biology . . . . .	3
ECO 251 Principles of Economics. . . . .	3
BA 221 Principles of Accounting . . . . .	3
ART 207 Art Appreciation . . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours      16

#### *Second Term*

Foreign Language . . . . .	3
ART 272 Illustration . . . . .	3
ECO 252 Principles of . . . . . Economics. . . . .	3
ENG 230 American Literature. . .	3
BA 271 Merchandising . . . . .	3
HPR Physical Education	1

Total Semester Hours      16

For students who complete the Language Requirement (Intermediate Level), in two terms, or less, suggested courses are HIS 102, SOC 211, SOC 231.



## SUGGESTED PROGRAM FOR PRE-HOME ECONOMICS AND PRE-HOME ECONOMICS EDUCATION (A.A. Degree)

### FIRST YEAR

#### *First Term*

Foreign Language . . . . .	3
ENG 101 English Composition. . .	3
MTH 131 Basic College Math. . . .	3
CHE 131 General Chemistry . . . .	3
HIS 101 World Civilization. . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 16

#### *Second Term*

Foreign Language. . . . .	3
ENG 102 English Composition. . .	3
CHE 132 General Chemistry. . . .	3
CHE 134 General Chemistry Lab. 1	
HIS 102 World Civilization. . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 14

### Term III-A or III-B

PSY 201 General Psychology . . . .	3
ENG 230 American Literature	
or	
ENG 231 American Literature . . .	3

### SECOND YEAR

#### *First Term*

Foreign Language. . . . .	3
CHE 133 General Chemistry and Qual. Analysis. . . . .	3
CHE 135 General Chemistry and Qual. Analysis Lab . . . . .	1
ART 106 Design I. . . . .	3
ART 207 Art Appreciation . . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 14

#### *Second Term*

Foreign Language. . . . .	3
ART 107 Basic Design . . . . .	3
ART 210 Interior Design . . . . .	3
ECO 251 Principles of Economics. . . . .	3
NTR 261 Nutrition in the Schools . . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 16

For students who complete the Language Requirement (Intermediate Level) in two terms, or less, suggested courses are BIO 100, SOC 211, SOC 231.

## SUGGESTED PROGRAM FOR PRE-FOOD AND NUTRITION SCIENCE (A.A. Degree)

### FIRST YEAR

#### *First Term*

Foreign Language . . . . .	3
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#### *Second Term*

Foreign Language. . . . .	3
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ENG 101 English Composition. . . 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 . . . . 14

ENG 102 English Composition. . . 3  
 CHE 131 General Chemistry. . . . 3  
 STA 221 Elementary Statistics . . 3  
 HIS 101 World Civilization. . . . . 3  
 HPR Physical Education. . . . . 3

Total Semester Hours . . . . 16

### Term III-A or III-B

HIS 102 World Civilization . . . . 3  
 ENG 230 American Literature  
 or  
 ENG 231 American Literature . . . 3

Total Semester Hours . . . . 6

## SECOND YEAR

### *First Term*

Foreign Language . . . . . 3  
 CHE 132 General Chemistry . . . 3  
 CHE 134 Gen. Chem. Lab . . . . 1  
 ECO 251 Principles of  
 Economics. . . . . 3  
 NTR 261 Nutrition in  
 the Schools . . . . . 3  
 MTH 132 College Algebra . . . . 3  
 HPR Physical Education. . . . . 1

Total Semester Hours . . . . 17

### *Second Term*

Foreign Language . . . . . 3  
 CHE 133 General Chem and  
 Qual. Analysis . . . . . 3  
 CHE 135 General Chem. and  
 Qual. Analysis Lab. . . . . 1  
 ART 207 Art Appreciation or  
 MUS 207 Music in Western Culture  
 or  
 DRA 207 Theatre in Western  
 Culture . . . . . 3  
 PSY 201 General Psychology . . . 3  
 HPR Physical Education. . . . . 1

Total Semester Hours . . . . 14

For students who complete the Language Requirement (Intermediate Level) in two terms, or less, suggested courses are SOC 211, MTH 133, PHY 201.

## SUGGESTED PROGRAM FOR PRE-FORESTRY (A.A. Degree) MAJOR IN FOREST PRODUCTS TECHNOLOGY

### FIRST YEAR

#### *First Term*

ENG 101 Composition. . . . . 3

#### *Second Term*

ENG 102 or 104 Composition . . . 3

## Pre-Professional Programs

CHE 131 General Chemistry . . . . 3  
MTH 132 College Algebra . . . . . 3  
EGR 101 Engineering Drawing . . 3  
HPR Physical Education . . . . . 1

Total Semester Hours . . . . 13

CHE 132 General Chemistry . . . . 3  
CHE 134 General Chemistry Lab . 1  
EGR 105 Descriptive Geometry . . 3  
HPR Physical Education . . . . . 1  
MTH 133 Pre-Calculus Math . . . . 5

Total Semester Hours . . . . 16

## SUMMER TERMS

### Term III-A or III-B

\*\*Humanities . . . . . 3  
\*\*Social Science . . . . . 3

Total Semester Hours . . . . 6

## SECOND YEAR

### First Term

CHE 133 General Chemistry . . . . 3  
CHE 135 General Chemistry Lab . 1  
MTH 231 Calculus . . . . . 5  
\*PHY 210 General Physics . . . . . 4  
HPR Physical Education . . . . . 1  
AREA 5 (Other than F) . . . . . 3

Total Semester Hours . . . . 17

### Second Term

\*\*Humanities . . . . . 3  
MTH 232 Calculus . . . . . 5  
\*PHY 211 General Physics . . . . . 4  
HPR Physical Education . . . . . 1  
Social Science . . . . . 3

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 PROGRAM FOR PRE-FORESTRY (A.A. Degree) MAJOR IN FORESTRY AND WILDLIFE

## FIRST YEAR

### First Term

ENG 101 Composition . . . . . 3  
CHE 131 General Chemistry . . . . 3  
MTH 132 College Algebra . . . . . 3  
BIO 150 General Botany . . . . . 3  
BIO 151 General Botany Lab . . . . 1  
HPR Physical Education . . . . . 1  
BIO 105 Biology Lab . . . . . 1

Total Semester Hours . . . . 15

### Second Term

ENG 102 or 104 Composition . . . 3  
CHE 132 General Chemistry . . . . 3  
CHE 134 General Chemistry Lab . 1  
BIO 160 General Zoology . . . . . 3  
BIO 161 General Zoology Lab . . . 1  
HPR Physical Education . . . . . 1  
MTH 133 Pre-Calculus Math . . . . 5

Total Semester Hours . . . . 17

**SUMMER TERMS****Term III-A or III-B**

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

Total Semester Hours . . . . 6

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

**SECOND YEAR***First Term*

CHE 133 General Chemistry. . . .	3
CHE 135 General Chemistry Lab. .	1
PHY 201 Intermediate Physics. . .	4
STA 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 PROGRAM FOR PRE-HOUSING AND INTERIOR DESIGN  
(A.A. Degree)**

**FIRST YEAR***First Term*

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

*Second Term*

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 III-A or III-B**

ART 108 Art History I . . . . .	3
ENG 230 American Literature. . .	3

Total Semester Hours . . . . 6

**SECOND YEAR***First Term*

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 130 Physics . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 17

*Second Term*

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 PROGRAM FOR 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 PROGRAM FOR PRE-MEDICAL AND PRE-DENTAL (A.A. Degree)****FIRST YEAR***First Term*

ENG 101 Composition . . . . .	3
BIO 105 Principles of BIO Lab. . .	1
CHE 131 General Chemistry . . . .	3
*MTH 231 Calculus . . . . .	5
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 13

*Second Term*

ENG 102 or 104 Composition . . .	3
CHE 132 General Chemistry . . . .	3
CHE 134 General Chemistry Lab .	1
MTH 232 Calculus . . . . .	5
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 13



**SUMMER TERMS****Term III-A or III-B**

CHE 133 General Chemistry . . . . 3

CHE 135 General Chemistry Lab . 1

Total Semester Hours . . . . 4

\*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 201 or 202, or PHY 210 or 211.

†This suggested program does not meet all requirements for the A.A. Degree. Student may wish to vary the program according to the requirements of the transferring Senior Institution.

**SECOND YEAR***First Term*

BIO 150 General Botany . . . . . 3

BIO 151 General Botany Lab . . . . 1

CHE 221 Organic Chemistry . . . . 3

CHE 223 Organic Chemistry Lab . 1

Humanities . . . . . 3

Social Science . . . . . 3

HPR Physical Education . . . . . 1

Total Semester Hours . . . 16

*Second Term*

BIO 160 General Zoology . . . . . 3

BIO 161 General Zoology Lab . . . 1

CHE 222 Organic Chemistry . . . . 3

CHE 224 Organic Chemistry Lab . 1

Humanities . . . . . 3

Social Science . . . . . 3

HPR Physical Education . . . . . 1

Total Semester Hours . . . 16

**SUGGESTED PROGRAM FOR PRE-MEDICAL TECHNOLOGY**  
**(A.A. Degree)**

**FIRST YEAR***First Term*

ENG 101 Composition . . . . . 3

HIS 111 History of Americas or

PSY 121 National Govt. . . . . 3

CHE 131 General Chemistry . . . . 3

MTH 131 Basic College Math . . . 3

HPR Physical Education . . . . . 1

Humanities Elective . . . . . 3

Total Semester Hours . . . 16

*Second Term*

ENG 102 or 104 Composition . . . 3

HIS 112 History of Americas or

PSY 122 State &amp; Local Govt. . . . 3

BIO 100 Principles of Biology . . . 3

BIO 105 Principles of Biology Lab 1

CHE 132 General Chemistry . . . . 3

CHE 134 General Chemistry Lab . 1

HPR Physical Education . . . . . 1

Total Semester Hours . . . 15

## SUMMER TERM

### Term III-A or III-B

CHE 133 General Chemistry . . . .	3
CHE 135 General Chemistry Lab .	1
Elective . . . . .	3

Total Semester Hours . . . . 7

## SECOND YEAR

### *First Term*

BIO 150 General Botany . . . . .	3
BIO 151 General Botany Lab . . .	1
CHE 221 Organic Chemistry . . . .	3
CHE 223 Organic Chemistry Lab .	1
PHY 130 Physics . . . . .	3
SOC 211 General Sociology . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 15

### *Second Term*

BIO 160 General Zoology . . . . .	3
BIO 161 General Zoology Lab . .	1
CHE 222 Organic Chemistry . . . .	3
CHE 224 Organic Chemistry Lab .	1
Electives . . . . .	6
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 15

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

### FIRST YEAR

#### *First Term*

ENG 101 Composition . . . . .	3
BIO 100 Principles of Biology . . .	3
BIO 105 Principles of Biology Lab	1
CHE 131 General Chemistry . . . .	3
MTH 131 Basic College Math . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 14

#### *Second Term*

ENG 102 or 104 Composition . . .	3
BIO 160 Zoology . . . . .	3
BIO 161 Zoology Lab . . . . .	1
CHE 132 General Chemistry . . . .	3
CHE 134 General Chemistry Lab .	1
Social Science Elective . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 15

## SUMMER TERM

### Term III-A or III-B

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

Total Semester Hours . . . . 6

**SECOND YEAR***First Term*

PSY 201 General Psychology . . . .	3
CHE 133 General Chemistry. . . .	3
CHE 135 General Chemistry Lab. .	1
Electives. . . . .	6
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 14

*Second Term*

PSY 211 Child Psychology. . . . .	3
PSY 130 Physics. . . . .	3
Electives. . . . .	9
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 16

**SUGGESTED PROGRAM FOR PRE-OCCUPATIONAL THERAPY  
(A.A. Degree)**

**FIRST YEAR***First Term*

ENG 101 Composition. . . . .	3
MTH 131 Basic College Math. . . .	3
ART 106 Basic Design . . . . .	3
HPR Physical Education. . . . .	1
Social Studies. . . . .	3

Total Semester Hours . . . . 13

*Second Term*

ENG 102 or 104 Composition . . .	3
Social Studies. . . . .	3
PHI 161 Logic . . . . .	3
ART 107 Basic Design . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 13

**SUMMER TERMS**

AST 101 Elementary Astronomy or	
GY 105 Physical Geology. . . . .	3
GY 101 Physical Geology Lab . . .	1

Total Semester Hours 3 or 4

**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

Total Semester Hours . . . . 17

*Second Term*

Humanities . . . . .	3
BIO 160 General Zoology . . . . .	3
BIO 161 General Zoology Lab . . .	1
PHY 130 Physics . . . . .	3
PSY 211 or 212 Child Psychology or Adolescent Psychology . . . .	3
Electives. . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 17

**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 his counselor and also investigate the requirements according to the Head of the Department in Science which will fit the student's needs.

**SUGGESTED PROGRAM FOR PRE-OPTOMETRY  
(A.A. Degree)****FIRST YEAR***First Term*

ENG 101 Composition . . . . .	3
CHE 131 General Chemistry . . . .	3
MTH 132 College Algebra. . . . .	3
Social Science. . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 13

*Second Term*

ENG 102 or 104 Composition . . .	3
CHE 132 General Chemistry . . . .	3
CHE 134 General Chemistry Lab .	1
MTH 133 Pre-Calculus Math . . . .	5
Social Science. . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 16

**SUMMER TERMS**

CHE 133 General Chemistry. . . . .	3
CHE 135 General Chemistry Lab .	1

Total Semester Hours . . . . 4

**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 PROGRAM FOR PRE-PHARMACY  
(A.A. Degree)****FIRST YEAR***First Term*

ENG 101 Composition. . . . .	3
BIO 105 Modern Principles of BIO Laboratory. . . . .	1
CHE 131 General Chemistry . . . .	3
*MTH 132 College Algebra. . . . .	3

*Second Term*

ENG 102 or 104 Composition . . .	3
CHE 132 General Chemistry. . . .	3
CHE 134 General Chemistry Lab .	1
MTH 133 Pre-Calculus Math. . . .	5
BIO 150 General Botany . . . . .	3

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

Social Science . . . . . 3  
 HPR Physical Education . . . . . 1

Total Semester Hours . . . . 14

BIO 151 General Botany Lab . . . . 1  
 HPR Physical Education . . . . . 1

Total Semester Hours . . . . 17

### SUMMER TERMS

#### Term III-A

CHE 133 General Chemistry . . . . 3  
 CHE 135 General Chemistry Lab . 1  
 Humanities . . . . . 3

Total Semester Hours . . . . 7

#### Term III-B

Humanities . . . . . 3  
 HPR Physical Education . . . . . 1  
 Area 5 (Other than F) . . . . . 3

Total Semester Hours . . . . 7

### SECOND YEAR

#### First Term

CHE 221 Organic Chemistry . . . . 3  
 CHE 223 Organic Chemistry Lab . 1  
 MTH 231 Calculus . . . . . 5  
 PHY 201 Intermediate Physics . . 4  
 HPR Physical Education . . . . . 1

Total Semester Hours . . . . 14

#### Second Term

CHE 222 Organic Chemistry . . . . 3  
 CHE 224 Organic Chemistry Lab . 1  
 BIO 160 General Zoology . . . . . 3  
 BIO 161 General Zoology Lab . . 1  
 PHY 202 Intermediate Physics . . 4  
 Humanities . . . . . 3

Total Semester Hours . . . . 15

### SUGGESTED PROGRAM FOR PRE-PHYSICAL THERAPY (A.A. Degree)

#### FIRST YEAR

##### First Term

ENG 101 Composition . . . . . 3  
 MTH 131 Basic College Math . . . . 3  
 CHE 131 General Chemistry . . . . 3  
 Social Science . . . . . 3  
 HPR Physical Education . . . . . 1

Total Semester Hours . . . . 13

##### Second Term

ENG 102 or 104 Composition . . . 3  
 MTH 132 College Math . . . . . 3  
 CHE 132 General Chemistry . . . . 3  
 CHE 134 General Chemistry Lab . 1  
 Social Science . . . . . 3  
 HPR Physical Education . . . . . 1

Total Semester Hours . . . . 14

### SUMMER TERMS

CHE 133 General Chemistry . . . . 3  
 CHE 135 General Chemistry Lab . 1  
 Elective . . . . . 3

Total Semester Hours . . . . 7



**SECOND YEAR***First Term*

Humanities . . . . .	3
BIO 100 Modern Principles of Biology Lab . . . . .	3
BIO 105 Biology Lab . . . . .	1
PHY 130 Physics . . . . .	3
Elective . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 14

*Second Term*

Humanities . . . . .	3
BIO 160 General Zoology . . . . .	3
BIO 161 General Zoology Lab . . .	1
PSY 201 General Psychology . . . .	3
PHI 161 Logic . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 14

**\*SUGGESTED PROGRAM FOR PRE-VETERINARY MEDICINE  
(A.A. Degree)**

**FIRST YEAR***First Term*

ENG 101 Composition . . . . .	3
BIO 105 Modern Principles of BIO Laboratory . . . . .	1
MTH 132 College Algebra . . . . .	3
CHE 131 General Chemistry . . . . .	3
Social Science . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 14

*Second Term*

ENG 102 or 104 Composition . . . .	3
MTH 133 Pre-Calculus Math . . . .	5
CHE 132 General Chemistry . . . . .	3
CHE 134 General Chemistry Lab . .	1
Social Science . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 16

**SUMMER TERMS**

CHE 133 General Chemistry . . . . .	3
CHE 135 General Chemistry Lab . .	1
Area 5 (Other than F) . . . . .	3

Total Semester Hours . . . . 7

**SECOND YEAR***First Term*

BIO 150 General Botany . . . . .	3
BIO 151 General Botany Lab . . . .	1
CHE 221 Organic Chemistry . . . . .	3

*Second Term*

BIO 160 General Zoology . . . . .	3
BIO 161 General Zoology Lab . . .	1
CHE 222 Organic Chemistry . . . . .	3

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

CHE 223 Organic Chemistry Lab . 1  
 PHY 201 Intermediate Physics... 4  
 Humanities. .... 3  
 HPR Physical Education..... 1

Total Semester Hours . . . 16

CHE 224 Organic Chemistry Lab . 1  
 PHY 202 Intermediate Physics . . 4  
 Humanities. .... 3  
 HPR Physical Education . . . . 1

Total Semester Hours . . . 16





# IV

## SPECIAL PROGRAMS





## **SPECIAL PROGRAMS**

Students enrolled in both university parallel and technical programs may benefit from special programs such as cooperative education. Such programs are described in this section and courses offered are listed. Counselors, academic advisors, and personnel in the respective areas are ready to assist anyone who may seek their services.

## **CAREER PLANNING**

The choice of career field is one of the most important decisions college students make.

In order to make a wise decision, a student needs to be aware of his own abilities and limitations as well as the vocational alternatives which are available to him.

The Career Planning Workshop described below is an important first step for the student who is seeking this information.

### **CPW 100 CAREER PLANNING WORKSHOP**

**Credit,**  
**1 semester hour**

This course is designed to help students decide upon an appropriate vocational choice. Through vocational testing, career exploration and analysis, field trips, and "outside" speakers, the student should be assisted in learning who he is, where he is, what he wants in life and why, what career fields may be compatible with his value system, and what he must learn to enter and progress in these fields. Prerequisite: Permission of instructor or counselor.

Through the office of Career Planning and Placement, career counseling is available throughout the student's stay at Broward Community College.

## **COOPERATIVE EDUCATION**

The Cooperative Education Program is designed to give students the opportunity to integrate their classroom study with practical experience in their major field. This is done by alternating terms of full-time study with terms of full-time work.\*

### **Eligibility**

All full-time students who have completed one semester (12 credit hours) are eligible to enter the cooperative program provided they meet the following requirements:\*\*

- a. Students should have a 2.0 GPA and be in good academic standing.

- b. Students must plan to graduate from Broward Community College.
- c. Students must intend to remain in the cooperative program until graduation from Broward Community College.

### **When to Apply**

Students may apply as soon as they have been accepted for full-time enrollment by the College, even though they will not receive a work assignment until after they have completed one semester of work in the College.

### **Application Procedure**

Students who are interested in the Cooperative Education Program should follow the procedures outlined below:

- a. Obtain an "Application for Cooperative Education Program" form from their counselor or from the Co-op Department Office, and make an appointment with the Co-op Office to review the completed application with a coordinator.
- b. The coordinator will conduct an in-depth interview with the student with regard to his career and possible cooperative assignments.
- c. If the student is accepted, the Cooperative Education Department will be responsible for locating an appropriate training position.

\* For special programs in which work may be seasonal, 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.

### **Course Requirements for the Cooperative Education Program**

One credit hour may be earned for a pre-employment seminar (CWS 100) to be taken prior to cooperative employment. Three credit hours will be given for the satisfactory completion of each cooperative training assignment. During the work term the student will be enrolled in CWS 201, 202, 203, or 204 and will be considered a full-time student even if no other courses are taken. The Cooperative Education Department will grade the assignments based on reports submitted by the student and the evaluation made by the employer.

In addition, the student must satisfy the requirements for his chosen degree area, either General Education or Technical Education.

## **COURSES OF INSTRUCTION COOPERATIVE EDUCATION**

**CWS 100 COOPERATIVE EDUCATION SEMINAR** **Credit,  
1 semester hour**

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.

**CWS 201 WORK EXPERIENCE I** **Credit,  
3 semester hours**

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.

**CWS 202 WORK EXPERIENCE II** **Credit,  
3 semester hours**

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.

**CWS 203 WORK EXPERIENCE III** **Credit,  
3 semester hours**

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.

**CWS 204 WORK EXPERIENCE IV** **Credit,  
3 semester hours**

Three semester hours credit based on satisfactory completion of the fourth work session. Grade will be based on employer's evaluation of student productivity and content of a specialized research report submitted by the student.

### **Fees**

Cooperative education students will pay regular fees for a term during which they attend school full time. During a training assignment term, students will pay only part-time fees for the appropriate three-hour CWS course, even though they will be considered full-time students. In addition, students on a training assignment may take on-campus course work if arrangements can be made with their employer. Regular part-time fees will be charged for these courses.

### **Additional Information**

All special rules and regulations, having implications for students, employers, and the college are detailed in the *Cooperative Education Handbook* available through the Cooperative Education Department.



## **SPANS PROGRAM**

SPANS (Student Program to Achieve New Spheres) is designed for underachievers and disadvantaged students. Significant features of the Program are its flexibility to meet individual student needs and the ability of students to participate in a full range of college activities. Details of the Program can be secured from the Director of the Program.

### **COURSES OF INSTRUCTION SPANS**

#### **SFA 999 ART**

**3 semester hours**

A laboratory course designed for self-discovery in the visual arts. It will include many media and techniques programmed toward expressive experiences.

#### **SSS 999 SOCIAL SCIENCE (HUMAN DEVELOPMENT AND HUMAN RELATIONS)**

**3 semester hours**

An integrated study of the development of the self with special emphasis upon the development of positive feelings of worth. Understandings in the psychological, sociological, and biological aspects of growth and development will be stressed. Attention will be given to how human beings solve their problems, how they relate to one another, and how the basic ideas of ethical conduct and aesthetic appreciation are developed. Emphasis upon the relationship of all these factors affecting solutions to problems as perceived by students will be stressed.

#### **SPS 999 PERSONAL AND SOCIAL PLANNING**

**1 semester hour**

These are planning sessions designed to help the student acquire functional data about himself in order for him to make more realistic self-appraisals and to determine attainable goals and specific goal direction. Group counseling and some sensitivity training will be incorporated into these sessions.

#### **SMS 999 MATHEMATICS**

**3 semester hours**

An individualized program for the development of skills in the operations of arithmetic: many fundamental skills and concepts of business mathematics are included. Basic algebraic skills and concepts are stressed. The course is designed to meet the individual needs of the student. Problems relate to family spending, business usage, to application in industry, and to use in travel and in sports. Lectures, individualized programs, workbooks are all used in presenting the varied topics designed to meet individual needs for general everyday use, and for his entry into the mathematics of the career of his choice.

**SEC 999 ENGLISH**

**3 semester hours**

This course includes a study of basic grammar and usage as it applies to readings and discussions of relevant literature. It will also encompass a survey of the fundamentals of composition.

**SBS 999 NATURAL SCIENCE**

**3 semester hours**

An individualized program designed to help the student to understand the aspects of environment which man can or cannot control. The student will see man's interdependence with plants and animals; the student will learn body care, and he will come to understand factors of inheritance. In addition thereto, the student will come to recognize the application of science in the world of business and industry.

**SRD 999 DEVELOPMENTAL READING**

**3 semester hours**

A special course for students with reading handicaps that inhibit success in achievement of life goals. This course will offer special work in vocabulary development through practice in word attack skills, syllabification, roots, prefixes and suffixes. Comprehension will be developed through practice in locating main idea, recognition of supporting details, paragraph development, and writing summaries of materials read. Special emphasis will be placed on development of eye acuity, reasonable rate of speed, and formation of proper study habits.

**SSP 999 SPEECH**

**3 semester hours**

This course has been designed toward special goals to help the student develop an awareness of the function of effective oral communication in contemporary society. Special emphasis is placed upon the relationships of career goals, speech habits, listening habits, vocabulary, grammar, voice and intelligibility as they may influence the student's career or job placement. Techniques and materials used emphasize the building of skills necessary for effective oral communication of the student's ideas and feelings to a listener in group and individual interactions.





# V

## TECHNICAL EDUCATION

### Curricula and Courses

(Additional A.S. Degree Programs  
are listed in the Business Adminis-  
tration and Fine Arts Divisions)



## **TECHNICAL EDUCATION**

**Division of Allied Health Technology  
Division of Engineering Technology  
Division of Public Services Technology**

**(Additional A. S. Degree Programs are listed in  
the Business Administration and Fine Arts  
Divisions)**

It is the purpose of Broward Community 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  
Emergency Medical Technology  
Hospital Accounting Technology  
Medical Laboratory Technology**

Brett, Division Chairman and Respiratory Therapy Area Leader; West, Nursing Department Head; Dreizen, Medical Assisting Area Leader; Frazier, Radiologic Technology Area Leader; Acuff, Atkins, Audet, Brantferger, Braynon, DeMots, Dumas, Dunne, Fishe, Gallagher, Holt, Koch, Kremp, Martindale, Romalgia, Werstlein, Wetmore, Myers. (Hospital Affiliate Faculty: Anderson, Beckerdite, Bennett, Duckworth, Hutlas, Rodriguez, Scheer, and Trower.)

### **MEDICAL ASSISTING TECHNOLOGY**

Requirements for the Associate in Science Degree in Medical Assisting:

1. Completion of 74 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 . . . . .	3 semester hours
BIO 105, 115, 116, 117 . . . . .	10 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 221	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.
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 Medical Assisting staff reserves the right to discontinue a student's enrollment at any time during the program if in its judgement 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 Division of Allied Health.

## **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 Community 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 high school and college transcripts, including a 2.0 grade point average in all college courses previously attempted.
3. Acceptable scores on Florida Twelfth Grade Placement Test and/or School and College Ability Test.
4. Satisfactory interview with department faculty.
5. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
6. Approval of the Medical Assisting Admissions Committee.

The Medical Assisting Program is approved by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants.

### **MEDICAL ASSISTING PROGRAM (A.S. Degree)**

#### *First Term*

MA 110 Introduction to Medical Assisting . . . . .	2
MA 115 Medical Terminology . . .	3
BA 101 Elementary Typing . . . .	3
ENG 101 Composition . . . . .	3
BIO 105 Lab . . . . .	1
BIO 115 Paramedical Science I . .	4
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 17

#### *Second Term*

MA 116 Clinical Terminology. . .	3
MA 120 Medical Office Practices and Procedures . . . . .	3
MA 220 Clinical Practices and Procedures . . . . .	3
BA 102 Intermediate Typing . . .	3
BIO 116 Paramedical Science II . .	4
BIO 117 Lab . . . . .	1
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 18

#### *Third Term*

MA 230 Pharmacology . . . . .	3
Social Science elective . . . . .	3

Total Semester Hours . . . . 6

*Fourth Term*

MA 210 Basic Medical Laboratory Techniques . . . . .	4
MA 240 Practicum in Medical Assisting . . . . .	5
BA 242 Transcribing Machines . . .	3
HPR 152 First Aid and Safety . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 16

*Fifth Term*

MA 241 Advanced Practicum in Medical Assisting . . . . .	5
*BA 245 Business Communications or ENG 103 or 104 . . . . .	3
BA 121 Accounting Survey . . . . .	3
PSY 201 Psychology . . . . .	3
NTR 200 Nutrition and Diet Therapy . . . . .	2
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 17

\*Completion of English 101 and English 103 or BA 245 will satisfy the requirements for a degree in Veterinary Medical Assisting Technology at this institution. However, students contemplating transfer to a university should complete English 101 and 104 since the other English courses listed above may not be acceptable for transfer credit.

**MEDICAL ASSISTING  
 CERTIFICATE OF ACHIEVEMENT PROGRAM**

This program is designed for individuals who possess basic business office skills and/or medical office experience, but who are desirous of improving their employment opportunities.

	Credits
MA 110 Introduction to M.A. . . . .	2
MA 115 Medical Terminology . . . . .	3
MA 116 Clinical Terminology . . . . .	3
MA 120 Medical Office Practices & Procedures . . . . .	3
MA 210 Basic Medical Laboratory Procedures . . . . .	4
MA 220 Clinical Practices & Procedures . . . . .	3
MA 230 Pharmacology . . . . .	3
MA 240 Practicum in M.A. . . . .	5
MA 241 Advanced Practicum in M.A. . . . .	5
Total Credit Hours . . . . .	31

**COURSES OF INSTRUCTION  
 MEDICAL ASSISTING**

**MA 110 INTRODUCTION TO MEDICAL ASSISTING 2 semester hours**  
 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.



**MA 115 MEDICAL TERMINOLOGY I 3 semester hours**

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.

**MA 116 CLINICAL TERMINOLOGY II 3 semester hours**

Continuation of MA 115 with in depth study of medical terminology specifically related to the human tissues, organic systems, and disease processes. Prerequisite: MA 115 or successful completion of MA 115 final examination to demonstrate competency in basic medical terminology.

**MA 120 MEDICAL OFFICE PRACTICES  
AND PROCEDURE 3 semester hours**

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.

**MA 210 BASIC MEDICAL LABORATORY  
TECHNIQUES 4 semester hours**

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. Demonstrations and practice each week. Prerequisite: Medical Assisting student and/or by the permission of the instructor. Fee \$10.00.

**MA 220 CLINICAL PRACTICES AND PROCEDURES 3 semester hours**

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; X-ray are also considered. Two hours of lecture and two hours of laboratory practice each week. Fee \$5.00.

**MA 230 PHARMACOLOGY FOR MEDICAL  
ASSISTANTS 3 semester hours**

Introductory course in medications which stresses responsibilities and principles of administration of drugs, classifications, dosages, side effects and contra-indications of medications commonly used in physicians' offices.

**MA 240 PRACTICUM IN MEDICAL ASSISTING** **5 semester hours**

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. Prerequisites: MA 110, MA 115, MA 120, MA 220 or by permission of Practicum Coordinator.

**MA 241 ADVANCED PRACTICUM IN MEDICAL ASSISTING** **5 semester hours**

Student is assigned to physician's office, clinic or laboratory and may 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. Prerequisites: MA 240, MA 210 (may be a corequisite) and/or by permission of Practicum Coordinator.

**VETERINARY MEDICAL ASSISTING TECHNOLOGY**

Requirements for the Associate in Science Degree in Veterinary Medical Assisting:

1. Completion of 74 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 . . . . .	3 semester hours
BIO 105, 115, 116, 117 . . . . .	10 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 . . . . .	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.
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 Division of Allied Health.

## **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 Community 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 high school and college transcripts including a 2.0 grade point average in all college courses previously attempted.

3. Acceptable scores on Florida Twelfth Grade Placement Test and/or the School and College Ability Test.
4. Satisfactory interview with department faculty.
5. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
6. Admissions Committee approval.

### **VETERINARY MEDICAL ASSISTING PROGRAM (A.S. Degree)**

#### *First Term*

#### *Second Term*

MA (VMA) 110 Introduction to Medical Assisting. . . . .	2
MA 115 Medical Terminology . . .	3
BA 101 Elementary Typing . . . .	3
*ENG 101 Composition . . . . .	3
BIO 115 Paramedical Science 1 . .	4
BIO 105 Lab . . . . .	1
HPR Physical Education . . . . .	1

MA (VMA) 116 Clinical Terminology. . . . .	3
MA (VMA) 220 Clinical Practices and Procedures . . . . .	3
BIO 160 General Zoology . . . . .	3
BIO 161 Lab . . . . .	1
BA 102 Intermediate Typing . . . .	3
MA 120 Medical Office Practices and Procedures . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 17

Total Semester Hours . . . . 17

#### *Third Term*

MA 230 Pharmacology. . . . .	3
Social Science elective . . . . .	3

Total Semester Hours . . . . 6

#### *Fourth Term*

#### *Fifth Term*

MA (VMA) 210 Basic Medical Laboratory techniques . . . . .	4
MA (VMA) 240 Practicum in Veterinary Medical Assisting . .	5
BA 242 Transcribing Machines. . .	3
HPR 152 First Aid and Safety . . .	3
HPR Physical Education . . . . .	1

MA (VMA) 241 Advanced Practi- cum in Veterinary Medical Assisting. . . . .	5
*BA 245 Business Communications OR ENG 103 or -104 . . . . .	3
BA 121 Accounting Survey . . . . .	3
PSY 201 Psychology . . . . .	3
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 requirements for a degree in Veterinary Medical Assisting Technology at this institution. However, students contemplating transfer to a university should complete English 101 and 104 since the other English courses listed above may not be acceptable for transfer credit.

## **VETERINARY MEDICAL ASSISTING**

### **Certificate of Achievement Program**

This program is designed for individuals who possess basic business office skills and/or medical office experience, but who are desirous of improving their employment opportunities.

	Credits
MA (VMA) 110 Introduction to M.A. ....	2
MA 115 Medical Terminology .....	3
MA (VMA) 116 Clinical Terminology .....	3
MA 120 Medical Office Practices & Procedures .....	3
MA (VMA) 210 Basic Medical Laboratory Procedures .....	4
MA (VMA) 220 Clinical Practices & Procedures .....	3
MA 230 Pharmacology .....	3
MA (VMA) 240 Practicum in V.M.A. ....	5
MA (VMA) 241 Advanced Practicum in V.M.A. ....	5
Total Credit Hours .....	31

## **COURSES OF INSTRUCTION**

### **VETERINARY MEDICAL ASSISTING**

#### **MA (VMA) 110 INTRODUCTION TO MEDICAL ASSISTING** **2 semester hours**

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.

#### **MA 115 MEDICAL TERMINOLOGY I** **3 semester hours**

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.

#### **MA (VMA) 116 CLINICAL TERMINOLOGY II** **3 semester hours**

Continuation of MA 115 with indepth study of medical terminology specifically related to the human tissues, organic systems, and disease processes. Prerequisite: MA 115 or successful completion of MA 115 final examination to demonstrate competency in basic medical terminology.

#### **MA 120 MEDICAL OFFICE PRACTICES AND PROCEDURES** **3 semester hours**

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.



**MA (VMA) 210 BASIC MEDICAL  
LABORATORY TECHNIQUES**

**4 semester hours**

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. Demonstrations and practice each week. Prerequisite: Veterinary Medical Assisting student and/or by permission of the instructor. Fee \$10.00

**MA (VMA) 220 CLINICAL PRACTICES  
AND PROCEDURES**

**3 semester hours**

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. Fee \$5.00.

**MA 230 PHARMACOLOGY FOR MEDICAL  
ASSISTANTS**

**3 semester hours**

Introductory course in medications which stresses responsibilities and principles of administration of drugs, classifications, dosages, side effects and contraindications of medications commonly used in physicians' offices.

**MA (VMA) 240 PRACTICUM IN VETERINARY  
MEDICAL ASSISTING**

**5 semester hours**

Student assigned to veterinarian'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. Prerequisites: MA 110, MA 115, MA 120, MA 220 or by permission of Practicum Coordinator.

**MA (VMA) 241 ADVANCED PRACTICUM IN  
VETERINARIAN MEDICAL ASSISTING**

**5 semester hours**

Student is assigned to veterinarian's office, clinic or laboratory and may 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. Prerequisites: MA 240, MA 210 (may be a corequisite) and/or by permission of Practicum Coordinator.



## **DEPARTMENT OF NURSING TECHNOLOGY**

### **Requirements for the Degree of Associate in Science in Nursing:**

1. Completion of 74 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 103 (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 of the following courses in the major field: (No grade lower than "C" will be acceptable in Nursing courses.)  
Nursing 101, 102, 103, 200,  
202, 203, 210 ..... 40 semester hours
4. Completion of the following courses in related areas:  
Biology ..... 10 semester hours  
BIO 105, BIO 115, BIO 116, BIO 117  
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 of residence at the College.
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 high school and college transcripts including a 2.0 cumulative grade point average in college or nursing programs previously attempted.
3. Acceptable scores on the Florida Twelfth Grade Placement Test and/or School and College Ability Test.
4. Acceptable letters of reference from employers, where applicable and letters of personal recommendation.
5. Satisfactory interview with Department faculty.
6. Completed student data sheet.
7. Approval of Nursing Admissions Committee.

Students eligible for waiver of Nursing credit by examination may apply for faculty approval only after formal acceptance by the Nursing Admissions Committee.

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.

The Nursing Program is approved by the Florida State Board of Nursing, and holds membership in the Associate Degree Council of the National League for Nursing.

## **NURSING TECHNOLOGY PROGRAM (A.S. Degree)**

### *First Term*

NSG 101 Nursing . . . . .	8
BIO 115 Paramedical Science I . .	4
BIO 105 Biology Lab . . . . .	1

### *Second Term*

NSG 102 Nursing . . . . .	9
BIO 116 Paramedical Science II . .	4
BIO 117 Lab . . . . .	1

PSY 201 General Psychology . . . . 3  
HPR Physical Education. . . . . 1

PSY 211 Child Psychology . . . . . 3  
HPR Physical Education. . . . . 1

Total Semester Hours . . . . 17

Total Semester Hours . . . . 18

*Third Term*

NSG 103 Nursing . . . . . 3  
Social Science elective . . . . . 3  
HPR Physical Education. . . . . 1

Total Semester Hours . . . . 7

**SECOND YEAR**

*Fourth Term*

NSG 200 Nursing . . . . . 4  
NSG 202 Nursing . . . . . 5  
\*ENG 101 Composition. . . . . 3  
SOC 211 General Sociology . . . . 3  
NTR 201 Nutrition . . . . . 2

Total Semester Hours . . . . 17

*Fifth Term*

NSG 203 Nursing . . . . . 9  
NSG 210 Nursing . . . . . 2  
ENG 103 (102,104) Composition 3  
HPR Physical Education . . . . . 1

Total Semester Hours . . . . 15

\*Completion of English 101 and English 103 will satisfy the requirements for a degree in Nursing Technology at this institution. However, students contemplating transfer to a university should complete English 101 and 102 (or 104) since the other English courses listed above may not be acceptable for transfer credit.



## **COURSES OF INSTRUCTION NURSING**

### **NSG 101 NURSING**

**8 semester hours**

Planned experiences to develop fundamental knowledge and skills of nursing care for persons of all ages. Included concepts of human relationships, nursing history, community health, hygienic practices, body mechanics, asepsis, nutrition, medication, vital signs, observation and communication. Prerequisites or corequisites: BIO 115, BIO 105. Fee \$10.00.

### **NSG 102 NURSING**

**9 semester hours**

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 metabolism. Prerequisite: NSG 101. Prerequisites or corequisites: BIO 115, BIO 105, BIO 116, BIO 117, PSY 211.

### **NSG 103 NURSING**

**3 semester hours**

Sequential course to NSG 102.

Continues theory and practice of patient-centered nursing care to patients with selected nursing problems. Prerequisites: NSG 101, NSG 102.

### **NSG 200 NURSING**

**4 semester hours**

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. Prerequisite or corequisite: NSG 102, 103, PSY 201.

### **NSG 202 NURSING**

**5 semester hours**

Family centered nursing care of the 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 the mother and infant. Prerequisites: NSG 101, 102, 103. Prerequisites or corequisite: SOC 211.

### **NSG 203 NURSING**

**9 semester hours**

Complex nursing problems of all age groups are considered. Included are problems of mobility, sensory impairment, excretory disturbances, and care during critical phases of illness. Prerequisites: NSG 101, 102, 103, 200, 202.

### **NSG 210 NURSING**

**2 semester hours**

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. Prerequisites: NSG 101, 102, 103, 200, 202. Corequisite: NSG 203.

## **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 131 or 132 . . . . . 3 semester hours  
Speech, SPE 100 . . . . . 3 semester hours  
Social Science elective . . . . . 3 semester hours  
Psychology 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.
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 Division of Allied Health.

## **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 30 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 high school and college transcripts including a 2.0 grade point average in all college courses previously attempted.
3. Acceptable scores on Florida Twelfth Grade Placement Test and/or School and College Ability Test.
4. Satisfactory interview with department faculty.
5. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
6. Approval of the Radiologic Technology Admissions Committee.

The Radiologic Technology Program is approved by the Council on Medical Education of the American Medical Association in Collaboration with the American College of Radiology and the American Society of Radiologic Technologists.

## **RADIOLOGIC TECHNOLOGY PROGRAM** **(A.S. Degree)**

### **FIRST YEAR**

#### *First Term*

XR 100 Introduction to Radiologic Technology . . . . .	3
XR 110 Anatomy & Physiology . . .	4
*ENG 101 Composition . . . . .	3
MTH Mathematics 131 or 132 . . .	3
Social Science elective . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 17

#### *Second Term*

XR 105 Radiologic Science . . . . .	3
XR 115 Clinic A . . . . .	2
XR 125 Anatomy & Physiology II . .	3
XR 130 Medical Terminology, Ethics, and Legal Aspects . . . . .	3
PSY 201 Psychology . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 15

### **SUMMER TERMS**

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

XR 120 Principles of Radiographic Exposure . . . . .	3
XR 135 Clinic B . . . . .	2

Total Semester Hours . . . . 5

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

XR 140 Clinic C . . . . .	2
XR 200 Nursing Procedures . . . . .	2
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 5



## SECOND YEAR

### *First Term*

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
Total Semester Hours . . . . .	15

### *Second Term*

XR 210 Advanced Positioning & Special Procedures . . . . .	4
XR 230 Internship . . . . .	8
Total Semester Hours . . . . .	12
(Clinic Hours: 50 weeks 40 hrs/wk., total 2000)	
Two Week Vacation	

TOTAL CLINIC HOURS: 2700

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 university 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**

**3 semester hours**

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.

### **XR 105 RADIOLOGIC SCIENCE**

**3 semester hours**

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.

### **XR 110 ANATOMY AND PHYSIOLOGY I**

**4 semester hours**

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.

- XR 115 CLINIC A (Positioning)** **2 semester hours**  
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.
- XR 120 PRINCIPLES OF RADIOGRAPHIC EXPOSURE** **3 semester hours**  
Presented are the principles of Radiographic Exposure which will include prime factors, radiographic quality, latent image formation, radiological mathematics, screens, technical and tuberculating charts, calibration and accessories.
- XR 125 ANATOMY AND PHYSIOLOGY II** **3 semester hours**  
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.
- XR 130 MEDICAL TERMINOLOGY, ETHICS, AND LEGAL ASPECTS** **3 semester hours**  
The student is made familiar with the spelling, pronunciation and meaning of medical terms, normal and pathological. This also applied 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.
- XR 135 CLINIC B (Positioning)** **2 semester hours**  
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.
- XR 140 CLINIC C (Positioning)** **2 semester hours**  
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.
- XR 200 NURSING PROCEDURES PERTINENT TO X-RAY** **2 semester hours**  
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.
- XR 205 CLINIC D (Positioning)** **2 semester hours**  
Involves student rotation into advanced radiographic operation. Diversi-

fication in the types of examinations in the Emergency, Operating and Fluoroscopic rooms, positioning, film critique, and technical factors run concurrently.

**XR 210 POSITIONING AND  
SPECIAL PROCEDURES**

**4 semester hours**

The student becomes acquainted with vascular and arterial radiography. The methods, equipment and contrast medias which are utilized in attaining these examinations are correlated with the examination routine. Prerequisites: XR 100, 105, 120, 200.

**XR 212 RADIATION PHYSICS**

**3 semester hours**

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 131, or 132.

**XR 215 RADIOTHERAPY AND  
RADIOISOTOPES**

**3 semester hours**

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.

**XR 230 INTERNSHIP**

**8 semester hours**

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. Students participation and performance of previous skills will be applied. 40 hours weekly. (50 weeks – 2000 hours)

## **RESPIRATORY THERAPY TECHNOLOGY**

Requirements for the Degree of Associate in Science in Respiratory Therapy:

1. Completion of 76 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: 131 or 132 . . . . . 3 semester hours  
Social Sciences: elective . . . . . 3 semester hours  
PSY 201 . . . . . 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, 117 ..... 10 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 Therapy 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 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 Division of Allied Health.

## **RESPIRATORY THERAPY PROGRAM**

Respiratory Therapy is concerned with the diagnosis, management, control, and care of patients with deficiencies and abnormalities of respiration.

Graduates of this program will receive an Associate in Science Degree in Respiratory Therapy. The Degree represents partial fulfillment of the requirements established by the American Registry of Inhalation Therapists for writing the national registry examinations.

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 high school and college transcripts including a 2.0 grade point average in all college courses previously attempted.

3. Acceptable scores on the Florida Twelfth Grade Placement Test and/or the School and College Ability Test.
4. Satisfactory interview with department faculty.
5. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
6. Approval of the Respiratory Therapy Admissions Committee.

The Respiratory Therapy Program is approved by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Inhalation Therapy, the American College of Chest Physicians, and the American Society of Anesthesiologists.

## **PROGRAM FOR RESPIRATORY THERAPY TECHNOLOGY (A.S. Degree)**

### **FIRST YEAR**

#### *First Term*

RSP 100 Introduction to Respiratory Therapy . . . . .	3
RSP 105 Respiratory Therapy Practicum A . . . . .	3
BIO 105 Biology Lab . . . . .	1
BIO 115 Paramedical Science I . .	4
**MA 115 Medical Terminology . .	3
MTH Math 131 or 132 . . . . .	3

Total Semester Hours . . . . 17

#### *Second Term*

RSP 110 Respiratory Therapy . . .	3
RSP 115 Respiratory Therapy Practicum B . . . . .	3
BIO 116 Paramedical Science II . .	4
BIO 117 Lab . . . . .	1
CHE 115 Paramedical Science III .	2
PHY 115 Paramedical Science IV .	2
*ENG 101 Composition . . . . .	3

Total Semester Hours . . . . 18

### **SUMMER TERMS**

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

RSP 120 Physiology of Respiration . . . . .	4
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 5

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

RSP 210 Practicum C . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 4

\*\*Students with prior experience may, by permission of instructor, substitute MA 116 for MA 115.

\*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 university should complete English 101 and 104 since the other English courses listed above may not be acceptable for transfer credit.



## SECOND YEAR

### *First Term*

RSP 200 Cardiopulmonary Pathophysiology . . . . .	4
RSP 205 Respiratory Therapy - Pharmacology. . . . .	4
RSP 220 Respiratory Therapy Practicum D . . . . .	3
*ENG 103 Technical Report Writing	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 15

### *Second Term*

RSP 215 Respiratory Therapy - Respiratory Care . . . . .	4
RSP 225 Pulmonary Function . . .	3
RSP 230 Respiratory Therapy Practicum E . . . . .	3
PSY 201 Psychology . . . . .	3
Social Science Elective . . . . .	3
HPR Physical Education. . . . .	1

Total Semester Hours . . . . 17

\*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 university 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 3 semester hours

Introduction to the principles of resuscitation, intermittent positive pressure breathing, aerosol and oxygen administration and nursing arts. Special emphasis is placed on Cardio-Pulmonary physiology applied physics and gas laws. Orientation to the American Association of Inhalation Therapy, code of ethics, professional attitude and behavior.

### RSP 105 RESPIRATORY THERAPY, PRACTICUM A 3 semester hours

Introduction to the maintenance, sterilization and mechanical operation of respirators and other therapeutic devices. Basic techniques and mechanical principles of therapeutic gas administration are discussed.

### RSP 110 RESPIRATORY THERAPY 3 semester hours

Oxygen supply systems (cylinder, piped,) regulators, flowmeters, and other auxiliary equipment studied. Special emphasis is placed on principles of cardiopulmonary disease and aspects of supportive and rehabilitative care of the lung disease patient. Blood gas and acid base physiology are covered.

### RSP 115 RESPIRATORY THERAPY, PRACTICUM B 3 semester hours

The student is instructed in setting up equipment and applying it to the patient. Equipment used for Respiratory Therapy procedures is studied.



Methods of evaluating clinical signs, symptoms and effectiveness of therapy are discussed. Administration of therapy to patients and case presentations are emphasized.

**RSP 120 PHYSIOLOGY OF RESPIRATION 4 semester hours**

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.

**RSP 200 CARDIO-PULMONARY  
PATHOPHYSIOLOGY 4 semester hours**

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.

**RSP 205 RESPIRATORY THERAPY -  
PHARMACOLOGY 4 semester hours**

The pharmacology of drugs administered by the therapist and drugs commonly prescribed are presented. Chart interpretation and case presentation are also covered.

**RSP 210 RESPIRATORY THERAPY,  
PRACTICUM C 3 semester hours**

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.

**RSP 215 RESPIRATORY THERAPY -  
RESPIRATORY CARE 4 semester hours**

The topics of supportive ventilatory care and post ventilatory management are discussed. Emphasis is placed on the interrelationship of pathology, physiology, acid-base chemistry and advanced respiratory therapy techniques.

**RSP 220 RESPIRATORY THERAPY  
PRACTICUM D 3 semester hours**

The student is supervised in the intensive and respiratory units. Proper suctioning technique, chest physical therapy, tracheotomy care and control ventilation 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.

**RSP 225 PULMONARY FUNCTION 3 semester hours**

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. Mass screening and other techniques in diagnosis of respiratory disease are given.

**RSP 230 RESPIRATORY THERAPY  
PRACTICUM E**

**3 semester hours**

Practical aspects of administrative and organizational responsibility of a department of respiratory therapy are studied. Responsible case study and presentation.

## **NUTRITION**

These courses are designed specifically for students enrolled in the Nursing and Medical Assisting programs. Other students may enroll only by permission of the Division Chairman. Basic principles of nutrition are discussed as related to a particular medical orientation.

### **COURSES OF INSTRUCTION NUTRITION**

**NTR 200 NUTRITION AND DIET THERAPY**

**2 semester hours**

Basic principles of nutrition relating to metabolism and the various modifications of normal diets for abnormal metabolic conditions. Required for students in the Medical Assisting program. Prerequisite: sophomore student or by special permission.

**NTR 201 NORMAL AND THERAPEUTIC  
NUTRITION**

**2 semester hours**

Basic principles of human nutrition. Their adaptation to disease conditions and the physiological stress of pregnancy and lactation. Required for students in the nursing program. Prerequisite: sophomore student or by special permission.

## **EMERGENCY MEDICAL TECHNOLOGY**

These courses are designed primarily for persons engaged in emergency medical services although persons with a general interest in emergency care will be admitted into EMT 100.

Admission into EMT 110 will be by special application and acceptance by the EMT Admissions Committee. Persons completing the six (6) credit hour Emergency Medical Technician program will be eligible for the Florida State Division of Health Emergency Medical Technician Certificate.

## COURSES OF INSTRUCTION EMERGENCY MEDICAL TECHNOLOGY

### **EMT 100 EMERGENCY MEDICAL TECHNOLOGY I**

**3 semester hours**

Introductory survey of emergency medical services including medical-legal aspects, techniques of emergency resuscitation and cardiac massage, extrication, transportation, physiological and emotional trauma, and practical application of skills and procedures involved in life-threatening emergencies.

### **EMT 110 EMERGENCY MEDICAL TECHNOLOGY II**

**3 semester hours**

Continuation of EMT 100 involving advanced techniques in cardiopulmonary resuscitation, hemorrhage, patient maintenance, emergency room care, medications. Includes in-depth study of anatomy and physiology: triage, assessment and stabilization of the patient in shock. Twelve hours of clinical observation in hospitals required. Prerequisite: EMT 100.

### **EMT 200 ADVANCED CLINICAL TECHNIQUES**

**4 semester hours**

Advanced course for the State certified emergency medical technician for exposure to clinical techniques of life supportive care. Under professional medical and nursing supervision planned experiences in intravenous administration and the techniques of electronic cardiac monitoring and defibrillation are provided. Fluid administration, pharmacology of drugs used in resuscitation, basic arrhythmias and their treatment, assessment of the patient in shock and supportive management of patients with life threatening emergencies are covered. Prerequisites: EMT 100 and 110; State EMT certification.

## **MEDICAL LABORATORY PROGRAM**

The Medical Laboratory Technician program of Broward Community College is open to graduates of approved Certified laboratory assistant programs. Applicants must first satisfy the requirements for admission to the College and will then be eligible to write the special examination for admission into the Medical Laboratory Technician courses.

Upon meeting admission requirements and verification of certification, students will have the thirty (30) MLT 100 level credits waived from their credit hour requirement. Students must complete forty-two (42) semester hours credit to satisfy the Associate in Science degree requirements for graduation.

Once selected for admission into the Medical Laboratory Technician program, students may select one of the three (3) curriculum tracks toward the Associate Degree. Track I is designed essentially for students not interested in transferring to a university for further study. Track I contains twenty-five

(25) university parallel credits. Track II is designed for students desiring more university parallel credits than Track I. Track II contains thirty-four (34) university parallel credits. Track III reflects our Pre-Medical Technology (A.A. Degree) program as it appears in the College catalog and does not require the first year in the Certified Laboratory Assistant program as a prerequisite.

## **MEDICAL LABORATORY TECHNOLOGY**

Requirements for the Associate in Science Degree in Medical Laboratory Technology:

1. Completion of 71 semester hours of credit with a grade point average of 2.0 or better.
2. Completion of the following courses in major field (no grade lower than "C" will be acceptable for MLT courses)  
MLT 200, 220 . . . . . 8 semester hours
3. Completion of the following courses in related areas:  
MLT 100, 120, 140, 160 . . . . . 30 semester hours  
These courses represent a 12 month approved Certified Laboratory Assistant program and will be waived from the total credit hour requirement upon verification of certification as a Certified Laboratory Technician. These courses are not offered by the College.
4. Completion of the following courses in General Education:  
English Composition 101 and 103 . . . . . 6 semester hours  
MTH 131 . . . . . 3 semester hours  
PSY 201 . . . . . 3 semester hours  
CHE 131, 132, 134 . . . . . 7 semester hours  
BIO 105, 115, 116, 117 . . . . . 10 semester hours  
SOC 211 . . . . . 3 semester hours
5. Completion of two semester hours in Physical Education activities (those exempt will substitute electives).
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.
10. The Medical Laboratory 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 qualifications necessary for a career in Medical Laboratory Technology.

**MEDICAL LABORATORY TECHNICIAN PROGRAM**  
**(A.S. Degree)**

Each student must complete the following courses:

MLT 200, 220 .....	8 semester hours
ENG 101 .....	3 semester hours
MTH 131 .....	3 semester hours
CHE 131, 132, 134 .....	7 semester hours
BIO 105 .....	1 semester hour
SOC 211 .....	3 semester hours
HPR .....	2 semester hours

Total ..... 27 semester hours

Students may elect from the following Tracks to complete their requirement:

**TRACK I**

BIO 115, 116, 117 .....	9 semester hours
PSY 201 .....	3 semester hours
ENG 103 .....	3 semester hours

Total ..... 42 semester hours

**TRACK II**

MTH 132 .....	3 semester hours
CHE 133, 135 .....	4 semester hours
BIO 160, 161 .....	4 semester hours
ENG 102 (104) .....	3 semester hours

Total ..... 41 semester hours

**COURSES OF INSTRUCTION**

**MLT 200 BASIC INSTRUMENTATION** **4 semester hours**

Operation and maintenance of the autoanalyzer, spectrophotometer, fluorometer, gasometer, densitometer, potentiometer, Coulter counter and microtitrator; minor mechanical troubleshooting; electrophoresis theory, principles of light and electricity. Preparation of data for acquisition equipment. 4 laboratory, 2 lecture hours per week. Prerequisite: Satisfactory completion of approved Certified Laboratory Assistant program and verification of certification.

**MLT 220 ADVANCED MEDICAL LABORATORY TECHNIQUES** **4 semester hours**

Study of microchemistry, steroids, enzymes, protein, hemoglobin and toxicology. Application of theories and techniques acquired in MLT 200 Basic Instrumentation. In-depth study of prepared specimens in hematology, parasitology and microbiology. Prerequisite: MLT 200. 4 laboratory, 2 lecture hours per week.



## **HOSPITAL ACCOUNTING TECHNOLOGY \*\*\***

Requirements for the Associate in Science Degree for Hospital Accounting majors:

Completion of the following 65 semester hours of credit and a grade point average of 2.0 or better:

ENG 101 & ENG 103 or 104 .....	6
*BA 101 Typing I .....	3
BA 123 Prin. of Hospital Accounting I .....	3
BA 124 Prin. of Hospital Accounting II .....	3
BA 126 Hospital Budgets & Costs .....	3
BA 127 Medicare Cost Reimbursement .....	3
BA 128 Hospital Financial Statement Analyzation .....	3
BA 129 Externship .....	4
BA 150 Business Math .....	3
BA 227 Income Tax .....	3
BA 231 and 232 Business Law .....	6
BA 245 Business Communications .....	3
BA 247 Business Machines .....	3
**Related Electives .....	6
DP 101 Fund. of Data Processing .....	3
DP 102 Data Preparation Equip. ....	3
ECO 190 or 251 Economics .....	3
HPR .....	4
	65

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

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

\*\*\*See Business Administration section

Special Admission procedures for Allied Health students are waived for students enrolling in Hospital Accounting courses.

### **COURSES OF INSTRUCTION HOSPITAL ACCOUNTING**

#### **BA 123 PRINCIPLES OF HOSPITAL ACCOUNTING I**

**3 semester hours**

A study of the basic principles and practices of hospital accounting – special journals and ledgers, patients' accounts receivables procedures, payroll, etc. Principles of internal control are stressed.

#### **BA 124 PRINCIPLES OF HOSPITAL ACCOUNTING II**

**3 semester hours**

Sources of hospital revenue, cash collections, endowments, public funds, etc. The generation of charges for room, board, nursing care and



auxiliary services. Basis of credit and collections as applied to third party billing.

**BA 126 HOSPITAL BUDGETS AND COSTS** **3 semester hours**

A study of cost analysis as a tool of management; an evaluation of methods of hospital cost analysis. Also, a study of the principles of budgeting for general fund, cash, plant funds and the preparation of estimated financial statements.

**BA 127 MEDICARE COST REIMBURSEMENT** **3 semester hours**

A study of the legal requirements for medicare reimbursement including the eligibility and necessary reports, the principles of cost reimbursement and regulations. Stresses practical application of completing required forms for reimbursements.

**BA 128 HOSPITAL FINANCIAL STATEMENT ANALYZATION** **3 semester hours**

The use of financial statements for hospital management. The reports needed and the proper arrangement of information for effective use. An emphasis on the use of statistics in making the reports meaningful.

**BA 129 EXTERNSHIP** **4 semester hours**

The practical application of the principles of hospital accounting. This practicum enables the student to work with existing hospital records and enables him to originate all necessary records. Stresses the charitable and humane interest of a hospital.

## **COMMUNITY EDUCATION**

To meet expressed community needs, the Division of Allied Health Technologies will offer opportunities for continuing education through seminars, workshops, and special educational programs. The Division of Allied Health Technologies faculties recognize their responsibilities to provide community service to assist allied health practitioners to adapt to their changing roles in today's society.

## **COURSES OF INSTRUCTION COMMUNITY EDUCATION**

**CED 100 FUNDAMENTAL CONCEPTS IN RESPIRATORY THERAPY** **3 semester hours**

Will not be accepted for credit toward Associate in Science Degree in Respiratory Therapy except by special permission. Will not satisfy American Registry for Inhalation Therapist registry requirements. Provides in-depth insight into the fundamentals of respiratory therapy to nursing personnel and total patient care and conditions indicating treatment through respiratory therapy. Discusses the uses of therapeutic gases and drugs, equipment used to administer treatments, and related factors such as cardiopulmonary resuscitation.



## **DIVISION OF ENGINEERING TECHNOLOGY**

### **AEROSPACE TECHNOLOGY**

Air Traffic Controller  
Aviation Administration  
Career Pilot

### **ARCHITECTURAL TECHNOLOGY**

### **CONTRACTING AND CIVIL ENGINEERING**

### **DATA PROCESSING**

### **ELECTRONICS**

Electronic Technology  
Electronic Computer Technology

### **MECHANICAL ENGINEERING TECHNOLOGY**

Whipple, Division Chairman and Mechanical Engineering Technology Area Leader; Bowen, Aerospace Area Leader; Minicone, Contracting and Civil Engineering Area Leader; Ellis, Data Processing Area Leader; Kirk, Architectural Technology Area Leader; Greenstein, Electronics Area Leader; Brock, Claggett, Everett, Gagliardi, Mondin, Nixon, Pope, 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 any 3 hour Science course for the Physics requirements. For students enrolled in the Business Option, BA-150, Math 131 and STA-221 will satisfy the math requirements.

**\*\*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 Community 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 130 and 131.

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.

### **PROGRAM FOR AVIATION ADMINISTRATION (A.S. Degree)**

#### **FIRST YEAR**

##### *First Term*

AER 115 Aeronautical Science . .	3
AER 116 Navigation Science I . .	3
AER 131 Primary Flight . . . . .	3
ENG 101 Composition . . . . .	3
MTH 132 Cont. Col. Algebra . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . 16

##### *Second Term*

AER 120 Meteorology . . . . .	3
ENG 102 Composition . . . . .	3
Elective . . . . .	3
PSC 121 National Govt. . . . .	3
MTH 133 Pre-Calculus Math. . . .	5
HPR Physical Education . . . . .	1

Total Semester Hours . . . 18

### **Term III-A**

AER 260 Airport Management . . .	3
PSC 122 State and Local Government . . . . .	3
Total Semester Hours . . . . .	6

## **SECOND YEAR**

### *First Term*

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

### *Second Term*

AER 225 Air Carrier Management . . . . .	3
ECO 252 Principles of Economics	3
BA 222 Principles of Accounting	3
PHY 130 Physics . . . . .	3
PHY 131 Physics Lab . . . . .	1
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 14

Suggested Elective: 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.

### **PROGRAM FOR CAREER PILOT (A.S. Degree)**

### **FIRST YEAR**

#### *First Term*

AER 115 Aeronautical Science . .	3
AER 116 Navigation Science I . .	3
AER 131 Primary Flight . . . . .	3
ENG 095 or ENG 101 Communications . . . . .	3

#### *Second Term*

AER 120 Meteorology . . . . .	3
AER 125 Aerodynamics . . . . .	3
AER 230 Commercial Flight I . .	3
PHY 130 Physics . . . . .	3
PHY 131 Physics Lab . . . . .	1



**Engineering Technology**  
**Air Traffic Controller Program**

MTH 171 Technical Algebra. . . . . 3  
HPR Physical Education . . . . . 1

MTH 172 Technical  
Trigonometry. . . . . 3  
HPR Physical Education. . . . . 1

Total Semester Hours . . . . 16

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**

*First Term*

AER 200 Navigation Science II . . 3  
AER 205 Aeronautical Science  
Safety . . . . . 3  
AER 231 Commercial Flight II . . 3  
Elective . . . . . 3  
HPR Physical Education . . . . . 1

Total Semester Hours . . . . 13

*Second Term*

AER 210 Instrument Flight  
Theory . . . . . 3  
AER 232 All Weather Flight . . . 3  
PSC 121 National Government. . . 3  
Elective . . . . . 3  
MTH 191 Slide Rule . . . . . 1  
HPR Physical Education. . . . . 1

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. Students interested in this program should contact the Aerospace or Cooperative Education Office prior to enrolling.



## PROGRAM FOR AIR TRAFFIC CONTROLLER (A.S. Degree)

### FIRST YEAR

#### *First Term*

AER 115 Aeronautical Science . . .	3
AER 116 Navigation Science . . . .	3
AER 131 Primary Flight. . . . .	3
ENG 095 or ENG 101 Communication . . . . .	3
MTH 171 Technical Algebra . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 16

#### *Second Term*

AER 120 Meteorology . . . . .	3
AER 125 Aerodynamics . . . . .	3
AER 230 Commercial Flight I . . .	3
PHY 130 Physics . . . . .	3
PHY 131 Physics Lab. . . . .	1
MTH 172 Technical Trigonometry	3
HPR Physical Education . . . . .	1

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
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Total Semester Hours . . . . 3

### SECOND YEAR

#### *First Term*

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

Total Semester Hours . . . . 16

#### *Second Term*

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

Total Semester Hours . . . . 14

#### 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** **3 semester hours**

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.

### **AER 116 NAVIGATIONAL SCIENCE I** **3 semester hours**

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.

### **AER 120 METEOROLOGY** **3 semester hours**

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.

### **AER 125 AERODYNAMICS** **3 semester hours**

An analysis of the physical laws and aerodynamic principles which govern the flight and performance of aircraft. Stability 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.

### **AER 131 PRIMARY FLIGHT** **3 semester hours**

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: \$811.00.

### **AER 140 AIRCRAFT ENGINES, STRUCTURES, AND SYSTEMS** **3 semester hours**

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.

### **AER 200 NAVIGATION SCIENCE II** **3 semester hours**

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. MTH 171 and Math 172, or MTH 132 and Math 133.

**AER 205 AERONAUTICAL SCIENCE  
SAFETY**

**3 semester hours**

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.

**AER 210 INSTRUMENT FLIGHT THEORY**

**3 semester hours**

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 or commercial pilot's license.

**AER 225 AIR CARRIER MANAGEMENT**

**3 semester hours**

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.

**AER 230 COMMERCIAL FLIGHT I**

**3 semester hours**

First half of flight training to prepare for the Federal Aviation Agency Commercial Pilot Certificate. A total of 73 hours of instruction, including 15 hours dual flight, 40 hours solo flight and 18 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 a prerequisite of AER 231) the student must have completed AER 120, 125, 140, 200, and 205. Fee: \$938.00.

**AER 231 COMMERCIAL FLIGHT II**

**3 semester hours**

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. Corequisites: Students normally take AER 200 and 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: \$910.00.\*

**AER 232 ALL WEATHER FLIGHT**

**3 semester hours**

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:

site: AER 231; corequisite: AER 210. Fee: \$652.50.\*

**AER 233 FLIGHT SIMULATOR TRAINING** **1 semester hour**

A total of 15 hours of training in a flight simulator. Material covered includes: basic instruments, VOR procedures, ADF procedures. The course should normally be taken with AER 231 or 232. Fee: \$202.50.\*

**AER 260 AIRPORT MANAGEMENT** **3 semester hours**

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.

**AER 270 AIRLINE MARKETING** **3 semester hours**

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.

\*Aerospace fees are not received by the College Business Office, but are payable directly to the flight contractor and are subject to change.

**PROGRAM FOR ARCHITECTURAL TECHNOLOGY (A.S. Degree)**

Provides a student with the necessary basic concepts and practices employed in the architectural field today. Special problem solving situations qualify the student for special areas, such as architectural drafting, specification writing, pictorial presentations, model presentation and planning and estimating.

**FIRST YEAR**

*First Term*

	C	L	Cr.
ME 100 Technical Drawing . . . . .	1	3	3
CC 100 Material and Processes . . . . .	2	2	3
ENG 101 Composition . . . . .	3	0	3
HPR Physical Education . . . . .			1
MTH 171 Technical Algebra. . . . .	3	0	3
Total Semester Hours . . . . .			13

*Second Term*

	C	L	Cr.
ARC 110 Architectural Drafting .....	1	3	3
CC 111 Civil Drafting I .....	1	3	3
ENG 103 Technical Report Writing .....	3	0	3
HPR Physical Education .....			1
MTH 172 Technical Trigonometry .....	3	0	3
PHY 130 Physics I .....	3	0	3
PHY 131 Physics Lab .....	0	2	1
Total Semester Hours .....			17

**Term III-A**

	C	L	Cr.
*Elective .....			3
CC 250 Surveying .....	1	3	3
Total Semester Hours .....			6

**SECOND YEAR**

*First Term*

	C	L	Cr.
ARC 210 Architectural Drafting II .....	1	3	3
CC 211 Civil Drafting II .....	1	3	3
CC 200 Strength of Materials .....	2	2	3
CC 210 Mechanical and Electrical Systems .....	3	0	3
HPR Physical Education .....			1
MTH 191 Slide Rule .....			1
Total Semester Hours .....			14

*Second Term*

	C	L	Cr.
ME 204 Principles of Industrial Eng. ....	3	0	3
ARC 230 Architectural Drafting III .....	1	3	3
CC 240 Construction Planning and Estimating .....	1	3	3
*Elective .....			3
HPR Physical Education .....			1
PSC 121 National Government .....	3	0	3
Total Semester Hours .....			16

**SUGGESTED ELECTIVES:**

- \*ARC 212 Design and Construction  
(offered Term III-A only)
- CC 230 Structural Design  
(offered Term II only)

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)

**ARCHITECTURAL TECHNOLOGY  
COURSES OF INSTRUCTION**

**ARC 110 ARCHITECTURAL DRAFTING I                      1-3-3 semester hours**

This course offers the student basic knowledge of architectural drawing with emphasis placed on residential construction and building techniques. Methods of showing plans, elevations, sections, riser diagrams, dimensioning and perspectives are covered. Zoning and local building codes are studied. Prerequisite: ME 100.

**ARC 210 ARCHITECTURAL DRAFTING II                      1-3-3 semester hours**

Methods and techniques used in commercial building will be emphasized with special attention directed to prestressed-precast concrete beams and structural steel members. Commercial parking and zoning as required by local codes are studied. Prerequisite: ARC 110.

**ARC 212 DESIGN AND CONSTRUCTION                      1-3-3 semester hours**

Special emphasis is given to problem solving situations as related to architectural design and construction in the south Florida area. Scale models are designed and researched. Added time is allotted the air brush and special rendering techniques. Prerequisites: CC 100, ARC 110.

**ARC 230 ARCHITECTURAL DRAFTING III                      1-3-3 semester hours**

This course offers the student basic fundamentals and techniques of high rise construction. Special emphasis is placed on air conditioning, elevators, refuse disposal, parking and landscape. Prerequisite: ARC 210.

**PROGRAM FOR CONTRACTING AND CIVIL  
ENGINEERING TECHNOLOGY (A.S. Degree)**

The Contracting and Civil Engineering Technology program prepares 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*

	C	L	Cr.
CC 100 Materials and Processes .....	2	2	3
ME 100 Technical Drafting .....	1	3	3
ENG 101 Composition .....	3	0	3
MTH 171 Technical Algebra .....	3	0	3
HPR Physical Education .....			1
Total Semester Hours .....			13

### *Second Term*

	C	L	Cr.
CC 111 Civil Drafting I .....	1	3	3
ENG 103 Technical Report Writing .....	3	0	3
MTH 172 Technical Trigonometry .....	3	0	3
MTH 191 Slide Rule Math .....	1	0	1
PHY 130 Physics .....	3	0	3
PHY 131 Physics Lab .....	0	2	1
HPR Physical Education .....			1
Total Semester Hours .....			15

### Term III-A

	C	L	Cr.
CC 220 Water Supply and Disposal .....	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 .....	2	2	3
CC 210 Mechanical and Electrical Systems .....	3	0	3
CC 260 Route Surveying .....	1	3	3
*CC Elective .....			3
**Elective .....			3
HPR Physical Education .....			1
Total Semester Hours .....			16

### *Second Term*

	C	L	Cr.
CC 230 Structural Design .....	3	0	3
CC 240 Planning & Estimating .....	1	3	3
*CC Elective .....			3

Social Science .....	3
**Elective .....	3
HPR Physical Education .....	1
Total Semester Hours .....	16

**\*CC Elective (Approved by Advisor)**

CC 211 Civil Drafting II

CC 231 Civil Drafting III

DP 101 Fundamentals of Data Processing

ME 204 Principles of Industrial Engineering

ME 270 Basic Hydraulics

**\*\*Suggested Electives (Approved by Advisor)**

BA 100 Introduction to Business

BA 130 Salesmanship

BA 140 Personal Finance

BA 221 Principles of Accounting I

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****2-2-3 semester hours**

Introduces the materials and processes commonly used in building construction. Provides background relating to physical properties, sources and costs of materials. Includes a study of standard manufacturing processes and recent methods of application. Laboratory sessions introduce A.S.T.M. procedures for testing concrete specimens.

**CC 111 CIVIL DRAFTING I****1-3-3 semester hours**

Introduces drafting techniques required for producing contract drawings related to foundations, concrete and steel structures, roof framing, etc. Emphasis is placed on linework, lettering and familiarity with all sections of the South Florida Building Code. Student is required to provide his own drafting tools. College provides drafting tables and blue line print machine. Prerequisite: ME 100 or equivalent.

**CC 200 STRENGTH OF MATERIALS****2-2-3 semester hours**

A study of statics and strength of materials without the use of advanced mathematics. Includes properties of sections, stress, strain, shear and moment diagrams. Introduction to solving problems using an electronic calculator. Laboratory sessions emphasize standard procedures for testing soils, asphalt and building materials. Prerequisite: PHY 130 or equivalent.

**CC 210 MECHANICAL AND ELECTRICAL SYSTEMS**

**3-0-3 semester hours**

Acquaints student with mechanical and electrical equipment commonly used in high rise and commercial buildings. Presents fundamentals of air conditioning, heating, lighting, communicating and wiring for electrical equipment. Includes a study of speciality equipment such as elevators, dumbwaiters and moving stairways.

**CC 211 CIVIL DRAFTING II**

**1-3-3 semester hours**

Intermediate course in drafting with emphasis on detailing reinforced concrete and steel structures. Student is required to prepare complete contract drawings for a specific project. Fundamentals of graphical methods for stress analysis are included. Prerequisite: CC 111 or equivalent.

**CC 220 WATER SUPPLY AND WASTE WATER DISPOSAL**

**3-0-3 semester hours**

A single course covering the sources, treatment and distribution of potable water; and the collection, treatment and disposal of wastewater. Field trips are made to view actual construction, operation and maintenance of local facilities. The student is required to become acquainted with all provisions of the Florida State Sanitary Code.

**CC 230 STRUCTURAL DESIGN**

**3-0-3 semester hours**

Simplified design of reinforced concrete structures including beams, columns, footings, retaining walls and pile foundations. Classification of soils and interpretation of borings from the standard penetration test. Student is required to perform design computations using an electronic calculator and prepare sketches specifying materials and dimensions. Prerequisite: CC 200 or equivalent.

**CC 231 CIVIL DRAFTING III**

**1-3-3 semester hours**

Final course in drafting stresses site planning including grading, drainage, utility and highway layout. Preparation of contract drawings for industrial plants, water and wastewater facilities. Piping layouts are studied and drawn. Prerequisite: CC 111 or equivalent.

**CC 240 CONSTRUCTION PLANNING AND ESTIMATING**

**1-3-3 semester hours**

A study of construction contracts, contractor responsibilities, job planning, scheduling, selection of equipment and methods of construction. The student is required to make quantity take-offs from a set of plans and do pricing of labor and materials. Current price trends in all phases of the construction industry are studied. Prerequisite: CC 111 or equivalent.

**CC 250 SURVEYING**

**1-3-3 semester hours**

The theory and practice of construction surveying, including the use and care of surveying instruments. The student is required to assume various duties as a member of a survey party. Field practice includes setting corner stakes, batter boards, bench marks, and running a closed traverse.

## **CC 260 ROUTE SURVEYING**

**1-3-3 semester hours**

Highway surveying including horizontal and vertical curves. Traverse computations using the electronic calculator. Familiarization with advanced techniques such as Laser, Sonar, Tellurometer and Geodimeter equipment. Prerequisite: CC 250 or equivalent.

## **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 Community 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 PRE-COMPUTER SYSTEMS/SCIENCE (A.A. DEGREE)**

The following suggested program will transfer to the Florida Atlantic University, Florida International University, and the University of West Florida. Any student planning to transfer to any other school should plan his work according to the curriculum requirements of that particular college or university.

### **SUGGESTED PROGRAM FOR PRE-COMPUTER SYSTEMS/SCIENCE (A.A. Degree)**

#### **FIRST YEAR**

##### *First Term*

##### *Second Term*

ENG 101 Composition . . . . .	3	ENG 102 or 104 Composition . . .	3
DP 101 Fund of Data Processing .	3	BA 222 Prin. of Accounting II . . .	3
BA 221 Prin. of Accounting I . . .	3	*Science . . . . .	3 or 4

\*Many upper divisions require a laboratory Science.

Humanities. . . . . 3  
HPR Physical Education. . . . . 1

MTH 131 or 132 Algebra. . . . . 3  
DP 105 Comp. Programming I . . . 3  
HPR Physical Education . . . . . 1

Total Semester Hours . . . 13

Total Semester Hours . . 16-17

### TERM III-A or III-B

\*Science . . . . . 3 or 4  
DP 205 Comp. Programming II . . . . 3

Total Semester Hours . . . . . 6-7

\*Many upper divisions require a laboratory Science

### SECOND YEAR

#### *First Term*

ECO 251 Prin. of Economics I . . . 3  
\*DP 110 Fortran Programming . . . 3  
Social Science . . . . . 3  
PSY 201 General Psychology . . . 3  
STA 221 Statistics . . . . . 3  
HPR Physical Education. . . . . 1

Total Semester Hours . . . 16

#### *Second Term*

ECO 252 Prin. of Economics II . . 3  
DP 225 Advanced Programming. . 3  
Humanities . . . . . 3  
Social Science. . . . . 3  
HPR Physical Education. . . . . 1

Total Semester Hours . . . 13

\*\*The University of West Florida prefers DP 110, other schools will accept DP 115-PL/1 Programming.

## 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. To be awarded the certificate a student must have completed the courses with an average of "C" or above.

Course Number	Description	C	L	Hrs.
<b>TERM I</b>				
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 Accounting. . . . .		3	0	3
Total . . . . .				12

### TERM II

DP 104 Introduction to Programming Systems . . . . .	2	2	3
DP 105 Computer Programming I . . . . .	2	2	3
*ENG 102 or ENG 103 Composition . . . . .	3	0	3
BA 222 Principles of Accounting . . . . .	3	0	3
Total . . . . .			12

### TERM III

DP 205 Computer Programming II . . . . .	2	2	3
DP 221 System Development & Design . . . . .	3	0	3
BA 150 Business Math or MTH 131 . . . . .	3	0	3
Social Science. . . . .	3	0	3
Total . . . . .			12

### TERM IV

DP 210 Contemporary Programming Practices . . . . .	2	2	3
DP 225 Advanced Programming Techniques . . . . .	2	2	3
DP 115 or DP 110 . . . . .	2	2	3
Total . . . . .			9
Total Semester Hours . . . . .			45

\*Completion of ENG 095 and ENG 103 will satisfy the requirements for a Certificate in Data Processing at this institution.

## PROGRAM FOR DATA PROCESSING TECHNOLOGY (A.S. Degree)

### Business Option

### 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 150 Business Math . . . . .	3	0	3
BA 221 Prin. of Acc't. . . . .	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 102 or 103 Composi'n . . . . .	3	0	3
BA 222 Prin. of Acc't. . . . .	3	0	3
MTH 131 Basic College Math . . . . .	3	0	3
HPR Physical Education. . . . .	2	0	1

Total Semester Hours . . . . 16



### Term III-A or III-B

C L Cr.

DP 205 Computer			
Programming II . . . . .	2	2	3
ECO 251 Prin. of Economics	3	0	3

Total Semester Hours . . . . 6

### SECOND YEAR

#### *First Term*

C L Cr.

DP 210 Cont. Programming Practices . . . . .	2	2	3
DP 221 Systems Dev. & Design . . . . .	3	0	3
STA 221 Elem. Statistics . .	3	0	3
Science . . . . .	3	0	3
HPR Physical Education . .	2	0	1

Total Semester Hours . . . . 13

#### *Second Term*

C L Cr.

DP 225 Advanced Programming Techniques . .	2	2	3
DP 115 or DP 110 . . . . .	2	2	3
DP 226 Field Project . . . .	1	2	2
Social Science . . . . .	3	0	3
*Elective . . . . .	3	0	3
HPR Physical Education . .	2	0	1

Total Semester Hours . . . . 15

\*Suggested Elective (Approved by Advisor)

BA 260, BA 261, BA 100, Speech 100 or Humanities

BA 221, and BA 222 are considered as part of the 36 semester hours required in the major field. BA 121 and BA 122, while not transferable, may be substituted for BA 221 and BA 222 for the A.S. Degree.

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)

### PROGRAM FOR DATA PROCESSING TECHNOLOGY (A.S. Degree) Engineering-Scientific Option

### 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
MTH 131 Basic College Mth	3	0	3
Science . . . . .	3	0	3

#### *Second Term*

C L Cr.

DP 110 Fortran . . . . .	2	2	3
DP 105 Computer Programming I . . . . .	2	2	3
ENG 103 Tech. Report Writing. . . . .	3	0	3
MTH 132 College Algebra .	3	0	3
Science . . . . .	3	0	3

**Engineering Technology**  
**Courses - Data Processing Technology**

HPR Physical Education . . 2 0 1

HPR Physical Education . . 2 0 1

Total Semester Hours . . . . 16

Total Semester Hours . . . . 16

**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  
 Elective . . . . . 3 0 3  
 MTH 133 Pre-Calculus  
 Math . . . . . 5 0 5  
 Social Science . . . . . 3 0 3  
 HPR Physical Education . . 2 0 1

DP 225 Advanced Pro-  
 gramming Techniques III 2 2 3  
 ECO 251 Principles of  
 Economics . . . . . 3 0 3  
 Elective . . . . . 3 0 3  
 PHY 130 Physics . . . . . 3 0 3  
 PHY 131 Physics Lab . . . . 0 2 1  
 HPR Physical Education . . 2 0 1

Total Semester Hours . . . . 15

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 3-0-3 semester hours**

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.

**DP 102 DATA PREPARATION EQUIPMENT 2-2-3 semester hours**

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.

**DP 104 INTRODUCTION TO PROGRAMMING SYSTEMS**

**2-2-3 semester hours**

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.

**DP 105 COMPUTER PROGRAMMING I**

**2-2-3 semester hours**

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.

**DP 110 FORTRAN PROGRAMMING**

**2-2-3 semester hours**

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.

**DP 115 PL/1 COMPUTER PROGRAMMING**

**2-2-3 semester hours**

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.

**DP 205 COMPUTER PROGRAMMING II**

**2-2-3 semester hours**

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.

**DP 210 CONTEMPORARY PROGRAMMING PRACTICES**

**2-2-3 semester hours**

A programming course designed to teach advanced concepts of the Assembler Language (BAL). The student will also become acquainted with the latest communications and tele-processing languages and techniques. Prerequisites: DP 105 and DP 205 or instructor approval.

**DP 221 SYSTEMS DEVELOPMENT AND DESIGN**

**3-0-3 semester hours**

The course includes a survey of present procedures and system of internal controls. Students learn through lectures and practical case studies how to apply equipment and programming techniques to actual business data processing applications. Prerequisite: DP 105 or instructor approval.

**DP 225 ADVANCED PROGRAMMING TECHNIQUES III**

**2-2-3 semester hours**

The student utilizes previous studied programming languages. Problems are selected which provide for more sophistication in file creation, main-

tenance, use of subprograms, and special programming techniques.  
 Prerequisite: DP 205.

**DP 226 FIELD PROJECT**

**1-2-2 semester hours**

The student will be assigned a project selected by the Instructor or one chosen from an existing local Data Processing firm. The project will include problem definition, flowcharting, coding, testing and a detail document of the complete application. Prerequisites: DP 205 and DP 210 or instructor approval.

**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.

**PROGRAM FOR ELECTRONIC TECHNOLOGY (A.S. Degree)**

**Digital or Communication Option**

**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.			
ENG 101 Composition . . . .	3	0	3	Trigonometry . . . . .	3	0	3
PSC 121 National				ENG 103 Technical Report			
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

<i>First Term</i>				<i>Second Term</i>			
	C	L	Cr.		C	L	Cr.
EL 213 Digital Systems . . .	3	1	4	EL 210 Electronic Com-			
EL 216 Semiconductors . . .	2	2	3	munications 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 130 Physics . . . . .	3	0	3	*Electives . . . . .			6
PHY 131 Physics Lab . . . . .	0	2	1	HPR Physical Education . .	0	1	1
HPR Physical Education . .	0	1	1				
Total Semester Hours . . . .	15			Total Semester Hours . . . .	16		

### Communication Option

#### SECOND YEAR

<i>First Term</i>				<i>Second Term</i>			
	C	L	Cr.		C	L	Cr.
EL 216 Semiconductors . . .	2	2	3	EL 210 Electronic Com-			
EL 218 Electronic				munications Systems . . .	3	0	3
Instrumentation . . . . .	3	0	3	EL 222 Microwaves . . . . .	3	1	4
EL 221 Frequency				EL 223 Applied Circuit			
Modulation . . . . .	3	1	4	Analysis . . . . .	0	4	2
PHY 130 Physics . . . . .	3	0	3	*Electives . . . . .			6
PHY 131 Physics Lab . . . . .	0	2	1	HPR Physical Education . .	0	1	1
HPR Physical Education . .	0	1	1				
Total Semester Hours . . . .	15			Total Semester Hours . . . .	16		

\*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 130 Physics (3 credits)
- PHY 131 Physics Lab (1 credit)
- 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 210 Work Experience I (Practicum)

CWS 202 Work Experience II (Practicum)

## PROGRAM FOR ELECTRONIC COMPUTER TECHNOLOGY (A.S. Degree)

### FIRST YEAR

<i>First Term</i>				<i>Second Term</i>			
	C	L	Cr.		C	L	Cr.
EL 100 DC Circuits . . . . .	3	1	4	EL 104 AC Circuits . . . . .	3	1	4
MTH 171 Technical Algebra	3	0	3	DP 101 Basic Computer			
MTH 191 Slide Rule Math .	1	0	1	Machines . . . . .	3	0	3
ENG 101 Composition . . .	3	0	3	DP 102 Data Preparation			
PSC 121 National				Equipment . . . . .	2	2	3
Government . . . . .	3	0	3	MTH 172 Tech.			
HPR Physical Education . .	0	1	1	Trigonometry . . . . .	3	0	3
				ENG 103 Technical Report			
				Writing . . . . .	3	0	3
				HPR Physical Education . .	0	1	1
Total Semester Hours . . . .	15			Total Semester Hours . . . .	17		

### 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

<i>First Term</i>				<i>Second Term</i>			
	C	L	Cr.		C	L	Cr.
DP Introduction to				DP 115 PL/1 Computer			
Programming Systems . .	2	2	3	Programming . . . . .	2	2	3
DP 105 Computer				DP 205 Computer			
Programming I . . . . .	2	2	3	Programming II . . . . .	2	2	3
DP 110 Fortran				*Electives . . . . .			6
Programming . . . . .	2	2	3	HPR Physical Education . .	0	1	1
PHY 130 Physics . . . . .	3	0	3				
PHY 131 Physics Lab . . . .	0	2	1				
HPR Physical Education . .			1				
Total Semester Hours . . . .	14			Total Semester Hours . . . .	13		



**\*Suggested Electives:**

EL 226 Special Problems (3 credits)

PHY 130 Physics (3 credits)

PHY 131 Physics Lab (1 credit)

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**

**3-1-4 semester hours**

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.)

### **EL 101 A.C.-D.C. CIRCUITS**

**3-1-4 semester hours**

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.

### **EL 102 ELECTRONIC DRAFTING**

**1-3-3 semester hours**

The content includes lettering, orthographic projection, isometric drawing, electronic symbols, schematic and block diagrams, printed circuit diagrams and layout procedures.

### **EL 104 ALTERNATING CURRENT CIRCUITS**

**3-1-4 semester hours**

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.

### **EL 106 ACTIVE ELECTRONIC DEVICES**

**1-2-2 semester hours**

The construction and theory of vacuum tubes is presented including diodes, triodes, tetrodes, pentodes, cathode ray tubes and semiconductor diodes.

### **EL 209 TRANSISTORS**

**3-1-4 semester hours**

CE, CC, CB configurations, large signals, biasing, AC operation and cascaded amplifiers.

### **EL 210 ELECTRONIC COMMUNICATIONS SYSTEM**

**3-0-3 semester hours**

Preparation for F.C.C. license examination.

- EL 213 DIGITAL SYSTEMS** **3-1-4 semester hours**  
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.
- EL 216 SEMICONDUCTORS** **2-2-3 semester hours**  
Subject matter includes field effect transistor, unijunction transistors, tunnel diodes and silicon controlled rectifiers.
- EL 218 ELECTRONIC INSTRUMENTATION** **3-0-3 semester hours**  
Familiarization with oscilloscope, VTVM, VOM, digital voltmeters, impedance bridge, transistor curve tracer, pulse generators, signal generators, power meters, frequency counters and distortion analyzers.
- EL 219 COMPUTERS I** **3-0-3 semester hours**  
Working through the SEL 810A digital computer, system concepts, system design, logic design, circuit design, programming and trouble shooting this equipment.
- EL 220 COMPUTERS II** **3-0-3 semester hours**  
System concepts, logic and circuit design, and trouble shooting the SEL 810A digital computer. (To be taken concurrently with Computers I.)
- EL 221 FREQUENCY MODULATION** **3-1-4 semester hours**  
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.
- EL 222 MICROWAVES** **3-1-4 semester hours**  
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.
- EL 223 APPLIED CIRCUIT ANALYSIS LAB** **0-4-2 semester hours**  
A study of special circuits used in television transmitters and receivers with their relationship to high frequency signal acquisition and transmission.
- EL 226 SPECIAL PROBLEMS** **2-2-3 semester hours**  
An elective course, with permission of Electronic's Area Leader, designed to allow outstanding students the opportunity to work on advanced electronics problems.
- EL 227 DIRECTED STUDIES IN ELECTRONICS (FAA)** **3 semester hours**  
This course is available only to electronic technology students participating in a cooperative education program with the Federal Aviation Administration. Fundamentals of electronics and mathematical applications will be taught through directed studies. Completion of this course may be counted as elective credit only.

**EL 240 AVIONICS I**

**3-0-3 semester hours**

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, oscillators.

**EL 250 AVIONICS II**

**3-0-3 semester hours**

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.

**PROGRAM FOR  
 MECHANICAL ENGINEERING TECHNOLOGY (A.S. Degree)**

The course in Mechanical Engineering Technology is designed to prepare a student for the occupational profession of engineering aide or technical assistant. The student should attain a broad coverage in a diversified field. Fundamental knowledge of drafting, machine, tool and die design, production, testing materials, basic hydraulics, and a core of general education subjects for individual enrichment.

**FIRST YEAR**

*First Term*

*Second Term*

	C	L	Cr.		C	L	Cr.
ME 100 Technical				ME 140 Tool Design I . . .	1	3	3
Drafting . . . . .	1	3	3	ME 151 Die Design . . . .	1	3	3
MTH 171 Technical Algebra	3	0	3	MTH 172 Tech. Trig. . . .	3	0	3
ENG 101 Composition . . .	3	0	3	PHY 130 Physics . . . . .	3	0	3
*Elective . . . . .			3	PHY 131 Physics Lab . . .	0	2	1
HPR Physical Education . .			1	ENG 103 Tech. Report			
				Writing . . . . .	3	0	3
				HPR Physical Education			1
Total Semester Hours . . .	13			Total Semester Hours . . .	17		

**Term III-A**

	C	L	Cr.
ME 102 Design of Machine			
Elements . . . . .	3	0	3
CC 250 Surveying . . . . .	1	3	3
Total Semester Hours . . . .	6		

## SECOND YEAR

<i>First Term</i>				<i>Second Term</i>			
	C	L	Cr.		C	L	Cr.
ME 202 Manufacturing Processes . . . . .	3	0	3	ME 204 Principles of Industrial Engineering . .	3	0	3
ME 240 Tool Design II. . . .	1	3	3	ME 205 Statistical Quality Control . . . . .	3	0	3
ME 270 Basic Hydraulics . .	2	1	3	PSC 121 National Government . . . . .	3	0	3
CC 210 Mechanical and Electrical Systems . . . .	3	0	3	*Elective . . . . .			3
CC 200 Strength of Materials . . . . .	2	2	3	HPR Physical Education. . .			1
MTH 191 Slide Rule . . . .	1	0	1				
HPR Physical Education . .			1				
Total Semester Hours . . . .	17			Total Semester Hours . . . .	13		

**\*Suggested Electives:**

BA 101. Elementary Typing, SPE 100-Introduction to Speech, DP 101 Basic Computing Machines.

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 MECHANICAL ENGINEERING TECHNOLOGY

### ME 100 TECHNICAL DRAFTING 1-3-3 semester hours

Course is designed to provide basic knowledge of the standard of mechanical drafting and to develop skill in the use of drafting equipment. The principles of orthographic projection and the technique of laying out multi-view 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.

### ME 102 DESIGN OF MACHINE ELEMENTS 3-0-3 semester hours

Design principles are studied and calculations are made in determining size and shape of machine parts. The student will receive instruction in designing such elements as beams, bearings, clutches, brakes, bushings, screws, rivets, gears, springs, belts, and flywheels. Attention will be given to loads of various types, stresses, deformations, shrink fits, and other factors in the design of machine elements.



**ME 140 TOOL DESIGN I**

**1-3-3 semester hours**

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: ME 100 or equivalent.

**ME 151 DIE DESIGN**

**1-3-3 semester hours**

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: ME 100 or equivalent.

**ME 202 MANUFACTURING PROCESSES**

**3-0-3 semester hours**

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.

**ME 204 PRINCIPLES OF INDUSTRIAL  
ENGINEERING**

**3-0-3 semester hours**

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.

**ME 205 STATISTICAL QUALITY CONTROL**

**3-0-3 semester hours**

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.

**ME 240 TOOL DESIGN II**

**1-3-3 semester hours**

Emphasis is put on jig design, methods of guiding tools in relation to the problems 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: ME 140.

**ME 270 BASIC HYDRAULICS**

**2-1-3 semester hours**

A study of basic hydraulic components. The type of pumps, valves, cylinders, filters, gauges, sumps, accumulators, and relief valves are discussed with calculations for their application and design.



## **DIVISION OF PUBLIC SERVICES**

**Criminal Justice**

**Fire Science Technology**

**Hotel-Restaurant-Institution Administration Technology**

**Landscape and Pest Control Technologies**

**Public Administration**

**King, Division Chairman and Public Administration Area Leader; Sarauskas; McGowan, Director, Criminal Justice Institute; Rocker, Shultz; Dieterich, Hotel-Restaurant-Institution Administration Area Leader; Riediger; Palmer, Landscape Technology and Pest Control Technology Area Leader; Redmond, Fire Science Area Leader.**

### **CRIMINAL JUSTICE**

This activity is housed in the Criminal Justice Institute and is devoted to offering and developing programs in Police Science, Law Enforcement, Corrections and allied disciplines.

#### **Police Science:**

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, and Florida International University to seek a baccalaureate 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 south-east Florida. These are offered under the auspices of the J. Lester Holt Law Enforcement program, established in memory of the late J. Lester Holt, Chief of Police of the City of Fort Lauderdale. The program is a joint enterprise of the Broward County Chiefs of Police Association and Broward Community 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.

Waivers are offered to police officers with extensive non-credit experience and/or training. Students will be able to receive credit for specific Police Science courses by satisfactorily completing all requirements and examinations for the course. Applications should be made to the Director of the Criminal Justice Institute.



### **Criminal Law:**

Practitioners in Prosecution and the Courts will not usually require academic work but the Institute will offer workshops and seminars designed to up-date and advise personnel who are engaged in the legal aspects of Criminal Justice.

### **Corrections:**

Students desiring to pursue a baccalaureate degree in corrections at Florida State University should follow the University Parallel program leading to an A.A. degree in Pre-Corrections.

Courses in Corrections will be added during the academic year and a program leading to an A.S. degree in Corrections is being developed.

Seminars and workshops dealing with detention, correctional institutions, probation and parole will be offered on a non-credit basis.

The Criminal Justice Institute has been made possible by the financial support of the Law Enforcement Assistance Administration of the Federal Department of Justice and the Governor's Council on Criminal Justice. The Institute is designed to serve the needs of all facets of the Criminal Justice Agencies of Broward County. Operated by Broward Community College, its purpose is to serve all government divisions of Broward County, large or small and to upgrade the administration of Criminal Justice.

## **POLICE SCIENCE**

### **Requirements for the Associate in 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 .....	21 semester hours
PSY 201 (3)	
SOC 201, 211 and 222 (9)	
PSC 121 or 122 (3)	
HISTORY 101 and 102 (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 130	
or CHE 107 (3)	

HUMANITIES ..... 6 semester hours

3. Completion of the following requirements in Criminal Justice:  
CJ 100, POL 101, and 102 ..... 9 semester hours
4. Completion of Physical  
Education Activities ..... 4 semester hours  
(Note: Not required of veterans or students 29 years of age and older.  
Those exempted will substitute appropriate subjects.)
5. Completion of at least 6 credits of electives to be taken from the following courses:  
Social Sciences, Science, Economics  
    or Statistics ..... 9 semester hours
6. Completion of a minimum of 24 semester hours of residence at Broward  
Community 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 in Science Degree in Criminal 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 hours  
    ENG 101 and 102 or 104 (6)  
MATHEMATICS ..... 3 semester hours  
    MTH 100 or higher level (3)  
SOCIAL SCIENCE ..... 15 semester hours  
    PSC 121 or 122 (3)  
    PSY 201 (3)  
    SOC 211 and 222 (6)  
    HIS (3)  
HUMANITIES ..... 6 semester hours  
SCIENCE ..... 6 semester hours

3. Completion of 24 credits in the major field of concentration:  
CJ 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 hours  
(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 202 or 210.
6. Completion of a minimum of 24 semester hours of residence at Broward  
Community 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 in 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 . . . . . 6 semester hours  
ENG 101 and 103 (6)  
(Completion of ENG 095 and 103 will satisfy degree require-  
ments.)  
SOCIAL SCIENCES . . . . . 12 semester hours  
PSC 121 or 122 (3)  
PSY 201 (3)  
SOC 211 and 222 (6)  
MATHEMATICS . . . . . 3 semester hours  
MTH 091, 092, or 100 (3)
3. Completion of the following requirements in related areas:  
BUSINESS ADMINISTRATION . . . . . 3 semester hours  
BA 260, 261, or 262 (3)
4. Completion of 27 hours in the major field of concentration.  
CJ 100, POL 101, POL 102, POL 110,  
POL 111, POL 201, POL 202, POL 203,  
POL 211 . . . . . 27 semester hours  
(NOTE: POL 210 will substitute for any 200-level POL 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 nine credits of electives to be selected from the following:  
Data Processing, Humanities, Social Science, Science, Business Administration, HPR 152, POL 210, and SPE 100 . . . . . 9 semester hours
7. Completion of a minimum of 24 semester hours of residence at Broward Community 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
CJ 100 Introduction to Criminal Justice . . . . .	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 PROGRAM FOR PRE-LAW ENFORCEMENT (A.A. Degree)**

### **FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
ENG 101 Composition . . . . . 3	ENG 102 or 104 Composition . . . 3
HIS 101 . . . . . 3	HIS 102 . . . . . 3
PSC 121 National Government OR	MTH 100 Gen. Ed. College Math 3 POL 101 Police Adm. I . . . . . 3

**Public Services**  
**Criminal Justice Program**

PSC 122 State & Local Govt. . . . 3	HPR . . . . . 1
CJ 100 Intro. to Criminal Justice . . . . . 3	SOC 201 Intro. to Anthropology 3
HPR . . . . . 1	

Total Semester Hours . . . 13

Total Semester Hours . . . 16

**SUMMER TERMS**

Elective . . . . . 3
PSY 201 Gen. Psychology . . . . 3

Total Semester Hours . . . . 6

**SECOND YEAR**

*First Term*

*Second Term*

BIO 100 Prin. of Biology . . . . 3	Science . . . . . 3
BIO 105 Prin. of Biology Lab . . 1	SOC 222 Criminology . . . . . 3
SOC 211 General Sociology . . . 3	Elective . . . . . 3
Humanities . . . . . 3	Humanities . . . . . 3
POL 102 Police Adm. II . . . . 3	SPE 100 Intro. Speech . . . . . 3
HPR . . . . . 1	HPR . . . . . 1

Total Semester Hours . . . 14

Total Semester Hours . . . 16

**PROGRAM FOR CRIMINAL JUSTICE (A.S. Degree)**

**FIRST YEAR**

*First Term*

*Second Term*

ENG 101 Composition . . . . . 3	ENG 102 or 104 Composition . . 3
PSC 121 National Government OR	MTH 100 Gen. Ed. College Math 3
PSC 122 State & Local Govt. . . 3	POL 101 Police Adm. I. . . . . 3
CJ 100 Intro. to Criminal Justice . 3	POL 111 Criminal Evidence and Court Procedures . . . . . 3
POL 110 Criminal Law . . . . . 3	HPR . . . . . 1
HPR . . . . . 1	

Total Semester Hours . . . 13

Total Semester Hours . . . 13

**SUMMER TERMS**

SOC 211 Gen. Soc. . . . . 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 222 Criminology . . . . .	3
Humanities . . . . .	3
Science . . . . .	3
POL 203 Crime & Delinquency Prevention . . . . .	3
POL 211 Criminal Investigation II. 3	
HPR . . . . .	1

Total Semester Hours . . . . 16

## PROGRAM FOR POLICE SCIENCE (A.S. Degree)

### FIRST YEAR

#### *First Term*

ENG 101 Composition . . . . .	3
PSC 121 National Govt. OR	
PSC 122 State & Local Govt. . . . 3	
CJ 100 Intro. to Criminal Justice . 3	
POL 110 Criminal Law . . . . .	3
HPR . . . . .	1

Total Semester Hours . . . . 13

#### *Second Term*

Elective . . . . .	3
ENG 103 Technical Report Writing . . . . .	3
POL 101 Police Adm. I . . . . .	3
POL 111 Criminal Evidence . . . . 3	
HPR . . . . .	1

Total Semester Hours . . . . 13

### SUMMER TERMS

MTH Elective . . . . .	3
PSY 201 Gen. Psychology . . . . .	3

Total Semester Hours . . . . 6

## SECOND YEAR

#### *First Term*

Elective . . . . .	3
SOC 211 Gen. Sociology . . . . .	3
BA Elective . . . . .	3
POL 102 Police Adm. II . . . . .	3
POL 201 Crime Investigation I . . . 3	
HPR . . . . .	1

Total Semester Hours . . . . 16

#### *Second Term*

SOC 222 Criminology . . . . .	3
Elective . . . . .	3
POL 202 Traffic Problem & Administration . . . . .	3
POL 203 Crime and Delinquency Prevention . . . . .	3
POL 211 Criminal Investigation II 3	
HPR . . . . .	1

Total Semester Hours . . . . 16

## **COURSES OF INSTRUCTION POLICE SCIENCE TECHNOLOGY**

### **CJ 100 INTRODUCTION TO CRIMINAL JUSTICE**

**3 semester hours**

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

### **POL 101 POLICE ADMINISTRATION I**

**3 semester hours**

Principles of organization, administration and functioning of police departments to include inspection and control, personnel, training and operations.

### **POL 102 POLICE ADMINISTRATION II**

**3 semester hours**

A continuation of POL 101 with emphasis on operational services, records, communications, custody, etc. (Replaces POL 200.)

### **POL 105 A SURVEY OF LAW ENFORCEMENT**

**3 semester hours**

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.

### **POL 110 CRIMINAL LAW**

**3 semester hours**

Courses 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.

### **POL 111 CRIMINAL EVIDENCE AND COURT PROCEDURES**

**3 semester hours**

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.

### **POL 201 CRIMINAL INVESTIGATION I**

**3 semester hours**

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.

### **POL 202 TRAFFIC PROBLEMS AND ADMINISTRATION**

**3 semester hours**

An examination of the 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.

**POL 203 CRIME AND DELINQUENCY  
PREVENTION**

**3 semester hours**

This course is structured to examine the many crime prevention techniques. Security measures, patrol preventive procedures, and crime trends are discussed in detail. The problem of juvenile crime is also viewed in respect to its implication to the police community.

**POL 210 SPECIAL PROBLEMS IN  
LAW ENFORCEMENT**

**4 semester hours**

This course is structured to provide proficiency in the identification of problem areas and the application of problem solving techniques. A term paper is utilized to demonstrate completed staff work. Various Criminal Justice Agencies will be visited and prominent officials will participate in seminar sessions.

**POL 211 CRIMINAL INVESTIGATION II**

**3 semester hours**

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.

## **CORRECTIONS**

**Requirements for the Associate in Arts Degree in Pre-Corrections:**

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)
  - SCIENCE . . . . . 7 semester hours
    - BIO 100 and 105 (4)
    - AST 101, GY 105, PHY 130 or CHE 107 (3)
  - MATHEMATICS . . . . . 3 semester hours
    - MTH 100 or higher level (3)
  - SOCIAL SCIENCE . . . . . 21 semester hours
    - PSC 121 or 122 (3)
    - HIS 101 and 102 (6)
    - PSY 201 (3)
    - SOC 201, 211 and 222 (9)
  - HUMANITIES . . . . . 6 semester hours
3. Completion of the following allied subjects . . . . . 9 semester hours
  - CJ 100 (3) POL 110 (3) and POL 203 (3)
4. Completion of Physical Education activities . . . . . 4 semester hours

5. Completion of at least 6 credits of electives to be taken from the following areas:  
Psychology, Sociology, Economics or Statistics . 6 semester hours
6. Completion of a minimum of 24 semester hours of residence at Broward Community College including the last twelve 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.

## SUGGESTED PROGRAM FOR PRE-CORRECTIONS (A.A. Degree)

### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 101 Composition . . . . . 3	ENG 102 or 104 Composition . . . 3
HIS 101 World Civilization . . . . . 3	HIS 102 World Civilization . . . . . 3
CJ 100 Intro. to Criminal Justice 3	MTH 100 Gen. Ed. College Math 3
PSC 121 National Government	SOC 201 Intro. to Anthropology 3
or	HPR . . . . . 1
PSC 122 State and Local Govt. . . 3	
HPR . . . . . 1	
Total Semester Hours . . . . 13	Total Semester Hours . . . . 13

### SUMMER TERMS

Elective . . . . . 3
PSY 201 Gen. Psychology . . . . . 3
Total Semester Hours . . . . . 6

### SECOND YEAR

<i>First Term</i>	<i>Second Term</i>
BIO 100 Princ. of Biology . . . . . 3	Science . . . . . 3
BIO 105 Princ. of Biology Lab . . . 1	Elective . . . . . 3
Elective . . . . . 3	Humanities . . . . . 3
Humanities . . . . . 3	POL 203 Crime & Delinq. Prev. . . 3
POL 110 Criminal Law. . . . . 3	SOC 222 Criminology . . . . . 3
SOC 211 Intro. to Sociology . . . . 3	HPR . . . . . 1
HPR . . . . . 1	
Total Semester Hours . . . . 17	Total Semester Hours . . . . 16

## FIRE SCIENCE TECHNOLOGY

Broward Community 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 ..... 3 semester hours  
(Math 092, 100, or BA 150)

#### 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 Fire Science courses:

Required: FS 100, 101, 110, 201, 212 ..... 15 semester hours

Select two of following:

FS 105, 204, 207, 214, 216, EMT 100 ..... 6 semester hours

21 semester hours

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 Community 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.

Required:

FS 100 Introduction to Fire Science . . . . .	3 credits
FS 101 Fire Administration I . . . . .	3 credits
FS 110 Fire Operations & Strategy . . . . .	3 credits
FS 201 Fire Administration II . . . . .	3 credits
FS 212 Hazardous Materials I . . . . .	3 credits
EMT 100 Emergency Medical Technology I . . . . .	3 credits
EMT 110 Emergency Medical Technology II . . . . .	3 credits
Selection of any 3 Fire Science courses: . . . . .	9 credits

Total Semester Hours . . . . . 30

## **PROGRAM FOR FIRE SCIENCE** **(A.S. Degree)**

### **FIRST YEAR**

#### *First Term*

ENG 101 Composition . . . . . 3  
PSC 122 State and Local  
Government . . . . . 3

#### *Second Term*

ENG 103 Technical Report  
Writing OR  
ENG 104 Composition . . . . . 3



FS 100 Intro. to Fire Science . . . 3  
BA 260 Intro. to Management . . . 3  
HPR . . . . . 1

MTH. . . . . 3  
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*

PSY 201 Gen. Psychology . . . . 3  
BA 262 Prin. of Supervision . . . 3  
SPE 100 Intro. Speech . . . . . 3  
FS 101 Fire Administration I . . . 3  
FS 105 Fire Prevention Theory . . 3  
HPR . . . . . 1

Total Semester Hours . . . 16

#### *Second Term*

CC 100 Materials & Processes . . . 3  
FS 201 Fire Administration II . . . 3  
FS 207 Fire Apparatus & Proced. . 3  
Elective . . . . . 3  
HPR . . . . . 1  
FS 212 Hazardous Materials I . . . 3

Total Semester Hours . . . 16

## COURSES OF INSTRUCTION FIRE SCIENCE TECHNOLOGY

### **FS 100 INTRODUCTION TO FIRE SCIENCE** **3 semester hours**

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.

### **FS 101 FIRE ADMINISTRATION I** **3 semester hours**

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.

### **FS 105 FIRE PREVENTION THEORY AND APPLICATION** **3 semester hours**

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.

- FS 110 FIRE OPERATIONS STRATEGY** 3 semester hours  
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.
- FS 201 FIRE ADMINISTRATION II** 3 semester hours  
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.
- FS 204 ARSON AND FIRE INVESTIGATION** 3 semester hours  
A study of the problems involving the Fire Service concerning: arson detection, 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.
- FS 207 FIRE APPARATUS AND PROCEDURES** 3 semester hours  
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.
- FS 212 HAZARDOUS MATERIALS I** 3 semester hours  
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.
- FS 214 HAZARDOUS MATERIALS II** 3 semester hours  
A continuation and expansion of FS 212 to include radioactive materials, corrosives, pesticides, rocket propellants, and other related material. Prerequisite FS 212.
- FS 216 FIRE DEPARTMENT SUPERVISION** 3 semester hours  
Study of superior-subordinate relationship, motivation, leadership, morale, discipline, work planning and other material related to supervision in the Fire Department.
- EMT 100 EMERGENCY MEDICAL TECHNOLOGY I** 3 semester hours  
Introductory survey of emergency medical services including medical-legal aspects, techniques of emergency resuscitation and cardiac massage, extrication, transportation, physiological and emotional trauma, and practical application of skills and procedures involved in life-threatening emergencies.

## EMT 110 EMERGENCY MEDICAL TECHNOLOGY II

3 semester hours

Continuation of EMT 100 involving advanced techniques in cardio-pulmonary resuscitation, hemorrhage, patient maintenance, emergency room care, medications. Includes in-depth study of anatomy and physiology; triage, assessment and stabilization of the patient in shock. Twenty hours of clinical practice in hospitals required. Prerequisite EMT 100.

## 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

- \* Completion of English 095 and English 103 will satisfy the requirements for a degree in Hotel-Restaurant-Institution at Broward Community 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 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

## **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 Community 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 board mid-management areas.

While the emphasis 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.

**PROGRAM FOR  
HOTEL-RESTAURANT-INSTITUTION (A.S. Degree)  
FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
HMA 100 or FSA 100 Introduction to Hotel-Motel Adm. OR Food Service Adm. . . . . 3	HRI 105 Operations & Service Practicum . . . . . 6
HRI 112 Volume Foods . . . . . 3	HRI 110 Supervisory Development . . . . . 3
HRI 125 Engineering and Maintenance . . . . . 3	ENG 104 Composition . . . . . 3
ENG 101 English Composition . . 3	PSY Elective . . . . . 3
HPR Physical Education . . . . . 1	HPR Physical Education . . . . . 1
Total Semester Hours . . . . 13	Total Semester Hours . . . . 16

**Term III-A**

HRI 200 Organizations and Personnel Management . . . . . 3
BA 150 Business Math . . . . . 3
Total Semester Hours . . . . 6

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
HMA 225 Hotel Law OR FSA 102 Food and Beverage Purchasing . . . . . 3	HRI 205 Financial Management . . 3
BA 121 Accounting Survey OR BA 221 Principles of Accounting . 3	HRI 215 Management and Control Practicum . . . . . 6
BA 130 Salesmanship . . . . . 3	Social Science Elective . . . . . 3
SPE Elective . . . . . 3	HPR Physical Education . . . . . 1
HPR Physical Education . . . . . 1	
Total Semester Hours . . . . 13	Total Semester Hours . . . . 13

**Term III-A**

HMA 265 Seminar in Contemporary Problems in Administration OR FSA 225 Experimental Foods . . . 3
HRI 230 Marketing . . . . . 3
Total Semester Hours . . . . 6





## **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)



ALSO

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**

**6 semester hours**

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.

**HRI 110 SUPERVISORY DEVELOPMENT**

**3 semester hours**

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.

**HRI 112 VOLUME FOODS**

**3 semester hours**

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.)

**HRI 125 ENGINEERING AND MAINTENANCE**

**3 semester hours**

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.

**HRI 200 ORGANIZATION AND  
PERSONNEL MANAGEMENT**

**3 semester hours**

Organization, supervision and direction of Food Service/Lodging operations. Analysis of the internal organization structure and of administrative roles and functions. Consideration of new techniques of employment, training, promotions, job specifications, discipline and morale. The course borrows extensively from the behavioral sciences in emphasizing the human dimensions of management.

- HRI 205 FINANCIAL MANAGEMENT** 3 semester hours  
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.
- HRI 215 MANAGEMENT AND CONTROL PRACTICUM** 3 semester hours  
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.
- HRI 230 MARKETING** 3 semester hours  
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.
- HMA 100 INTRODUCTION TO HOTEL-MOTEL ADMINISTRATION** 3 semester hours  
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.)
- HMA 225 LAW AND INSURANCE** 3 semester hours  
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.
- HMA 265 SEMINAR IN CONTEMPORARY PROBLEMS IN ADMINISTRATION** 3 semester hours  
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.
- FSA 100 INTRODUCTION TO FOOD SERVICE ADMINISTRATION** 3 semester hours  
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.)
- FSA 102 FOOD AND BEVERAGE PURCHASING** 3 semester hours  
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.

**FSA 150 ELEMENTARY FOOD  
SERVICE SUPERVISION**

**3 semester hours**

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.

**FSA 225 EXPERIMENTAL FOODS**

**3 semester hours**

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.

**FSA 250 ADVANCED FOOD  
SERVICE SUPERVISION**

**3 semester hours**

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.

**NTR 261 NUTRITION IN THE SCHOOLS**

**3 semester hours**

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.

**LANDSCAPE TECHNOLOGY PROGRAM**

Requirements for the Associate of Science Degree in Landscape Technology:

1. Completion of 69 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:  
English Composition . . . . . 3 semester hours  
ENG 101  
Social Science . . . . . 6 semester hours  
PSC 122, PSY 100
3. Completion of 41 semester hours in major field:  
LST 100      LST 132      LST 233      LST 270      LST 287  
LST 105      LST 150      LST 240      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 Community 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 of personnel in the areas of plant and turfgrass production and maintenance, landscape design, 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.

### **PROGRAM FOR LANDSCAPE TECHNOLOGY (A.S. Degree)**

#### **FIRST YEAR**

##### *First Term*

*ENG 101 English Composition . . .	3
BA 150 Business Mathematics . . .	3
LST 100 Horticultural Botany . . .	3
LST 105 Subtropical Horticultural Science . . . . .	3
LST 131 Ornamental Plants and Utilization I . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 16

##### *Second Term*

BA 100 Intro. to Business . . . . .	3
BA 121 Accounting Survey . . . . .	3
LST 185 Horticultural Procedures	3
LST 150 Soils and Fertilizers . . . .	3
LST 132 Ornamental Plants and Utilization II . . . . .	3
HPR Physical Education . . . . .	1

Total Semester Hours . . . . 16

### Term III-A

LST 270 Field Service . . . . . 3

Total Semester Hours . . . . . 3

### SECOND YEAR

#### *First Term*

PSC 121 or 122 Government . . . . 3  
 PSY 100 Human Relations in  
     Business and Industry . . . . . 3  
 LST 286 Horticultural  
     Engineering Techniques . . . . . 3  
 LST 233 Advanced Ornamental  
     Plants and Utilization . . . . . 3  
 LST 240 Horticultural Seminar . . 1  
 LST 250 Plant Pest Control . . . . 3  
 HPR Physical Education . . . . . 1

Total Semester Hours . . . . 17

#### *Second Term*

BA 130 Salesmanship . . . . . 3  
 LST 260 Plant Design . . . . . 4  
 LST 287 Landscape and Turf  
     Business Administration . . . . 3  
 LST 271 Field Service II . . . . . 3  
 BA 260 or 262 . . . . . 3  
 HPR Physical Education . . . . . 1

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** **3 semester hours**

Applied botany in terms of taxonomy, ecology, physiology, genetics, anatomy, and morphology of the higher plants. Two lectures, one two hour lab weekly.

### **LST 105 SUBTROPICAL HORTICULTURAL SCIENCE** **3 semester hours**

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 essential elements are related to plant growth, propagation and maintenance. Three lectures weekly with occasional field trips.

### **LST 131 ORNAMENTAL PLANTS AND UTILIZATION I** **3 semester hours**

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.



- LST 132 ORNAMENTAL PLANTS AND UTILIZATION II** **3 semester hours**  
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.
- LST 150 SOILS AND FERTILIZERS** **3 semester hours**  
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.
- LST 185 HORTICULTURAL PROCEDURES** **3 semester hours**  
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.
- LST 233 ADVANCED ORNAMENTAL PLANTS AND UTILIZATION** **3 semester hours**  
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.
- LST 240** **1 semester hour**  
Discussion of current topics in Horticulture and related subjects. Students present papers before the group. One one-hour class per week.
- LST 250 PLANT PEST CONTROL** **3 semester hours**  
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.
- LST 260 LANDSCAPE DESIGN** **4 semester hours**  
Introduction to the basic principles of landscape design. Stress will be on the drawing, reading and execution of landscape plants. Two three-hour laboratories weekly with occasional field trips. Prerequisite: LST 131 and 132 or Permission of Department Head.
- LST 270 FIELD SERVICE I** **3 semester hours**  
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.
- LST 271 ADVANCED FIELD SERVICE** **3 semester hours**  
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.

**LST 286 HORTICULTURAL ENGINEERING  
TECHNIQUES**

**3 semester hours**

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.

**LST 287 LANDSCAPE AND TURF  
BUSINESS ADMINISTRATION**

**3 semester hours**

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.

**LANDSCAPE TECHNOLOGY  
NON-CREDIT SHORT COURSES**

Individuals over 18 years of age may take any Landscape Technology course on a special audit (no-credit) basis.

In addition several seminars and workshops are offered throughout the year.

LST 002 HOME LANDSCAPE DESIGN . . . . . Fall Term

LST 003 TURFGRASS MANAGEMENT . . . . . Spring Term

LST 006 WEED CONTROL AND IDENTIFICATION . . . . Summer Term

LST 051 DIAGNOSING ORNAMENTAL PLANT

PROBLEMS . . . . . Spring Term

LST 061 ORNAMENTAL PLANT IDENTIFICATION . . . . Spring Term

Other short courses and seminars offered upon request.

**PEST CONTROL TECHNOLOGY**

The tremendous population explosion and the boom in building development is creating a pressing demand on the services offered by structural and landscape pest control companies. The door of opportunity is wide open for the technician trained in the control of insects, diseases, nematodes, and weeds that cause a threat to our environmental health, and economical well being.

This two year program combines studies in general education, pest control technology, and business administration at the college with occupational experience under certified and licensed pest control operators. The Associate of Science graduate of this program will have the basic knowledge and practical skills necessary for rapid advancement in the industry. Emphasis is placed on the control of general household pests, termites and other wood destroying organisms, public health pests and pests of landscape plants and turf.

Many of the major courses are offered in the evening for industry members who wish to continue their education and advance in their field. Upon completion of graduation requirements the student will receive an associate of science degree in pest control technology and will be eligible to apply to take the Florida State Division of Health Examinations in Pest Control.

Persons interested in the curriculum and course descriptions should write the staff of the Pest Control Technology Program.

## **PUBLIC ADMINISTRATION**

Public Administration is a program for persons employed by or preparing for employment by local city and county governments. Courses as listed and a degree program were developed in coordination with an Advisory Committee and the International City Managers' Association.

### **PROGRAM FOR PUBLIC ADMINISTRATION (A.S. Degree)**

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:
  - A. COMMUNICATIONS ..... 9 hours
    - (1) ENG 101 (3)
    - (2) ENG 102/104 (3)
    - (3) SPE 100 (3)
  - B. SOCIAL SCIENCES..... 9 hours
    - (1) PSC 121/122 (3)
    - (2) PSY 201 (3)
    - (3) SOC 211 (3)
  - C. MATHEMATICS..... 3 hours
    - (1) MTH 100/131 (3)
3. Completion of the following requirements in related fields:
  - A. BUSINESS ADMINISTRATION ..... 6 hours
    - (1) BA 260 (3)
    - (2) BA 262 (3)

- B. POLICE SCIENCE OR FIRE SCIENCE..... 6 hours  
    (1) POL 101 (3) or FS 101 (3)  
    (2) POL 102 (3) or FS 201 (3)
- C. STATISTICS ..... 3 hours  
    (1) STA 221 (3)
4. Completion of 24 hours in the field of concentration:  
    PUBLIC ADMINISTRATION ..... 24 hours  
    PA 100 (3), PA 105 (3), PA 106 (3), PA 110 (3), PA 205 (3),  
    PA 207 (3), PA 210 (3), PA 211 (3).
5. Completion of four semester hours of Physical Education Activities.  
    HPR ..... 4 hours  
    (Not required of veterans or students 29 years or older. Those  
    exempt will substitute appropriate subjects.)
6. Electives, where available because of age, veteran status or experience  
    waivers, will be selected from the following:  
    Data Processing, Business Administration, Fire Science, Police  
    Science, Social Sciences and Public Administration.
7. Completion of a minimum of 24 semester hours of residence at BCC,  
    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.

## PROGRAM FOR PUBLIC ADMINISTRATION (A.S. Degree)

### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 101 ..... 3	ENG 102/104 ..... 3
PSC 121/122 ..... 3	PA 106 ..... 3
PA 100 ..... 3	PA 110 ..... 3
PA 105 ..... 3	POL 101/FS 101 ..... 3
HPR ..... 1	HPR ..... 1
Total Semester Hours . . . . 13	Total Semester Hours . . . . 13

### SUMMER TERM

MTH 100/131 ..... 3
PSY 201 ..... 3
HPR ..... 1

Total Semester Hours . . . . 7

## COURSES OF INSTRUCTION PUBLIC ADMINISTRATION

### SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
POL 102/FS 201 .....	3	PA 210 .....	3
BA 260 .....	3	PA 211 .....	3
PA 205 .....	3	BA 262 .....	3
PA 207 .....	3	SOC 211 .....	3
STA 221 .....	3	SPE 100 .....	3
HPR .....	1		
Total Semester Hours ....	16	Total Semester Hours ....	15

## COURSES OF INSTRUCTION PUBLIC ADMINISTRATION

### **PA 100 THEORIES OF PUBLIC ADMINISTRATION      3 semester hours**

The bases of administration and administrative decision making. A general study of organizational structure and processes: the division of work, authority, status systems, communication and control. Relation of policy to administration. The origins and development of Public Administration.

### **PA 105 EFFECTIVE SUPERVISORY PRACTICES      3 semester hours**

Designed for the in-service training of supervisors employed by cities, counties and other local government. First-line supervisors will be assisted in mastering difficult responsibilities in organizing and directing work, maintaining discipline, counseling employees, handling grievances and other vital areas of their jobs.

### **PA 106 MANAGEMENT PRACTICES FOR SMALLER CITIES      3 semester hours**

Designed to give an overview of major objectives, methods and procedures in each of the "line activities" of small municipal governments, with emphasis on the staff aspects of the chief administrator such as: planning, financing, personnel, trend analysis and public relations.

### **PA 108 LOCAL PUBLIC LIBRARY ADMINISTRATION (Elective)      3 semester hours**

Operations of municipal libraries on the basis of the practical daily application of librarians and library administrators from the point of view of the administrator with stress in the areas of: library revenue, book selection, service to special groups, branches and book mobiles, and public relations.

### **PA 110 MUNICIPAL PERSONNEL ADMINISTRATION      3 semester hours**

Examination of recruitment, examination, and promotion procedures for public service personnel. The relationship of formal and informal communication processes in lower administrative echelons as they bear on the formulation and implementation of personnel policies.

**PA 205 MUNICIPAL FINANCE ADMINISTRATION      3 semester hours**

An examination of municipal finance and revenue in relation to governmental budgeting as a mechanism in the strategy of administrative decision making. Budgetary techniques and the nature of the executive budget.

**PA 207 MANAGING THE MODERN CITY      3 semester hours**

A study designed for administrators of all sizes of cities: metropolis, suburb or village; stressing the sociology and make-up of cities, the forces of change, programming for change with a close view at organization and management of administrative functions in a changing era.

**PA 210 MUNICIPAL PUBLIC WORKS  
ADMINISTRATION      3 semester hours**

Course designed to relate public works to other municipal functions on a basis of measured achievement in areas of personnel, vehicle maintenance, sewage, cost accounting. The impact of public works on ecology, zoning, density and financing as considered from the view of the administrator.

**PA 211 SUPERVISORY METHODS IN  
MUNICIPAL ADMINISTRATION      3 semester hours**

A program designed for supervisors and administrators stressing leadership and human relations. The thrust of the course is aimed at the creation and maintenance of a climate of participation based on communication and effective leadership.







VI

ROSTER

Administration  
and Faculty



## COLLEGE ADMINISTRATION

<b>A. HUGH ADAMS, B.S., M.S., Ed.D.</b>	President
<b>CLINTON D. HAMILTON, A.B., M.A., Ph.D.</b>	Vice President and Dean of Academic Affairs
<b>GEORGE W. YOUNG, B.S., M.S., Ph.D.</b>	Dean of Student Affairs
<b>JOHN F. MORACK, B.S.B.A., M.Ed., Ph.D.</b>	Dean of Business Affairs
<b>HARRY V. SMITH, B.A., M.Ed., Ph.D.</b>	Executive Dean of North Campus
<b>HORACE E. HARTSELL, B.A.E., M.Ed., Ed.D.</b>	Assistant Dean of Academic Affairs, Central Campus
<b>DONALD HULMES, L.L.B., J.D.</b>	Attorney
<b>LESTER B. TRUSSLER, A.B., M.A.</b>	Registrar and Director of Admissions
<b>W. HALL WHALEY, JR., B.S.</b>	Comptroller
<b>CLAUDE L. PRIDGEN, B.S., M.Ed.</b>	Assistant to the President
<b>REX BRUMLEY, B.S., M.A.</b>	Director of Athletics
<b>WALTER F. THOMASON, B.A., M.A.</b>	Director of Cooperative Education
<b>DAVID COX, B.S.E., M.Ed.</b>	Director of Counseling
<b>FRED L. SCOTT, B.S., M.Ed., M.A.</b>	Director of Data Systems
<b>ALBERT ROBERTSON, B.A., M.Ed., Ed.S.</b>	Director of Federal Programs and Development
<b>GRACE SCHEER, B.A., M.A.</b>	Director of Honors Program
<b>ISAAC CALL, B.A., M.A.</b>	Director of Learning Resources
<b>GRADY W. DRAKE, B.S., B.S. in L.S.</b>	Director of Library Services
<b>GEORGE H. WOLF, B.S.</b>	Director of Material Management
<b>THOMAS HARRELL, B.A.</b>	Director of Personnel
<b>DAVID TINIUS, B.S.</b>	Director of Physical Plant
<b>THEODORE TAYLOR, B.S., M.A.</b>	Director of Special Services
<b>ROBERT LIVERMON, B.A., M.A.</b>	Director of Student Activities
<b>POWELL WAITE, B.S.</b>	Director of Student Financial Aid

# The Faculty

<b>Abbott, Frances</b>	<i>Biology</i>
B.S., M.S., Florida State University	
<b>Acuff, Anna Jean</b>	<i>Nursing</i>
B.S., M.S., Florida State University	
<b>Adams, A. Hugh</b>	<i>President</i>
B.S., M.S., Ed.D., Florida State University	
<b>Adkins, Betty Jean</b>	<i>English</i>
B.A., M.A., University of Miami	
<b>Anderson, La Monte E.</b>	<i>Department Head, Art</i>
B.S.Ed., M.F.A., Bowling Green University	
<b>Andrews, Alton, B.</b>	<i>Physical Education</i>
B.S., University of Rhode Island	
M.Ed., Florida Atlantic University	
<b>Asal, Kareem</b>	<i>Mathematics</i>
B.S.E., Arkansas State University	
M.S.E., Arkansas State University	
Ed.D., University of Mississippi	
<b>Atkins, Alice</b>	<i>Nursing</i>
B.S., University of Miami	
M.N., University of Florida	
<b>Audet, Thelma</b>	<i>Medical Assisting</i>
B.S., Mount St. Mary College	
M.T., Massachusetts Memorial Hospital - Medical Technology	
<b>Aurand, Alvin D.</b>	<i>Engineering</i>
B.S., Michigan State University	
M.S., Florida State University	
<b>Bailey, William G.</b>	<i>Department Head, Physical Sciences</i>
B.S., Trenton State Teachers	
M.Ed., University of Georgia	
<b>Barton, Wayne E.</b>	<i>History</i>
B.A., Western Michigan University	
M.A., University of Miami	
<b>Bethel, Jacquelyn E.</b>	<i>Business Administration</i>
B.A., Marietta College	
M.Ed., Florida Atlantic University	
<b>Bishop, Dan H.</b>	<i>Physics</i>
B.S., M.A., Ball State Teachers College	
<b>Black, Malcolm</b>	<i>Assistant Registrar, Admissions</i>
B.M.E., Jackson College	
M.M.E., University of Wisconsin	
<b>Blankenship, Audelia</b>	<i>Music</i>
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** . . . . . *Art*  
 B.A., M.A., Ohio State University
- Bockstege, Ben Jr.** . . . . . *Mathematics*  
 B.S., Indiana University  
 M.S., Northern Illinois University
- Bowen, William C.** . . . . . *Area Leader, Aerospace Technology*  
 B.S., University of Florida
- Branca, Frank** . . . . . *Department Head, Psychology and Education*  
 B.A., M.S., Florida State University
- Brantferger, Marjorie** . . . . . *Nursing*  
 B.S., Emory University  
 M.Ed., Florida Atlantic University
- Braynon, Cora** . . . . . *Nursing*  
 B.S., Tuskegee Institute  
 M.S., University of Michigan
- Brett, John** . . . . . *Chairman, Division of Allied Health Technologies and Area Leader, Radiological Teachers College(Cortland,N.Y.) Technology and Respiratory Therapy*  
 B.S., State University  
 M.A., The City College of New York, N.Y.
- Brock, James J.** . . . . . *Data Processing*  
 B.S., Lincoln Memorial University  
 M.Ed., University of North Carolina
- Brown, Frances** . . . . . *Library*  
 B.A., University of Florida  
 M.Ed., University of Florida
- Brown, Mercy** . . . . . *English*  
 B.A., Florida A & M University  
 M.A., Atlanta University
- Brown, Stewart M.** . . . . . *Political Science*  
 B.A.E., M.Ed., University of Florida
- Brumley, Rex** . . . . . *Director of Athletics*  
 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 & Political Science*  
 B.A.E., M.Ed., University of Florida
- Burdick, Marina** . . . . . *Spanish*  
 B.A., Brooklyn College  
 M.A., Columbia University
- Burke, Thomas H.** . . . . . *Physical Education*  
 B.A., Transylvania College  
 M.A., University of Alabama

- Burns, Lona** . . . . . *English*  
 B.A., Woman's College, Hattiesburg, Mississippi  
 M.A., University of Alabama
- Byrd, Phyllis** . . . . . *English*  
 B.S., Auburn University  
 M.A., University of Alabama
- Caballero, Alfredo A.** . . . . . *Spanish*  
 B.A., University of Kentucky  
 M.A., University of Miami
- Call, Isaac** . . . . . *Director of Learning Resources*  
 B.A., Mars Hill College  
 M.A., Appalachian State University
- Cameron, Gibson A. Jr.** . . . . . *Counselor*  
 A.B., Central Methodist College  
 M.Ed., St. Louis University
- Campbell, Bernard M.** . . . . . *Chairman, Division of Communications and Area Leader, Basic Skills*  
 B.A., King College  
 M.A., Southwest Texas State Teachers College
- Carl, Mary Jo** . . . . . *English*  
 B.S., Indiana State University  
 M.A., Purdue University
- Cassell, Robert C.** . . . . . *Biology*  
 B.S., Iowa State University  
 M.S., University of Idaho  
 Ph.D., University of Minnesota
- Cauffiel, Paul W.** . . . . . *Chairman, Division of Social Science*  
 B.A., M.S., Ed.D., Pennsylvania State University
- Cavanagh, George J.** . . . . . *Speech and Drama*  
 B.A., New York State College  
 M.A., University of Connecticut
- Cavendish, Thomas** . . . . . *Music*  
 B.M., West Virginia University  
 M.M.Ed., Ph.D., Florida State University
- Chesser, Gordon** . . . . . *Mathematics*  
 B.S., Bowling Green State University  
 M.S., Barry College
- Chinn, James** . . . . . *Coordinator of District Services*  
 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
- Clement, George D.** . . . . . *Mathematics*  
 B.S.E., M.Ed., University of Florida



- Cleveland, Donald** . . . . . *Counseling*  
B.S., Middle Tennessee State University
- Cole, Thomas** . . . . . *Music*  
B.A., Furman University  
M.A., Eastman School of Music
- 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
- Conley, Naomi** . . . . . *Business Administration*  
B.S., Pembroke State University  
M.Ed., University of North Carolina
- Cox, Anne** . . . . . *Speech*  
B.A., Mary Washington College, University of Virginia  
M.Ed., University of Virginia
- Cox, David** . . . . . *Director of Counseling*  
B.S.E., M.Ed., University of Florida
- Cowgill, Lourdes** . . . . . *Spanish*  
B.A., Barry College  
M.A., Bryn Mawr
- Crowell, Hamilton T.** . . . . . *English*  
Ph.B., Muhlenberg College  
M.A., Middleburg College
- Curry, Frederic** . . . . . *Modern Foreign Languages*  
B.A., University of Florida  
M.A., Middlebury College  
M.A.T., Wesleyan University
- Cuvillier, Paulette** . . . . . *French*  
B.A., Florida Atlantic University  
M.A., Florida Atlantic University
- Dawkins, Algerine** . . . . . *Secretarial Science*  
B.S., West Virginia State College  
M.S., Indiana University
- De Mots, Janice** . . . . . *Nursing*  
B.S., Florida State University  
M.S., University of Florida
- Dery, William M.** . . . . . *Cooperative Education*  
B.A., University of Miami
- DeYampert, Lucius D.** . . . . . *Geology*  
B.S., Birmingham Southern College  
M.S.T., University of Florida
- Dickerson, Lee Farthing** . . . . . *English*  
B.S., Appalachian State Teachers College  
M.A., Duke University

- Dieterich, Lawrence Ray Jr.** . . . . . *Area Leader, Hotel-  
B.S., Pennsylvania State University Restaurant-Institution  
M.Ed., Florida Atlantic University Administration Technology*
- Dinnen, Catherine Marie** . . . . . *History*  
B.A., St. Mary's College, South Bend, Indiana  
M.A., University of Southern California
- Donohue, Timothy W.** . . . . . *Business Administration*  
B.A., St. John's University  
L.L.B., Columbia University  
M.B.A., Akron University
- Dowerman, Louise R.** . . . . . *Librarian*  
B.A., Eastern Kentucky State College  
B.S. in L.S., George Peabody College
- Drake, Grady W.** . . . . . *Director of Library Services*  
B.S., University of Florida  
B.S. in L.S., Columbia University
- Dreizen, La Verne H.** . . . . . *Area Leader, Medical  
Assisting Technology*  
B.S., Mount Mary College  
M.T., Jackson Memorial Hospital-Medical Technology
- Dry, Nellie** . . . . . *Accounting*  
B.S., Concord College  
M.S., University of Kentucky  
Ed.D., Pennsylvania State University
- Dumas, Helen V.** . . . . . *Nursing*  
B.S., M.A., Columbia University
- Dunlevy, Elvira** . . . . . *Speech*  
B.A., University of Michigan  
M.S., Purdue University
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# NOTES



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