



**broward**  
community college

**catalog 1974-75**

**BROWARD  
COMMUNITY  
COLLEGE**

# General Catalogue 1974-1975

## BROWARD COMMUNITY COLLEGE

**Central Campus**  
3501 Southwest Davie Road  
Fort Lauderdale, Florida

**North Campus**  
1000 Coconut Creek Boulevard  
Pompano Beach, Florida

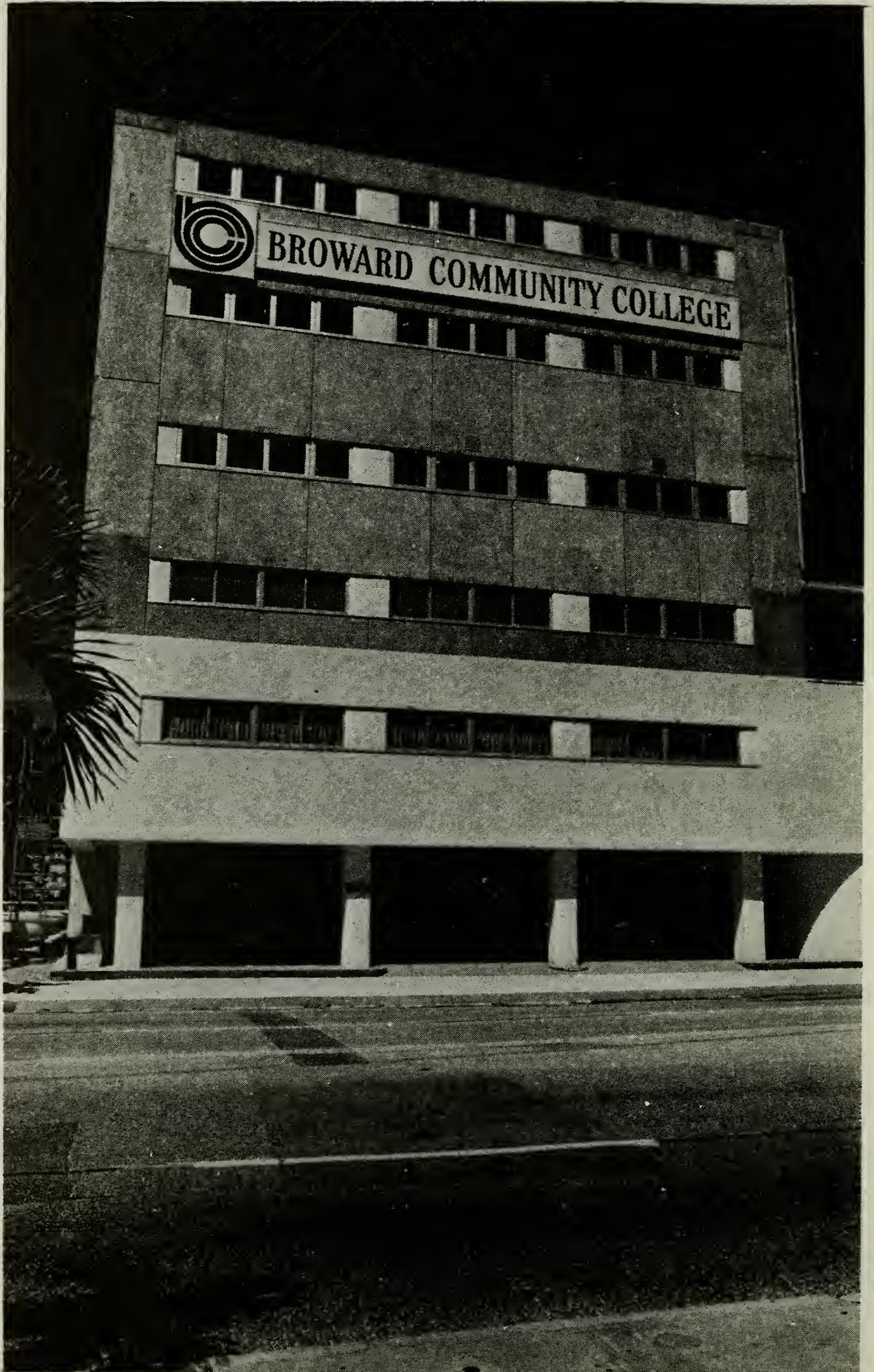
Fort Lauderdale Center  
College Administrative Offices  
225 East Las Olas Boulevard  
Fort Lauderdale, Florida



**Accredited By**  
Florida Department of Education  
Southern Association of Colleges and Schools

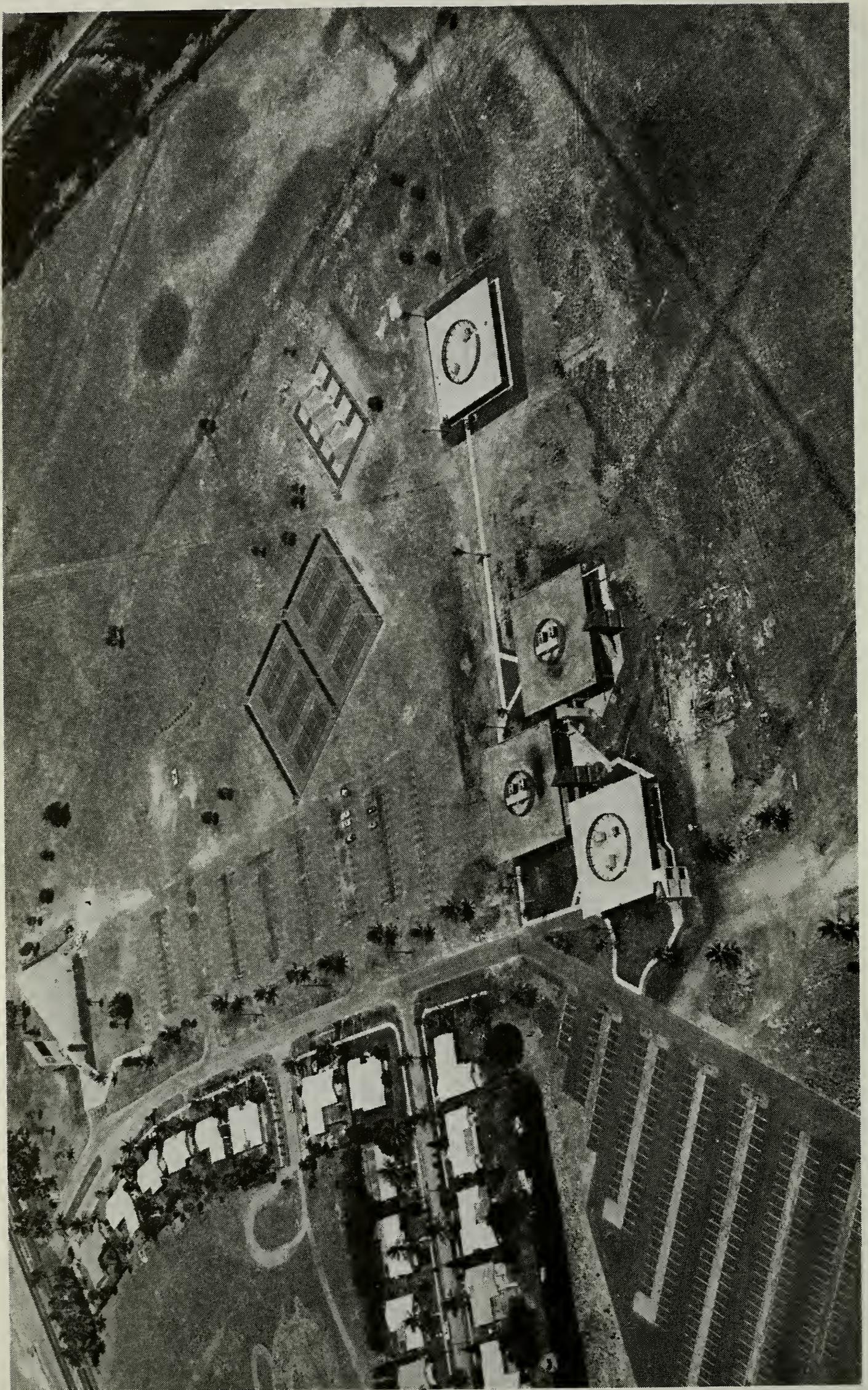
**Member of**  
Florida Association of Community Colleges  
College Entrance Examination Board  
American Council on Education  
Florida Association of Collegiate Registrars and Admissions Officers  
Florida Association of Colleges and Universities  
Southern Association of Community and Junior Colleges  
American Association of Community and Junior Colleges  
American Association of School Administrators  
American Technical Education Association, Inc.  
American Association for Higher Education  
National Commission on Accrediting, Inc.  
Florida Junior College Conference  
Institute of International Education

An Equal Opportunity Employer



BROWARD COMMUNITY COLLEGE

I  
CONDENSED  
INFORMATION  
for  
READY REFERENCE



# 1974

<b>JANUARY</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>MARCH</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>APRIL</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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<b>SEPTEMBER</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>OCTOBER</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>NOVEMBER</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>DECEMBER</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

# 1975

<b>JANUARY</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>MARCH</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>APRIL</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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# Administrative Boards

## STATE BOARD OF EDUCATION

Reubin O'D. Askew ..... Governor  
 Richard Stone ..... Secretary of State  
 Floyd T. Christian ..... Commissioner of Education  
 Robert Shevin ..... Attorney General  
 Thomas O'Malley ..... Treasurer  
 Doyle Conner ..... Commissioner of Agriculture  
 Fred O. Dickinson, Jr. .... Comptroller

## STATE COMMUNITY COLLEGE COUNCIL

Fred B. Hartnett, *Chairman* ..... Hartnett, Incorporated  
 2816 Ponce de Leon Boulevard  
 Coral Gables, Florida  
 James E. Hendry, *Vice Chairman* ..... St. Petersburg, Florida  
 Louis Hill ..... Peoples Bank  
 Tallahassee, Florida  
 J. Carlisle Rogers ..... First National Bank  
 Leesburg, Florida  
 Mrs. Jean Ewing ..... Gainesville, Florida  
 Van H. Priest ..... Madison, Florida  
 Mrs. Jeanne Goddard ..... Ormond Beach, Florida  
 Lee G. Henderson ..... Executive Secretary  
 Director,  
 Division of Community Colleges  
 Department of Education  
 Tallahassee, Florida

## DISTRICT BOARD OF TRUSTEES

Judson A. Samuels, *Chairman* ..... Hollywood, Florida  
 George E. Mayer, *Vice Chairman* ..... Fort Lauderdale, Florida  
 Clem E. Bininger ..... Fort Lauderdale, Florida  
 Walter Young ..... Pembroke Pines, Florida  
 Sheldon Schlesinger ..... Hollywood, Florida

## DIRECTORY OF CORRESPONDENCE

**A. HUGH ADAMS, *President***

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

**CLINTON D. HAMILTON, *Executive Vice-President and Vice-President for Academic Affairs***

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

**JOHN F. MORACK, *Vice-President for Business Affairs***

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

**GEORGE W. YOUNG, *Vice-President for Student Development***

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

**GLEN A. ROSE, *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, Central Campus***

Matters specifically concerning the Central Campus.

**CARL M. CRAWFORD, *Executive Dean, North Campus***

Matters specifically concerning North Campus.

### EMERGENCY CALLS:

**DAY:** Contact Vice-President for Student Development  
Area Code Number 305  
Telephone Number 525-4271  
Extension 222

**NIGHT:** Contact Registrar  
Area Code Number 305  
Telephone Number 525-4271  
Extension 260-262

## DIRECTORY OF ACADEMIC PERSONNEL

Listed below are College and Campus personnel. Normally, Department Heads should be contacted by students who have questions about courses or similar matters. The normal appeal route is as follows: from Department Head to Division Chairman, to Campus Dean of Academic Affairs, to Campus Executive Dean, to College Vice-President for Academic Affairs, to College Executive Vice-President, and to the College President.

### College Officers:

*President*—A. Hugh Adams

*Executive Vice-President*—Clinton D. Hamilton

*Vice-President for Academic Affairs*—Clinton D. Hamilton

### Central Campus Officers:

*Executive Dean*—Harry V. Smith

*Dean of Academic Affairs*—Catherine M. Dinnen

Division of Business Administration and Economics:

*Division Chairman*—Philip Trees

*Department Heads:*

Business Administration—Nellie Dry

Marketing-Management—Richard Goodwin

Secretarial Science—Marlene Kennedy

*Area Leaders:*

Banking & Insurance—Marguerite Lloyd

Real Estate—Marshall Nance

Division of Communications:

*Division Chairman*—John Pawlowski

*Department Heads:*

English—Donna Wilkinson

Modern Foreign Languages—Jarrett Pharr

Speech—George Cavanagh

*Area Leaders:*

International Students—Gail Ellyson

Journalism—Max Hall

Reading—Margaret Porter

Division of Humanities:

*Division Chairman*—Jimmy Woodle

*Department Heads:*

Art—Lawrence Tobe

Music—Thomas J. Cole

*Area Leader:*

Drama—Mildred Mullikin

Division of Health, Physical Education and Recreation:

*Division Chairman*—R. L. Landers

*Department Heads:*

Term, Individual, and Dual Sports—Elaine Gavigan

Aquatics and Theory—Leroy Wheat

Division of Mathematics and Science:

*Division Chairman*—Richard Hill, Jr.

*Department Heads:*

Biological Science—W. Holt Harner

Mathematics—Douglas Clement

Physical Science—William G. Bailey

*Area Leader:*

Landscape and Pest Control—Dudley Palmer

Division of Social Science:

*Division Chairman*—Stewart M. Brown

*Department Heads:*

Education, Psychology, and Sociology—Boyd M. Hildebrand

History, Political Science, and Geography—Max W. Harper

Division of Allied Health Technology:

*Division Chairman*—John Brett

*Department Heads:*

Developing Health—Georgia Reynolds

Nursing—Carolyn Dunne

*Area Leaders:*

Medical Assisting—LaVerne Dreizen

Nursing—Marjorie Brantferger

Radiology and X-Ray—Shirley Frazier

Respiratory Therapy,

Emergency Medical—Fred McMurtrie

Division of Engineering Technology:

*Division Chairman*—Ormond F. Whipple

*Department Head:*

Engineering—Roger Everett

*Area Leaders:*

Aerospace—William Bowen

Architecture—Al Kirk

Construction and Civil Engineering—Lorenz Minicone

Data Processing—M. J. Ellis

Electronics—Gene Gagliardi

Division of Public Services:

*Division Chairman*—Jim Ackerson

*Department Head:*

Public Services—Ray Dieterich

*Area Leader:*

Fire Science—Charles Redmond

Criminal Justice Institute:

*Division Chairman*—James F. McGowan

*Area Leaders:*

Career Development—Sidney Rocker

Corrections—Douglas MacGregor

Police Science—James F. McGowan  
Police Training—Michael Slepecky

Fort Lauderdale Center:  
*Division Chairman*—Doris Horton

Hollywood Center:  
*Division Chairman*—Donald C. Rigg

North Campus Officers:  
*Executive Dean*—Carl H. Crawford

Division of Business Administration:  
*Division Chairman*—Colin Battle

Division of Communications:  
*Division Chairman*—Bernard M. Campbell  
*Department Head:*  
English—Shelby Lee  
*Area Leaders:*  
Modern Foreign Language—Alfred Caballero  
Reading—Pearl Nitka  
Speech—Katherine Spanton

Division of Humanities:  
*Area Leaders:*  
Art—Karen Roberts  
Music—David Snively

Division of Health, Physical Education and Recreation:  
*Assistant Director*—Alton B. Andrews  
*Area Leader:*  
H.P.R.—William A. Porterfield

Division of Mathematics and Science:  
*Division Chairman*—Kareem S. Asal  
*Department Head:*  
Science—Douglas Northcutt

Division of Social Science  
*Area Leaders:*  
Education, Psychology, and Sociology—Lee C. Jones  
History, Political Science, and Geography—Ralph Clark  
Mathematics—Patricia Dyer

Division of Allied Health Technology:  
*Area Leader:*  
Nursing—Alice Atkins

## WHERE TO GO FOR HELP

Academic Standing, Probation, Suspension, Reinstatement . . . . .	<i>Registrar</i>
Add, Drop, or Change Courses . . . . .	<i>Counseling-Advisement Office and Registrar</i>
Admissions, Registration, and Academic Records . . . . .	<i>Registrar</i>
Advisor or Counselor, and Assignment of . . . . .	<i>Counseling-Advisement 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 Campus Dean of Academic Affairs</i>
Course Overload Form . . . . .	<i>Counselor, Registrar, and Campus Dean of Academic Affairs</i>
Evaluation of Permanent Records for Graduation . . . . .	<i>Registrar</i>
Help With Personal Problems . . . . .	<i>Counseling-Advisement Office</i>
Illness . . . . .	<i>College Nurse</i>
Loans, Scholarships . . . . .	<i>Financial Aids</i>
Lost and Found . . . . .	<i>Director of Student Activities</i>
Parking Permit . . . . .	<i>Chief of Security—Campus Services Building</i>
Permission to Organize a Club . . . . .	<i>Vice-President for Student Development Director of Student Activities</i>
Public Relations, including News Releases, Brochures, Guest Speakers, and Promotional Events and Publicity . . . . .	<i>Assistant to the President</i>
Reading Help, N. Building Central Campus Building 3, North Campus	
Report Matters Needing Attention on Campus and in Buildings . . . . .	<i>Vice-President for Business Affairs</i>
Student Activities, General . . . . .	<i>Student Activities Office</i>
Student Work on Campus . . . . .	<i>Financial Aid</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 Campus 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  
1974-1975**

**TERM I\***

**ON-LINE REGISTRATION**

**February 18-August 22**

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

**March 22-August 22**

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

**August 20, 21, 22**

- \*\*3. On-line registration by time card appointment only. (Obtain time card from Registrar's Office.)  
(9:00 a.m. - 7:00 p.m., August 20)  
(9:00 a.m. - 7:00 p.m., August 21)  
(9:00 a.m. - 7:00 p.m., August 22)

**LATE APPLICATION FOR ADMISSION**

**August 7**

Last day for new students and for returning students who have not been enrolled since Term I, 1973, to file application for admission. The application must be in the Registrar's Office this date.

**FACULTY REPORT DATE**

**August 21**

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

**ORIENTATION-NEW STUDENTS**

**August 19-20**

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

**CLASSES BEGIN**

**8:00 a.m.**

**August 26**

**LATE REGISTRATION FOR TERM I**

**DROP AND ADD PERIOD**

**August 26-30-September 3-4**

Schedule change and adjustments. (9:00 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 September 4. Class options after August 26 may be very limited. Early registration is advised for more schedule options.

**LABOR DAY HOLIDAY (NO CLASSES DAY OR EVENING) September 2**

**CLASSES RESUME AFTER LABOR DAY HOLIDAY**

**September 3**

**8:00 a.m.**

\*There is a 100% refund for withdrawals for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

\*\*This is regular registration.

<b>REFUND PERIOD</b>	<b>August 26-September 13 (September 13)</b>
Last day for complete withdrawal from College with an 80% refund.	
<b>ON-LINE REGISTRATION FOR TERM II</b>	<b>September 30-December 20</b>
1. Advisement and on-line registration for currently enrolled students by appointment only.	
	<b>November 8-December 20</b>
2. Advisement and on-line registration for new students by appointment as indicated on notice of admission.	
<b>LAST WEEK FOR GRADUATION EVALUATIONS</b>	<b>October 7-11</b>
Last week to secure evaluations for completion of degree requirements for Term I.	
<b>LAST DAY TO PAY GRADUATION FEES</b>	<b>October 12</b>
Last day to pay graduation fees for December 20, 1974.	
<b>"W" PERIOD (NO GRADE PENALTY)</b>	<b>August 30-November 4 (November 4)</b>
Last day to drop a course without receiving grade penalty.	
<b>CHANGE FROM CREDIT TO AUDIT PERIOD ENDS</b>	<b>November 4</b>
<b>MIDTERM GRADE PROGRESS REPORTS</b>	<b>October 25</b>
Instructors' midterm grade progress reports are due in the Registrar's Office (10:00 a.m.)	
<b>VETERANS' DAY HOLIDAY (NO CLASSES DAY OR EVENING)</b>	<b>November 11</b>
<b>CLASSES RESUME AFTER VETERANS' DAY HOLIDAY</b>	<b>November 12</b>
	<b>8:00 a.m.</b>
<b>LAST DAY FOR STUDENT TO WITHDRAW</b>	<b>November 27</b>
Last day for student to withdraw from a class in Term I.	
<b>THANKSGIVING HOLIDAY (NO CLASSES DAY OR EVENING)</b>	<b>November 28-29</b>
<b>CLASSES RESUME AFTER THANKSGIVING HOLIDAY</b>	<b>December 2</b>
	<b>8:00 a.m.</b>
<b>REMOVAL OF "I" GRADE</b>	<b>December 10</b>
Last day to remove an "I" grade for previous summer terms (III-A, III-B).	
<b>ORIENTATION</b>	<b>December 10</b>
Orientation for new students for Term II, 1974-75 academic year.	
<b>FINAL EXAMINATIONS</b>	<b>December 13-19</b>
<b>TERM I ENDS</b>	<b>December 20</b>
<b>TERM I GRADES DUE</b>	<b>December 20</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 20</b>
Last day for new and returning students who have not been enrolled in Term I, 1973-74, to file application for admission. The application must be in the Registrar's Office this date.	

**LAST DAY TO SUBMIT APPLICATION**

**December 26**

Last day to submit an application for admission for Term II, 1975.

**1974-1975**

**TERM I-A\***

**ON-LINE REGISTRATION FOR TERM I-A**

**February 18-August 22**

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

**February 18-August 22**

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

**March 22-August 22**

- \*\*3. On-line registration by appointment card only August 20, 21, and 22.

**CLASSES BEGIN**

**8:00 a.m.**

**August 26**

**LATE REGISTRATION FOR TERM I-A**

**DROP AND ADD PERIOD**

**August 26-27**

Schedule changes and adjustments (9:00 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 August 27. Class options after August 26 may be very limited. Early registration is advised for more schedule options.

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

**September 2**

**CLASSES RESUME AFTER LABOR DAY HOLIDAY**

**September 3**

**8:00 a.m.**

**REFUND PERIOD**

**August 26-September 5  
(September 5)**

Last day for complete withdrawal with an 80% refund.

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

**August 28-September 25  
(September 25)**

Last day to drop a course without receiving a grade penalty.

**CHANGE FROM CREDIT TO AUDIT PERIOD ENDS**

**September 25**

**LAST DAY FOR STUDENT TO WITHDRAW**

**October 9**

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

**FINAL EXAMINATIONS**

**October 17**

**TERM I-A ENDS**

**October 18**

\*There is a 100% refund for withdrawals for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

\*\*This is regular registrations,

**TERM I-A GRADES DUE**

**October 18**

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

**1974-1975**

**TERM I-B\***

**ON-LINE REGISTRATION FOR TERM I-B**

**October 1-18**

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

**October 7-18**

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

**October 17-18**

- \*\*3. On-line registration by appointment card only.

**CLASSES BEGIN**

**8:00 a.m.**

**October 21**

**LATE REGISTRATION FOR TERM I-B  
DROP AND ADD PERIOD**

**October 21-22**

Schedule changes and adjustments (9:00 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 October 22. Class options after October 21 may be very limited. Early registration is advised for more schedule options.

**REFUND PERIOD'**

**October 21-November 1**

Last day for complete withdrawal with an 80% refund. (November 1).

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

**October 25-November 25**

Last day to drop a course without receiving a grade penalty. (November 25).

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

**November 11**

**CLASSES RESUME AFTER VETERANS' DAY HOLIDAY**

**November 12**

**8:00 a.m.**

**THANKSGIVING HOLIDAY  
(NO CLASSES DAY OR EVENING)**

**November 28-29**

**CLASSES RESUME AFTER THANKSGIVING HOLIDAY**

**December 2**

**8:00 a.m.**

**CHANGE FROM CREDIT TO AUDIT PERIOD ENDS**

**November 26**

**LAST DAY FOR STUDENT TO WITHDRAW**

**December 6**

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

- \*There is a 100% refund for withdrawal for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

\*\*This is regular registration.

<b>FINAL EXAMINATIONS</b>	<b>December 19</b>
<b>TERM I-B ENDS</b>	<b>December 20</b>
<b>TERM I-B GRADES DUE</b>	<b>December 20</b>

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

## 1974-1975

### TERM II\*

#### **ON-LINE REGISTRATION FOR TERM II** **October 1-December 20**

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

**November 8-December 20**

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

**December 26, 27, 30,  
January 2**

- \*\*3. On-line registration by time card appointment only. (Obtain time card from Registrar's Office.)

(9:00 a.m. - 7:00 p.m., December 26)

(9:00 a.m. - 7:00 p.m., December 27)

(9:00 a.m. - 7:00 p.m., December 30)

(9:00 a.m. - 7:00 p.m., January 2)

**CLASSES BEGIN** **8:00 a.m.** **January 6**

#### **LATE REGISTRATION FOR TERM II**

**DROP AND ADD PERIOD** **January 6, 7, 8, 9**

Schedule changes and adjustments (9:00 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 January 9. Class options after January 6 may be very limited. Early registration is advised for more schedule options.

**REFUND PERIOD** **January 6-16**

Last day for complete withdrawal with an 80% refund. (January 16).

**"W" PERIOD (NO GRADE PENALTY)** **January 6-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 (1975-76)**

1. Advisement and on-line registration **III-A, Feb. 17-April 25, May 2**  
for currently enrolled students by **III-B, May 19-June 17**  
appointment only. **Term I, February 17-August 15**

\*There is a 100% refund for withdrawal for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

\*\*This is regular registration.



1974-1975

TERM II-A\*

**ON-LINE REGISTRATION FOR TERM II-A** **October 1-December 20**

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

**November 8-December 20**

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

**December 26, 27, 30,  
January 2**

- \*\*3. On-line registration by appointment card only.

**CLASSES BEGIN** **8:00 a.m.** **January 6**

**LATE REGISTRATION FOR TERM II-A**  
**DROP AND ADD PERIOD** **January 6-7**

Schedule changes and adjustments (9:00 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 January 7. Class options after January 6 may be very limited. Early registration is advised for more schedule options.

**REFUND PERIOD** **January 6-15**

Last day for complete withdrawal with an 80% refund. (January 15).

**"W" PERIOD (NO GRADE PENALTY)** **February 3**

Last day to drop a course without receiving a grade penalty. (February 3).

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

**GEORGE WASHINGTON'S BIRTHDAY HOLIDAY** **February 17**  
(No classes day or evening)

**CLASSES RESUME AFTER HOLIDAY** **February 18**  
**8:00 a.m.**

**LAST DAY FOR STUDENT TO WITHDRAW** **February 19**  
Last day for a student to withdraw from a class in Term II-A.

**FINAL EXAMINATIONS** **February 28**

**TERM II-A ENDS** **February 28**

**TERM II-A GRADES DUE** **March 3**

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

\*There is a 100% refund for withdrawals for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

\*\*This is regular registration

1974-1975

TERM II-B\*

**ON-LINE REGISTRATION FOR TERM II-B** **February 17-March 3**

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

**February 24-March 3**

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

**February 28, March 3.**

\*\*3. On-line registration by appointment card only.

**CLASSES BEGIN** **8:00 a.m.** **March 4**

**LATE REGISTRATION FOR TERM II-B**  
**DROP AND ADD PERIOD** **March 4-5**

Schedule changes and adjustments (9:00 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 March 5. Class options after March 4 may be very limited. Early registration is advised for more schedule options.

**REFUND PERIOD** **March 4-13**

Last day for complete withdrawal with an 80% refund. (March 13).

**"W" PERIOD (NO GRADE PENALTY)** **March 6-April 4**

Last day to drop a course without receiving a grade penalty. (April 4).

**CHANGE FROM CREDIT TO AUDIT PERIOD ENDS** **April 4**

**EASTER HOLIDAY (NO CLASSES DAY OR EVENING)** **March 27-28**

No evening classes will be held on March 26.

**CLASSES RESUME AFTER EASTER HOLIDAY** **March 31**

**8:00 a.m.**

**LAST DAY FOR STUDENT TO WITHDRAW** **April 14**

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

**FINAL EXAMINATIONS** **May 1**

**TERM II-B ENDS** **May 2**

**TERM II-B GRADES DUE** **May 2**

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

\*There is a 100% refund for withdrawals for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

\*\*This is regular registration.

1974-1975

TERM III-A\*

**ON-LINE REGISTRATION FOR TERMS III-A, III-B, TERM I (1975-76)**

- \*\*1. Advisement and on-line registration for currently enrolled students by appointment only. III-A, February 17-April 25, May 2  
III-B, May 19-June 17  
Term I, February 17-August 15
- \*\*2. Advisement and on-line registration for new students by appointment as indicated on notice of admission. III-A, March 21-April 25, May 2  
III-B, May 26-June 17  
Term I, March 21-August 15

**CLASSES BEGIN 8:00 a.m. May 5**

**LATE REGISTRATION FOR TERM III-A,  
DROP AND ADD PERIOD**

**May 5, 6**

Schedule changes and adjustments (9:00 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 6. Class options after May 5 may be very limited. Early registration is advised for more schedule options.

**REFUND PERIOD**

**May 5-13**

Last day for complete withdrawal with an 80% refund. (May 13).

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

**May 6-22**

Last day to drop a course without receiving a grade penalty. (May 22).

**CHANGE FROM CREDIT TO AUDIT PERIOD ENDS**

**May 22**

**MEMORIAL DAY HOLIDAY (NO CLASSES DAY OR EVENING)**

**May 26**

**CLASSES RESUME AFTER MEMORIAL DAY HOLIDAY**

**May 27**

**8:00 a.m.**

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

**May 30**

Last day for new students and returning students who have not been enrolled since Term I, 1974-75, to file application for admission for Term III-B. The application must be in the Registrar's Office this date.

**LAST DAY FOR STUDENT TO WITHDRAW**

**June 9**

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

**ON-LINE REGISTRATION FOR TERM III-B, AND TERM I (1975-76)**

- \*\* 1. Advisement and on-line registration for currently enrolled students by appointment only. III-B, May 19-June 17  
Term I, February 17-August 15

\*There is a 100% refund for withdrawal for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

\*\*May 2 is regular registration for Term III-A.

- \*\* 2. Advisement and on-line registration for new students by appointment as indicated on notice of admission. III-B, May 26-June 17  
Term I, March 21-August 15

**FINAL EXAMINATIONS** June 17

**TERM III-A ENDS** June 18

**TERM III-A GRADES DUE** June 18

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

## 1974-1975

### TERM III-B\*

#### ON-LINE REGISTRATION FOR TERM III-B, AND TERM I (1975-76)

- \*\* 1. Advisement and on-line registration for currently enrolled students by appointment only. III-B, May 19-June 17  
Term I, February 17-August 15

- \*\* 2. Advisement and on-line registration for new students by appointment as indicated on notice of admission. III-B, May 26-June 17  
Term I, March 21-August 15

**CLASSES BEGIN** 8:00 a.m. June 18

**LATE REGISTRATION FOR TERM III-B,  
DROP AND ADD PERIOD** June 18, 19

Schedule changes and adjustments (9:00 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 19. Class options after June 18 may be very limited. Early registration is advised for more schedule options.

**REFUND PERIOD** June 18-25

Last day for complete withdrawal with an 80% refund. (June 25).

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

**CLASSES RESUME AFTER INDEPENDENCE DAY HOLIDAY** July 7  
8:00 a.m.

**"W" PERIOD (NO GRADE PENALTY)** June 18-July 8

Last day to drop a course without receiving a grade penalty. (July 8).

**CHANGE FROM CREDIT TO AUDIT PERIOD ENDS** July 8

- \*There is a 100% refund for withdrawal for students who preregister and withdraw through the last day preceding the commencement of classes in a term.

- \*\*June 17 is regular registration for Term III-B.

<b>LAST DAY FOR STUDENT TO WITHDRAW</b>	<b>July 23</b>
Last day for a student to withdraw from a class in Term III-B.	
<b>REMOVAL OF "I" GRADE</b>	<b>July 23</b>
Last day to remove an "I" grade for preceding Term II.	
<b>FINAL EXAMINATIONS</b>	<b>July 31</b>
<b>TERM III-B ENDS</b>	<b>August 1</b>
<b>COMPLETION OF GRADE REPORTS OR CORRECTIONS</b>	<b>August 4</b>
Last day for faculty to complete grade reports or make corrections on incomplete grades received in Term II, 1975 (10:00 a.m.).	
<b>TERM III-B GRADES DUE</b>	<b>August 4</b>
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 over 100 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.

College administrative offices were moved to downtown Fort Lauderdale in early 1973. Located in the same building at 225 East Las Olas Boulevard is the Fort Lauderdale Center.

## 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 seventeen buildings and complete athletic and parking facilities. The site has been sodded and landscaped so as to enhance its esthetic qualities. An observatory and additions to the science and engineering technology buildings were constructed in 1973. A Fort Lauderdale Center is in full operation. It is anticipated that another Center will open in the Fort Lauderdale/Plantation area in 1974.

Located west of the Florida Turnpike at Exit 20 and south of Hammondville 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 is being landscaped as facilities are constructed. Two buildings were constructed during 1971 and occupied in January, 1972. A library/classroom building and a physical education building were constructed in 1973. Two buildings are being constructed in 1974. Centers will be opened in Pompano Beach and Coral Springs in 1974.

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. It is anticipated that a Center will open in the Hallandale/Dania area in 1974.

## 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.
5. To provide special services, courses, and programs for groups with particular needs such as the culturally deprived, the senior citizens, those who need to learn new skills, and those who have specialized needs that can be met by short term credit and non-credit courses, seminars, lectures, and classes, including regular offerings.

### ACCREDITATION

Broward Community College is accredited by the Southern Association of Colleges and Schools. It is also accredited by the Florida Department of Education. Allied health programs are accredited by the American Medical Association in collaboration with the appropriate agencies.

### EQUAL OPPORTUNITY EMPLOYMENT POLICY

Broward Community College as an institution of higher learning is dedicated to the inculcation of the highest ideals of citizenship in a free society. The College seeks to set a proper example by complying with all relevant laws enacted at every level of government. Consistent with the American ideal of equality of citizens and the dignity and worth of each person, the College hereby states that equal employment opportunity and advancement are guaranteed consonant with appropriate laws without regard to race, religion, color, national origin, sex, or any other such factor. All members of the faculty, staff, and student body are expected to assist in making this policy a practical reality. The President of the College is empowered to implement this policy through appropriate personnel and by use of effective guidelines.

### COMMUNITY SERVICES

In 1973, the College established the Office of Community Services. The purpose of this office is to expand the range of offerings of the College, to extend the College's services into the community through outreach programs, and to program a variety of educational, upgrading, and new career opportunities which reach beyond the traditional limits of college credit restrictions.

The Office of Community Services meets the cultural needs of the community through a fine arts series with nationally recognized artists, a free film series, and other similar activities. Visiting recitalists also direct master class workshops for students and the community. A monthly EduCultural Calendar including cultural programs is mailed throughout South Florida. The Office of Community Services is charged with the responsibility for making

direct contacts with the community, including the public governmental personnel, school personnel, professional organizations, business and industrial interests, condominium dwellers, and other groups, and insuring that whenever 15 or more people are interested in a subject that a course is developed. Non-credit courses, special credit courses, workshops and other events are announced in a quarterly newsletter, *The Broward Community College Contact*.

In addition, Community Services offers non-credit courses, seminars, and workshops designed to help women of all ages expand their potential. Other special projects are developed which help provide for the vocational, educational, and personal needs of women throughout the county and South Florida.

The Office of Community Services assists the College more effectively to serve the total college district by seeing that instruction is offered in multiple locations throughout the district, at times most convenient for prospective students to participate, and covering subject matter which is of highest need and priority for the citizenry.

## WEEKEND COLLEGE

In order to provide more opportunities for people with full-time responsibilities in the community to be enrolled in College and to pursue courses and programs which are of interest or benefit to them, the College has inaugurated what is known as the Weekend College. This commences at noon on Friday and goes through Saturday, 2:00 p.m. Students may take classes on three-hour sequences Friday morning, Friday afternoon, and Saturday.

## STUDENT DEVELOPMENT

### 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 Development 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.

Career, educational, and personal counseling is provided by the Department of Counseling. The Department may be viewed as a Human Develop-

ment Resource Center of Broward Community College. A student may call upon this College agency to explore life-and-career goals, obtain educational-career 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 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.

## ARTICULATION

The High School/College Articulation program is designed to promote better communication between the high schools and Broward Community College. The coordinator of this program works with administrators, guidance directors, counselors and occupational specialists in all of the Broward County high schools, both public and private. A variety of assembly programs are being offered for high school students to improve communications and to inform them of the offerings at Broward Community College designed to meet their needs.

## 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, and Ft. Lauderdale Center and the College administrative office, or from any Broward County high school 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 to 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 application for these awards by June 1 for the ensuing year through their district agencies.

**Basic Opportunity Grant (B.O.G.)** – A federal program which provides grants to students who need financial assistance to attend college. Student must be full-time, having never attended college as a regular student before July 1, 1973. A special B.O.G. application is required for this program.

**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 jobs will be available only to full-time students who maintain a satisfactory grade point average.

**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, 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**

We recommend every full-time student complete the Florida Twelfth Grade Placement Test battery before receiving program advisement. Applicants who have not taken the Placement Test should contact the Advisement Office and arrange to take the Test 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 or SAT scores in lieu of the Florida Twelfth Grade Placement Test, he will be unable to enroll in some courses, English for example, during his first term at the College. A number of testing dates are scheduled throughout the year.

Students with previous foreign language study/experience will be given placement tests by the Counseling-Advisement Office 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.

## ACADEMIC ADVISEMENT

Academic advisement is available to all students during registration for each term at Broward Community College. Academic advisors are available to assist the student in planning his/her program of courses and assessing his/her progress. The advisors seek to provide the information necessary for students to arrive at specific course selections each term. Appointments are arranged by the Counseling-Advisement Office for advisement of new and returning students.



## CURRICULA OFFERED

### Associate in Arts Degree Program:

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

### Associate in Science Degree Programs:

Accounting	Insurance Careers
Air Conditioning & Refrigeration	Landscape Technology
Air Traffic Controller	Mechanical Engineering
Airline Careers	Medical Assisting
Architectural	Medical Laboratory
Aviation Administration	Market-Management in Distribution and Marketing
Banking Career	Nursing
Career Pilot	Pest Control Technology
Commercial Art	Police Science
Contracting and Civil Engineering	Pollution Prevention & Control
Corrections	

Criminal Justice	Public Administration
Crime Scene Technology	Purchasing Management
Data Processing (Business Option)	Radiology
Data Processing (Engineering Scientific Option)	Real Estate
Dietetic Technician	Respiratory Therapy
Dental Assisting	Secretarial, Executive or General
Electrical Engineer	Secretarial, Legal
Electronic Technology	Secretarial, Medical
Electronics (Digital or Communication Option)	Secretarial Teacher Aide Education
Fashion Merchandising	Security Administration
Fire Science	Teacher Aide
Hotel-Restaurant-Institution Administration	Tourism Industries Administration

#### Certificate Programs:

Accounting	Police Science
Clerical Typist	Pre-School Child Education
Corrections	Secretarial
Credit Union	Secretarial, Advanced
Data Processing	Secretarial, Certified Professional
Dental Assisting	Security Administration
Fire Science	Small Business Administration
Food Service	Traffic Management
Group Living Home Management	Teacher of Private Nursery School and Kindergartens
Income Tax Preparation	Wastewater Control Operator
Medical Assisting	
Merchandising	

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 Development 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.

## **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.

## **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 inter-collegiate 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. In the 1972/73 college year the college began intercollegiate athletics at the North Campus with basketball, tennis (Men and Women).

## **BOOKSTORE**

The Central Campus Bookstore is conveniently located next to the Hospitality Center 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.

The Bookstore at the North Campus is located in the Services Building. In addition to a complete line of textbooks, the store offers educational supplies and materials. The Bookstore is open from 8 a.m. to 3:30 p.m. Monday through Friday.

Temporary Bookstores will be open the first week of classes in the Hollywood Center and the Fort Lauderdale Center. Special arrangements will be made at Satellite centers to sell textbooks when classes make. Both Central and North Campus Bookstores will post their extended hours prior to the beginning of each Term.

## **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.

## **ALUMNI PROGRAM**

Interest in its students does not end for Broward Community College upon their graduation, but rather, a new relationship is established. A very active Alumni Program is being planned to provide opportunities for the College to continue playing a meaningful role in the lives of its students, both now and in the future.

## **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 Vice-President for Student Development 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 organize and establish Student Governments. The power and jurisdictions of Student Governments 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, 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. An intramural sports program on a limited basis is offered at the North Campus.

## 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, Marching Band, Youth Symphony, College Singers, Chamber Choir, Concert 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. The 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 four-program Artist Series with nationally recognized performers, the College presents many programs each year featuring the Broward Symphony Orchestra, Symphonic Band, Marching Band, Youth Symphony, Jazz Ensemble, College Singers, Concert Choir, Chamber Choir and Opera Workshop. The Drama Department produces plays, musicals, Children's 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 schools 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.

**Pantomime Players** – Sponsored by the Drama Department, this organization's purpose is to bring the art of pantomime to people on campus and in the community through a varied program of performances. Tryouts are held periodically throughout the year and are open to all students.

## 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 examina-

tions 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
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 who do not qualify to sit for the General Education Development Tests and who are at least 18 years of age will be admitted on probation pending completion of 12 semester hours with at least a C average.

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.

#### **International 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 the 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. The Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service, Princeton, New Jersey, is required prior to admission.

The student is referred also to the Division of Communications, Communications for International Students, page \_\_\_\_\_, for information regarding English Language course requirements at Broward Community College.

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. Health insurance and a statement of financial support are required for admission.

Broward Community College does not provide, supervise, nor recommend student housing. International students should arrive in the Ft. Lauderdale area several weeks prior to enrollment to arrange housing accommodations and transportation. Public transit is very limited.

All international students are required to report to campus one week before the first day of classes for that semester.

### **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 requirements:

1. Fulfill general requirements for admission to the College.
2. Official High School transcripts:
  - a. Partial transcript before graduation
  - b. Complete transcript after graduation

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3. Official transcripts from each college or program previously attended.
4. 2.0 cumulative grade point average on all college courses attempted.
5. Satisfactory scores on Florida Twelfth Grade Placement Test or satisfactory completion of appropriate courses.
6. Other testing and/or counseling as recommended.
7. Acceptable letters of reference and recommendation.
8. Satisfactory medical and dental forms.
9. Satisfactory personal interview where required.

**Admission Procedure:**

1. Submit letter of application directly to appropriate Allied Health department. Student will receive required forms and materials for admission.
2. Make an appointment with the office of academic advisement and counseling for verification of academic qualifications.
3. Present verification of academic qualification to Division of Allied Health Technology for admission approval. Approval based upon fulfillment of all admissions requirements.
4. If a student is accepted into an Allied Health program but is unable to register because the class quota has been reached, the student may register for the next in-coming class.

**Uniforms:**

Uniforms that meet the approval of the appropriate Allied Health faculty must be furnished by the student. Information regarding their purchase is furnished to each applicant following formal acceptance.

**Liability Insurance:**

All Allied Health Technology students are required to carry Professional Liability Insurance throughout their educational program. This is due at the beginning of each year and payable at the time of registration.

**Accident Insurance:**

It is recommended that all students in Allied Health Programs carry accident insurance.

**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.) A student 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 of 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, 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 (Term 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. 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.

### **Classification of Students**

A student who has earned 25 or more semester hours credit is classified

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

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 eighteen 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 eighteen 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 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.

## **ACCELERATION MECHANISMS FOR PROGRAM COMPLETION**

Several options are available to students to accelerate the completion of their programs: Advanced Placement; College Level Examination Program; Dual Enrollment; Early Admission; Term Combination; and Waiver of Credit for Experience in Technical Areas.

### **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.

### **Dual Enrollment**

High School seniors who lack only a very few courses to graduate may be admitted under the following conditions: approval of high school principal and guidance director; a grade point average of at least 2.8.

### **Early Admission**

High School students who have a grade point average of at least 2.8, completed all requirements through the eleventh grade, obtained the recommendation of both their high school principal and the guidance director, and the approval of the College's director of admissions, may be granted early admission to the College contingent upon the completion of at least twenty-four (24) semester hours of credit with a grade point average of at least 2.0 and the high school's conferring a diploma recognizing graduation from high school.

### **Term Combination**

Through the appropriate use of minimesters (Terms I-A, I-B, II-A, and II-B) and the Weekend College in combination with regular terms students can shorten the time for completion of degree requirements significantly.

### **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.

## **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. Terms I and II are divided into A and B segments of approximately eight weeks each. Thus there are at least six periods of enrollment throughout the year. 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 I-A, I-B, II-A, II-B, III-A, and III-B is adjusted to include the same time equivalent as is used in the longer terms.

**Grades and Records Policy**

- A. Final grades for each term are recorded and preserved. Reports are submitted to students and to their parents or legal guardians at the close of the term.
- B. Grade points are earned and recorded as follows:

Grades	Grade Points per Semester Hour
A Excellent .....	.4
B Good .....	.3
C Average .....	.2
D Passing .....	.1
F Failure .....	.0
I Incomplete .....	.0
W Official Withdrawal .....	.0
WP Withdrawal Passing .....	.0
WF Withdrawal Failing .....	.0
WT Withdrawal-Transferred to another section	0
XF Failure-Excessive absences .....	.0
X Audit .....	.0
NC Non-Credit Course .....	.0
*NG No Grade Assigned (for 090 series & SPANS) .....	.0
NR Grade not received .....	.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.

- 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.

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

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.
- 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.
- 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.*)

\*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.

2. The Humanities . . . . .6 semester hours

- |   |   |   |
|---|---|---|
| ENG 203, 204, 205,<br>206, 208, 209,<br>211, 212, 221,<br>222, 230, 231 | SPA 205, 206<br>FRE 205, 206<br>GER 205, 206<br>PHI 260, 263<br>REL 121, or 122,<br>or 141, or 142,<br>or 205, or 240 | ART 207<br>DRA 207<br>MUS 207 or<br>MUS 209 & 210 |
|---|---|---|

3. History and the Social Sciences . . . . .6 semester hours

Select any one of the following combinations:

- |                 |                               |
|-----------------|-------------------------------|
| a. HIS 101, 102 | d. PSC 121, 122, or 221       |
| b. HIS 201, 202 | e. ANT 225, SOC 211, 212, 221 |
| c. HIS 111, 112 | (any two)                     |

4. Mathematics and Science . . . . .9 semester hours

Mathematics—any three semester hours except 090 series courses and courses especially designed for technical education curricula.

Science—any combination from the following areas: physical science, 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, 202, 211, 212, 221, 238  
SOC 231
- c. ECO 251, 252
- d. SPE 100, 111
- e. GEO 101, 201, 202
- f. Any courses from 2, 3, or 4 above.

6. Physical Education (Activities) . . . . .4 semester hours  
(No more than 4 activity courses may be counted toward a degree.)

7. Electives .....24 semester hours  
Any combination of courses from the general education offerings (Business Administration; Communications; Fine Arts; Health, Physical Education and Recreation; Mathematics and Science; and Social Science) except 080 and 090 series courses and courses designed especially for technical education curricula. The student should give careful attention to his major and to the requirements of the institution to which he plans to transfer when choosing his electives.

- C. Completion of a minimum of 24 semester hours of residence as a degree seeking student in Broward Community College, including the last 12 semester hours.
- D. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
- 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.

**Honors at Graduation**

Students who achieve at a high level are accorded honors at graduation as follows:

- With honor—a grade point average of 3.250-3.499.
- With high honor—a grade point average of 3.500-3.749.
- With highest honor—a grade point average of 3.750-4.000.

**STUDENT FEES**

**Student Fees and Charges**

All Broward Community College students must pay an application fee of \$10 at the time their applications are submitted to the Registrar. The application fee is a one-time fee and will not be refunded. State law requires that a registration fee of \$4.50 be collected from each full-time student (12 or more hours.) This registration fee will be forwarded to the State Treasurer to be deposited in the Student Financial Aid Trust Fund. Students enrolled for 12 or more semester hours in a full term (I, II, or III) or for 12 or more semester hours in minimesters A and B within a term are considered full-time students. Students carrying six or more semester hours in a single minimester A or B are considered full-time students. Matriculation, tuition, and other fees and charges, set forth herein, will be charged as appropriate.

\*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.

**Terms I, I-A, & I-B, or  
II, II-A, & II-B, or  
III, III-A, & III-B**

**Separate Minimesters I-A, I-B,  
II-A, II-B, III-A, or III-B**

	Registration	Matriculation	Tuition	Maximum Total	Per Semester Hour**
Florida Students	\$4.50	\$10 per semester hour or a maxi- mum of \$115	\$ 0	\$119.50	\$10
Non-Florida Students	\$4.50*	\$10 per semester hour or a maxi- mum of \$115	\$18 per semester hour	\$319.50	\$28

\* Students enrolled for 12 hours or more for any term or combined I-A and I-B, or II-A and II-B, or III-A and III-B terms will be charged a \$4.50 registration fee.

\*\*Fees for part-time students are computed on an hourly basis.

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

**Other Course Fees**  
(All fees are subject to change)

	Part-time Student Special Fee	Full-time Student Special Fee
AER 131 - Primary Flight I	\$811.00*	\$936.00**
AER 230 - Commercial Flight I	\$938.00*	\$969.00**
AER 231 - Commercial Flight II	\$910.00*	\$939.00**
AER 232 - All-Weather Flight Training	\$652.50*	\$700.00**
AER 233 - Flight Simulator Training	\$202.50*	\$225.00**
AER 234 - Flight Instructor Training	\$500 (minimum)* **	\$500 (minimum)* **
AER 235 - Multi-Engine Transition	\$512.50*	\$785.00**

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.

\*Burnside-Ott Aviation Training Center, Ft. Lauderdale-Hollywood International Airport

\*\*Skytel Aviation, Inc., Ft. Lauderdale-Executive Airport

General Information  
Academic Affairs, Student Fees

	Part-time Student Special Fee	Full-time Student Special Fee
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 217 - Procedures for Real Estate Title Closings	2	2
BA 190 - Real Estate	2	2
BIO 105 - Modern Principles of Biology Lab	7	7
BIO 107 - Audiotutorial Biology	7	7
BIO 117 - Paramedical Science II Lab	7	7
BIO 151 - General Botany Lab	7	7
BIO 161 - General Zoology Lab	7	7
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
DA 175 - Clinical Practices	10	10
DA 176 - Clinical Practice II	10	10
DA 180 - Oral Pathology	5	5
DA 190 - Dental Materials	10	10
DA 195 - Oral Hygiene	5	5
DA 290 - Expanded Functions	10	10
DA 295 - Advanced Practicum	10	10
XR 101 - Dental Radiology	5	5
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 - Reading Development	5	5

General Information  
Academic Affairs, Student Fees

FRE 101 & 105 - French Language Laboratory	5	5
GER 101 & 105 - German Language Laboratory	5	5
GY 106 - Physical Geology Lab	7	7
GY 109 - Florida Geology Lab	5	5
GY 110 - Historical Geology Lab	7	7
HPR - General Fees - HPR 101, 102, 105, 107, 108, 109, 110, 114, 117, 120, 121, 122, 123, 124, 125, 128, 131, 132, 133, 134, 135, 136, 137, 139, 140, 143, 144, 148, 201, 210, 214, 220, 225, 236, 239, 240, 243, 247, 248	2	2
HPR 104, 204 - Bowling	18	18
HPR 111 - Horsemanship	20	20
HPR 138 - Skeet & Trap Shooting	40	40
HPR 142, 242 - Water Skiing	35	35
HPR 246 - Scuba Diving	25	25
MA 210 - Basic Medical Laboratory Techniques	10	10
MA 220 - Clinical Practices & Procedures	5	5
MA 240 - Practicum in Medical Asstg.	10	10
MLT 200 - Basic Instrumentation	5	5
MLT 220 - Advanced Medical Lab Techniques	10	10
<b>APPLIED MUSIC</b>		
Voice		
MUS 141, 151	\$23	\$23
MUS 161, 171, 181, 191	45	45
MUS 241, 251	23	23
MUS 261, 271, 281, 291	45	45
Piano		
MUS 142, 152	23	23
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

General Information  
Academic Affairs, Student Fees

MUS 166, 176, 186, 196	45	45
MUS 246, 256	23	23
MUS 266, 276, 286, 296	45	45
<b>Strings</b>		
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
NUR 172	5	5
NUR 297	3	3
POL 211, 212, 213	5	5
RUS 101 & 105 - Russian Language Laboratory	5	5
SCI 103	3	3
SPA 101 & 105 - Spanish Language Laboratory	5	5
XR 101	5	5
XR 100	2	2
XR 105	5	5
XR 120	10	10
XR 210	5	5
<b>Miscellaneous Fees: (Not Refundable)</b>		
Add and Drop	\$ 3	\$ 3
Application	10	10
Checks returned and not honored	5	5
Duplicate Fee card (except when completely withdrawing from all College classes)	1	1
Graduation	4	4
Fine, lost books & reprocessing books	as required	as required
Lost HPR Locks	0.85	0.85
Lost HPR Towels	per current year contract	
Parking Decal (over first two)	0.50	0.50
Traffic violation		
1st violation	1	1
2nd violation	3	3
3rd violation	5	5
<b>Special Service Charge</b>		
BA 190 - Real Estate I	\$ 2 (which is re- mitted to the University of Florida for exami- nation copies and grading)	
<b>Waiver of Credit for Previous Training or     Experience - per hour waived</b>		
CLEP (for each separate report from ETS when credit is granted)	5	5
Advanced Placement (for each separate report from ETS when credit is granted)	5	5

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

## REFUND POLICIES

1. Under the following conditions a student may receive 100% refund of matriculation, tuition, and laboratory fees, or as otherwise indicated:
  - a. Through the last day preceding the commencement of classes in a term 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.

## 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

General Information  
Library

collections on shelves open to students. 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.

The Central Campus Library is conveniently located in the center of the campus. It has a book collection of 70,000 volumes and about 5,000 are being added each year. In addition there are subscriptions to about 450 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 has 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. Construction of the first phase of the permanent library complex was recently completed.

The Library at the South Campus is in the process of being developed and should be prepared to serve students in 1974-75. It, too, will be expanded rapidly to equal in size and resources that of the Central Campus.

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.



# III

## GENERAL EDUCATION

### Curricula and Courses

## **GENERAL EDUCATION**

**Division of Business Administration and Economics**  
**Division of Communications**  
**Division of Humanities**  
**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**  
**Fashion Merchandising**  
**Insurance**  
**Marketing-Management**  
**Secretarial Science**

## **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 special programs leading to an Associate of 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**  
**SUGGESTED PROGRAM FOR BUSINESS ADMINISTRATION**  
**(A.A. Degree)**

(Must meet General Education requirements set forth on page 50 of this catalog)

**FIRST YEAR**

**First Term**

ENG 101-Composition . . . . .	3
*BA 113, 114, 115-Basic Typing, Parts 1, 2, 3 or	
DP 101-Fundamentals of Data Processing . . . . .	3
BA 100-Intro. to Business . . . . .	3
Humanities . . . . .	3
HPR-Physical Education . . . . .	1
Total Semester Hours . . . . .	13

**Second Term**

ENG 102 or 104-Composition . . . . .	3
BA 231-Business Law I . . . . .	3
**Science . . . . .	3 or 4
***Math . . . . .	3
HPR-Physical Education . . . . .	1
Total Semester Hours . . . . .	13-14

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

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

**SECOND YEAR**

**First Term**

BA 245-Bus. Communications . . . . .	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
Total Semester Hours . . . . .	16

**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
Total Semester Hours . . . . .	16

\*Students with credit for high school typing should take DP 101. Students taking Basic Typing should concurrently enroll in BA 113, 114, 115.

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

\*\*\*Most upper division colleges recommend MTH 132 College Algebra.

# Accounting and Finance majors should elect BA 232 Business Law II.

**BUSINESS ADMINISTRATION—ADMINISTRATIVE SYSTEMS**  
(A.A. Degree)

(Must meet General Education requirements set forth on page 50 of this catalog)

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

**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 105 Computer Programming I . . . . .3	DP 221 Systems Dev. and Design . . . . .3
HPR-Physical Education . . . . .1	HPR Physical Education . . . . .1
Total Semester Hours . . . . .16	Total Semester Hours . . . . .16

\*Many upper divisions require a Laboratory Science.

**SUGGESTED PROGRAM FOR BUSINESS EDUCATION**  
(A.A. Degree)

(Must meet General Education requirements set forth on page 50 of this catalog)

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
Humanities . . . . .3	ENG 102- or 104-Composition . .3
ENG 101-Composition . . . . .3	Social Science . . . . .3
Social Science . . . . .3	*BA 112-Shorthand II . . . . .3
*BA 118, 119, 120-Intermediate Typing, Parts 4-6 . . . . .3	BA 202, 203, 204-Expert Typing, Parts 7-9 . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1

**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
Total Semester Hours . .	13-14

*Second Term*

BA 245-Bus. Communications .3
BA 247-Business Machines . . . .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 . . . . .16

\*A student not meeting prerequisites will need to take qualifying course(s). A student taking Intermediate Typing should concurrently enroll in BA 118, 119, 120. A student who had two years of high school typing and/or shorthand *may be* exempted (without credit) from taking BA 118-120 and/or BA 112.

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

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

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

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

(Must meet General Education requirements set forth on page 50 of this catalog)

**FIRST YEAR**

*First 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
Total Semester Hours . . . . .	13
Total Semester Hours . . . . .	13

*Second Term*

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
Total Semester Hours . .	13-14
Mathematics . . . . .	3
Total Semester Hours . . . . .	16

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

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

\*Many upper division colleges 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 252-Prin. of Economics II	.3	DP 101-Fund. Data Processing	.3
BA 284-SEMINAR III:		Humanities	.3
Marketing Management	.3	Social Science	.3
Social Science	.3	SPE 100 or PSY 201	.3
Humanities	.3	HPR-Physical Education	.1
HPR-Physical Education	.1		
Total Semester Hours	.16	Total Semester Hours	.16

**SUGGESTED PROGRAM FOR SECRETARIAL SCIENCE#**  
**(A.A. Degree)**

(Must meet General Education requirements set forth on page 50 of this catalog)

**FIRST YEAR**

<i>First Term</i>		<i>Second Term</i>	
ENG 101-Composition	.3	ENG 102 or 104-Composition	.3
Social Science	.3	Mathematics	.3
*BA 118, 119, 120-Intermediate		Social Science	.3
Typing, Parts 4-6	.3	*XBA 112-Shorthand II	.3
BA 221-Prin. of Accounting I	.3	BA 202, 203, 204-Expert	
HPR-Physical Education	.1	Typing, Parts 7-9	.3
		HPR-Physical Education	.1
Total Semester Hours	.16	Total Semester Hours	.16

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

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

#Not to be confused with specialized secretarial programs.

\*A student not meeting prerequisites will need to take qualifying course(s). Students taking Intermediate Typing should concurrently enroll in BA 118, 119, 120. A student who had two years of high school typing and/or shorthand *may be* exempted (without credit) from taking BA 118-120 and/or BA 112. Nine hours of Touch Shorthand will fulfill the shorthand requirements.

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

## SECOND YEAR

### *First Term*

**Science . . . . .	3-4
ECO 251-Prin. of Economics I . . .	.3
BA 245-Bus. 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

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

## ACCOUNTING PROGRAM

(A.S. Degree in Business Administration)

### FIRST YEAR

#### *First Term*

ENG 101-English Composition . . .	.3
*BA 113, 114, 115-Basic Typing, Parts 1, 2, 3 . . . . .	.3
BA 150-Business Math . . . . .	.3
BA 221-Prin. of Accounting I . . .	.3
BA 231-Business Law I . . . . .	.3
HPR-Physical Education . . . . .	.1
Total Semester Hours . . . . .	16

#### *Second Term*

ENG 103-104-Composition . . . . .	.3
DP 101-Fundamentals of Data Processing . . . . .	.3
ECO 190 or 251-Economics . . . . .	.3
BA 222-Prin. of Accounting II . . .	.3
BA 232-Business Law II . . . . .	.3
HPR-Physical Education . . . . .	.1
Total Semester Hours . . . . .	16

### SECOND YEAR

#### *First Term*

BA 223-Intmd. Accounting . . . . .	.3
BA 226-Prin. of Finance . . . . .	.3
BA 227-Income Tax . . . . .	.3
BA 250-Purchasing or ECO 252-Principles of Economics II Related Elective . . . . .	.3
HPR-Physical Education . . . . .	.1
Total Semester Hours . . . . .	16

#### *Second Term*

BA 225-Cost Accounting . . . . .	.3
BA 245-Bus. Communications . . .	.3
BA 247-Business Machines . . . . .	.3
BA 132-General Insurance . . . . .	.3
DP 102-Data Preparation Equipment . . . . .	.3
HPR-Physical Education . . . . .	.1
Total Semester Hours . . . . .	16

\*May be exempt (without credit) if student had one year of high school typing with a minimum grade of "C".

## AIRLINE CAREERS

(A.S. Degree in Business Administration)

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-English Composition .....	3
ENG 102, 103 or ENG 104- Composition .....	3
HIS 111-The Two Americas, 1492-1830 .....	3
HIS 112-The Two Americas, 1830-Present .....	3
SOC 211-General Sociology .....	3
SPE 100-Intro. Speech .....	3
PSY 100 or PSY 101-Psychology .....	3
PSY 201-General Psychology .....	3
MTH 100-Gen. Ed. College Math .....	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 (see course descriptions for prerequisites):

AER 114, BA 100, BA 113-115, BA 118-120, BA 105, BA 108, BA 111, BA 112, BA 116, BA 117, BA 121, BA 122, BA 140, BA 202-204, BA 211, BA 218, BA 219, BA 221, BA 222, BA 242, BA 244, BA 245, BA 247, DP 101, DP 102, FRE 101, FRE 102, Fre 201, FRE 202, FRE 203, FRE 204, SPA 101, SPA 102, SPA 201, SPA 202, SPA 203, SPA 204.

- 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.

**BANKING CAREER PROGRAM**

**(A.S. Degree in Business Administration)**

**(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-English .....	3
ENG 102, 103 or 104-English .....	3
SPE 100-Speech .....	3
PSY 100-Human Relations .....	3
Semester Hours .....	12
- 3. Completion of the following general Business Administration courses and Data Processing Course:
 

DP 101-Fundamentals of Data Processing .....	3
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BA	100-Introduction to Business	.3
BA	231-Business Law I	.3
BA	221-Prin. of Accounting I or BA 121-Accounting Survey I	.3
BA	222-Prin. of Accounting II or BA 122-Accounting Survey II	.3
BA	226-Prin. of Finance	.3
ECO	251-Prin. of Economics I	.3
ECO	252-Prin. of Economics II	.3
ECO	254-Money and Banking	.3
BA	245-Business Communications	.3
BA	262-Prin. of Supervision	.3
	<b>Semester Hours</b>	<b>.33</b>

4. Completion of the following specialized courses:

BA	180-Principles of Bank Operations	.3
BA	181-Bank Management	.3
BA	182-Bank Public Relations & Marketing	.3
BA	254-International Banking	.3
BA	255-Home Mortgage Lending or BA 256-Installment Credit	.3
BA	228-Analyzing Financial Statements or BA 257-Credit Administration	.3
BA	258-Trust Department Organization or BA 259-Trust Department Service	.3
	<b>Semester Hours</b>	<b>.21</b>

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.

**FASHION MERCHANDISING**  
**(A.S. Degree in Business Administration)**

This program is a combination of campus instruction and practical work experience in a related fashion merchandising position in the community. Through individual instruction, the student develops a better comprehension of self and his or her ability to identify with the fashion world. The goal of Broward Community College is to graduate a student educated in the fashion merchandising field and capable of assuming management responsibilities. Each student should be employed part-time while enrolled in the program. Students are responsible for finding their own employment. CWS credit may not be substituted for BA 173, BA 283, and BA 284.

**FIRST YEAR**

<i>First Term</i>		<i>Second Term</i>	
ENG 095 or 101	.....3	BA 170-Marketing	.....3
BA 130-Salesmanship	.....3	BA 144-Textiles	.....3
BA 135-Fashion Merchandising	.3	BA 221-Prin. of Accounting I or	
BA 173-Seminar I: Marketing		BA 121-Accounting Survey I	..3
in Perspective	.....3	BA 283-Seminar II: Research in	
HPR-Physical Education	.....1	Marketing	.....3
Electives	.....3	HPR-Physical Education	.....1
Total Semester Hours	.....16	Total Semester Hours	.....13

**SECOND YEAR**

<i>First Term</i>		<i>Second Term</i>	
BA 205-Retail Buying	.....3	BA 271-Merchandising	.....3
BA 172-Visual Merchandising	..3	BA 262-Principles of	
ECO 251-Prin. of Economics I	..3	Supervision	.....3
HPR-Physical Education	.....1	BA 231-Business Law I	.....3
Electives	.....3	BA 284-Seminar III: Marketing	
		Management	.....3
		HPR-Physical Education	.....1
		Electives	.....3
Total Semester Hours	.....13	Total Semester Hours	.....16

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

SPE 100-Introductory Speech	..3
Electives	.....4
Total Semester Hours	.....6

**GENERAL BUSINESS PROGRAM**

**(A.S. Degree in Business Administration)**

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		BA 170-Principles of Marketing	3
(PSC 121, HIS, 101, HIS 111,		PSY 100-Human Relations	.....3
or HIS 230)	.....3	BA 140-Personal Finance	.....3
*BA 113, 114, 115-Basic		Elective	.....3
Typing, Parts 1, 2, 3	.....3	HPR-Physical Education	.....1
BA 100-Intro. to Business	.....3		
BA 150-Business Math	.....3		
HPR-Physical Education	.....1		
Total Semester Hours	.....16	Total Semester Hours	.....16

\*Students who have successfully completed one year of typing in high school should take BA 118, 119, 120 Intermediate Typing, Parts 4, 5, 6 during Term I.

**Term III-A or III-B**  
BA 105-Office Procedures . . . . .3

\*\*BA 242-Transcribing Machines .3  
Total Semester Hours . . . . .6

**SECOND YEAR**

*First Term*

\*\*BA 227-Income Tax . . . . .3  
BA 247-Business Machines . . . .3  
BA 121-Accounting Survey I or  
BA 221-Prin. of Accounting I .3  
BA 231-Business Law I . . . . .3  
HPR-Physical Education . . . . .1

Total Semester Hours . . . . .13

*Second Term*

BA 261-Office Management or  
BA 262-Prin. of Supervision . . .3  
DP 101 or 102 . . . . .3  
BA 245-Bus. Communications .3  
BA 122-Accounting Survey II or  
BA 222-Prin. of Accounting II .3  
HPR-Physical Education . . . . .1

Total Semester Hours . . . . .13

\*\*Students must take either BA 242 or BA 227, but may elect another course from the suggested electives if they do not take both BA 242 and BA 227 (see course description of BA 242 for prerequisite).

SUGGESTED ELECTIVES: BA 118-120, BA 108, BA 132, BA 190, BA 202-204, BA 232, BA 260, DP 101 or 102, SPE 100.

**INSURANCE CAREERS PROGRAM**

(A.S. Degree in Business Administration)

This program is designed for students interested in insurance sales, adjusting, underwriting, or management; and it allows, but does not require, specialization in either property or life insurance.

1. Completion of 64 semester hours of credit with a grade-point average of 2.0 or better.
2. The residence requirement consists of twenty-four semester hours at Broward Community College which must include the last twelve semester hours.
3. Core courses for the Insurance Programs:

ENG 095 or 101 Composition . . . . .	3
ENG 103 Technical Report Writing or ENG 102 or 104 Composition . . . . .	3
SPE 100 Speech or BA 245 Business Communications . . . . .	3
BA 132 General Insurance . . . . .	3
PSY 100 Human Relations or PSY 201 General Psychology . . . . .	3
MTH 100, 131, or 132, or BA 150 Business Math . . . . .	3
Physical Education Activities . . . . .	4
*Business or Economics Electives . . . . .	12
<b>Semester Hours . . . . .</b>	<b>34</b>

\*Business or Economics Electives to be selected from BA 130, BA 170, BA 190, BA 231, BA 232, BA 247, BA 221, BA 222, BA 260, ECO 251, ECO 252, ECO 254, ECO 256.

- 4. In addition to the core courses, the student should complete 30 semester hours of any combination of the insurance courses listed in the Course of Instruction—Insurance, in the current catalog. The student must successfully complete the entire sequence for courses requiring concurrent enrollment.

Not more than 9 semester hours toward the 30-hour requirement may be satisfied by substituting the specified Business or Economics Courses for the designated Insurance Professional Examination Preparation Courses:

BA 222, BA 226 and BA 260 may be substituted for INS 228 and INS 229. BA 222 and BA 226 may be substituted for INS 247. ECO 251 and ECO 252 may be substituted for INS 248. ECO 251, ECO 252, and either PSC 121, PSC 122, or HIS 230 may be substituted for INS 224 and INS 225.

- 5. Each student should select one of the following programs:

- A. General Insurance Program

Core courses . . . . .	34
Insurance electives . . . . .	30
Total Semester Hours . . . . .	64

- B. Insurance Solicitors Program

Students interested in preparing for the Insurance Solicitors License Exam should take:

Core courses . . . . .	34
*INS 199 Solicitor’s Qualification Course I . . . . .	3
*INS 200 Solicitor’s Qualification Course II . . . . .	4
Insurance Electives . . . . .	23

See your advisor or department head regarding property and casualty electives to be chosen to meet Chapter 626, Florida Statutes, Agents’ Requirement.

Total Semester Hours . . . . .	64
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\*Concurrent enrollment in INS 199 and INS 200 is required.

- C. Agents Qualification Program

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:

Core courses . . . . .	34
*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
Electives—Any other Insurance courses . . . . .	13
Total Semester Hours . . . . .	64

\*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.

**D. Chartered Property and Casualty Underwriter Program**

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 CPCU examinations and, if successful, receive the CPCU designation:

*Core Courses . . . . .	29*
*INS 220 Insurance Principles and Practices I . . . . .	3
*INS 221 Insurance Principles and Practices II . . . . .	4
**INS 222 Analysis of Insurance Functions I . . . . .	3
**INS 223 Analysis of Insurance Functions II . . . . .	4
***INS 224 Economics, Government and Business I . . . . .	3
***INS 225 Economics, Government and Business II . . . . .	4
****INS 226 Insurance and Business Law I . . . . .	3
****INS 227 Insurance and Business Law II . . . . .	4
*****INS 228 Management, Accounting and Finance I . . . . .	3
*****INS 229 Management, Accounting and Finance II . . . . .	4
Total Semester Hours . . . . .	64

\*Business or Economics Electives will be reduced to 7 Semester Hours.

\*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.

**E. Chartered Life Underwriter Program**

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. designations,

Core courses . . . . .	34
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
Total Semester Hours . . . . .	64

**PURCHASING MANAGEMENT PROGRAM**  
(A.S. Degree in Business Administration)

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. Traffic Management	.3	SPE 100-Speech	.3
BA 170-Prin. of Marketing	.3	*BA 245-Bus. Communications	.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

**SECOND YEAR**

<i>First Term</i>		<i>Second Term</i>	
BA 260-Intro. to Management	.3	BA 263-Production Management	.3
BA 226-Prin. of Finance	.3	STA 221-Statistics	.3
BA 250-Purchasing I	.3	BA 262-Prin. Supervision	.3
ECO 254-Money and Banking	.3	BA 225-Cost Accounting	.3
PSY 100-Human Relations	.3	BA 251-Purchasing II	.3
HPR-Physical Education	.1	HPR-Physical Education	.1
Total Semester Hours	.16	Total Semester Hours	.16

\*Note prerequisites indicated in the course description.

**MARKETING MANAGEMENT PROGRAM**  
**(A.S. Degree in Business Administration)**

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). Students are responsible for finding their own employment. Emphasis is placed on required skills, responsibilities, and attitudes necessary for job entry and promotion; and includes participating 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:

**MARKETING MANAGEMENT PROGRAM**  
**(A.S. Degree in Business Administration)**

**FIRST YEAR**

BA	130 Salesmanship .....	.3
BA	140 Personal Finance or	
ECO	190 Introduction to Economics .....	.3
BA	150 Business Math .....	.3
BA	170 Marketing .....	.3
BA	173 Seminar I: Marketing in Perspective .....	.3
BA	283 Seminar II: Research in Marketing .....	.3
ENG	095 or 101 English .....	.3
ENG	103 or 104 English .....	.3
HPR	Physical Education .....	.2
	Electives in Area of Specialization .....	.3
	Related Electives .....	.3
<b>Total Semester Hours</b> ..		<b>.32</b>

**SECOND YEAR**

BA	121 Accounting Survey or	
BA	221 Principles of Accounting .....	.3
BA	132 General Insurance .....	.3
BA	231 Business Law .....	.3
*BA	245 Business Communications .....	.3
BA	260 Introduction to Management .....	.3
BA	284 Seminar III: Marketing Management .....	.3
HPR	Physical Education .....	.2
	Electives in Area of Specialization .....	.6
	Related Electives .....	.6
<b>Total Semester Hours</b> ..		<b>.32</b>

\*Note prerequisites indicated in the course description.

**REAL ESTATE PROGRAM**

**(A.S. Degree in Business Administration)**

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
<b>Semester Hours</b> .....		<b>.12</b>
3. Completion of the following courses in Business Administration:
 

BA	100 Intro to Business .....	.3
BA	150 Business Math .....	.3
BA	130 Salesmanship .....	.3
BA	231 Business Law I .....	.3
BA	232 Business Law II .....	.3

**Business Administration & Economics**  
**Executive or General Secretary**

BA 190 Intro to Real Estate Principles & 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 290 Prin. of Real Estate . . . . .	3
BA 293 Real Estate Appraisal II . . . . .	4
BA 294 Real Estate Exchange and Taxation . . . . .	3
Electives . . . . .	12
Semester Hours . . . . .	49
4. BA 289—THE MORTGAGE BROKER in Mortgage Lending and BA 296—PRINCIPLES OF REAL ESTATE INVESTMENT may be substituted for two of the above real estate courses or may be used as electives.	
5. Completion of four semester hours of Physical Education Activities . . . . .4	
Total Semester Hours . . . . .	65

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

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
*BA 118, 119, 120-Int. Typing, Parts 4, 5, 6 . . . . .3	BA 202, 203, 204-Expert Typing, Parts 7, 8, 9 . . . . .3
BA 150-Business Math . . . . .3	BA 108-Pers. Prep. for Business 3
ENG 095 or 101 . . . . .3	BA 140-Personal Finance . . . . .3
BA 100-Intro. to Business . . . . .3	*BA 112-Shorthand II or
**BA 116-Touch Shorthand or	BA 117-Touch Shorthand II . . .3
BA 105-Office Procedures . . . . .3	ENG 103 or 104 . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .16	Total Semester Hours . . . . .16

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

BA 105-Office Procedures, or elective if BA 105 was previously taken . . . . .3
BA 242-Transcribing Machines .3
Total Semester Hours . . . . .6

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
***BA 211-Shorthand III . . . . .3	BA 244-Secretarial Procedures .3

\*A student not meeting prerequisites will need to take qualifying course(s). A student who had two years of high school typing and/or shorthand *may be* exempted (without credit) from taking BA 118-120 and/or BA 112. Students taking Intermediate Typing should concurrently enroll in BA 118, 119, 120.

\*\*Student is not required to take both Touch Shorthand and Shorthand.

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

BA 245-Bus. Communications .3
BA 247-Business Machines . . . .3
BA 121-Accounting Survey I . .3
HPR-Physical Education . . . . .1
Total Semester Hours . . . . .13

PSY 100-Human Relations in Business and Industry . . . . .3
BA 231-Business Law I . . . . .3
Elective . . . . .3
HPR-Physical Education . . . . .1
Total Semester Hours . . . . .13

RELATED ELECTIVES: PSY 101, SPE 100, BA 190, BA 132, BA 122 or BA 221, BA 260, BA 261, BA 262, PSC 121, HIS 230.

**PROGRAM FOR LEGAL SECRETARY  
(A.S. Degree in Business Administration)  
FIRST YEAR**

*First Term*

ENG 095 or 101 . . . . .3
*BA 118, 119, 120-Intermediate Typing, Parts 4, 5, 6 . . . . .3
BA 150-Business Math or MTH 100-General College Math . .3
BA 121-Accounting Survey I . .3
**BA 116-Touch Shorthand or BA 105-Office Procedures . . . . .3
HPR-Physical Education . . . . .1
Total Semester Hours . . . . .16

*Second Term*

ENG 103 or 104 . . . . .3
*BA 112-Shorthand II, or BA 117-Touch Shorthand II . . .3
BA 202, 203, 204-Expert Typing, Parts 7, 8, 9 . . . . .3
BA 100-Intro. to Business . . . . .3
HPR-Physical Education . . . . .1
Total Semester Hours . . . . .13

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

BA 105-Office Procedures, or BA 245-Bus. Communications if BA 105 was previously taken . . . . .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 I . . . .3
BA 232-Business Law II . . . . .3
BA 140-Personal Finance . . . . .3
HPR-Physical Education . . . . .1
Total Semester Hours . . . . .13

*Second Term*

PSC 121 or HIS 101 or 111 . . . .3
BA 216-Legal Techniques II . . .3
BA 242-Transcribing Mach . . . .3
BA 245-Bus. Communications or elective if BA 245 was previously taken . . . . .3
BA 244-Sec. Procedures . . . . .3
HPR-Physical Education . . . . .1
Total Semester Hours . . . . .16

\*A student not meeting prerequisites will need to take qualifying course(s). A student who had two years of high school typing and/or shorthand *may be* exempted (without credit) from taking BA 118-120 and/or BA 112. Students taking Intermediate Typing should concurrently enroll in BA 118, 119, 120

\*\*BA 116 required only if student is taking Touch Shorthand in place of Gregg Shorthand.

RELATED ELECTIVES: PSY 100, BA 247, BA 249, BA 261, DP 102, BA 132, BA 190, BA 108, HIS 230.

**PROGRAM FOR MEDICAL SECRETARY**  
 (A.S. Degree in Business Administration)

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
ENG 095 or 101 . . . . .3	ENG 103 or 104 . . . . .3
*BA 118, 119, 120-Intermediate Typing, Parts 4, 5, 6 . . . . .3	BA 202, 203, 204-Expert Typing, Parts 7, 8, 9 . . . . .3
BA 140-Personal Finance . . . . .3	*BA 112-Shorthand II or
MA 110-Intro. to Medical Assisting . . . . .2	**BA 117-Touch Shorthand II . . .3
**BA 116-Touch Shorthand I or Elective . . . . .3	MA 120-Office Practices and Procedures . . . . .3
HPR-Physical Education . . . . .1	BA 150-Business Math . . . . .3
Total Semester Hours . . . . .15	HPR-Physical Education . . . . .1
	Total Semester Hours . . . . .16

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

BA 231-Business Law I . . . . .3
BA 100-Intro. to Business . . . . .3
Total Semester Hours . . . . .6

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
BA 245-Bus. Communications .3	***BA 242-Transcribing Mach . .3
BA 211-Shorthand III . . . . .3	Elective . . . . .1
MA 115-Medical Terminology . .3	BA 121-Acctg. Survey I . . . . .3
PSY 100-Human Relations in Business and Industry . . . . .3	BA 244-Secretarial Procedures .3
HPR-Physical Education . . . . .1	MA 116-Clinical Terminology . .3
Total Semester Hours . . . . .13	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 two years of typing and/or shorthand in high school *may be* exempted (without credit) from taking BA 118-120 and/or BA 112. Students taking Intermediate Typing should concurrently enroll in BA 118, 119, 120.

\*\*Students are required to take Touch Shorthand or Gregg Shorthand, but not both.

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

Electives to be selected from BA 105, BA 108, BA 247, SPE 100, MA 220, PSC 121, HIS 230, PSY 101.

**PROGRAM FOR MEDICAL TRANSCRIPTIONIST**  
 (A.S. Degree in Business Administration)

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
MA 110-Intro. to Med. Asst. . . .2	ENG 095 or 101 . . . . .3

MA 115-Medical Terminology	..3
*BA 113-115-Basic Typing	....3
BIO 105-Lab	.....1
BIO 115-Paramedical Science I	..4
HPR-Physical Education	.....1
Total Semester Hours	....14

MA 116-Clinical Terminology	..3
BA 118-120-Intermediate Typing	.....3
BIO 116-Paramedical Science II	.4
BIO 117-Lab	.....1
HPR-Physical Education	.....1
Total Semester Hours	....15

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

BA 242-Transcribing Machines I	.....3
ENG 103 or 104	.....3
Total Semester Hours	....6

**SECOND YEAR**

*First Term*

BA 243-Transcribing Machines II	.....3
BA 245-Business Communications	.....3
BA 202-204-Expert Typing	...3
Social Science Elective	.....3
Elective	.....3
HPR-Physical Education	.....1
Total Semester Hours	....16

*Second Term*

PSY 201-General Psychology	...3
BA 248-Practicum for Medical Transcriptionist	.....6
Elective	.....3
HPR-Physical Education	.....1
Total Semester Hours	....13

\*A student who has credit for one year of high school typing *may be* exempted from taking BA 113-115. Students taking Basic Typing should concurrently enroll in BA 113, 114, 115.

SUGGESTED ELECTIVES: MA 120, MA 220, MA 230, PSY 101, BA 105, BA 140, BA 150, BA 121, BA 231.

**THE FOLLOWING CERTIFICATE PROGRAMS ARE OFFERED:**

All certificate programs require a grade-point average of 2.0.

**ONE-YEAR ACCOUNTING CERTIFICATE PROGRAM**

*First Term*

ENG 095 or 101	.....3
BA 150-Business Math	.....3
*BA 121-Acctg. Survey I or	
BA 221-Principles of Acctg.	...3
*BA 113, 114, 115-Basic Typing, Parts 1, 2, 3 or	
DP 101-Fundamentals of Data Processing	.....3
BA 227-Income Tax	.....3
Total Semester Hours	....15

*Second Term*

ENG 103	.....3
ECO 140, 190 or 251	.....3
*BA 122-Acctg. Survey II or	
BA 222-Principles of Acctg.	...3
DP 102-Data Preparation Equipment	.....3
BA 247-Business Machines	...3
Total Semester Hours	....15

\*Student must take BA 221 and BA 222 if he has had high school bookkeeping with a grade of "C" or better. Students graduating in the top 20 per cent of their high school class should take BA 221 and BA 222.

\*\*Students taking Basic Typing should concurrently enroll in BA 113, 114, 115.

**ONE-YEAR INCOME TAX PREPARATION  
 CERTIFICATE PROGRAM\*\***

<i>First Term</i>		<i>Second Term</i>	
BA 150-Business Math . . . . .	.3	BA 222-Principles of Acctg. II .	.3
BA 221-Principles of Acctg. I .	.3	BA 229-Income Tax II . . . . .	.3
BA 227-Income Tax . . . . .	.3	BA 232-Business Law II . . . . .	.3
BA 231-Business Law I . . . . .	.3	*Business Electives . . . . .	.6
*Business Elective . . . . .	.3		
Total Semester Hours . . . . .	15	Total Semester Hours . . . . .	15

\*Suggested business electives: BA 190-Introduction To Real Estate Principles and Practices, BA 245-Business Communications, BA 247-Business Machines, ECO 251-Principles of Economics I, ECO 252-Principles Of Economics II. (Note prerequisites indicated in course descriptions.)

\*\*All courses in this program will apply to the A.S. degree in Accounting.

**ONE-YEAR ADVANCED SECRETARIAL CERTIFICATE PROGRAM**

This program is designed especially for students who earned above-average grades in five or more business education courses in high school; specifically, two years of shorthand and two years of typewriting or the VOE three-hour block program plus other business courses such as business English, business math, bookkeeping, office practice, etc. These five or more basic credits allow the student to be exempted from taking the introductory or prerequisite courses required of most secretarial students and to have a specialization option.

Students should plan their programs with the advice of the Head of the Secretarial Science Department.

**GENERAL REQUIREMENTS:** Completion of 36 hours with a minimum grade point average of 2.0.

**REQUIRED COURSES:**

<i>First Term</i>		<i>Second Term</i>	
*BA 105-Office Procedures or		*BA 121 or BA 221 if not	
*BA 121-Accounting Survey I or		taken previously or	
*BA 221-Prin. of Accounting I .	.3	BA 122-Accounting Survey II .	.3
**BA 202, 203, 204-Expert		BA 245-Business Communica-	
Typing, Parts 7, 8, 9 . . . . .	.3	tions . . . . .	.3
BA 211-Shorthand III . . . . .	.3	BA 244-Secretarial Procedures .	.3
ENG 095 or 101-Composition . .	.3	Specialization courses or	
Specialization course or		Electives . . . . .	.6
Elective . . . . .	.3		
Total Semester Hours . . . . .	15	Total Semester Hours . . . . .	15

**Term III-A**

Specialization courses or	
Electives . . . . .	.6
Total Semester Hours . . . . .	.6

\*Students who had the VOE three-hour block program in high school may be exempted (without credit) from taking BA 105. Students who had a year of high school bookkeeping may be exempted (without credit) from

taking BA 121 and may either take BA 221 or may enroll in BA 122 for Term II.

\*\*Concurrent enrollment in BA 202, 203, 204 is suggested.

**SPECIALIZATION COURSES:**

Special courses for General Secretary option:

BA 100-Introduction to Business	.....3
BA 150-Business Math	.....3
BA 242-Transcribing Machines	.....3
BA 247-Business Machines	.....3
BA 249-Advanced Education for Secretaries	

Special courses for Executive Secretary option:

BA 100-Introduction to Business	.....3
BA 242-Transcribing Machines	.....3
*BA 150-Business Math and/or	
BA 247-Business Machines	..... 3 or 6
BA 249-Advanced Education for Secretaries	.....3
BA 261-Office Management and/or	
BA 262-Principles of Supervision	..... 3 or 6

Special courses for Legal Secretary option:

BA 215-Legal Secretarial Techniques I	.....3
BA 216-Legal Secretarial Techniques II	.....3
BA 190-Introduction to Real Estate Prin. and Prac.	.....3
BA 231-Business Law I	.....3
BA 232-Business Law II	.....3

Special Courses for Medical Secretary option:

MA 110-Introduction to Medical Assisting	.....3
MA 115-Medical Terminology	.....3
MA 116-Clinical Terminology	.....3
BA 242-Transcribing Machines	.....3
MA 120-Office Practices and Procedures	.....3

Special courses for Insurance option:

BA 132-General Insurance	.....3
INS 262-Property and Marine Insurance	.....3
INS 263-Casualty, Health and Life Insurance	.....3
BA 231-Business Law I	.....3
*BA 150-Business Math and/or	
BA 247-Business Machines	..... 3 or 6

Special courses for Real Estate option:

BA 190-Introduction to Real Estate Prin. and Prac.	.....3
BA 231-Business Law I	.....3
BA 232-Business Law II	.....3
*BA 150-Business Math and/or	
BA 247-Business Machines	..... 3 or 6

Special courses for Accounting option:

BA 121-Accounting Survey I and/or	
BA 122-Accounting Survey II	
OR	
BA 221-Principles of Accounting I and	

BA	222-Principles of Accounting II	.....	3 or 6
*BA	150-Business Math and/or		
BA	247-Business Machines	.....	3 or 6
BA	227-Income Tax	.....	3
DP	101-Fundamentals of Data Processing and/or		
DP	102-Data Preparation Equipment	.....	3 or 6
Special courses for <u>Police Science</u> option:			
CJ	100-Introduction to Criminal Justice	.....	3
POL	101-Police Administration I	.....	3

\*Student may be exempted (without credit) from taking BA 150 as a prerequisite for BA 247 if a business math or consumer math course or one year of bookkeeping were taken in high school.

**SUGGESTED ELECTIVES:** All BA courses listed above, BA 108 Personal Preparation for Business, BA 140 Personal Finance, ECO 190 Introduction to Economics, HIS 230 History of American Business.

**ONE-YEAR SECRETARIAL CERTIFICATE PROGRAM**

<i>First Term</i>		<i>Second Term</i>	
ENG	095 or 101	BA	242-Transcribing Machines .3
*BA	118, 119, 120-Intermediate Typing, Parts 4, 5, 6	***BA	121-Accounting Survey I .3
BA	105-Office Procedures	BA	202, 203, 204-Expert Typing, Parts 7, 8, 9
*BA	112-Shorthand II or	BA	211-Shorthand III or
**BA	116-Touch Shorthand I	**BA	117-Touch Shorthand II
BA	100-Intro. to Business	BA	244-Secretarial Procedures .3
Total Semester Hours		Total Semester Hours	
.....15		.....15	

**Term III-A**

BA	247-Business Machines	....	3
BA	245-Business Communications		3
Total Semester Hours		.....	6

\*A student not meeting prerequisites will need to take qualifying course(s). Students taking Intermediate Typing should concurrently enroll in BA 118, 119, 120. A student who had two years of high school typing and/or shorthand *may be* exempted (without credit) from taking BA 118-120 and/or BA 112.

\*\*Students electing Touch Shorthand will need an additional three hours of credit to meet certificate requirements; students will take BA 116, BA 117, and BA 211 Shorthand III.

\*\*\*Students who had a year of high school bookkeeping may be exempted (without credit) from taking BA 121 and may enroll in BA 122 Term II.

**NOTE:** Students should plan their programs with the advice of the Head of the Secretarial Science Department.

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

<i>First Term</i>		<i>Second Term</i>	
ENG	095 or 101	BA	202, 203, 204-Expert

BA 100-Intro. to Business . . . . .3	Typing, Parts 7, 8, 9 . . . . .3
*BA 118, 119, 120-Intermediate Typing, Parts 4, 5, 6 . . . . .3	BA 247-Business Machines . . . . .3
BA 150-Business Math . . . . .3	BA 140-Personal Finance . . . . .3
**BA 105-Office Procedures . . . . .3	Electives . . . . .3
Total Semester Hours . . . . .15	BA 121-Acctg. Survey I . . . . .3
	Total Semester Hours . . . . .15

**Term III-A**

Elective . . . . .3
BA 242-Transcribing Machines .3
Total Semester Hours . . . . .6

\*A student not meeting prerequisites will need to take qualifying course(s). A student who had two years of high school typing *may be* exempted (without credit) from taking BA 118-120. Students taking Intermediate Typing should concurrently enroll in BA 118, 119, 120.

\*\*Prerequisite: BA 115 Basic Typing, Part 3, or equivalent.

\*\*\*Students who had a year of high school bookkeeping may be exempted (without credit) from taking BA 121 and may enroll in BA 122 Term II.

NOTE: The student should plan the program with the advice of the Head of the 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 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 Introduction to Business . . . . .3
BA 231 Business Law I . . . . .3
BA 232 Business Law II . . . . .3
BA 121 Accounting Survey I . . . . .3
BA 122 Accounting Survey II . . . . .3
BA 221 Principles of Accounting I . . . . .3
BA 244 Secretarial Procedures . . . . .3
BA 245 Business Communications . . . . .3
BA 260 Introduction to Management . . . . .3
BA 261 Office Management . . . . .3
ECO 251 Economics I . . . . .3
ECO 252 Economics II . . . . .3
PSY 100 Human Relations in Business . . . . .3
BA 202, 203, 204 Expert Typing, Parts 7, 8, 9 . . . . .3
BA 211 Shorthand III . . . . .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 Composition	.....	3
BA 100 Introduction to Business	.....	3
BA 130 Salesmanship	.....	3
BA 173 Seminar I: Marketing in Perspective	.....	3
BA 150 Business Mathematics	.....	3
BA 170 Principles of Marketing	.....	3
BA 171 Advertising and Sales Promotion	.....	3
BA 262 Principles in Supervision	.....	3
BA 271 Merchandising	.....	3
PSY 100 Human Relations in Business and Industry	.....	3
	Total Semester Hours	.30

### ONE-YEAR SMALL BUSINESS ADMINISTRATION CERTIFICATE PROGRAM

The college, in cooperation with the Small Business Administration and the Service Corps of Retired Executives (SCORE), offers this certificate program for small business owners and managers or for students desiring to enter this field. A certificate will be granted upon completion of the following courses:

BA 284 Seminar III: Research and Marketing	.....	3
BA 297 Seminar IV: Small Business Administration	.....	3
BA 237 Small Business Management I	.....	3
BA 238 Small Business Management II	.....	3
BA 262 Principles of Supervision	.....	3
**Related Electives	.....	15
		30 Credit Hours

\*\*The following electives should be selected with the advice of the Head of the Business Administration Department: BA 100, BA 121, BA 130, BA 132, BA 150, BA 170, BA 171, BA 221, BA 222, BA 231, BA 250, BA 260, BA 264, BA 271, HMA 100, FSA 100, HRI 230.

### 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:

BA 165 Intro. to Transportation and Traffic Management	.....	3
BA 166 Transportation and Traffic Management I	.....	3
BA 265 Transportation and Traffic Management II	.....	3
BA 266 Transportation and Traffic Management III	.....	3
Additional courses in Traffic Management	.....	9
Related Elective	.....	3
	Total Semester Hours	.30

**ONE-YEAR CREDIT UNION LEADERSHIP TRAINING  
CERTIFICATE PROGRAM**

BA	141-Credit Union Accounting	3
DP	101 Fundamentals of Data Processing	3
BA	231 Business Law I	3
BA	226 Principles of Finance	3
BA	245 Business Communications	3
BA	262 Principles of Supervision	3
ECO	251 Principles of Economics I	3
ECO	252 Principles of Economics II	3
ECO	254 Money and Banking	3
PSY	100 Human Relations in Business and Industry	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 105 OFFICE PROCEDURES** 3 semester hours  
Prerequisite: Credit in BA 115 Basic Typing, Part 3, or equivalent. 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 job application procedures are included in the course, which does not require a knowledge of shorthand. Offered Term I and Term III-A.
- BA 108 PERSONAL PREPARATION FOR BUSINESS** 3 semester hours  
This course is designed for both males and females to help prepare the individual personally for the business world.
- BA 111 SHORTHAND I** 3 semester hours  
Prerequisite: Credit in BA 115 Basic Typing, Part 3, or one year of high school typing. Presentation of theory of Gregg Shorthand, Diamond Jubilee Series, with emphasis on the development of writing skill and accurate typewritten transcription of simple new material dictation. Three laboratory hours per week are required in addition to the three class hours. Offered Term I and Term II.
- BA 112 SHORTHAND II** 3 semester hours  
Prerequisites: Minimum grade of C in BA 111 and credit in BA 120 Intermediate Typing, Part 6, or equivalent. Review of theory and brief forms, intensive development of shorthand writing skills and transcrip-

tion skills, new material dictation with previews, and introduction to usable transcripts of short business letters. Three laboratory hours per week are required in addition to the three class hours.

- BA 113, 114, 115 BASIC TYPING, Parts 1, 2, 3** 1 semester hour each  
Introduction to the keyboard and development of fundamental techniques in touch typewriting. Personal and business letters, tabulation, centering, outlines, and manuscripts are taught. Students earn one credit hour on each part in sequence for which they satisfactorily complete the problem work and meet the minimum word-per-minute and accuracy standards for each part of the course. After satisfactorily completing Part 3, a student may begin on Part 4 of Intermediate Typing before the end of the semester. NG is given on the part last attempted if it is unsatisfactory or incomplete. Two laboratory hours per week are required in addition to the three class hours. (NOTE: Concurrent enrollment in BA 113, 114, 115 is suggested.)
- BA 116 TOUCH SHORTHAND (Stenograph)** 3 semester hours  
Prerequisite: Credit in BA 115 Basic Typing, Part 3, or equivalent. A phonetic system of *machine* shorthand for secretaries covering basic theory and proper stroking of the touch shorthand machine keyboard plus speed development of writing from dictation. Two laboratory hours per week are required in addition to the three class hours. Offered Term I and Term II.
- BA 117 TOUCH SHORTHAND II (Stenograph)** 3 semester hours  
Prerequisites: Minimum grade of C in BA 116 and credit in BA 120 Intermediate Typing, Part 6, or equivalent. A continuation of BA 116 covering theory and the intensive development of touch shorthand skills and transcription skills on new material with previews. Two laboratory hours per week are required in addition to the three class hours.
- BA 118, 119, 120 INTERMEDIATE TYPING, Parts 4, 5, 6** 1 semester hour each  
Prerequisite: Credit in BA 115 Basic Typing, Part 3, or equivalent. Continuation of Basic Typing for attainment of higher degree of skill in vocational production typing. Students earn one credit hour on each part in sequence for which they satisfactorily complete the problem work and meet the minimum word-per-minute and accuracy standards for each part of the course. After satisfactorily completing Part 6, the student may begin on Part 7 of Expert Typing before the end of the semester. NG is given on the part last attempted if it is unsatisfactory or incomplete. Two laboratory hours per week are required in addition to the three class hours. (NOTE: Concurrent enrollment in BA 118, 119, 120 is suggested.)
- BA 121 ACCOUNTING SURVEY I** 3 semester hours  
Suggested prerequisite: BA 150. 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, bank deposits and withdrawals, payroll, business tax reports, and special journals are included. This course is primarily for the non-accounting major and for the student who needs additional background prior to taking BA 221.

- BA 122 ACCOUNTING SURVEY II** 3 semester hours  
Prerequisite: BA 121. A continuation of BA 121 involving fiscal-year procedures beyond the simple trial balance for small firms, both business and professional, sole ownership or partnerships, with an introduction to accounting procedures for small corporation organizations as well as the applications of peg board, automated, and electronic data processing systems. Offered Term II.
- 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 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 133 SOCIAL SECURITY LAW** 3 semester hours  
The purpose of this course is to provide professional people with an understanding of their rights under Social Security. The course will concentrate on eligibility requirements, the insured status coverages, eligibility for dependents, death benefits, corporation officers and directors, and closed family corporations, medicare, etc.
- BA 134 MERCHANDISING TOUR – NEW YORK CITY** 1 semester hour  
Includes orientation one day of Broward Community College, five days of merchandising related activities, and one day of follow-up, evaluation, and discussion at Broward Community College. The tour enrollment is limited to fifteen.
- BA 135 FASHION MERCHANDISING** 3 semester hours  
Course acquaints student with careers in the fashion industry along

with fashion history, fashion trends, fashion creators in Europe and America, fashion terminology and fashion periodicals. Student develops a total concept of fashion and its application to business. Class meets three hours per week.

- BA 136 INTERIOR DECORATION I FOR MARKETING** 3 semester hours  
A study of the principles of color and design and the historic background of today's decoration. Student will plan the functional arrangement of interior space and coordinate the selection of furniture, draperies, floor coverings, and interior accessories.
- 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 trusts.
- BA 141 CREDIT UNION ACCOUNTING** 3 semester hours  
This course is a study of the basic principles and practices of accounting for Credit Unions using Credit Union forms, etc. The last part of the course will cover Credit Union auditing, principles and procedures.
- 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, accounts, mortgage and construction loans, payment on monthly installment loans, home improvement loans, and college education loans.
- BA 144 TEXTILES** 3 semester hours  
Provides a foundation of knowledge about basic fiber classifications, properties, uses and care procedures, basic weave designations by definition and trade name, and basic dyeing and finishing processes; the effect of these on wear and care of the resulting fabric. This course will offer opportunities for involvement with current fashion fabrics, for

mastery of basic fabric terminology so that federal regulations may be understood and adhered to, for creating ways of making the information meaningful to others and for using the information in making judgments at the designing and buying levels.

- BA 145 FASHION SALES PROMOTION** 3 semester hours  
This course is designed to help students understand the principles and methods of selling fashion and promoting fashion. Students will analyze advertisements, display, publicity and other sales presentations of retail and wholesale firms. Students will prepare a complete sales promotion.
- BA 146 HISTORY OF COSTUME** 3 semester hours  
This course is designed to help students explore a history of civilization and art and its relation to fashion trends. The course will include illustrated lectures, visits to museums and a study of society and a reflection of political, economical and social conditions.
- BA 147 FASHION IN CONTEMPORARY LIVING** 3 semester hours  
This course is designed to show students how to keep abreast of fashion trends. The course aims to help students develop critical judgment and to develop the ability to judge the significant in fashion, and to analyze, and interpret trends. An emphasis will be placed on current readings, attending fashion events and attending dramatic, operatic, and musical performances.
- BA 148 FASHION DESIGN** 3 semester hours  
This course provides or incorporates the principles of design and color. Students analyze factors motivating fashion and gain practice in making quick simple sketches. The course uses sketches to implement fashion perception. Sketches relate interpretation rather than art proficiency.
- 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.
- 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 savings 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 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. This course is the equivalent to SREA Course 101. 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. This course is offered in cooperation with the Society of Real Estate Appraisers and registration is through SREA.
- 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 regulations 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 202, 203, 204 EXPERT TYPING, Parts 7, 8, 9** 1 semester hour each  
Prerequisite: Credit in BA 120 Intermediate Typing, Part 6, or equivalent. Review of office forms, letters, tabulated reports, invoices, legal documents, etc., with emphasis on the development of maximum production skills (clerk-typist or secretarial job-entry levels). Students earn one credit hour on each part in sequence for which they satisfactorily complete the problem work and meet the minimum word-per-minute and accuracy standards for each part of the course. NG is given on the part last attempted if it is unsatisfactory or incomplete. Two laboratory hours per week are required in addition to the three class hours. (NOTE: Concurrent enrollment in BA 202, 203, 204 is suggested).
- BA 205 FASHION BUYING** 3 semester hours  
This course is designed to acquaint students with the basics of

merchandising, the role of a buyer, and buying principles. Emphasis is on the technical processes in merchandising, merchandising math, and planning for profit. Students analyze consumer buying habits and the motivation of consumers in terms of implications for retail buying.

**BA 206 PRINCIPLES OF FASHION  
COORDINATION**

**3 semester hours**

This course offers hypothetical experience in the coordination and presentation of fashion. Students will analyze fashion information and present the results in terms of a fashion show or clinic. They will study the functions of fashion coordinators and directors in retail and wholesale fields.

**BA 207 FASHION ILLUSTRATION**

**3 semester hours**

This course encompasses procedures and principles of fashion illustration. Students will learn how to render fabrics and accessories in pen and ink and brush techniques suitable to line-cut production. Students study fashion illustrations in various media and analyze styles and techniques.

**BA 208 APPAREL DESIGN**

**3 semester hours**

This course presents a study of principles and problems in developing a design through draping. The course includes an analysis of figure types, standardization of measurements, garment silhouette, fit, construction price, and terminology. A knowledge of clothing construction is helpful in this course.

**BA 211 SHORTHAND III (Gregg and/or Stenograph)**

**3 semester hours**

Prerequisites: Minimum grade of C in BA 112 or in BA 117 and credit in BA 204 Expert Typing, Part 9, or concurrent enrollment in BA 202, 203, 204 Expert Typing. Continuation of skill development for sustained rapid writing and accurate transcription of new material dictation; office standards of speed and accuracy are emphasized in dictation for usable transcripts of business letters, which are varied in subject matter, length, and difficulty. Two laboratory hours per week are required in addition to the three class hours. (NOTE: Both Gregg and Touch Shorthand students may enroll in this course.)

**BA 215 LEGAL SECRETARIAL TECHNIQUES I**

**3 semester hours**

Prerequisites: Credit in BA 120 Intermediate Typing, Part 6, and BA 112 or BA 117 or concurrent enrollment in BA 211 or BA 218. An introduction to legal terminology, the typing of legal documents and pleadings, and office procedures. Offered Term I.

**BA 216 LEGAL SECRETARIAL TECHNIQUES II**

**3 semester hours**

Prerequisite: BA 215. A further study of legal terminology with emphasis on dictation and transcription of legal papers. Use of the IBM Executive typewriter is included. Offered Term II.

- BA 217 PROCEDURES FOR REAL ESTATE TITLE CLOSINGS** 3 semester hours  
Course designed for persons involved in the details required in the procedure of Real Estate Title Closings while working under the supervision of an attorney. Students will study the terms of the sales contract and what actions are necessitated by the contracts, legal descriptions of Real Property, the completion of any and all forms necessary including instruments required by law to be recorded, and the techniques of working with clients. Admission by permission of instructor or Department Head. Special fee \$2.
- BA 218 TOUCH SHORTHAND III (Stenograph)** 3 semester hours  
Prerequisites: Minimum grade of C in BA 117 and credit in BA 204 Expert Typing, Part 9, or concurrent enrollment in BA 202, 203, 204 Expert Typing. An advanced speed building course with vocabulary development related to court reporting terms and shortcuts. (NOTE: Secretarial students should take BA 211.) Two laboratory hours per week are required in addition to the three class hours.
- BA 219 TOUCH SHORTHAND IV (Stenograph)** 3 semester hours  
Prerequisite: BA 218. A continuation of BA 218 for further speed building and vocabulary development with practice on legal and medical testimony, jury charges, and congressional record material. Two laboratory hours per week are required in addition to the three class hours.
- BA 221 PRINCIPLES OF ACCOUNTING I** 3 semester hours  
Introductory study of the fundamental principles of recording financial data and reporting of financial activities as applied to individual proprietorships. Prerequisite: BA 100.
- 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 cost accounting, special reports, and statement analysis. Prerequisite: BA 221 with a grade of C or better.
- 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.
- 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**  
Principles of Federal Income Taxation applicable to individuals. The course is designed to acquire the basic knowledge necessary in the preparation of individual returns. Sample returns will be prepared.
- 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 income tax laws applicable to partnerships and corporations. A brief survey of estate and gift taxes will be undertaken. Sample returns will be prepared.
- BA 230 ACCOUNTING FOR TRAVEL AGENTS** **3 semester hours**  
A study of the basic principles and practices of accounting for Travel Agencies with applications for managerial decisions.
- 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 restrictions, zoning, shopping centers, condominiums.
- BA 237 SMALL BUSINESS MANAGEMENT I** 3 semester hours  
An introduction to Small Business Management covering the role of small business in our economy; development of a management philosophy for the entrepreneur including general functions of management; factors in business failure and success; problems in initiating a business including the legal, financial, facility and planning aspects.
- BA 238 SMALL BUSINESS MANAGEMENT II** 3 semester hours  
A continuation of Small Business Management covering financial and administrative control, budgeting, reporting, business risks and types of insurance; development of marketing and credit policies; developing management and business operational policies including employee relations, vendor relations and inventory management; and understanding of legal government relationships.
- BA 240 CURRENT BUSINESS PRACTICES SEMINAR** 3 semester hours  
This course is designed to offer business teachers an opportunity to visit selected business establishments in Broward County to observe current office practices and procedures.
- BA 242 TRANSCRIBING MACHINES** 3 semester hours  
Prerequisites: For all students—credit in BA 120 Intermediate Typing, Part 6, or equivalent; additional for medical assisting or medical secretarial majors—MA 115 and MA 116 or concurrent enrollment in MA 116; additional for legal secretarial students—BA 215. Training in the use of transcribing machines for the development of office standard proficiency of transcription, particularly on special material related to the student's major subject area.
- BA 243 TRANSCRIBING MACHINES II** 3 semester hours  
Prerequisite: BA 242. Limited to students in the Medical Transcriptionist program. A continuation of BA 242 for the development of transcription skills to job-entry level in the transcription of medical reports typical of those transcribed by medical transcriptionists employed in hospitals.
- BA 244 SECRETARIAL PROCEDURES** 3 semester hours  
Prerequisites: BA 211 or BA 218, or concurrent enrollment in BA 211 or BA 218, and credit in BA 204 Expert Typing, Part 9, or concurrent enrollment in BA 202, 203, 204 Expert Typing. This course is designed for students completing their secretarial programs. The duties, responsibilities, and personal qualifications of a secretary, efficiency in office routine, an overview of the secretarial profession as a career, and the procedures and techniques of acquiring a satisfying, challenging position are included. Offered Term II.

- BA 245 BUSINESS COMMUNICATIONS** **3 semester hours**  
Prerequisites: ENG 101 and BA 115 Basic Typing, Part 3, or equivalent. The study of the psychology and techniques of effective business writing, stressing the use, planning, and writing of important types of business letters. Report writing and the use of dictating equipment is included.
- BA 247 BUSINESS MACHINES** **3 semester hours**  
Prerequisite: BA 150. The touch system of operating 10-key machines and instruction for practical business applications is included on 10-key and full-keyboard adding machines, rotary calculators, electric calculators, electronic printing and display calculators, and a simple bookkeeping posting machine.
- BA 248 PRACTICUM FOR THE MEDICAL TRANSCRIPTIONIST** **6 semester hours**  
Prerequisite: BA 243 or concurrent enrollment in BA 243, BA 204-Part 9, and permission of Secretarial Science Department Head. Student is assigned to the Medical Records Department of a hospital for a total of twelve (12) hours per week. Conference meetings are arranged on an individual basis.
- 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. Prerequisite: "B" average in secretarial courses taken at Broward Community College and/or 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 258 TRUST DEPARTMENT ORGANIZATION** 3 semester hours  
The nature of trust powers; organization of a trust department; executive and administrative activities of a trust department; equipment of a trust department; procedures for corporate trusts and agencies; procedures for investment of trust funds; management of real property and mortgages, tax work of a trust department; trust selling techniques; estate planning; trust costs and earnings; guiding principles of trust institutions; government supervision of trust business.
- 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 267 SEMINAR IN SUPERVISION** **1 semester hour**  
Includes conference and lecture sessions covering: Management Fundamentals, Organization Dynamics, Methods of Work Proficiency, and Rules, Discipline, Tardiness and Absenteeism as topics related to the contemporary supervisor. Students anticipating transfer must complete

the series of one hour courses, Seminar in Supervision I, Seminar in Supervision II, and Seminar in Supervision III, the equivalent of BA 262 Principles of Supervision.

- BA 270 FEDERAL RESERVE SYSTEM** 3 semester hours  
A study of the background of the Federal Reserve System. Monetary and fiscal policies, combating postwar inflation, domestic credit trends in the 1960's, Federal Reserve System and International Monetary Cooperation, working toward economic stability, etc.
- 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 273 SAVINGS AND TIME DEPOSIT BANKING** 3 semester hours  
The role of savings in economy, motivation for saving, deposit-type savings insurance-type savings, differences among savings institutions, interest rates and yields, characteristics of deposit-type savings institutions, etc.
- 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 283 SEMINAR II: RESEARCH IN MARKETING** 3 semester hours  
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 of Sales and Marketing Club activities. Prerequisite: BA 173 or three years full-time work experience in marketing.

- BA 284 SEMINAR III: MARKETING MANAGEMENT** **3 semester hours**  
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 and participation in Sales and Marketing Club activities. Prerequisite: 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 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. The University of Florida offers the equivalent of this course on Broward's campus.
- BA 291 RESIDENTIAL APPRAISAL** **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** 4 semester hours  
Prerequisite: BA 192. This course is the equivalent to SREA course 201. 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. This course is offered in cooperation with the Society of Real Estate Appraisers and registration is through SREA.
- 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.
- BA 297 SEMINAR IV: SMALL BUSINESS ADMINISTRATION (MANAGEMENT)** 3 semester hours  
This course is designed for the individual who is interested in establishing his own business. Emphasis on business law, accounting, recruiting and supervising employees and decisions related to setting up and operating a small business while being employed at his training station. Projects will include contact with owners of small businesses and a comprehensive project on how to set up his own business.

## **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 199 SOLICITOR'S QUALIFICATION COURSE I** 3 semester hours  
An introduction to the principles of risk and insurance. Primary emphasis is placed on understanding coverages, policy provisions, and concepts common to property and automobile insurance. Prerequisite: BA 132, or permission of the instructor.

**INS 200 SOLICITOR'S QUALIFICATION COURSE II** 4 semester hours  
Laws of negligence, principles of legal liability, and in-depth study of casualty, surety, and commercial multi-peril policy provisions, coverages, and affiliated concepts. Co-requisite: INS 200.

**INS 201 AGENTS & SOLICITORS COURSE I** 3 semester hours  
An introduction to insurance, standard fire policy, dwelling risks, non-dwelling risks, business interruption, forms, elements of rating. Prerequisite: BA 132, or permission of instructor.

**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, Florida Auto Registration Act, JUA elements of rating. Co-requisite: INS 201.

**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. Prerequisite or co-requisite: INS 201.

**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. Prerequisite or co-requisite: INS 201.

**INS 205 AGENTS & SOLICITORS COURSE V** 5 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. Co-requisite: INS 204.

**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. (Preparation for CPCU Part I) Co-requisite: INS 221.

**INS 221 INSURANCE PRINCIPLES  
& PRACTICES II**

**4 semester hours**

A study of automobile liability and physical damage, crime, fidelity and surety conditions, accident and sickness, life, miscellaneous casualty, multiple-line. (Preparation for CPCU Part I) Co-requisite: INS 220.

**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. (Preparation for CPCU Part II) Co-requisite: INS 223.

**INS 223 ANALYSIS OF INSURANCE  
FUNCTIONS II**

**4 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. (Preparation for CPCU Part II) Co-requisite: INS 222.

**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. (Preparation for CPCU Part III) Co-requisite: INS 225.

**INS 225 ECONOMICS: GOVERNMENT AND  
BUSINESS II**

**4 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. (Preparation for CPCU Part III) Co-requisite: INS 224.

**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. (Preparation for CPCU Part IV) Co-requisite: INS 227.

- INS 227 INSURANCE AND BUSINESS LAW II** 4 semester hours  
Commercial law re contracts, agency, personal property and bailments, real property, negotiable instruments, partnerships and corporations, tort law. (Preparation for CPCU Part IV) Co-requisite: INS 226.
- 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. (Preparation for CPCU Part V) Co-requisite: INS 229.
- INS 229 MANAGEMENT, ACCOUNTING AND FINANCE II** 4 semester hours  
Using accounting information, financial planning and control, financial analysis, short and long term financing. (Preparation for CPCU Part V) Co-requisite: INS 228.
- 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. (Preparation for C.L.U. Part 1)
- 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. (Preparation for C.L.U. Part 2)
- 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. (Preparation for C.L.U. Part 3)
- 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. (Preparation for C.L.U. Part 4)
- INS 245 INCOME, ESTATE AND GIFT TAXATION** 3 semester hours  
Sole proprietors, partnership, and corporation taxation. Corporation and their shareholders, 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. (Preparation for C.L.U. Part 5)

- 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. (Preparation for C.L.U. Part 6)
- INS 247 ACCOUNTING AND FINANCE** 3 semester hours  
The accounting cycle, income measurement in mercantile and 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. (Preparation for C.L.U. Part 7)
- 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. (Preparation for C.L.U. Part 8)
- INS 249 BUSINESS INSURANCE** 3 semester hours  
Single proprietorship, partnership, and corporation buy-sell agreements. Partial stock redemption. Disability buy-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. (Preparation for C.L.U. Part 9)
- INS 250 ESTATE PLANNING** 3 semester hours  
Introduction to estate planning. Disposition of property in estates and trusts, 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. (Preparation for C.L.U. Part 10)
- INS 259 PRINCIPLES OF INSURANCE AND PROPERTY LOSS ADJUSTING** 3 semester hours  
This course explores many of the principles basic to the entire field of insurance in addition to developing an understanding of the fundamental areas in property loss adjusting. Besides the fundamental areas of indemnity, requisites of an insurable risk, probability, and many others, emphasis is placed on the adjustment process. Claim analysis, claim reporting, estimation of building losses, construction costs, as well as personal property loss adjustment are studied. (Preparation for I.I.A. ADJ 31) Prerequisite: BA 132, or permission of instructor.

- INS 260 PRINCIPLES OF INSURANCE AND LIABILITY CLAIM ADJUSTING** 3 semester hours  
This course considers the important functional areas of rating and underwriting, as well as the subjects of regulation, reinsurance, and company organization. Basic liability claim adjustment is explored, including a study of the legal liability hazard, and the investigation, evaluation, negotiation, and settlement of general and automobile liability claims, and automobile physical damage losses. Special attention is given to the Florida "No Fault" law and to the subject of understanding human behavior of claimants. (Preparation for I.I.A. ADJ 32) Prerequisite: BA 132, or INS 261, or INS 269, or permission of instructor.
- INS 261 PRINCIPLES OF RISK AND INSURANCE** 3 semester hours  
This course is primarily concerned with developing an understanding of the basic principles of risk and insurance as well as the nature and operation of the insurance business. Understanding is developed in the fundamental areas of: indemnity, insurable interest, negligence, co-insurance, subrogation, proximate cause, requisites of an insurable risk, probability, and many others. Important functional areas of rating, underwriting, and adjusting are considered, as well as the subjects of regulation, reinsurance, powers and functions of insurance agents and brokers, company organization, and many other aspects of the insurance business. (Preparation for I.I.A. INS 21) Pre-requisite BA 132, or permission of instructor.
- INS 262 PROPERTY AND MARINE INSURANCE** 3 semester hours  
Primary emphasis in this course is placed on understanding coverages, policy provisions, and concepts common to property and marine insurance. Contracts and forms will be analyzed and studied, ranging from Standard Fire Policy to the Property and Inland Marine coverages provided by multiple-line contracts. (Preparation for I.I.A. INS 22) Prerequisite: INS 261, or INS 259 and INS 260 or permission of the instructor.
- INS 263 CASUALTY, HEALTH, AND LIFE INSURANCE** 3 semester hours  
Principal emphasis in this course is placed on understanding coverages, policy provisions, and concepts peculiar to the common casualty, surety, and multiple-line contracts, as well as Life and Health contracts. (Preparation for I.I.A. INS 23) Prerequisite: INS 261; or INS 259 and INS 260; or permission of the instructor.
- INS 265 PROPERTY INSURANCE ADJUSTING** 3 semester hours  
Covers in more depth than previous courses the subjects of apportionment, insurable interest, limitations on the amount of insurer's liability (including replacement cost and contribution), and estimating. Special consideration is given to adjustment of building losses (including valuation), merchandise and fixture losses, reporting form losses, and business interruption losses. (Preparation for I.I.A. ADJ 35) Prerequisite: INS 259 and INS 262; or permission of instructor.

- INS 266 LIABILITY INSURANCE ADJUSTING** 3 semester hours  
Covers the concepts of legal duty, breach of legal duty, and concepts of damages. Also considered are an introduction to medical knowledge needed by adjusters, a study of adjuster-lawyer, and adjuster-physician relationships, and special problems of settlement of workmen's compensation claims. Investigation and evaluation problems are examined at a more advanced level than previous courses in the program. (Preparation for I.I.A. ADJ 36) Prerequisite: INS 260 and INS 263; or permission of instructor.
- INS 267 INTRODUCTION TO PROPERTY AND LIABILITY ADJUSTING** 3 semester hours  
This course includes the Property Loss Adjustment Topics from INS 259 and the Liability Claim Adjustment Topics from INS 260 for students previously completing INS 261 covering the principles of Risk and Insurance and associated topics. (Preparation for I.I.A. ADJ 37) Prerequisite: INS 261, or permission of instructor.
- INS 268 STRUCTURE OF THE RISK MANAGEMENT PROCESS** 3 semester hours  
Against background of the principles of general management and the objectives of a business organization, this course presents the steps in the risk management decision-making process. Procedures for identifying and evaluating property, income, liability, and personnel loss exposures are detailed. The general characteristics of the various risk control and risk financing techniques are explored. The course concludes with guidelines for selecting the most appropriate risk management techniques for each exposure and demonstrates how proper risk management contributes to achieving the organizations overall objectives. (Preparation for I.I.A. RM 54) Prerequisite: BA 132, or INS 261; or permission of instructor.
- INS 269 RISK CONTROL** 3 semester hours  
This course focuses on the best use of risk control techniques. Drawing on the guidelines developed in INS 268, a detailed study is made of when and to what extent each risk control technique should be employed, how each should be monitored for control and coordination of the total risk management effort. (Preparation for I.I.A. RM 55) Prerequisite: INS 268.
- INS 270 RISK FINANCING** 3 semester hours  
This course concentrates on the selection, administration, and monitoring of the methods by which an organization can obtain funds to finance the restoration of those losses which it incurs. Risk financing techniques are investigated with attention directed primarily to self-insured risk retention (including retention through a captive insurer) and commercial insurance. The financial and economic guidelines from INS 268 are again applied (more rigorously) to such topics as setting the amounts of self-insured retention, negotiating with admitted and non-admitted insurers, and coordinating self-insurance

with commercial insurance. (Preparation for I.I.A. RM 56) Prerequisite: INS 268.

**INS 277 THE PROCESS OF MANAGEMENT** 3 semester hours  
Introduction to the study of management and managerial problem-solving. The major functions in the management process are explored. Cases based on actual organizational experience, including that within the insurance industry, provide opportunities to apply concepts in solving management problems. (Preparation for I.I.A. MGT 41)

**INS 278 MANAGEMENT AND HUMAN RESOURCES** 3 semester hours  
Course develops an understanding of human behavior within organizations, drawing upon the behavioral sciences to provide analytical tools and ways of studying behavior within organizational settings. Case studies are used to emphasize the search for ways the manager can act effectively to achieve organizational goals by influencing organization members. (Preparation for I.I.A. MGT 42).

**INS 279 MANAGERIAL DECISION MAKING** 3 semester hours  
This course develops a systematic framework for the evaluation of decisions. Particular attention is given to the human decision process, and to the sources of inaccuracy and error in the making of decisions. The organizational decision making process, including the computer's role in such decision making, is treated. The managerial significance of the topics is stressed rather than the procedures themselves so that knowledge of statistics or advanced mathematics is not required. (Preparation for I.I.A. MGT 43).

**INS 280 MANAGEMENT IN A CHANGING WORLD** 3 semester hours  
This course examines the mutual influences of managerial activities and the broader society. Emphasis is placed on the forces to which the manager must respond, including changes within people as well as technological developments. Emerging trends in managerial practices and managerial thinking are studied for their usefulness in preparing to meet the leadership needs of change-dominated organizations in the future. (Preparation for I.I.A. MGT 44).



**DIVISION OF COMMUNICATIONS**  
**Communications for International Students**  
**English**  
**Journalism**  
**Modern Foreign Languages**  
**Reading**  
**Speech**

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.

Below, under the headings of Communications for International Students, 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. The second three-hour unit requirement may be fulfilled with either ENG 102 or ENG 104. Subject to appropriate area approval, students enrolled in certain technical programs may substitute ENG 095 and ENG 103 for ENG 101 and ENG 102 or ENG 104 to satisfy composition requirements leading to an A.S. degree. All international students (F-J Visa) are required to enroll in Communications for International Students. After successful completion of the CIS sequence, the student will complete his English requirement with ENG 102, 103, or 104, depending on the degree sought.

Students who do not qualify for English 101 will be placed in English 094 or English 095 on the basis of a special English test. These courses carry three semester hours credit. 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 for credit toward a four-year college degree. ENG 095 carries ENG 093 (Reading Communications) as a corequisite which should be taken the same term as ENG 095. In special cases permission may be granted to allow the student to take ENG 093 the term following his successful completion of ENG 095. Students whose records show adequate preparation in reading and those who score well on the Reading Department diagnostic test will be exempted from ENG 093.

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.

A cluster of specialized courses provides training and experience in the craft of creative writing. If the student wishes, he may combine these writing courses with the different but related writing opportunities in the Journalism Department.

**SUGGESTED PROGRAM FOR ENGLISH**  
(A.A. Degree)

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
ENG 101 Composition . . . . .3	ENG 102-Composition . . . . .3
SPE 100-Intro. to Speech Comm. . . . .3	MTH 131-Basic College Math . . . .3
Social Science . . . . .3	Science . . . . .3
Modern Foreign Language . . . . .3	Social Science . . . . .3
HPR-Physical Education . . . . .1	Modern Foreign Language . . . . .3
Total Semester Hours . . . . .13	HPR-Physical Education . . . . .1
	Total Semester Hours . . . . .16

**SUMMER TERMS**

Science . . . . .3
Total Semester Hours . . . . .3

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
Elective . . . . .3	ENG 140 or JOU 100 . . . . .3
ENG 211 or 212-World Literature . . . . .3	ENG 222-English Literature . . . .3
ENG 221-English Literature . . . .3	Modern Foreign Language . . . . .3
PSY 201-General Psychology . . . .3	PHY 260-Intro. of Philosophy . . .3
Modern Foreign Language . . . . .3	Elective . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .16	Total Semester Hours . . . . .16

**RECOMMENDED ELECTIVES**

EDU 250-Introduction . . . . .3
SPE 111-Introduction to Public Speaking . . . . .3
ART 207-Art Appreciation . . . . .3
PHI Ethics . . . . .3
MU 207-Music Appreciation . . . .3
ENG 230 or 231-American Literature . . . . .3
ENG 140-Introductory Creative Writing . . . . .3
ENG 241-Creative Writing—Fiction . . . . .3
ENG 242-Creative Writing—Poetry . . . . .3
ENG 243-Creative Writing—Script . . . . .3
ENG 244-Creative Writing—Articles . . . . .3

ENG 245-Creative  
Writing Workshop . . . . .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 the logic of exposition through the writing of sentences, paragraphs, and short expository compositions. Corequisite: ENG 093.
- ENG 101 COMPOSITION** 3 semester hours  
Training in methods of expository writing and processes of logical thinking. 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 successful completion of ENG 095 with successful completion fo ENG 093 or registration for ENG 093 the same term as ENG 101, or counselor approval.
- ENG 102 COMPOSITION** 3 semester hours  
Training in descriptive, narrative, and argumentative writing. Emphasis on the 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 140 INTRODUCTORY CREATIVE WRITING** 3 semester hours  
Student writing as the basis for critical discussion with emphasis on fundamental aspects of poetry, fiction and drama. Prerequisite: Eligibility for ENG 101.
- 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 exploration of relevant and stimulating ideas through class discussions centering on analyses of American, British and Continental short story masterpieces. 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, Mary Shelley, Ray Bradbury, and Isaac Asimov. 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 208 IMAGES OF WOMEN IN LITERATURE** 3 semester hours  
An exploration of the ways in which literature from classical to contemporary reflects and perpetuates stereotyped roles in the female experience, including mythology, Aristophanes, Chaucer, Ibsen, James, Hemingway, Mailer, and Plath. Prerequisite: Eligibility for ENG 101.
- ENG 209 CONTEMPORARY BLACK LITERATURE** 3 semester hours  
Fiction, non-fiction, poetry, and drama by American and African Writers since 1920, including Richard Wright, Ralph Ellison, James Baldwin, Leroi Jones, Peter Abrahams, and Lorraine Hansberry. 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 BRITISH LITERATURE** 3 semester hours  
Tracing the growth of the modern mind—the development of the world view and the changing relationships between man and God, in British literature through the eighteenth century with emphasis on Chaucer, Shakespeare, and Milton. Prerequisite: ENG 101.
- ENG 222 BRITISH LITERATURE** 3 semester hours  
A study of man's relationship to the natural environment, the increasing sense of social responsibility, the liberated woman, the continuing intellectual revolution, and the origins of current social and

economic problems in British literature of the nineteenth and twentieth centuries, including such writers as the Romantic poets, Tennyson, Browning, Hardy, Yeats, Shaw, Eliot, and Thomas. 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, including works of Faulkner, Frost, and Hemingway. Prerequisite: ENG 101.
- ENG 241 CREATIVE WRITING - FICTION** 3 semester hours  
Student writing as the basis for critical discussion with emphasis on analysis of the elements of fiction. Prerequisite: ENG 101 or instructor's approval.
- ENG 242 CREATIVE WRITING - POETRY** 3 semester hours  
Student writing as the basis for critical discussion with emphasis on analysis of the elements of poetry. Prerequisite: ENG 101 or instructor's approval.
- ENG 243 CREATIVE WRITING - SCRIPT** 3 semester hours  
Student writing as the basis for critical discussion with emphasis on analysis of the elements of script. Prerequisite: ENG 101 or instructor's approval.
- ENG 244 CREATIVE WRITING - ARTICLES** 3 semester hours  
Student writing as the basis for critical discussion with emphasis on analysis of the elements of article 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.
- ENG 246 ADVANCED CREATIVE WRITING WORKSHOP** 1 semester hour  
A continuing development of creative writing ability. This course may be repeated a maximum of three times for a maximum of three semester hours credit. Prerequisite: ENG 245.

## 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.

## COMMUNICATIONS FOR INTERNATIONAL STUDENTS

The Communications for International Students Courses are designed to provide second language instruction to the non-native speaker of English. Registration in CIS courses is required of all incoming international students (F-J visa). The courses are also open to residents whose native language is not English.

Placement in courses is determined by interview and testing. The appropriate combination of speech and English instruction is determined individually according to the student's existing English language skills. Once in the CIS sequence a student may be exempted from a course by instructor recommendation.

CIS 940 (Phonetics), CIS 941 (Conversation), CIS 950 (Beginning English), and CIS 951 (Intermediate English) are designed for institutional credit only; credit granted is not applicable to the college Associate in Art Degree, and in most cases, would not be considered transferable college credit. CIS 100 (College Composition) is an advanced course that grants transferable credit. The student fulfills his English requirement by successful completion of CIS 100, plus Eng. 102, 103 or 104, depending on the degree sought.

## COURSES OF INSTRUCTION COMMUNICATIONS FOR INTERNATIONAL STUDENTS

- CIS 940 PHONETICS OF AMERICAN ENGLISH FOR SPEAKERS OF OTHER LANGUAGES** 3 semester hours (institutional)  
Designed to guide the students to mastery of basic English communicative skills. The approach is multi-sensorial involving listening, speaking, reading, and writing techniques of language acquisition, with prime emphases on phonemic production and vocabulary acquisition.
- CIS 941 CONVERSATIONAL ENGLISH FOR SPEAKERS OF OTHER LANGUAGES** 3 semester hours (institutional)  
Designed to guide the students toward acceptable pronunciation, phrasing, and intonation of oral American English through exercise material predicated upon the students' social and academic needs.
- CIS 950 ENGLISH AS A SECOND LANGUAGE** 6 semester hours (institutional)  
An intensive course in beginning English for Speakers of Other Languages. Provides development in writing, classroom speaking, listening, and study skills.
- CIS 951 ENGLISH AS A SECOND LANGUAGE** 6 semester hours (institutional)  
An intensive course in intermediate English for Speakers of Other Languages. Provides development in writing, classroom speaking, listening, and study skills.
- CIS 100 ENGLISH AS A SECOND LANGUAGE** 3 semester hours  
A college composition course for the advanced student of English as a Second Language. Emphasizes logical thought and substantiation in various expository styles along with continued reinforcement in the mechanics of English. Prerequisite: satisfactory completion of CIS 951, or instructor recommendation.

## 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 JOURNALISM (A.A. Degree)**  
**(Newspaper-Magazine, Photo-Journalism)**

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
ENG 101-Composition . . . . .3	ENG 102 or 104-Composition . . .3
*PSC 121-National Government . .3	*PSC 122-State & Local Gov't. . .3
JOU 140-Magazine Production . .3	MTH 131-Basic College Math or
JOU 100-Writing for Mass	MTH 132-Contemporary
Communications . . . . .3	Algebra . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
	JOU 101-Intro. to News Writing
	and/or
	JOU 141-Magazine Practicum . 1-2
	JOU 205-Basic Newspaper Edit.
	or
	JOU 215-Magazine Edit. . . . .3
Total Semester Hours . . . . .13	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**

<i>First Term</i>	<i>Second Term</i>
PSY 201-General Psychology . . .3	JOU 102-Intro. to News Writing
ECO 251-Prin. of Economics . . .3	and/or
Science . . . . .3-4	JOU 142-Magazine Practicum . 1-2
ENG 231-Contemporary Am.	ECO 252-Prin. of Economics . . . .3
Literature . . . . .3	ENG 202-World Literature
JOU 210-Photo Journalism . . . . .4	or
	ENG 222-English Literature . . . .3
	HPR-Physical Education . . . . .1
	Science . . . . .3-4
	JOU 118-Survey of
	Communications . . . . .3
Total Semester Hours . . 16-17	Total . . . . . 14-15

\*Two courses of American history are required of all students in the University of Florida College of Journalism and Mass Communications.

## COURSES OF INSTRUCTION JOURNALISM

- 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 OT 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 140 MAGAZINE PRODUCTION** 3 semester hours  
Course provides instruction and practical experience in the philosophical and technical aspects of magazine production, including printing processes, copy setting, picture editing, graphic design, and camera ready layout techniques.
- JOU 141 MAGAZINE PRACTICUM** 1 semester hour (2 hour lab)  
Practical application of magazine production or magazine editing principles through work with college magazine media or internship with community media under academic supervision. Prerequisite: JOU 140, or JOU 210, or JOU 215, or ENG 244, or ART 106.
- JOU 142 MAGAZINE PRACTICUM** 1 semester hour (2 hour lab)  
Continuation of JOU 141. Prerequisite: JOU 141.
- 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.

**JOU 215 MAGAZINE EDITING** 3 semester hours  
Course provides instruction and practical experience in editing a magazine, including human relations, expertise in article writing, headline and editorial writing, copy and picture editing, audience analysis, and legal and economic aspects of editing.

**JOU 220 NEWSPAPER ADVERTISING** 3 semester hours  
A course in campaign planning, layout, illustration, copywriting, headlines and titles, economics of advertising, typography, value of advertising in the American economy, agency organization, history and ethics.

## 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.

Thus the student is offered language training that assists him in his preparation for upper division work or for use in a vocation or profession. 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 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 or 4
SPE 115-Phonetics of American English . . . . .3	Science with Laboratory . . . . .4
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .13	Total Semester Hours . . . . .14

#### Summer Terms

SOC 211-General Sociology . . . .3
Total Semester Hours . . . . .3

#### SECOND YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 201-World Literature . . . . .3	ENG 202-World Literature . . . . .3
Modern Foreign Language (in sequence) . . . . .3	Modern Foreign Language (in sequence) . . . . .3
2nd Modern Foreign Language . . .3	2nd Modern Foreign Language . . .3
Science with Laboratory . . . . .3	Humanities . . . . .3
MTH 100-Gen. Ed. College Math .3	GEO 201-World Regional Geo. . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .17	Total Semester Hours . . . . .16

#### SUGGESTED ELECTIVES

- MUS 207 Music Appreciation
- EDU 250 Intro. 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 LATIN AMERICAN STUDIES

### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
English 101 .....3	English 102 .....3
History 101 .....3	History 102 .....3
Science .....3	HPR .....1
HPR .....1	Geography 201 .....3
Spanish 101 .....3	Spanish 102 .....3
Total Semester Hours .....13	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
Total Semester Hours .....16	Total Semester Hours .....16

#### Summer Terms

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

## COURSES OF INSTRUCTION FRENCH

**FRE 101 BEGINNING 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 BEGINNING FRENCH** 4 semester hours  
 Continuation of French 101. Further development of the basic skills. Selected readings. Prerequisite: French 101 or its equivalent. One hour language laboratory weekly. Fee: \$5.00.

**FRE 104 BEGINNING FRENCH** 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 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 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. Reading 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 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 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 BEGINNING 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 BEGINNING GERMAN** 4 semester hours  
Continuation of German 101. Further development of the basic skills. Selected readings. Prerequisite: German 101 or its equivalent. One hour language laboratory weekly. Fee: \$5.00.
- GER 104 BEGINNING 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 and 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 BEGINNING 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 BEGINNING RUSSIAN** 4 semester hours  
Continuation of Russian 101. Further development of the basic skills. Selected readings. Prerequisite: Russian 101 or its equivalent. One 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 BEGINNING 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 BEGINNING SPANISH** 4 semester hours  
Continuation of Spanish 101. Further development of the basic skills. Selected readings. Prerequisite: Spanish 101 or its equivalent. One hour language laboratory weekly. Fee: \$5.00.
- SPA 103 ELEMENTARY SPANISH ACCELERATED** 3 semester hours  
This is 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 BEGINNING 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 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 203 COMPOSITION AND CONVERSATION** **3 semester hours**  
Continuation of Spanish 203. Prerequisite: Spanish 202 or equivalent.  
SPA 203 preferred prerequisite:

- 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 202 or instructor approval. Spanish 205 preferred prerequisite:

## AREA OF READING COMMUNICATIONS

It is the purpose of the Reading Area to provide opportunities for students to improve and further develop readings skills, attitudes and

understandings of written materials which will enable them to succeed in all college curricula and vocational objectives.

**ENGLISH 093 (Reading):** 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. In addition to regular classroom attendance a minimum of one hour's laboratory experience is required each week.

ENGLISH 093 is a co-requisite requirement for students in English Communications 095. If English 093 sections close before English 095 students have registered for the course those students unable to enroll for English 093 should enroll for the course the following semester in order to complete the requirements.

**ENGLISH 105 (Reading):** Advanced Developmental Reading is offered as an elective for students who have successfully completed English 093, or who can demonstrate attainment of the fortieth percentile of college norms on a standard reading test. Students may also gain admittance by obtaining Instructor's permission.

## 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** 2 semester hours  
Stresses speed and growth in analytical inferential and critical reading abilities. Prerequisite: ENG 093 or 40th percentile on a national college reading test. However, students may be admitted with Instructor's approval. Three hours weekly (two lecture, one laboratory). Fee: \$5.00.

## DEPARTMENT OF SPEECH

Speech department services, activities, and courses present to a student opportunities for general speech improvement, hearing evaluations, treatment

of speech disorders, participation in intercollegiate debate and Readers Theatre, selection of electives creditable toward general education requirements and beginning courses of study for majors and minors in General Speech, Radio-Television, Speech Pathology, and Audiology.

Students are urged to contact the Speech Department for consultation with a speech instructor specializing in the individual student's particular service desire, activity interest, and course of study.

**SUGGESTED PROGRAM FOR 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 Comm. . . . .3	SPE 111-Public Speaking . . . . .3
Lab Science . . . . .4	HIS 101-World Civilization . . . .3
*Foreign Language . . . . .3	*Foreign Language . . . . .3 or 4
HPR-Physical Education . . . . .1	DRA 255-Acting OR
	SPE 110-Voice and Diction . . . .3
	HPR-PHysical Education . . . . .1
Total Semester Hours . . . . .14	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-Theatre Western Culture . . . . .3	Humanities . . . . .3
SPE 105-Intro. Argumentation And Debate . . . . .3	SPE 115-Phonetics . . . . .3
SPE 140-Intro. Oral Interp. . . . .3	SPE 220-Intro. Speech Correction . . . . .3
*Foreign Language . . . . .3	PSY 100-200-201-Psychology . . .3
HPR-Physical Education . . . . .1	*Foreign Language . . . . .3 or 4
Laboratory Science . . . . .4	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .17	Total Semester Hours . . . . .16

**SUGGESTED PROGRAM FOR RADIO-TELEVISION  
(A.A. Degree)**

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
ENG 101-Composition . . . . .3	ENG 102 or 104-Composition . . .3
Lab Science . . . . .4	HIS 101-World Civilization . . . .3
SPE 100-Intro. Speech Comm. . . . .3	SPE 140-Intro. Oral Interpretation . . . . .3
*Foreign Language . . . . .3	SPE 110-Voice and Diction . . . .3
HPR-Physical Education . . . . .1	*Foreign Language . . . . .3 or 4
Total Semester Hours . . . . .14	HPR-Physical Education . . . . .1
	Total Semester Hours . . . . .16

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

Summer Terms	
BIO 160-General Zoology	. . . . .4
Total Semester Hours	. . . . .4

### SECOND YEAR

*First Term*

*Second Term*

Literature . . . . .3	Humanities . . . . .3
SPE 230-Intro. Radio-TV . . . . .3	SPE 235-Television Prod. I . . . . .3
JOU 100-Writing for Mass Communication . . . . .3	SPE 115-Phonetics Amer. Eng. . . . .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 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 SPEECH PATHOLOGY-AUDIOLOGY (A.A. Degree)

#### FIRST YEAR

*First Term*

*Second Term*

ENG 101 <sup>c</sup> -Composition . . . . .3	ENG 102 or 104-Composition . . . . .3
*Foreign Language . . . . .3	*Foreign Language . . . . .3 or 4
Laboratory Science . . . . .4	SOC 211-General Sociology . . . . .3
SPE 100-Intro. Speech Comm. . . . .3	SPE 110-Voice and Diction . . . . .3
HPR-Physical Education . . . . .1	SPE 115-Phonetics Amer. Eng. . . . .3
	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .14	Total Semester Hours . . . . .16

#### Summer Terms

DRA 207-Humanities . . . . .3
MATH . . . . .3
Total Semester Hours . . . . .6

### SECOND YEAR

*First Term*

*Second Term*

*Foreign Language . . . . .3	Humanities . . . . .3
Laboratory Science . . . . .4	PSY 211-Child Psychology . . . . .3
SOC 221-Social Problems . . . . .3	*Foreign Language . . . . .3
PSY 201-General Psychology . . . . .3	ED 251 or 140-Education . . . . .3
HPR-Physical Education . . . . .1	SPE 221-Intro. Audiology . . . . .3
SPE 220-Intro. Speech Disorders . . . . .3	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .17	Total Semester Hours . . . . .16

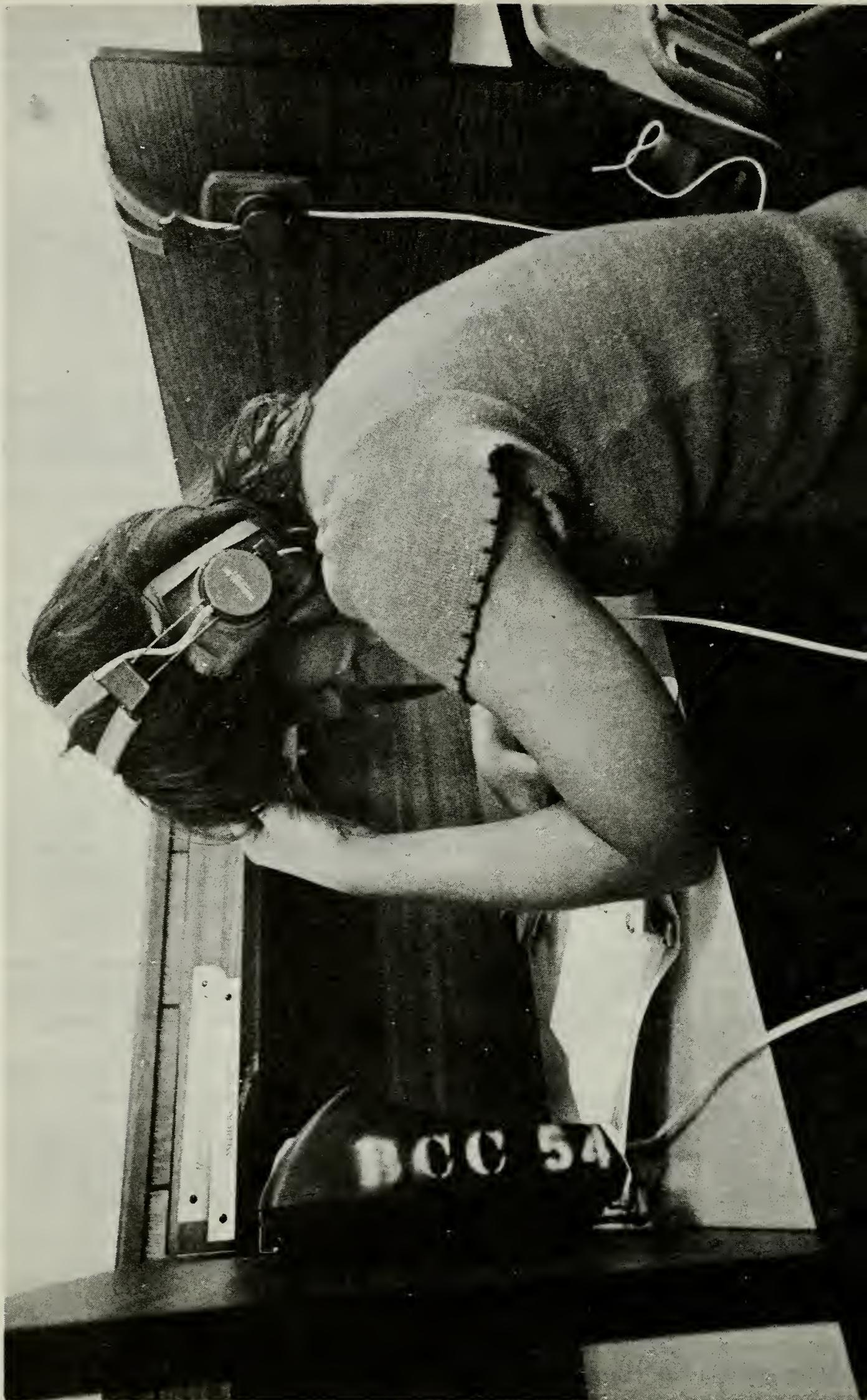
\*Major institutions may or may not require Foreign Language.

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

## **COURSES OF INSTRUCTION SPEECH**

- SPE 100 INTRODUCTION TO 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 proficiency in the abilities requisite to effective oral communication.
- SPE 100-H INTRODUCTION TO SPEECH COMMUNICATION** **3 semester hours**  
Same as SPE 100. However, course is open only to students who can qualify for BCC's Honors Program.
- SPE 105 INTRODUCTION TO ARGUMENTATION AND DEBATE** **3 semester hours**  
The student upon completion of this course should achieve 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.
- 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. This course may be taken in sequence for one hour credit each semester for a total of 4 hours credit.
- 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 improvement of individual voice and diction. Two hours lecture, one hour lab.
- SPE 111 INTRODUCTION TO 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 and should have developed the ability to participate in our society through the use of parliamentary procedure.

- SPE 112 INTRODUCTION TO 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 techniques to resolve various human problems.
- SPE 115 THE PHONETICS OF AMERICAN ENGLISH** 3 semester hours  
Upon the completion of this course the student should have acquired a knowledge of the sounds of American English, the use of the International Phonetic Alphabet, and the recognition of acceptable American English pronunciation.
- SPE 140 INTRODUCTION TO ORAL INTERPRETATION** 3 semester hours  
Upon completion of this course the student should have gained a knowledge of and presentational ability in the art of oral interpretation as applied to prose, poetry, drama and Readers Theatre.
- SPE 141, 142, 143, 144 READERS THEATRE LAB** 1 semester hour  
Upon completion of this course the student will have acquired the ability to perform in group oral interpretations of various types of literature. The course may be taken in sequence for one hour credit each semester for a total of four hours credit.
- SPE 220 INTRODUCTION TO SPEECH DISORDERS** 3 semester hours  
Upon the completion of this course the student should have an understanding of the types, causes, and therapeutic methods relative to prime speech disorders with emphases on pre-school and elementary school populations.
- SPE 221 INTRODUCTION TO AUDIOLOGY** 3 semester hours  
Upon completion of this course the student will have an understanding of the types, causes, and treatment relative to prime hearing disorders with emphases on pre-school and elementary school populations.
- SPE 230 INTRODUCTIN TO RADIO AND TELEVISION** 3 semester hours  
An introduction to the broadcast media through which the student should gain an understanding of the historical, technical, legal, and critical aspects of radio and television media.
- SPE 235 TELEVISION PRODUCTION I** 3 semester hours  
From this course the student will acquire understanding of the theory and practice of television program production and directing with emphasis on creative forms of production. Prerequisite: SPE 230 or permission of the instructor.



**DIVISION OF HUMANITIES**  
**ART**  
**DRAMA**  
**MUSIC**  
**PHILOSOPHY**  
**RELIGION**

The Division of Humanities offers students an opportunity to investigate and acquaint themselves with the visual arts, drama, music, philosophy, and religion. Students may select courses which increase their understanding and appreciation of the arts as part of their general cultural knowledge and heritage, or they 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 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 . . . . .	*Studio Art Elective . . . . .
HIS 101-World Civilization . . .	HIS 102-World Civilization . . .
Science Elective & Lab . . . . .	ART 209-Art History . . . . .
ART 208-Art History . . . . .	**Elective . . . . .
*Elective . . . . .	HPR-Physical Education . . . . .
Total Semester Hours . . . . .	Total Semester Hours . . . . .

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

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
ART 101-Beginning Drawing . . .	ART 102-Life Drawing . . . . .
ART 106-Design I . . . . .	ART 107-Design II . . . . .
ART 271-Lettering . . . . .	ART 273-Advertising Design . . .
ENG 101-Composition . . . . .	ENG 104-Composition . . . . .
HPR-Physical Education . . . . .	PSY 100-Human Relations in Business and Industry . . . . .
Total Semester Hours . . . . .	Total Semester Hours . . . . .

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

\*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.

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
ART 272-Illustration . . . . .	ART 276-Design for the Corporate Image . . . . .
ART 275-Design for Television . .	ART 274-Design for Reproduction . . . . .
BA 170-Prin. of Marketing . . .	BA 171-Advertising . . . . .
ART 215-Photography for the Fine Arts . . . . .	ART 209-Art History II . . . . .
ART 207-Art Appreciation	

Humanities . . . . .	3	HPR-Physical Education . . . . .	1
HPR-Physical Education . . . . .	1		
Total Semester Hours . . . . .	16	Total Semester Hours . . . . .	14

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

## 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. 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 plastic, 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 PRINTMAKING I** 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 PRINTMAKING II** 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.

The department offers the student the regular dramatic productions as well as an opportunity to audition for the Pantomime Repertory Company and the Children's Theatre Production (Term II).

Members of the community as well as high school juniors and seniors are encouraged to participate in all aspects of our program.

County school teachers may earn recency of credit toward certification as well as toward drama certification by successfully pursuing the special courses.

## 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.

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 Lecture Theatre are open to all interested students and members of the community.

A drama student should not take more than 14 hours per semester because of the hours involved in productions.

During Term II, the Children's Theatre Production is in progress and a student may earn 6 semester hours in Children's Theatre Production Laboratory. During this term the student may elect only 9 academic semester hours.

A performance course involves a final production performance which earns the student actor or technician a grade based upon improvement which is viewed in the final analysis during the performance.

### SUGGESTED PROGRAM FOR DRAMA (A.A. Degree)

#### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 101-Composition . . . . .3	ENG 102-Composition . . . . .3
Foreign Language . . . . .3	Foreign Language . . . . .3
DRA 254-Acting I or DRA 251-Stagecraft . . . . .3	DRA 255-Acting II or DRA 260-Contemporary Drama .3
SPE 115-Phonetics of Am. English . . . . .3	SPE 100-Spe. Communications .3
*DRA 201, 202-Theatre Productions . . . . .1-2	DRA 201, 202-Theatre Productions . . . . .1-2
DRA 212-Ballet for the Stage . . . . .2	DRA 211-Fencing for the Stage . . . . .1
Total Semester Hours . . 14-16	Total Semester Hours . . 14-16

<i>Term III-A</i>	<i>Term III-B</i>
Natural or Physical Science . . . . .3	Foreign Language . . . . .3
DRA 207-Theatre in Western Culture Humanities . . . . .3	History . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .7	Total Semester Hours . . . . .7

#### SECOND YEAR

<i>First Term</i>	<i>Second Term</i>
DRA 253-Makeup . . . . .3	Natural Science . . . . .3
Foreign Language . . . . .3	Laboratory . . . . .1
History . . . . .3	DRA 258-Directing . . . . .3
DRA 256-Acting III or DRA 265-History of the Theatre . . . . .3	Humanities . . . . .3
MATH 100 . . . . .3	DRA 205-Children's Theatre . . .3
HPR-Physical Education . . . . .1	DRA 201, 202, 203 . . . . .1-3
Total Semester Hours . . 15-16	HPR-Physical Education . . . . .1
	Total Semester Hours . . 15-18

\*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. **FRESHMEN ARE URGED TO BEGIN THEIR COURSE WORK IN DRAMA THE FIRST TERM OF THEIR FRESHMAN YEAR.**

\*Drama 200 courses may not be taken for more than a total of 6 semester hours. A student may sign up for DRA 201 if he knows he will work at least 100 hours during the term. DRA 202 requires 200 hours and DRA 203 requires 300 hours. This will give more reasonable credit for hours worked by drama students. A log of working hours and job responsibility must be kept by each student and this given to supervisory drama instructor for evaluation and grade.

## COURSES OF INSTRUCTION DRAMA

- DRA 201 Theatre Productions** 1 semester hour  
**DRA 202 Theatre Productions** 2 semester hours  
**DRA 203 Theatre Productions** 3 semester hours  
Participation by the student as actor, dancer, technician, etc. in the major dramatic and musical productions of the college. A student may not earn more than 6 hours in Theatre Production laboratory. DRA 201 requires 100 hours of laboratory work, DRA 202 requires 200 hours and DRA 203 requires 300 hours of laboratory work.
- DRA 205 CHILDREN'S THEATRE PRODUCTION** 3 semester hours  
Laboratory credit for students participating in the Children's Theatre program Term II. This includes the rehearsal and production period which continues the entire sixteen-week academic period. Prerequisite: By audition for the Children's Theatre play. This is a performance course.
- DRA 206 CHILDREN'S THEATRE PRODUCTION FOR SPECIAL ASSISTANTS** 3 semester hours  
Laboratory credit for special student assistants to the Children's Theatre program. This will give to the student director, stage manager, costume designer, etc. the extra credit for the hours of preparation, rehearsal and production. By permission of the instructor.
- 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 210 LIVE THEATRE APPRECIATION** 3 semester hours  
A course designed to afford an opportunity for members of the community to attend local theatre productions and to discuss the dramaturgy as to its aesthetic and cultural effects upon life today. Extra expense for the course includes play scripts and tickets to plays and/or musicals. Contact Instructor.
- DRA 211 FENCING FOR THE STAGE** 1 semester hour  
This course is designed for the actor to learn the usage of weapons as they pertain to the period and style of the play. Open to Drama majors and minors, male or female. This course will not satisfy the HPR activity credit requirement.
- DRA 212 BALLET MOVEMENT FOR THE STAGE** 2 semester hours  
A course designed to teach the beginning actor ballet terminology as it applies to the classic ballet. Each basic movement and step will be practiced as sufficiently as the student's ability will enable him to

progress. This movement will be utilized as it applies to the needs of the actor. Open to Drama majors and minors, male or female. A student need not have studied ballet to enroll in this course. This course will not satisfy the HPR activity credit requirement.

**DRA 251 STAGECRAFT** **3 semester hours**

Course designed to investigate the principles of stagecraft, lighting, props and set construction. Open to first semester freshmen.

**DRA 252 SET DESIGN** **3 semester hours**

The research and execution of the visual environment of the play. Layouts will be prepared for an assigned production project. Pencil and ink drawings, ground plans, elevations and models will be executed to scale in preparation for construction of the set. Prerequisite: DRA 207, DRA 251, DRA 265. BY permission of instructor only.

**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. Open to freshmen.

**DRA 254 ACTING I** **3 semester hours**

The concentrated study of bodily movement only to communicate thought and idea. The course is designed to teach proper use of the body in interpretation. Open to freshmen. A performance course.

**DRA 255 ACTING II** **3 semester hours**

Course designed to assist the beginning actor in controlling his voice as it relates to his role in the play. Exercises related to flexibility and control on stage will be taken from dramatic literature, classical to contemporary. A study of dialects will assist the actor in versatility. The course is designed for drama majors and minors. Prerequisite: DRA 254.

**DRA 256 ACTING III** **3 semester hours**

Advanced techniques of acting. Prerequisite: DRA 253, DRA 254, DRA 255.

**DRA 258 DIRECTING** **3 semester hours**

Course designed to investigate the problems of choosing and analyzing the script, casting, rehearsal, costuming, makeup, organization management of the educational theatre. Prerequisites: DRA 253, DRA 254, DRA 255, DRA 256, DRA 260.

**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 students in music humanities and in choral and instrumental music.

**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.

**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), Concert Choir (MUS 127), Chamber Choir (MUS 128), Opera Workshop (MUS 130), Jazz Ensemble (MUS 134), Symphonic Band (MUS 136), Broward Symphony Orchestra (MUS 139).

**MUSIC PREPARATORY DIVISION**

The Music Preparatory Division has been organized to provide a qualified music instructor for anyone in Broward County. Individual instruction in voice and all instruments as well as Beginning String Orchestra classes are available. Interested persons should contact the Music Department.

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

<i>General Education</i>	<i>Music</i>
ENG 101 & 102 or 104 . . . . .6	Music 111, 112, 211, 212 . . . . .8
History and the Social Sciences . .6	Music 113, 114, 213, 214 . . . . .4
(select 6 hrs. from #3, p. 51)	Music 115, 116, 215, 216 . . . . .4

(\*Foreign Language .....6)  
 (\*select 3 hrs. from #2, 3, 4, 5  
 pp 51 .....3)  
 ( )  
 ( OR )  
 ( )  
 (Select 9 hours from #5 p. 51 ...9)  
 Select a minimum of 2 hrs.  
 from #2 p. 51 excluding  
 Music 209 & 210 .....2  
 Math & Science-Select 9 hrs.  
 from #4, p. 51 .....9  
 HPR .....4  
 Total Semester Hours .....36

Applied Music Major—  
 Sequence of Mus 180, 190, 280,  
 & 290 numbers .....8  
 Applied Music Secondary—  
 Sequence of Mus 140, 150, 240,  
 & 250 numbers .....4  
 Music Activity .....4  
 Music 209, 210 .....4  
 Total Semester Hours .....36

\*Voice and organ majors should select either French or German. It would be most advisable for voice majors to complete a total of 12 hrs. of language during the first two years of study even though only six are required.

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

**FIRST YEAR**

*First Term*

ENG 101-Composition .....3  
 \*Foreign Language or elective  
 (See #5 p. 51 ) .....3  
 MUS 111-Elementary Harmony ..2  
 MUS 113-Sightsinging .....1  
 MUS 115-Ear & Keyboard Dev. ..1  
 MUS 180-Applied Music .....2  
 MUS 140-Applied Music  
 Secondary .....1  
 Music Activity .....1  
 HPR-Physical Education .....1  
 Total Semester Hours .....15

*Second Term*

ENG 102 or 104-Composition ...3  
 \*Foreign Language or elective  
 (See #5 p. 51 ) .....3  
 MUS 112-Elementary Harmony ..2  
 MUS 114-Sightsinging .....1  
 MUS 116-Ear & Keyboard Dev. ..1  
 MUS 190-Applied Music .....2  
 MUS 150-Applied Music  
 Secondary .....1  
 Music Activity .....1  
 HPR-Physical Education .....1  
 Total Semester Hours .....15

\*Voice and organ majors should select either French or German. It would be most advisable for voice majors to complete a total of 12 hrs. of language during the first two years of study even though only six are required.

**SUMMER TERMS\***

**III-A or III-B**

History and the Social Sciences (select 6 hrs. from # 3, p. 51 ) .6	
Total Semester Hours . . . . .	6

**III-A or III-B**

Math (See #4, p. 51 ) . . . . .	3
Science (See #4, p. 51 ) . . . . .	3
Total Semester Hours . . . . .	6

**SECOND YEAR**

*First Term*

Elective (See #5, p. 51 ) . . . . .	3
MUS 211-Advanced Harmony . . .	2
MUS 213-Sightsinging . . . . .	1
MUS 215-Ear & Keyboard Dev. . .	1
MUS 280-Applied Music . . . . .	2
MUS 240-Applied Music Secondary . . . . .	1
Music Activity . . . . .	1
MUS 209 Mus. Hist. & Lit. . . . .	2
HPR-Physical Education . . . . .	1
Total Semester Hours . . . . .	14

*Second Term*

Elective (See #2, p. 51 ) . . . . .	2
MUS 212-Advanced Harmony . . .	2
MUS 214-Sightsinging . . . . .	1
MUS 216-Ear & Keyboard Dev. . .	1
MUS 290-Applied Music . . . . .	2
MUS 250-Applied Music Secondary . . . . .	1
Music Activity . . . . .	1
MUS 210-Mus. Hist. & Lit. . . . .	2
Science (See #4, p. 51 ) . . . . .	3
HPR-Physical Education . . . . .	1
Total Semester Hours . . . . .	16

**CURRICULUM FOR PRE-MUSIC EDUCATION**

*General Education*

ENG 101 & 102 or 104 . . . . .	6
His. and Social Sciences (select 6 hrs. from #3, p. 51 ) .6	
*Select 9 hrs. from #5, p. 51 . . .	9
Select a minimum of 2 hrs. from #2, p. 51 excluding MUS 209 & 210 . . . . .	2
Math & Science—select 9 hrs. from #4, p. 51 . . . . .	9
HPR . . . . .	4
Total Semester Hours . . . . .	36

\*Voice principals are urged to select 6 hrs. of French and German.

*Music*

MUS 111, 112, 211, 212 . . . . .	8
MUS 113, 114, 213, 214 . . . . .	4
MUS 115, 116, 215, 216 . . . . .	4
Principal Instrument—Sequence of 160, 170, 260 & 270 numbers	8
*Secondary Instrument—Sequence of 142, 152, 242, 252 . . . . .	4
Music Activity . . . . .	4
Technique Classes (3 selected from MUS 119, 120, 121, 122) .	3
MUS 209, 210 . . . . .	4
Total Semester Hours . . . . .	39

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

\*Summer terms may be omitted by increasing each term in the degree program by 3 hours.

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

**FIRST YEAR**

*First Term*

*Elective (See #5, p. 51 ) . . . . .	3
ENG 101-Composition . . . . .	3
MUS 111-Elementary Harmony . . .	2
MUS 113-Sightsinging . . . . .	1

*Second Term*

*Elective (See #5, p. 51 ) . . . . .	3
ENG 102 or 104-Composition . . .	3
MUS 112-Elementary Harmony . . .	2
MUS 114-Sightsinging . . . . .	1

MUS 115-Ear & Keyboard Dev. . . . .	1
MUS 160-Applied Music . . . . .	2
**MUS 142-Applied Music	
Secondary . . . . .	1
Music Activity . . . . .	1
Music Techniques Class . . . . .	1
HPR-Physical Education . . . . .	1
Total Semester Hours . . . . .	16

MUS 116-Ear & Keyboard Dev. . . . .	1
MUS 170-Applied Music . . . . .	2
**MUS 152-Applied Music . . . . .	1
Music Activity . . . . .	1
Music Techniques Class . . . . .	1
HPR-Physical Education . . . . .	1
Total Semester Hours . . . . .	16

**SUMMER TERMS\***

**III-A or III-B**

History and the Social Sciences	
(select 6 hrs. from #3, p. 51 )	6
Total Semester Hours . . . . .	6

**III-A or III-B**

Math (See #4, p. 51 ) . . . . .	3
Science (See #4, p. 51 ) . . . . .	3
Total Semester Hours . . . . .	6

**SECOND YEAR**

*First Term*

Elective (See #5, p. 51 ) . . . . .	3
MUS 211-Advanced Harmony . . . . .	2
MUS 213-Sightsinging . . . . .	1
MUS 215-Ear & Keyboard Dev. . . . .	1
MUS 280-Applied Music . . . . .	2
**MUS 242-Applied Music	
Secondary . . . . .	1
Music Activity . . . . .	1
Music Techniques Class . . . . .	1
MUS 209-Mus. Hist. & Lit. . . . .	2
HPR-Physical Education . . . . .	1
Total Semester Hours . . . . .	15

*Second Term*

Elective (See #2, p. 51 ) . . . . .	2
MUS 212-Advanced Harmony . . . . .	2
MUS 214-Sightsinging . . . . .	1
MUS 216-Ear & Keyboard Dev. . . . .	1
MUS 270-Applied Music . . . . .	2
**MUS 252-Applied Music	
Secondary . . . . .	1
Music Activity . . . . .	1
MUS 210-Mus. Hist. & Lit. . . . .	2
Science (See #4, p. 51) . . . . .	3
HPR-Physical Education . . . . .	1
Total Semester Hours . . . . .	16

\*Voice principals are urged to select 6 hrs. of French or German.

\*Summer terms may be omitted by increasing each term in the degree program by 3 hours.

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

**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 127 CONCERT CHOIR** 1 semester hour  
Corequisite: Membership in College Singers. Choral group whose members are selected by the director through 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 BAND** 1 semester hour  
Open to all college students, faculty and members of the community 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 SIGHTSINGING** 1 semester hour  
An examination of basic sightsinging techniques with emphasis on diatonic materials. One class period weekly.

**MUS 114 SIGHTSINGING** 1 semester hour  
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.
- 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 212 ADVANCED HARMONY** 2 semester hours  
Continuation of basic study in musical analysis, with emphasis on music of the late Eighteenth and Nineteenth Century.
- 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 Music Department Head

Secondary Applied Music Area				Principal Applied Music Area				
First Year		Second Year		First Year		Second Year		
I	II	I	II	I	II	I	II	
Mus 141,	151,	241,	251	Mus 161,	171,	261,	271	Voice
Mus 142,	152,	242,	252	Mus 162,	172,	262,	272	Piano
Mus 143,	153,	243,	253	Mus 163,	173,	263,	273	Organ
Mus 144,	154,	244,	254	Mus 164,	174,	264,	274	Woodwinds
Mus 145,	155,	245,	255	Mus 165,	175,	265,	275	Brass
Mus 146,	156,	246,	256	Mus 166,	176,	266,	276	Percussion

Mus 147, 157, 247, 257 Strings  
Mus 148, 158, 248, 258 Classical  
Guitar

Mus 167, 177, 267, 277 Strings  
Mus 168, 178, 268, 278 Classical  
Guitar

One half hour lesson weekly and  
one hour practice daily.

Credit, 1 semester hour

One Hour lesson weekly and two  
hours practice daily.

Credit, 2 semester hours

**Major Applied Performing Area**

<i>First Year</i>		<i>Second Year</i>		
<i>I</i>	<i>II</i>	<i>I</i>	<i>II</i>	
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, 2 semester hours

**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 RELIGION (A.A. Degree)**

**FIRST YEAR**

<i>First Term</i>		<i>Second Term</i>	
ENG 101-Composition	. . . . .3	ENG 102-Composition	. . . . .3
BIO 100-Modern Biology	. . . . .3	MTH 131-Basic College Math	. . . . .3
BIO 105-Modern Biology Lab	. . .1	BIO 150-General Botany and	
*HIS 101 or PSC 121	. . . . .3	BIO 151-Botany Lab, OR	

Humanities  
Courses - Religion

Language . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total Semester Hours . . . . .</b>	<b>14</b>

BIO 160-General Zoology and BIO 161-Zoology Lab . . . . .	4
Language . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total Semester Hours . . . . .</b>	<b>14</b>

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

SPE 100-Intro. to Speech . . . . .	3
*HIS 102 or PSC 122 . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total Semester Hours . . . . .</b>	<b>7</b>

**SECOND YEAR**

*First Term*

Humanities . . . . .	3
MTH 132-Contemporary College Algebra . . . . .	4
REL 240-World Religions . . . . .	3
Language . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total Semester Hours . . . . .</b>	<b>14</b>

*Second Term*

Humanities . . . . .	3
REL 142-New Testament History . . . . .	3
Elective . . . . .	3
Language . . . . .	3
PSY 201-General Psychology . . . . .	3
<b>Total Semester Hours . . . . .</b>	<b>15</b>

\*Students who enroll in HIS 101 must take HIS 102; those enrolling in PSC 121 must take PSC 122 or PSC 221.

**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 122 THE WISDOM BOOKS OF THE BIBLE** 3 semester hours  
Limited to the study of the Books Job, Proverbs, Ecclesiastes and some selected Wisdom Psalms. There is no prerequisite.
- 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 223 BIBLICAL HEBREW** 3 semester hours  
Students will learn to read the Hebrew alphabet and acquire a minimum knowledge of the seven conjugations so as to identify basic word forms.
- REL 224** 3 semester hours  
This is a continuation of REL 223 with attempts at reading very simple passages.
- REL 225** 3 semester hours  
If REL 225 should be requested by demand, REL 224 will be a prerequisite.
- REL 240 WORLD RELIGIONS** 3 semester hours  
Primarily an ideological examination of the world's most popular religions. Prerequisite: Advanced standing or approval.
- REL 288 JUDAISM AND THE JEWS** 3 semester hours  
A survey of the development of the Jewish tradition through a study of the concepts, values, and rituals of Judaism with a consideration for the Jewish influence on Western Civilization, as well as the effects of differing environments on the Jews themselves.

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

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.

## **UNIFORMS**

Apparel that meets the approval of Physical Education Department must be furnished by the student.

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

**\*SUGGESTED PROGRAM FOR 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-Chemistry for General Education . . . . .3
BIO 105-Modern Biology Lab . .1	SPE 100-Introductory Speech . .3
MTH 131-Basic College Math . . .3	PSY 201-General Psychology . . .3
HPR Activity . . . . .1	HPR Activity . . . . .1
Elective . . . . .3	Total Semester Hours . . . . .16
Total Semester Hours . . . . .17	

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
Humanities . . . . .3	Humanities . . . . .3
BIO 150-Botany and BIO 151 BIO Lab . . . . .4	BIO 160-General Zoology . . . . .3
SOC 211-General Sociology . . . .3	BIO 161-General Zoology Lab . .1
HPR 151-Personal Hygiene . . . .3	HPR 152-First Aid & Safety . . . .3
HPR Activity . . . . .1	HPR Activity . . . . .1
Elective . . . . .3	Elective . . . . .6
Total Semester Hours . . . . .17	Total Semester Hours . . . . .17

**SUGGESTED ELECTIVES**

- SOC 231 The Family
- EDU 299 Perspectives in Education
- PSY 212 Adolescent Psychology
- PSY 238 Social Psychology
- SPE 111 Public Speaking
- STA 221 Elementary Statistics

**\*SUGGESTED PROGRAM FOR EDUCATION (A.A. Degree)**

**PHYSICAL EDUCATION FOR MEN**

**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 160-General Zoology and BIO 161-Bio Lab OR
BIO 105-Modern Biology Lab . .1	CHE 107-Chemistry for General Education AND
History OR Social Science . . . . .3	CHE 108-Chemistry for General Education Lab . . . . .4
HPR 150-Intro. of Phys. Educa'n 3	Social Science . . . . .3
**HPR 143-Physical Education Laboratory . . . . .1	HPR 152-First Aid & Safety . . . .3
	HPR 153-Intro. to Recreation . . .3
	HPR 144-Skills & Techniques of Folk, Social Dance - Phys. Ed. Lab . . . . .1
Total Semester Hours . . . . .14	Total Semester Hours . . . . .17

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

**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

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

**RECOMMENDED ELECTIVES**

- PSY 211 Child Psychology
- PSY 212 Adolescent Psychology
- SOC 211 General Sociology
- EDU 299 Perspectives in Education
- EDU 251 Educational Psychology
- EDU 210 Audio Visual Aids

**SUGGESTED PROGRAM FOR 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 of Social Science . . . . .	3
HPR 150-Intro. to Physical Education . . . . .	3
**HPR 139-Skills and Techniques of Golf and Tennis . . . . .	1
HPR 125-Gymnastics, Tumbling . .	1
 Total Semester Hours . . . . .	 15

*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 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

**SECOND YEAR**

*First Term*

Humanities . . . . .	3
**HPR 139, 239, 340. Women majors only.	

*Second Term*

Humanities . . . . .	3
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Health, Physical Education & Recreation  
Physical Education

HPR 151-Personal Hygiene . . . . .	.3
**HPR 239-Skills & Techniques of Volleyball & Basketball . . . . .	1
SPE 100-Introductory Speech . . .	.3
SOC 211-General Sociology . . . . .	.3
HPR 155-Sport Officiating . . . . .	.3
HPR 144-Skills & Techniques of Folk & Social Dancing . . . . .	1
Total Semester Hours . . . . .	17

*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 299 Perspectives in Education
- EDU 251 Education Psychology
- PHY 130 Physics
- CHE 107 Chemistry for General Education
- CHE 108 Chemistry for General Education Lab
- EDU 210 Audio Visual Aids

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

- \*\*HPR 139, 239, 240. Woman Majors only.
- HPR 139—Offered Term I—even numbered years.
- HPR 239—Offered Term I—odd numbered years.
- HPR 240—Offered Term II—even numbered years
- HPR 144—Offered Term II—even numbered years.

**SUGGESTED PROGRAM FOR RECREATION (A.A. Degree)**

*First Term*

ENG 101-Composition . . . . .	.3
HIS 101-World Civilization . . . . .	.3
ART 101-Introduction to Drawing and Painting . . . . .	.3
HPR 153-Introduction to Recreation . . . . .	.3
HPR Activity . . . . .	.1
Total Semester Hours . . . . .	13

*Second Term*

ENG 102 or 104-Composition . . . . .	.3
HIS 102-World Civilization . . . . .	.3
MU 207-Music Appreciation . . . . .	.3
HPR 151-Personal Hygiene . . . . .	.3
SPE 100-Intro. Speech OR SPE 111-Public Speaking . . . . .	.3
HPR Activity . . . . .	.1
Total Semester Hours . . . . .	16

**Term III-A**

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

**SECOND YEAR**

*First Term*

*MTH 131-Basic College Math . . .	.3
Science with Lab . . . . .	.4
*MTH 131 required at Florida State University.	

*Second Term*

PSY 201-General Psychology . . .	.3
Science with Lab . . . . .	.4

ENG 201-World Literature . . . . .	3
HPR 152-First Aid & Safety . . . . .	3
DRA 251-Stagecraft . . . . .	3
HPR Activity . . . . .	1
Total Semester Hours . . . . .	17

DRA 252-Directing . . . . .	3
HPR 154-155-Sport Officiating . . . . .	3
Elective . . . . .	3
HPR Activity . . . . .	1
Total Semester Hours . . . . .	17

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

\*\*EDU 083 credit not transferrable.

## COURSES OF INSTRUCTION HEALTH, PHYSICAL EDUCATION AND RECREATION

- |   |                 |
|---|-----------------|
| <b>*HPR101 ARCHERY</b><br>Coeducational.  | 1 semester hour |
| <b>*HPR102 BEGINNING BALLET</b><br>Basic ballet steps including Barre work, center floor movement including adagio and allegro work.  | 1 semester hour |
| <b>HPR 103 CASTING AND ANGLING</b><br>Course designed primarily for beginners. It includes techniques and fundamentals for baitcasting, spincasting, spinning, and fly casting, surf spinning and casting; also fishing field trips. Coeducational. | 1 semester hour |
| <b>HPR 104 BOWLING</b><br>Coeducational. Fee \$18.00.   | 1 semester hour |
| <b>*HPR105 DANCE (Modern)</b><br>Women only.  | 1 semester hour |
| <b>HPR 106 DANCE (Social)</b><br>Coeducational.   | 1 semester hour |
| <b>HPR 107 DANCE (Folk and Square)</b><br>Coeducational.  | 1 semester hour |
| <b>*HPR108 FENCING</b><br>Coeducational.  | 1 semester hour |
| <b>*HPR109 BEGINNING GOLF</b><br>Coeducational.   | 1 semester hour |
| <b>*HPR110 BEGINNING GYMNASTICS</b><br>Men only.  | 1 semester hour |
- \*HPR on campus activity courses require a \$2.00 general lock and towel fee.

Health, Physical Education & Recreation  
Courses

<b>HPR 111 HORSEMANSHIP</b> Coeducational. Fee \$20.00.	1 semester hour
<b>HPR 112 BEGINNING SWIMMING</b> Coeducational.	1 semester hour
<b>HPR 113 INTERMEDIATE SWIMMING</b> Coeducational.	1 semester hour
<b>*HPR114 BEGINNING TENNIS</b> Coeducational.	1 semester hour
<b>HPR 115 BEGINNING DIVING</b> This course is designed for beginning divers. The principles of board work, flight and entry into the water will be taught.	1 semester hour
<b>HPR 116 BILLIARDS</b> Fundamentals and advanced study of billiards. Includes the science and techniques of standard billiard games. Coeducational.	1 semester hour
<b>*HPR117 RECREATIONAL GAMES</b> Coeducational.	1 semester hour
<b>HPR 118 YOGA EXERCISES</b>	1 semester hour
<b>*HPR 120 INTERMEDIATE MODERN DANCE</b> Floor work – center of floor work and barre work. Prerequisite: HPR 105.	
<b>*HPR121 VOLLEYBALL AND BASKETBALL</b> Women only.	1 semester hour
<b>*HPR122 CONDITIONING</b> Women only.	1 semester hour
<b>*HPR123 FIELD HOCKEY</b> Women only.	1 semester hour
<b>*HPR124 SOCCER, SPEEDBALL AND SOFTBALL</b> Women only.	1 semester hour
<b>*HPR125 BEGINNING GYMNASTICS</b> Women only.	1 semester hour
<b>*HPR128 HANDBALL AND PADDLEBALL</b> Women only.	1 semester hour
<b>*HPR131 BASKETBALL AND VOLLEYBALL</b> Men only.	1 semester hour
<b>*HPR on campus Activity Courses require a \$2.00 general lock and towel fee.</b>	

- \*HPR132 SOFTBALL AND SPEEDBALL** 1 semester hour  
Men only.
- \*HPR133 FLAG FOOTBALL AND SOCCER** 1 semester hour  
Men only.
- \*HPR134 HANDBALL AND PADDLE BALL** 1 semester hour  
Men only. (Students supply own gloves.)
- \*HPR135 CONDITIONING** 1 semester hour  
Men only.
- \*HPR136 WEIGHT TRAINING** 1 semester hour  
Men only.
- \*HPR137 UNARMED DEFENSE** 2 semester hours  
Introduction to different areas of self-defense developing fundamental knowledge of defense tactics and restraints. Police Academy 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.
- \*HPR139 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. Offered every other year.
- \*HPR140 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 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 on campus activity courses require a \$2.00 general lock and towel fee.

**\*HPR143 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 students as well as the athlete. Meets three hours weekly. (Men only.)

**\*HPR144 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. Offered every other year.

**\*HPR148 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 149 SMALL CRAFT – INSTRUCTOR'S AIDE** Non-Credit  
This program will give beginning instructors additional experience. It gives qualified trainees valuable aid when seeking a sailing instructor's position. This program has the backing of the Red Cross Program. Prerequisite: Permission from instructor.

**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 153 INTRODUCTION TO RECREATION** 3 semester hours  
Acquaints the individual with the recreation organization and oppor-

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

tunities 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.

**\*HPR201 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.

**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 208 INTERMEDIATE FENCING** 1 semester hour  
Advanced techniques of foil fencing and foil direction. Coeducational. Prerequisite: HPR 108.

**HPR 209 INTERMEDIATE GOLF** 1 semester hour  
Coeducational. Prerequisite: HPR 109 or instructor approval.

**\*HPR210 INTERMEDIATE GYMNASTICS** 1 semester hour  
Men only.

**\*HPR214 INTERMEDIATE TENNIS** 1 semester hour  
Coeducational. Prerequisite: HPR 114 or instructor approval.

**\*HPR220 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.)

**\*HPR225 INTERMEDIATE GYMNASTICS** 1 semester hour  
Women only.

**\*HPR236 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

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

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.

**\*HPR239 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. Offered every other year.

**\*HPR240 SKILLS AND TECHNIQUES OF HOCKEY AND SOCCER** 1 semester hour

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

**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.

**\*HPR243 PHYSICAL EDUCATION LAB** 1 semester hour

Skills and techniques of golf and handball. Open to men physical education majors only. Course designed to develop skills and knowledge necessary for prospective physical education teacher in 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.

**HPR 245 INSTRUCTOR COURSE (Swimming)** 1 semester hour

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

**HPR 246 SCUBA DIVING** 1 semester hour

Instructor's approval required. Coeducational. Fee \$25.00.

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

**\*HPR247 PHYSICAL EDUCATION LAB** 1 semester hour  
Skills 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.)

**\*HPR248 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 249 SMALL CRAFT – INSTRUCTOR** 1 semester hour  
This program enables a qualified person to teach sailing and issue Basic I and II awards. Each graduate would receive his American National Red Cross Instructor's Card. Prerequisite: Permission from instructor.

**HPR 257 SAILING RACING CLINIC** 1 semester hour  
This course is designed to develop complete amateur sailboat racers. Emphasis would be on tactics and boat handling. Boat handling would include physical conditioning, use of racing equipment, repair and choice of equipment and proper trim of sails and flying of spinnaker. Tactics would include theory and practice as well as practical experience against other advanced students. Part of course content would include guest lecturers of amateur and professional status.

**ARTS AND CRAFTS** 3 semester hours  
This course is designed to give the student maximum practical experience in creative crafts projects and to provide the opportunity to master the techniques of teaching these projects to varying age groups in a number of recreation settings.

The student should be exposed to several types of arts and crafts projects, including ceramics, metal-work, weaving, and many types of minor crafts.

Each student should instruct the class in one or more projects and supervise the class in the completion of these projects.

**OUTDOOR RECREATION** 3 semester hours  
History, development and economic significance of outdoor recreation activities at the local, state and federal levels. Laboratory and field trips include camping and hiking activities; emphasis on appreciation of natural resources.

**GROUP LEADERSHIP** 3 semester hours  
It is important that recreation students gain a knowledge of human dynamics, leadership abilities, and the identification of types of groups.

Leadership application, so far as this course is concerned, deals

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

with the student's obtaining a practical knowledge of group situations and the principles necessary for effective leadership. A number of leadership techniques are presented and the instructor is urged to provide adequate class time for students to apply these techniques.

Opportunities should be afforded to observe recreation leaders in actual leadership experiences and to allow sufficient time for student evaluation of their performances.

**RECREATION FOR SPECIAL GROUPS**

**3 semester hours**

To provide students opportunities to develop recreational activities for special groups. Laboratory experience will include interaction with special groups in institutional and community settings by incorporating the latest methods, techniques and materials.



## DIVISION OF MATHEMATICS AND SCIENCE

Biological Science  
Mathematics  
Physical Sciences  
Landscape Technology  
Pest Control Technology

### BIOLOGICAL SCIENCE

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

- OPTION I      *Biology 100, Biology 105, or Biology 107.* 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 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 Physical Science, Astronomy, Chemistry, Engineering, Geology, & Physics. 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 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

<i>First Term</i>	<i>Second Term</i>
ENG 101-Composition . . . . .3	ENG 104-Composition (Scientific) . . . . .3
GER 101-Elementary German . . .3	GER 102-Elementary German . . .3
HIS 101-World Civilization . . . .3	HIS 102-World Civilization . . . .3
HPR-Physical Education . . . . .1	MTH 231-Calculus . . . . .6
*MTH 133-Pre-Calculus Math . . .3	MTH 191-Slide Rule Math . . . . .1
Elective . . . . .3	HPR-Physical Education . . . . .1
<b>Total Semester Hours . . . . .16</b>	<b>Total Semester Hours . . . . .17</b>
<b>Term III-A</b>	<b>Term III-B</b>
ENG 201-World Literature . . . . .3	GY 105-Physical Geology . . . . .3
Humanities . . . . .3	GY 106-Physical Geology Lab . . .1
	HPR-Physical Education . . . . .1
<b>Total Semester Hours . . . . .6</b>	<b>Total Semester Hours . . . . .5</b>

### SECOND YEAR

<i>First Term</i>	<i>Second Term</i>
AST 101-Astronomy I . . . . .3	AST 102-Astronomy II . . . . .3
PHY 210-General Physics . . . . .3	GER 202-Intermediate German . . .3
PHY 212-General Physics Lab . . .1	PHY 211-General Physics . . . . .3
GER 201-Intermediate German . . .3	PHY 213-General Physics Lab . . .1
MTH 232-Calculus . . . . .6	Elective . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
	MTH 235-Differential Equations . .3
<b>Total Semester Hours . . . . .17</b>	<b>Total Semester Hours . . . . .17</b>

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

## 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. Considerations given primarily to objects and events beyond the solar system in our galaxy and in other galaxies.

**AST 200 PLANETARIUM EDUCATION** 3 semester hours  
 Course for teachers and students of Education. Study of the use of the Planetarium in education. Various audio-visual devices will be employed. Large portions of the course consist of directed study with the student designing and writing his own educational materials pertaining to audio-visual concepts in planetarium education. Acquaints students with the celestial sphere and planet positions. Prerequisite: Instructor approval.

**SUGGESTED 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 . . .3	MTH 231-Calculus . . . . .6
CHE 131-General Chemistry . . . .3	CHE 132-General Chemistry . . . .3
FRE 101-Elementary French (or GER 101) . . . . .3	CHE 134-Gen. Chemistry Lab . . .1
BIO 105-Biology Lab . . . . .1	FRE 102-Elementary French (of GER 102) . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .14	Total Semester Hours . . . . .17

**Summer Terms**

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

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

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
*CHE221-Organic Chemistry . . . .3	CHE 222-Organic Chemistry . . . .3
CHE 223-Organic Chem. Lab . . . .1	CHE 224-Organic Chem. Lab . . . .1
BIO 150-General Botany . . . . .3	BIO 160-General Zoology . . . . .3
BIO 151-General Botany Lab . . . .1	CIO 161-General Zoology Lab . . .1
MTH 232-Calculus . . . . .6	Foreign Language (French 202 or German 202) . . . . .3
Foreign Language (French 201 or German 201) . . . . .3	Social Science . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .18	Total Semester Hours . . . . .15

\*PHY 201, 202, 203, and 204 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 107 AUDIOTUTORIAL BIOLOGY** 4 semester hours  
A lively, multi-media involvement in bioscience, combining the lecture topics of BIO 100 with the laboratory experiences of BIO 105. Weekly scheduling is flexible and instruction is individualized by way of instructor contact, audiotape, film, and relevant laboratory exercises. Living organisms are used extensively. For majors and non-majors alike. Three hours integrated lecture-lab instruction and one hour evaluation each week. Fee \$7.00.
- BIO 111 PHYSICAL SCIENCE AND MICROBIOLOGY FOR ALLIED HEALTH** 2 semester hours  
An integration of physical, chemical, and biological subjects presented in support of the allied health technician in training. General physics, general chemistry, and microbiology are introduced in sequence coordinated with the allied health programs. Corequisite: BIO 105. Does not meet requirements for General Education Science.
- BIO 112 HUMAN ANATOMY AND PHYSIOLOGY I** 2 semester hours  
An introduction to human body parts, cells, tissues, and organ systems is presented in this course. Lectures are timed and presented in support of the allied health programs. Prerequisite: for allied health students BIO 115A for all other students SCI 101. Corequisite: BIO 105. Does not meet requirements for General Education Science.

- BIO 113 HUMAN ANATOMY AND PHYSIOLOGY II** 2 semester hours  
A continuation of Human Anatomy and Physiology I. Further study of the organ systems of the human organism. Corequisite: BIO 117 for allied health students. Prerequisite: for allied health students 115A for all other students SCI 101.
- BIO 114 HUMAN ANATOMY AND PHYSIOLOGY III** 2 semester hours  
A continuation of Human Anatomy and Physiology I and II. Corequisite BIO 117 for allied health students. Prerequisite: for allied health students BIO 115A for all other students SCI 101. Does not meet requirements for General Education Science.
- BIO 117 PARAMEDICAL SCIENCE II LABORATORY** 1 semester hour  
Laboratory Experiments to accompany BIO 113 & 114. Prerequisite BIO 111 & 112 and BIO 105. Corequisite BIO 113 & 114. One two hour period weekly. Fee \$7.00.
- BIO 120 MAN AND ENVIRONMENT I** 3 semester hours  
Offered over public T.V. in cooperation with Miami-Dade Community 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 121 MAN AND ENVIRONMENT II** 3 semester hours  
Offered over public T.V. in cooperation with Miami-Dade Community College. A sequel to, but not prerequisited by BIO 120. Man's perception of his environment, ecological areas, and the solution to contemporary problems are considered. Does not meet requirements of 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 BIOLOGY** 3 semester hours  
Introduction to marine life involving identification of organisms and the nature of their environment. Collecting trips and laboratory study relate to economic applications. Prerequisites: BIO 150-151 and 160-161 or instructor approval. Corequisite BIO 251.

**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 CHEMISTRY (A.A. Degree)

#### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 101-Composition . . . . .3	ENG 102 or 104-Composition . . .3
CHE 131-General Chemistry . . . .3	CHE 132-General Chemistry . . . .3
*MTH 133-Pre-Calculus Math . . . .3	CHE 134-Gen. Chemistry Lab . . . .1
GER 101-Elementary German . . . .3	MTH 231-Calculus . . . . .6
HPR-Physical Education . . . . .1	GER 102-Elementary German . . . .3
Social Science . . . . .3	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .16	Total Semester Hours . . . . .17

#### SUMMER TERMS

Term III-A	Term III-B
CHE 133-General Chemistry . . . .3	Humanities . . . . .3
CHE 135-Gen. Chemistry Lab . . . .1	Social Science . . . . .3
HPR-Physical Education . . . . .1	
Total Semester Hours . . . . .5	Total Semester Hours . . . . .6

#### SECOND YEAR

<i>First Term</i>	<i>Second Term</i>
CHE 221-Organic Chemistry . . . .3	CHE 222-Organic Chemistry . . . .3
CHE 223-Organic Chem. Lab . . . .1	CHE 224-Organic Chem. Lab . . . .1
MTH 232-Calculus . . . . .6	PHY 211-General Physics . . . . .3
PHY 210-General Physics . . . . .3	PHY 213-General Physics Lab . . . .1
PHY 212-General Physics Lab . . . .1	GER 202-Intermediate German . . . .3
GER 201-Intermediate German . . . .3	Humanities . . . . .3
	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .17	Total Semester Hours . . . . .15

\*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-majors and who do not require a year of general college chemistry in their programs. Credit will not be given for both CHE 107 and CHE 131.
- 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** 4 semester hours  
A 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. Prerequisite: CHE 107.
- 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. Credit will not be given for both CHE 131 and CHE 107.
- 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 lecture sequence CHE 131, 132, 133. Continued development of modern chemical principles. CHE 133 and CHE 135 completes requirements for General Chemistry and are prerequisites 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.

**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 aromatic compounds together. Prerequisite for CHE 221: CHE 133 and CHE 135. Co-requisite 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 hours 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**

<i>First Term</i>	<i>Second Term</i>
CHE 131-General Chemistry . . . .3	ENG 102 or 104-Composition . . .3
ENG 101-Composition . . . . .3	MTH 231-Calculus . . . . .6
*MTH 133-Pre-Calculus Math . . .3	CHE 132-General Chemistry . . .3
EGR 101-Engineering Drawing . .3	CHE 134-Gen. Chemistry Lab . . .1
HPR-Physical Education . . . . .3	HPR-Physical Education . . . . .1
Social Science . . . . .3	EGR 105-Descriptive Geometry .3
Total Semester Hours . . . . .16	Total Semester Hours . . . . .17

**SUMMER TERMS**

<b>Term III-A</b>	<b>Term III-B</b>
CHE 133-General Chemistry . . . .3	Social Science . . . . .3
CHE 135-Gen. Chemistry Lab . . .1	Area 5 (Other than F) . . . . .3
Humanities . . . . .3	
Total Semester Hours . . . . .7	Total Semester Hours . . . . .6

\*The first term on campus Pre-Engineering students should enroll in the highest mathematics course for which qualified and in EGR 101.

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

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
Humanities . . . . .3	*MTH 235-Differential
MTH 232-Calculus . . . . .6	Equations (b) . . . . .3

PHY 210-General Physics . . . . .3	PHY 211-General Physics . . . . .3
PHY 212-General Physics Lab . . .1	PHY 213-General Physics Lab . . .1
HPR-Physical Education . . . . .1	Humanities . . . . .3
*MTH 234-Linear Algebra (a) . . .3	HPR-Physical Education . . . . .1
	PHY 250-Analytical Mechanics (b) or
	EGR 233-Engineering Mechanics (b) . . . . .3
	DP 110 . . . . .3
Total Semester Hours . . . . .17	Total Semester Hours . . . . .17

## 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 only 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 only in Term II. Not offered Term III.

**EGR 233 ENGINEERING MECHANICS** 3 semester hours  
Statics of particles, rigid bodies and structures. The algebra and calculus of vectors are applied to the analysis of bodies at rest. Also included are problems dealing with equilibrium and friction. Calculus is used to find centroids and moments of inertia and in the analysis of virtual displacements. Prerequisites: PHY 210 and MTH 231. Offered Term II only.

- (a) Offered during the fall term, Term I. It is not a required course, but would help strengthen the student's background.
- (b) Offered only during spring term (Term II).

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

### SUGGESTED PROGRAM FOR 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 (Level according to placement test)
HPR-Physical Education . . . . .1
Social Science . . . . .3
Total Semester Hours . . . . .16

CHE 134-Gen. Chemistry Lab . . .1
Modern Foreign Language . . . . .3 (in sequence)
HPR-Physical Education . . . . .1
Social Science . . . . .3
Total Semester Hours . . . . .17

### SUMMER TERMS

#### Term III-A

ENG 230-American Literature . . .3
Modern Foreign Language . . . . .3 (in sequence)
HPR-Physical Education . . . . .1
Total Semester Hours . . . . .7

#### Term III-B

Humanities . . . . .3
Modern Foreign Language . . . . .3 (in sequence)
Total Semester Hours . . . . .6

### SECOND YEAR

#### *First Term*

MTH 133-Pre-Calculus Math . . . .3
CHE 133-General Chemistry . . . .3
CHE 135-Gen. Chemistry Lab . . . .1
GY 105-Physical Geology . . . . .3
GY 106-Physical Geology Lab . . .1
PHY 201-Intermediate Physics . . .3
PHY 203-Intermediate Physics Lab . . . . .1
Total Semester Hours . . . . .15

#### *Second Term*

BIO 100-Modern Biology . . . . .3
GY 110-Historical Geology . . . .3
GY 111-Historical Geology Lab . . . . .1
Elective . . . . .3
HPR-Physical Education . . . . .1
PHY 202-Intermediate Physics . . .3
PHY 204-Inter. Physics Lab . . . .1
Total Semester Hours . . . . .15

## 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 \$5.00.
- GY 108 FLORIDA GEOLOGY** 3 semester hours  
A study of the unique nature of the geology and hydrology of the State of Florida as it relates to water management, conservation, and pollution.

**GY 109 FLORIDA GEOLOGY LABORATORY** 1 semester hour  
 One two-hour session per week designed to provide laboratory experiences and/or field trips to complement the topics covered in GY 108. Fee \$5.00.

**GY 110 HISTORICAL GEOLOGY** 3 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. Prerequisites GY 105 and GY 106.

**GY 111 HISTORICAL GEOLOGY LABORATORY** 1 semester hour  
 One two-hour session per week. Experimental topics include fossils, paleogeography, rock correlation, and interpretation of geologic maps as related to the lectures. Corequisite: GY 110. Fee \$5.00.

**SUGGESTED PROGRAM FOR MATHEMATICS (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 . . .3	MTH 231-Calculus . . . . .6
GER 101-German (or FRE 101) .3	Social Science . . . . .3
Social Science . . . . .3	GER 102-German (or FRE 102) .3
HPR-Physical Education . . . . .1	HPR Physical Education . . . . .1
Elective . . . . .3	
Total Semester Hours . . . . .16	Total Semester Hours . . . . .16

**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 . . . . .6	MTH 235-Differential Equations .3
PHY 210-General Physics . . . . .3	PHY 211-General Physics . . . . .3
PHY 212-General Physics Lab . . .1	PHY 213-General Physics Lab . . .1
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 . . . . .17	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.

### **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.

### **MTH 100 GENERAL EDUCATION COLLEGE MATHEMATICS**

3 semester hours

General Education course recommended for students not planning to major in mathematics or science. Emphasis is placed upon fundamental mathematical concepts. 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 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**

3 semester hours

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

### **MTH 136 MATHEMATICS WITH MACHINES**

1 semester hour

Flow charts, the BASIC programming language, machine languages, familiarization with the type of problems machines can handle, development of problem-solving skills. The class meets three hours per week for 5 weeks. You may take MTH 136 at the start of a term, after 5 weeks of the term, or the last 5 weeks of the term.

**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 common 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 AND ANALYTICAL GEOMETRY** 6 hours each semester\*  
Topics from analytic geometry, 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.

\*Term I only: Credit for MTH 231 and MTH 232 will be 5 semester hours each.

Term II only: Credit for MTH 232 will be 5 semester hours.

**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.

## COURSES OF INSTRUCTION PHYSICAL SCIENCE

- SCI 101 PHYSICAL SCIENCES SURVEY** 3 semester hours  
 A survey of Physical Sciences including Astronomy, Chemistry, Geology, Meteorology and Physics, oriented to the non-science major. Available with a laboratory for students whose programs require a 4 credit science course.
- SCI 103 PHYSICAL SCIENCES LABORATORY** 1 semester hour  
 An optional course providing laboratory experience in the disciplines taught in SCI 101. One two hour period weekly. Fee \$3.00.

### SUGGESTED PROGRAM FOR PHYSICS (A.A. Degree)

#### FIRST YEAR

##### *First Term*

ENG 101-Composition . . . . .	3
CHE 131-General Chemistry . . . . .	3
*MTH 133-Pre-Calculus Math . . . . .	3
GER 101-Elementary German . . . . .	3
HPR-Physical Education . . . . .	1
Elective . . . . .	3
<b>Total Semester Hours . . . . .</b>	<b>16</b>

##### *Second Term*

ENG 102 or 104 Composition . . . . .	3
CHE 132-General Chemistry . . . . .	3
CHE 134-Gen. Chemistry Lab . . . . .	1
MTH 231-Calculus . . . . .	6
GER 102-Elementary German . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total Semester Hours . . . . .</b>	<b>17</b>

#### SUMMER TERMS

##### Term III-A

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

##### Term III-B

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

#### SECOND YEAR

##### *First Term*

MTH 232-Calculus . . . . .	6
PHY 210-General Physics . . . . .	3
PHY 212-General Physics Lab . . . . .	1
Humanities . . . . .	3
GER 201-Intermediate German . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total Semester Hours . . . . .</b>	<b>17</b>

##### *Second Term*

MTH 235-Differential Equations . . . . .	3
PHY 211-General Physics . . . . .	3
PHY 213-General Physics Lab . . . . .	1
PHY 250-Analytical Mechanics . . . . .	3
Humanities . . . . .	3
GER 202-Intermediate German . . . . .	3
HPR-Physical Education . . . . .	1
<b>Total Semester Hours . . . . .</b>	<b>17</b>

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

## COURSES OF INSTRUCTION PHYSICS

- PHY 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.
- PHY 201 and 202 INTERMEDIATE PHYSICS** 3 semester hours each  
General physics course at the intermediate level. 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. Prerequisite for PHY 201: MTH 172 or MTH 133. Prerequisite for PHY 202: PHY 201.
- PHY 203 and 204 INTERMEDIATE PHYSICS LABORATORY** 1 semester hour each  
Laboratories designed to accompany PHY 201 and PHY 202 respectively. Each lab meets for two hours each week.
- PHY 210 and 211 GENERAL PHYSICS** 3 semester hours each  
Designed as a two-term course offering a comprehensive coverage of the entire science of physics. Contents for the first course includes mechanics, heat, wave motion, and sound. The second course includes electricity, magnetism, light, and modern physics. Complex numbers are introduced and used in the solution of problems. Calculus is used extensively and simple differential equations are solved. The courses are intended for majors in physics, or the physical sciences, or in engineering. Prerequisite or corequisite for PHY 210 is MTH 231. Prerequisite for PHY 211 is PHY 210. Pre or corequisite for PHY 211 is MTH 232.
- PHY 212 and 213 GENERAL PHYSICS LABORATORY** 1 semester hour each  
Laboratories designed to accompany PHY 210 and PHY 211 respectively. The labs meet for two hours each week.
- 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.

## 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.

## 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 landscape design, landscape contracting, nursery and turf production and management, horticultural pest control, horticultural sales, 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 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.

## 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.

**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-Landscape Plant Identification 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 Practices I	....3
LST 150-Soils and Fertilizers	....3
LST 132-Landscape Plant Identification 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 Practices II	....3
LST 233-Advanced Landscape Plant Identification	....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 English 095 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 102 HOME LANDSCAPE DESIGN** **2 semester hours**  
The principles of basic design and of the use of plants for the esthetic, practical, and economic improvement of private properties. It also includes a study of basic architectural features in the landscape and practice in drawing and reading landscape plans. One lecture weekly for 10 weeks. Not required for A.S. Degree.
- 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 as related to plant growth, propagation and management. Three lecture hours weekly with occasional field trips.
- LST 131 LANDSCAPE PLANT IDENTIFICATION 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. Three lecture hours in field weekly with occasional field trips.
- LST 132 LANDSCAPE PLANT IDENTIFICATION II** **3 semester hours**  
The identification and landscape use of ornamental vines, palms, shrubs and trees commonly used in south Florida landscapes. Three lecture hours in field weekly with occasional field trips.
- 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. Three lecture hours weekly with occasional field trips.
- LST 185 HORTICULTURAL PRACTICES I** **3 semester hours**  
The practices and procedures used in growing and managing landscape plants in south Florida. The student will take part in transplanting, fertilizing, soil sampling, mixing soils and pruning as well as other horticultural procedures. Two three-hour labs per week. Field trips will be required.

- LST 203-TURF-GRASS MANAGEMENT** 3 semester hours  
A practical approach to the principles of turf-grass management and their applications in the field. The areas of study will be the nature of the turf-grass industry, characteristics and adaptations of southern grasses, establishment and maintenance of turf, the case and operation of turf equipment and turf pests. Three lecture hours weekly with occasional field trips.
- LST 206 WEED IDENTIFICATION AND CONTROL** 3 semester hours  
Identification and methods of control of terrestrial and aquatic weeds of southern Florida commonly found in landscapes, field and container nurseries, and turfgrasses and aquatic areas. Calibration use and preventative maintenance of pest control equipment will also be discussed. Two three-hour lectures per week and three field trips. Term III-A. Not required for A.S. Degree.
- LST 223 ADVANCED LANDSCAPE PLANT IDENTIFICATION** 3 semester hours  
The identification and landscape use of ornamental plants of more recent introduction and development in south Florida and certain specialized horticultural crops. Three lecture hours in field weekly with occasional field trips.
- LST 240 HORTICULTURAL SEMINAR** 1 semester hour  
Discussion of current topics in horticulture and related subjects. Students present papers before the group. One two-hour class every other 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 lecture hours 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 plans. 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 of part-time, on-the-job, practical experience in an approved commercial business. Total part-time employment to be no less than 12 hours weekly and no more than 18. Technical report required. Term II.

**LST 286 HORTICULTURAL PRACTICES II** 3 semester hours  
Basic principles and practices involved in: 1) The cultural adaptations, production and management of south Florida turf grasses; 2) All phases of weed control; 3) Irrigation design and installation, and; 4) introduction to operation, maintenance and minor repair of equipment used in the horticultural industry. Two three hour labs per week. Term I.

**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. Three lecture hours weekly with occasional field trips.

## **LANDSCAPE TECHNOLOGY SEMINARS AND SHORT COURSES**

Throughout the year, seminars and short courses oriented toward the industry and homeowners are offered in turfgrass management, weed control, diagnosing plant problems, home landscape design, plant identification, and other subjects.

## **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 Examination in Pest Control.

Persons interested in the curriculum and course description should write the staff of the Pest Control Technology Program.



**Term III-A**

PCT 201-Field Service I . . . . .	3
Total Semester Hours . . . . .	3

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
PSC 122-Government . . . . .3	BA 130-Salesmanship . . . . .3
PSY 100-Human Relations in Business & Industry . . . . .3	BA 260 or 262 . . . . .3
PCT 211-Household Pests and Control . . . . .4	PCT 251-Wood Destroying Pests and Control . . . . .4
PCT 217-Seminar . . . . .2	PCT 261-Pest Control Business Administration . . . . .3
LST 250-Plant Pest Control . . . .3	PCT 271-Field Service II . . . . .3
HPR . . . . .1	HPR . . . . .1
Total Semester Hours . . . . .16	Total Semester Hours . . . . .17

**COURSES OF INSTRUCTION  
PEST CONTROL TECHNOLOGY**

- PCT 101 ENTOMOLOGY** **3 credits**  
An introduction to the natural history, classification, habits, anatomy, and development of insects and their relatives. Emphasis will be placed on those of pest control significance. A survey of control practices will be included. Three lecture hours per week. Term II.
- PCT 121 PESTICIDES** **3 credits**  
The classification, mode of action, toxicity, mixing, registration, and safe application techniques of chemicals used in Pest Control Industry. Three lecture hours per week. Term II.
- PCT 151 INSECT IDENTIFICATION** **3 credits**  
The systematic identification of insects and other animals of pestiferous and biological importance to the Horticultural and Structural Pest Control Industries. Three lecture hours weekly with occasional field trips. Term II.
- PCT 201 FIELD SERVICE I** **3 credits**  
Summer, full-time, on-the-job work experience with a pest control firm doing business in all categories. At least 30 hours per week for 6 weeks. Term III-A.
- PCT 211 HOUSEHOLD PESTS AND CONTROL** **4 credits**  
A practical approach to the identification, biology, life histories, inspection procedures, and controls involving general household pests. Three lecture hours weekly and three field trips required. Term I.
- PCT 217 SEMINAR** **2 credits**  
Discussion of current topics in Pest Control or related subjects. Students present papers before the group. Two hours per week. Term I.

- PCT 251 WOOD DESTROYING PESTS AND THEIR CONTROL** 4 semester hours  
A practical approach to the identification, biology, life history, detection and control of the termites, beetles and fungi which destroy wood in structures. The operation and selection of tools and equipment will also be demonstrated and discussed. Three lecture hours weekly and three field trips required.
- PCT 261 PEST CONTROL BUSINESS ADMINISTRATION** 3 semester hours  
Studies in the basic nature of pest control services: Site selection, business and labor management, production, cost analysis, insurance, laws, taxation and other business methods as they relate to Pest Control Business will be discussed. Three lecture hours weekly.
- PCT 271 ADVANCED FIELD SERVICE** 3 semester hours  
One term of part-time employment with a pest control firm doing business in all categories. At least 12 hours per week on-the-job for 15 weeks will be required. Work experience is approved by and under the jurisdiction and supervision of the PCT faculty member. Research projects and written reports commensurate with the individual's career goals are required.

## **DIVISION OF SOCIAL SCIENCES**

<b>Anthropology</b>	<b>History</b>	<b>Psychology</b>
<b>Education</b>	<b>Military Science</b>	<b>Sociology</b>
<b>Geography</b>	<b>Political Science</b>	

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 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 or	BIO 100-Modern Biology . . . . .3
MTH 131-Basic College Math . . . .3	BIO 105-Modern Biology Lab . .1
Language . . . . .3	Language . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
MUS 200 . . . . .3	
Total Semester Hours . . . . .16	Total Semester Hours . . . . .14

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

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

\*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; students who enroll in PSC 121 must take PSC 122 or PSC 221.

**\*SUGGESTED PROGRAM FOR SECONDARY 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

\*Students who enroll in HIS 101 must take HIS 102; those enrolling in PSC 121 must take PSC 122 or PSC 221.

Social Sciences  
Courses - Education

BIO 100-Modern Biology . . . . .	3
BIO 105-Modern Biology Lab . . .	1
Language . . . . .	3
HPR-Physical Education . . . . .	1
 Total Semester Hours . . . . .	 14

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

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

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 100 INFANT DEVELOPMENT  
AND BEHAVIOR** 3 semester hours  
An overview of the physical, intellectual, emotional and social stages of development of the infant (0-3) and their implications for the child's interaction with his environment.

**EDU 101 CHILD DEVELOPMENT  
AND BEHAVIOR** 3 semester hours  
A study of the progressive development of the child (3-6) years covering physical, intellectual, emotional, and social stages and their relationship to the child in his environment. Prerequisite EDU 100 or permission of the instructor.

**EDU 102 PRE-SCHOOL EDUCATION** 3 semester hours  
Behavior and growth pattern in relation to the learnings of the pre-school child. Program development and techniques in instruction are considered. Prerequisite-EDU 101 or permission of the instructor.

**EDU 103 PRE-SCHOOL ACTIVITIES** 3 semester hours  
Curricula for and activities of the pre-school child. Techniques and

materials appropriate for art, drama, music, science, and play are considered. Prerequisite: EDU 102 or corequisite EDU 102 or permission of the instructor.

**EDU 104 PRE-SCHOOL MATERIALS** 3 semester hours  
Literary selections, story telling, puppets, .dramatics and creative communications as related to pre-school child.

**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 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 HISTORY (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
MTH 131-Basic College Mathematics . . . . .3	SPE 100-Introductory Speech . .3 Language . . . . .3
Language . . . . .3	Natural Science . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .13	Total Semester Hours . . . . .16

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

Natural Science . . . . .4
Total Semester Hours . . . . .4

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
HIS 201-History of the U.S. . . . .3	HIS 202-History of the U.S. . . . .3
Humanities . . . . .3	Humanities . . . . .3
Language . . . . .3	Language . . . . .3
Elective . . . . .3	Elective . . . . .3
Elective . . . . .3	Elective . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .16	Total Semester Hours . . . . .16

**Recommended Humanities**

ENG 221 or 222 English Literature  
 PHI 260 or 263 Philosophy

**Recommended Foreign Language**

French or German  
 Spanish is area of concentration in Latin  
 America or American studies

**Recommended Natural Science**

BIO 100 and BIO 105

**Recommended Electives**

GEO 201 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  
Anthropology

†When not taken as part of humanities requirement.

## COURSES OF INSTRUCTION HISTORY

- HIS 101 WESTERN CIVILIZATION** 3 semester hours  
A survey of Western Civilization from the Ancient near East to the Age of Louis XIV. Emphasis will be placed on the social, intellectual, political and cultural forces responsible for Western development.
- HIS 102 WESTERN CIVILIZATION** 3 semester hours  
Continuation of HIS 101 to the present with emphasis on expansion of the West.
- HIS 107 NON-WESTERN CIVILIZATION** 3 semester hours  
This course is a survey of the culture and civilization of the non-western world from its earliest beginnings to the present, dealing with the religious, political, social and economic aspects of their societies.
- HIS 111 THE HISTORY OF THE TWO AMERICAS** 3 semester hours  
The North and South America story, from the day of the Indians through the conquest and colonization of the whites to the beginning of today's Revolutions.
- HIS 112 THE HISTORY OF THE TWO AMERICAS** 3 semester hours  
The Problems of today in the Hemisphere, how they developed, why they changed and what will become of them with emphasis on inter-American relation in the areas of politics, economy and social structure.
- HIS 201 HISTORY OF THE UNITED STATES** 3 semester hours  
Designed for a general understanding of U.S. History. Brief review of Colonial period and Revolution. More intensive study of national leaders, political, social, and economic developments from 1789 to 1865. Nationalism and expansion. Origins and events of the Civil War.
- \*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.
- \*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.

- HIS 202 HISTORY OF THE UNITED STATES** 3 semester hours  
One Hundred years of U.S. History from the post-Civil War Reconstruction period in the South to our involvement in South Viet Nam. A general survey of the basic forces shaping American life; development of modern industrialism; organization of laborers and farmers; immigration. The Progressive Era; World War I; Prohibition; Depression and the New Deal. The U.S. as leader of the free world.
- \*HIS 202-H HISTORY OF THE UNITED STATES** 2 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 203 THE U.S.A. IN THE WORLD TODAY** 3 semester hours  
One-half the course consists of eight lectures followed by discussion periods and concentrating on eight selected topics in contemporary American history and problems. These sessions will be conducted by eight highly qualified visiting professors from various colleges and universities who will be coming to BCC under the auspices of the Freedoms Foundation at Valley Forge. This half may be taken without credit by anyone of the general public. The other half is for students and teachers who wish to earn three hours college credit and consists of attending seven additional sessions conducted by a BCC faculty member. These additional sessions will supplement the other eight and prepare the students for the visiting professors.
- 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.
- HIS 206 JEWISH HISTORY AND CULTURE** 3 semester hours  
A systematic survey of the development of Jewish History and Culture from biblical times to the present.
- HIS 207 FLORIDA HISTORY** 3 semester hours  
A survey of Florida from 1492 to the present. Emphasis will be placed on the state's development since the Civil War and its expectations for the future.
- HIS 211 LATIN AMERICA** 3 semester hours  
Review of Indian culture before 1492, followed by the invasion of the Americas by the forces of Western Civilization.
- HIS 212 LATIN AMERICA** 3 semester hours  
History of the Latin-American nations from the eve of revolution to the present day. Combines study of developments common to the whole area with case studies in national development. Includes discussion of

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

international relations, particularly with the United States.

**HIS 222 THE TWENTIETH CENTURY WORLD** 3 semester hours  
A survey of the major political forces. Among the topics covered are: the end of European dominance; the rise of totalitarian regimes; the emergent nations; the cold war; and a look toward the 21st Century.

**HIS 225 RUSSIA AND THE SOVIET UNION** 3 semester hours  
A survey of Russia from the time of Peter the Great until the present with emphasis on the Russian Revolution and the Rise of the Soviet State. A considerable portion of the time will be concerned with Soviet international relations since World War II and its place in the power politics of today.

**HIS 230 HISTORY OF AMERICAN BUSINESS** 3 semester hours  
A history of the development of American business from colonial time to the present with emphasis on the development of transportation, communication, agriculture and commerce. Considerable time will be spent on corporations, trusts, monopolies, etc.

**HIS 290 SEMINAR IN INTERNATIONAL TRAVEL** 3-6 semester hours  
A combination of classroom preparation plus foreign travel. Variable content depending on countries to be visited. Historical background and travel preparation will be included. Prerequisite: Permission of instructor.

**SUGGESTED PROGRAM FOR POLITICAL SCIENCE  
(A.A. Degree)**

**FIRST YEAR**

*First Term*

*Second Term*

Language .....3  
ENG 101-Composition .....3  
Mathematics .....3  
PSC 121-National Government .3  
HPR-Physical Education .....1

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 .....13

Total Semester Hours.....16

**SUMMER TERMS**

HIS 102-World Civilization ...3  
Total Semester Hours .....3

**SECOND YEAR**

*First Term*

*Second Term*

SOC 201-Introduction to  
Anthropology .....3  
Science .....3-4  
Language .....3  
Humanities .....3

HIS 201-History of the U.S. ....3  
PHI 263-Ethics  
ENG 222-English Literature ...3  
Science .....3-4  
Language .....3

PHI 260-Intro. to Philosophy OR	PSY 201-General Psychology . . .3
ENG 224-English Literature . . . .3	HPR-Physical Education . . . . .1
HPR-Physical Education . . . . .1	
Total Semester Hours . . 16-17	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.
- PSC 205 MUNICIPAL GOVERNMENT** 3 semester hours  
 A study of the institutions and processes of municipal and county government with emphasis on the municipalities and communities of Broward County.
- PSC 221 INTRODUCTION TO INTERNATIONAL RELATIONS** 3 semester hours  
 A consideration of the concepts of sovereignty, power, security; national interest in the determination of foreign policy; the United Nations and its functions and limitations. Study of the employment of these concepts in analysis of foreign policy developments of leading nations.

### 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. Prin. 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 III-A or III-B

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

\*Students who enroll in HIS 101 must take HIS 102; those enrolling in PSC 121 must take PSC 122 or PSC 221.

## SECOND YEAR

### *First Term*

SOC 211-Gen. Sociology . . . . .	3
ART 207-Art Appreciation OR	
MUS 207-Mus. Appreciation . . . . .	3
PSY 201-General Psychology . . . . .	3
SPE 100-Intro. to Speech . . . . .	3
Language . . . . .	3
HPR-Physical Education . . . . .	1
Total Semester Hours . . . . .	16

### *Second Term*

PSY 202-Adv. Gen. Psychology .	3
STA 221-Elementary Statistics .	3
Science . . . . .	3-4
Language . . . . .	3
Humanities . . . . .	3
HPR-Physical Education . . . . .	1
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.

## COURSES OF INSTRUCTION PSYCHOLOGY

**BEH 222 INDEPENDENT STUDY** 3 semester hours

A directed study course in the behavioral sciences. The course will be available to both majors and non-majors who wish to investigate a particular problem. The student will make application for the course to the Head of the Behavioral Sciences Department via an instructor with whom he wants to work. Prerequisite: To be ascertained by the instructor and Department Head.

**\*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.

\*These courses may not transfer to senior institutions as psychology courses but they will transfer as electives.

**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  
 The application of behavioral laws in situations calling for behavior change. The student is provided with a variety of opportunities to modify behavior by applying principles of behavior. The student then evaluates the effectiveness of his program. Prerequisite: PSY 201 and PSY 202.

**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.

**\*SUGGESTED PROGRAM FOR PRE-SOCIAL WELFARE (A.A. Degree)**

**FIRST YEAR**

*First Term*

*Second Term*

ENG 101-Composition . . . . .3	ENG 102 or 104-Composition . . .3
**HIS 101-World Civilization or HIS 111-The Two Americas from 1493-1830 . . . . .3	**HIS 102-World Civilization or HIS 112-The Two Americas from 1830-Present . . . . .3
MTH 131-Basic College Math . . . .3	Language . . . . .3
Language . . . . .3	CHEM 107-General Chemistry or SCI 101-Physical Sciences . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .13	Total Semester Hours . . . . .13

**SUMMER TERMS**

BIO 160-General Zoology . . . . .3
PSC 121-National Government . .3
BIO 161-Gen. Zoology Lab . . . .1
Total Semester Hours . . . . .7

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

\*\*Students who enroll in HIS 101 must take HIS 102; those enrolling in HIS 111 must take HIS 112.

## SECOND YEAR

### *First Term*

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.

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

### FIRST YEAR

#### *First Term*

ENG 101-Composition . . . . .	3
HIS 101 or PSC 121 . . . . .	3
MTH 131-Basic College Math . . .	3
SOC 211-General Sociology . . . .	3
HPR-Physical Education . . . . .	1

Total Semester Hours . . . . .13

#### *Second Term*

ENG 102 or 104-Composition . . .	3
MUS Music Appreciation . . . . .	3
BIO 100-Mod. Prin. of Biology . .	3
BIO 105-Mod. Prin. of Biology Lab . . . . .	1
PSY 201-General Psychology . . .	3
HPR-Physical Education . . . . .	1

Total Semester Hours . . . . .14

### TERM III-A or III-B

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

## SECOND YEAR

#### *First Term*

SOC 212-Social Organizations . . .	3
PSY 202-Adv. Gen. Psychology . .	3
ART 207-Art Appreciation or	
MUS 207 . . . . .	3
HPR-Physical Education . . . . .	1
HIS 102 or PSC 122 Electives . .	3

Total Semester Hours . . . . .16

#### *Second Term*

SOC 231-The Family or	
ANT 225-Gen. Anthropology or	
SOC 221-Social Problems . . . . .	3
PSY 238-Social Psychology . . . .	3
STA 221-Elementary Statistics . .	3
HPR-Physical Education . . . . .	1
SPE 100-Intro. to Speech . . . . .	3
Electives . . . . .	3

Total Semester Hours . . . . .16

\*If a student plans to continue for a four (4) year degree, he should check the language requirements of that college.

## COURSES OF INSTRUCTION SOCIOLOGY—ANTHROPOLOGY

- ANT 225 INTRODUCTION TO ANTHROPOLOGY** 3 semester hours  
An introductory study of the evolution and cultural developments 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 cause and related effects on society, with emphasis given to criminal theory and the sociological implications of criminal behavior. Prerequisite: SOC 211.
- SOC 225 JUVENILE DELINQUENCY** 3 semester hours  
A study of juvenile and delinquent behavior and its development which focuses on the social structure of society to find patterns of delinquent activity and its causations. Prerequisite: SOC 211.
- SOC 230 CONTEMPORARY RACE AND ETHNIC STUDIES** 3 semester hours  
A study of minority dominant relations with emphasis upon ethnic, racial, and religious minorities. 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.

## COURSES OF INSTRUCTION MILITARY SCIENCE

- MS 101 ORGANIZATION, DEFENSE DEPARTMENT AND THE ARMY** 1 semester hour  
Study of the Organization of the Department of Defense with emphasis

on mission, functions and organization of the Army in the field. 1 clock hour per week.

**MS 102 MILITARY ART** 1 semester hour  
Study of Military Art, historical case studies of the Civil War, with emphasis on strategy tactics and leadership employed. 1 clock hour per week.

**MS 201 MILITARY HISTORY I** 1 semester hour  
American Military History; emphasis on the development of the United States and the impact the United States Army had on United States growth; development of pre 1900 strategy and relationship to National Security. 2 clock hours per week.

**MS 202 MILITARY HISTORY II** 1 semester hour  
American Military History; emphasis on the development of the United States and the impact the United States Army had on United States growth, development of post 1900 strategy and relation to National Security. 2 clock hours per week.

**PRE-SCHOOL AND DAY CARE  
CENTER CERTIFICATE PROGRAM**

*ENG 095-Writing Course . . . . .	3
*ENG 093-Reading Communications	3
*SPE 103-Speech Communications	1
EDU 101-Child Development & Behavior . . . . .	3
EDU 100-Infant Development & Behavior . . . . .	3
EDU 102-Pre-School Education . .	3
EDU 103-Pre-School Activities . .	3
EDU 104-Pre-School Materials . .	3
*HPR 151-Personal Hygiene and Community Health . . . . .	1
*HPR 152-First Aid and Safety . .	1
CWS 110-Laboratory . . . . .	3
Total Semester Hours . . . . .	27

\*May be waived if competency test is passed.

## 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 113-115; 118-120; or 202-204 .....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)**

<i>First Term</i>	<i>Second Term</i>
ENG 101-Composition . . . . .3	ENG 103 or 104-Composition . . .3
HIS 101-World Civilization . . .3	BA 118-120-Inter. Typing or
TA 110 or EDU 210 . . . . .3	BA 201-204-Expert Typing . . .3
BA 113-Basic Typing or	HPR-Physical Education . . . . .1
BA 118-120-Intermediate	HPR 152-First Aid Safety . . . . .3
Typing . . . . .3	HIS 102-World Civilization . . .3
HPR-Physical Education . . . . .1	MTH 100 or 131 . . . . .3
BA 121-Accounting Survey . . .3	
Total Semester Hours . . . . .16	Total Semester Hours . . . . .16

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

BIO 100-Modern Principles of Biology . . . . .3
SPE 100-Introductory Speech . .3
Total Semester Hours . . . . .6

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
BA 111 or 112-Shorthand . . . . .3	BA 112 or 211-Shorthand . . . . .3
PSY 101-Psychology of Adjustment . . . . .3	EDU 251-Educational Psychology . . . . .3
EDU 299-Perspectives in Edu. . .3	TA 210-Seminar in Teacher Aide Education . . . . .5
BA 242-Transcribing Machines .3	TA 220-Practicum for Secretarial Teacher Aide . . . . .4
ENG 201-World Literature . . . . .3	HPR-Physical Education . . . . .1
HPR-Physical Education . . . . .1	
Total Semester Hours . . . . .16	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 113-115; 118-120; or 202-204	.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
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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 and fulfill the requirements as presented in item 3 above.

### TEACHER AIDE PROGRAM (A.S. Degree)

#### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 101-English Composition . . .3	ENG 103 or 104-Composition . . .3
PSY 101-Psychology of Adjustment . . . . .3	PSY 201-General Psychology . . .3
BA 113-115-Basic Typing or	BA 118-120-Inter. Typing or
BA 118-120-Inter. Typing . . . . .3	BA 201-204-Expert Typing . . .3
	MU 207-Music Appreciation . . .3

PSC 121-National Government . . .3	TA 120 or EDU 240 . . . . .3
TA 110 or EDU 210 . . . . .3	HPR-Physical Education . . . . .1
HPR-Physical Education . . . . .1	
Total Semester Hours . . . . .16	Total Semester Hours . . . . .16

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

ART 207-Art Appreciation . . . . .3
SOC 211-General Sociology . . . . .3
Total Semester Hours . . . . .6

**SECOND YEAR**

*First Term*

REL 240-World Religion . . . . .3	
SPE 100-Introductory Speech . .3	
EDU 299-Perspectives in Edu. . . .3	
PSY 211-Child Psychology . . . . .3	
HPR-Physical Education . . . . .1	

Total Semester Hours . . . . .16

*Second Term*

PSY 212-Adolescent Psychology 3	
EDU 251-Edu. 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, experiences, 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-Gen. Chemistry Lab . . .1
	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .14	Total Semester Hours . . . . .15

#### SUMMER TERMS

CHE 133-General Chemistry . . .3
CHE 135-Gen. Chemistry Lab . . .1
Social Science . . . . .3
Total Semester Hours . . . . .7

#### SECOND YEAR

<i>First Term</i>	<i>Second Term</i>
BIO 160-General Zoology . . . . .3	PHI 161-Logic . . . . .3
BIO 161-General Zoology Lab . .1	Humanities . . . . .3
MTH 133 Pre-Calculus Math . . .3	ECO 190 Introduction to
Humanities . . . . .3	Economics . . . . .3
Social Science . . . . .3	HPR-Physical Education . . . . .1
HPR-Physical Education . . . . .1	Area 5 (Other than F) . . . . .3
	PHY 201-Intermediate Physics . .3
	PHY 203-Inter. Physics Lab . . .1
Total Semester Hours . . . . .14	Total Semester Hours . . . . .17

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

#### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 101-Composition . . . . .3	ENG 102 or 104-Composition . . .3
ART 101-Drawing (Freehand) . . .3	EGR 101-Engineering Drawing . .3
BIO 100-Modern Biology . . . . .3	MTH 133-Pre-Calculus Math . . .5

BIO 105-Prin. of Bio. Lab . . . . .1	SCI 101-Physical Science . . . . .3
MTH 132-Contemporary College Algebra . . . . .3	HPR-Physical Education . . . . .1
HPR-Physical Education . . . . .1	
Total Semester Hours . . . . .14	Total Semester Hours . . . . .13

**SUMMER TERMS**  
**Term III-A or III-B**

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

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
MTH 231-Calculus . . . . .6	PHY 202-Intermediate Physics . .3
PHY 201-Intermediate Physics . .3	PHY 204-Intermediate Physics Lab . . . . .1
PHY 203-Intermediate Physics Lab . . . . .1	Humanities . . . . .3
Humanities . . . . .3	Social Science . . . . .3
*ARC 215 Architectural Communications . . . . .3	Area 5 (Other than F) . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .17	Total Semester Hours . . . . .14

Suggested electives depending on  
Student's math level:

- GY 105 Physical Geology
- BIO 150 Botany & Bio 151 Bot-  
any Lab.
- ECO 190 Introduction to Eco-  
nomics
- PSY 201 General Psychology

**SUGGESTED PROGRAM FOR PRE-BUILDING CONSTRUCTION**  
**(A.A. Degree)**

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
CC 100-Materials & Processes . .2	ARC 110-Arch. Drafting I . . . . .1
CC 101-Materials Testing Lab . .1	ARC 111-Arch. Drafting I Lab . .2
ENG 101-Composition . . . . .3	ENG 102-Composition . . . . .3
MTH 132-College Algebra . . . . .3	MTH 133-Pre-Calculus . . . . .3
MTH 191-Slide Rule . . . . .1	BIO 105-Biology Lab . . . . .1
Political Science . . . . .3	Political Science . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .14	Total Semester Hours . . . . .14

\*Prerequisite: The student must have ART 101 and EGR 101 before enrolling in ARC 215.

**Term III-A**

CC	250-Surveying	1
CC	251-Surveying Lab	2
	Area 5 (Other than F)	3
	<b>Total Semester Hours</b>	<b>6</b>

**SECOND YEAR**

*First Term*

BIO	100-Modern Biology	3
MTH	231-Calculus	6
PHY	201-Intermediate Physics	3
PHY	203-Physics Lab	1
	Humanities	3
HPR	Physical Education	1
	<b>Total Semester Hours</b>	<b>17</b>

*Second Term*

DP	101-Data Processing	3
GY	105-Physical Geology	3
PHY	202-Intermediate Physics	3
PHY	204-Physics Lab	1
	Humanities	3
HPR	Physical Education	1
	<b>Total Semester Hours</b>	<b>14</b>

**Term III-A**

ENG	103-Tech. Report Writing	3
BA	221-Accounting I	3
	<b>Total Semester Hours</b>	<b>6</b>

**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
	<b>Total Semester Hours</b>	<b>17</b>

*Second Term*

ENG	102 or 104-Composition	3
HIS	112-The Americas OR	
PSC	112-State & Local Gov't.	3
BIO	160-General Zoology	3
BIO	161-General Zoology Lab	1
SPE	100-Intro. to Speech	3
CHE	132-General Chemistry	3
CHE	134-Gen. Chem. Lab	1
	<b>Total Semester Hours</b>	<b>17</b>

**SUMMER TERMS**

**Term III-A**

PHI	260-Intro. to Philosophy	3
HPR	Physical Education	1
	<b>Total Semester Hours</b>	<b>4</b>

**Term III-B**

CHE'	133-General Chemistry and Qualitative Analysis	3
CHE	135-Gen. Chem. and Qual. Analysis Lab	1
	<b>Total Semester Hours</b>	<b>4</b>

**SECOND YEAR**

*First Term*

CHE	221-Organic Chemistry	3
CHE	223-Organic Chem. Lab	1
PSY	201-General Psychology	3
	Humanities (Lit.)	3
ECO	190-Intro. to Economics	3
HPR	Physical Education	1

*Second Term*

CHE	222-Organic Chemistry	3
CHE	224-Organic Chem. Lab	1
	Humanities (Music)	3
SOC	211-General Sociology	3
	Humanities (Art)	3
HPR	Physical Education	1

Total Semester Hours . . . . .14

Total Semester Hours . . . . .14

TOTAL . . . . .70

**PROGRAM FOR PRE-CORRECTIONS (A.A. Degree)**

Interested students are directed to the section on the Criminal Justice Institute.

**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  
 HIS 101-Western Civilization . . .3  
 Total Semester Hours . . . . .17

*Second Term*

Foreign Language . . . . .3  
 ENG 102-English Composition . .3  
 CHE 107-Chemistry for General  
 Education . . . . .3  
 GEO 201-World Regional  
 Geography . . . . .3  
 HIS 102-Western 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 Edu. 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 . . . . .1
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**

<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 Gen. Edu. Lab . . . . .1	ART-273-Advertising Design . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .14	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**

<i>First Term</i>	<i>Second Term</i>
Foreign Language . . . . .	Foreign Language . . . . .
BIO 100-Modern Principles of Biology . . . . .	ART 272-Illustration . . . . .
ECO 251-Principles of Economics . . . . .	ECO 252-Principles of Economics . . . . .
BA 221-Principles of Accounting . . . . .	ENG 230-American Literature . . .
ART 207-Art Appreciation . . . .	BA 271-Merchandising . . . . .
HPR-Physical Education . . . . .	HPR-Physical Education . . . . .
Total Semester Hours . . . . .	Total Semester Hours . . . . .

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**

<i>First Term</i>	<i>Second Term</i>
Foreign Language . . . . .	Foreign Language . . . . .
ENG 101-English Composition . . .	ENG 102-English Composition . . .
MTH 131-Basic College Math . . . .	CHE 132-General Chemistry . . . .
CHE 131-General Chemistry . . . .	CHE 134-Gen. Chemistry Lab . . . .
HIS 101-World Civilization . . . .	HIS 102-World Civilization . . . .
HPR-Physical Education . . . . .	HPR-Physical Education . . . . .
Total Semester Hours . . . . .	Total Semester Hours . . . . .

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

PSY 201-General Psychology . . . .	3
ENG 230-American Literature or ENG 231-American Literature . . . .	3

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
Foreign Language . . . . .	Foreign Language . . . . .
CHE 133-General Chemistry . . . .	ART 107-Basic Design . . . . .
CHE 135-Gen. Chemistry Lab . . . .	ART 210-Interior Design . . . . .
ART 106-Design I . . . . .	ECO 251-Principles of Economics . . . . .
ART 207-Art Appreciation . . . .	NTR 261-Nutrition in the Schools . . . . .
HPR-Physical Education . . . . .	

	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .14	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**

<i>First Term</i>	<i>Second Term</i>
Foreign Language . . . . .3	Foreign Language . . . . .3
ENG 101-English Composition .3	ENG 102-English Composition .3
MTH 131-Basic College Math . . .3	CHE 131-General Chemistry . . .3
BIO 100-Mod. Prin. of Biology .3	STA 221-Elementary Statistics .3
BIO 105-Mod. Prin. of Bio. Lab .1	HIS 101-World Civilization . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .14	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**

<i>First Term</i>	<i>Second Term</i>
Foreign Language . . . . .3	Foreign Language . . . . .3
CHE 132-General Chemistry . . .3	CHE 133-General Chem. . . . .3
CHE 134-Gen. Chem. Lab . . . . .1	CHE 135-General Chem. Lab . . .1
ECO 251-Principles of Economics . . . . .3	ART 207-Art Appreciation or MUS 207-Music in Western Culture or
NTR 261-Nutrition in the Schools . . . . .3	DRA 207-Theatre in Western Culture . . . . .3
MTH 132-College Algebra . . . . .3	PSY 201-General Psychology . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .17	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 and 203.

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

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
ENG 101-Composition . . . . .3	ENG 102 or 104-Composition . . .3

CHE 131-General Chemistry . . . . .3
MTH 132-College Algebra . . . . .3
EGR 101-Engineering Drawing . .3
HPR-Physical Education . . . . .1
SPE 100-Intro. to Speech . . . . .3
Total Semester Hours . . . . .16

CHE 132-General Chemistry . . . . .3
CHE 134-Gen. Chemistry Lab . . .1
EGR 105-Descriptive Geometry .3
HPR-Physical Education . . . . .1
MTH 133-Pre-Calculus Math . . . .3
Social Science . . . . .3
Total Semester Hours . . . . .17

**SUMMER TERMS****Term III-A**

ECO 251-Economics . . . . .3
CHE 133-General Chemistry . . . .3
CHE 135-Gen. Chemistry Lab . . .1
Total Semester Hours . . . . .7

**Term III-B**

Humanities . . . . .3
ECO 252-Economics . . . . .3
Total Semester Hours . . . . .6

**SECOND YEAR***First Term*

BIO 150-General Botany . . . . .3
BIO 151-General Botany Lab . . .1
MTH 231-Calculus . . . . .6
PHY 210-General Physics . . . . .3
PHY 212-General Physics Lab . . .1
HPR-Physical Education . . . . .1
Area 5 (Other than F) . . . . .3
Total Semester Hours . . . . .18

*Second Term*

Humanities . . . . .3
MTH 232-Calculus . . . . .6
PHY 211-General Physics . . . . .3
PHY 213-General Physics Lab . . .1
HPR-Physical Education . . . . .1
Social Science . . . . .3
Total Semester Hours . . . . .17

General Zoology (BIO 160-1) is required and may be taken at either the lower or the upper division institution.

**\*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-Gen. Chemistry Lab . . .1
BIO 160-General Zoology . . . . .3
BIO 161-General Zoology Lab . . .1
HPR-Physical Education . . . . .1
MTH 133-Pre-Calculus Math . . . .3
Total Semester Hours . . . . .15

**SUMMER TERMS****Term III-A**

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

**Term III-B**

STA 221-Elementary Statistics . .3
Humanities . . . . .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*

MTH 231-Calculus . . . . .	.6
CHE 133-General Chemistry . . . . .	.3
CHE 135-Gen. Chemistry Lab . . . . .	.1
PHY 201-Intermediate Physics . . . . .	.3
PHY 203-Inter. Physics Lab . . . . .	.1
HPR-Physical Education . . . . .	.1
Total Semester Hours . . . . .	15
Suggested Elective: Economics 252	

*Second Term*

ECO 251-Prin. of Economics . . . . .	.3
PHY 202-Intermediate Physics . . . . .	.3
PHY 204-Inter. Physics Lab . . . . .	.1
SPE 100-Introductory Speech . . . . .	.3
Social Science . . . . .	.3
HPR-Physical Education . . . . .	.1
Total Semester Hours . . . . .	14

**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-Astronomy I . . . . .	.3
Foreign Language . . . . .	.3
HPR-Physical Education . . . . .	.1
Total Semester Hours . . . . .	16

**Term III-A**

ART 108-Art History I . . . . .	.3
ENG 230-American Literature . . . . .	.3
Total Semester Hours . . . . .	.6

**Term III-B**

Humanities . . . . .	.3
Total Semester Hours . . . . .	.3

**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-Prin. 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-Prin. 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.

### PROGRAM FOR PRE-LAW ENFORCEMENT (A.A. Degree)

Interested students are directed to the section on the Criminal Justice Institute.

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

#### FIRST YEAR

<i>First Term</i>	<i>Second Term</i>
ENG 101-Composition . . . . .3	ENG 102 or 104-Composition . . .3
BIO 105-Principles of BIO Lab . .1	CHE 132-General Chemistry . . .3
CHE 131-General Chemistry . . .3	CHE 134-Gen. Chemistry Lab . . .1
*MTH 231-Calculus . . . . .6	MTH 232-Calculus . . . . .6
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
	Area 5 (other than F) . . . . .3
Total Semester Hours . . . . .14	Total Semester Hours . . . . .17

\*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.

†Student may wish to vary the program according to the requirements of the transferring Senior Institution, but be careful that general education requirements are met.

#### SUMMER TERMS

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

CHE 133-General Chemistry . . . .3
CHE 135-Gen. Chemistry Lab . . .1
Total Semester Hours . . . . .4

#### SECOND YEAR

<i>First Term</i>	<i>Second Term</i>
BIO 150-General Botany . . . . .3	BIO 160-General Zoology . . . . .3
BIO 151-General Botany Lab . . .1	BIO 161-General Zoology Lab . .1
CHE 221-Organic Chemistry . . .3	CHE 222-Organic Chemistry . . .3
CHE 223-Organic Chem. Lab . . .1	CHE 224-Organic Chemistry Lab .1
Humanities . . . . .3	Humanities . . . . .3
Social Science . . . . .3	Social Science . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .16	Total Semester Hours . . . . .16

**SUGGESTED PROGRAM FOR PRE-MEDICAL TECHNOLOGY  
(A.A. Degree)**

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
ENG 101-Composition . . . . .3	ENG 102 or 104-Composition . . .3
HIS 111-History of Americas or	HIS 112-History of Americas or
PSC 121-National Govt. . . . .3	PSC 122-State & Local Govt. . .3
CHE 131-General Chemistry . . . .3	BIO 100-Principles of Biology . .3
MTH 131-Basic College Math . . . .3	BIO 105-Prin. of Biology Lab . . .1
HPR-Physical Education . . . . .1	CHE 132-General Chemistry . . . .3
Humanities . . . . .3	CHE 134-Gen. Chemistry Lab . . .1
	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .16	Total Semester Hours . . . . .15

**SUMMER TERM**

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

CHE 133-General Chemistry . . . .3
CHE 135-Gen. Chemistry Lab . . .1
Humanities . . . . .3
Total Semester Hours . . . . .7

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
BIO 150-General Botany . . . . .3	BIO 160-General Zoology . . . . .3
BIO 151-General Botany Lab . . .1	BIO 161-General Zoology Lab . . .1
CHE 221-Organic Chemistry . . . .3	CHE 222-Organic Chemistry . . . .3
CHE 223-Organic Chem. Lab . . .1	CHE 224-Organic Chem. Lab . . .1
PHY 130-Physics . . . . .3	Elective . . . . .3
SOC 211-General Sociology . . . .3	HPR-Physical Education . . . . .1
HPR-Physical Education . . . . .1	Area 5 (other than F) . . . . .3
Total Semester Hours . . . . .15	Total Semester Hours . . . . .15

**SUGGESTED PROGRAM FOR PRE-NURSING (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-Principles of Biology . . .3	BIO 160-Zoology . . . . .3
BIO 105-Prin. of Biology Lab . . .1	BIO 161-Zoology Lab . . . . .1
CHE 131-General Chemistry . . . .3	CHE 132-General Chemistry . . . .3
MTH 131-Basic College Math . . . .3	CHE 134-General Chem. Lab . . .1
HPR-Physical Education . . . . .1	Social Science Elective . . . . .3
	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .14	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 Chem. Lab . . .	1
Electives . . . . .	3
Humanities . . . . .	3
HPR-Physical Education . . . . .	1
Total Semester Hours . . . . .	14

*Second Term*

PSY 211-Child Psychology . . . . .	3
PHY 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**

GY 105-Physical Geology . . . . .	3
GY 106-Physical Geology Lab . .	1
Total Semester Hours . . . . .	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 perusing 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
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*Second Term*

ENG 102 or 104-Composition . . .	3
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**Pre-Professional Programs**

CHE 131-General Chemistry . . . . .3
MTH 132-College Algebra . . . . .3
Social Science . . . . .3
HPR-Physical Education . . . . .1
<b>Total Semester Hours . . . . .13</b>

CHE 132-General Chemistry . . . . .3
CHE 134-Gen. Chemistry Lab . . . . .1
MTH 133-Pre-Calculus Math . . . . .3
Social Science . . . . .3
HPR-Physical Education . . . . .1
<b>Total Semester Hours . . . . .14</b>

**SUMMER TERMS**

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

**SECOND YEAR**

The work for the second year should be planned on the basis of the senior institution to which transfer is planned; it will probably include PHY 201-202; BIO 160. Be careful that the general education requirements of this College are met.

**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
Social Science . . . . .3
HPR-Physical Education . . . . .1
<b>Total Semester Hours . . . . .14</b>

*Second Term*

ENG 102 or 104-Composition . . . . .3
CHE 132-General Chemistry . . . . .3
CHE 134-Gen. Chemistry Lab . . . . .1
MTH 133-Pre-Calculus Math . . . . .3
BIO 150-General Botany . . . . .3
BIO 151-General Botany Lab . . . . .1
HPR-Physical Education . . . . .1
<b>Total Semester Hours . . . . .15</b>

\*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.

**SUMMER TERMS**

**Term III-A**

CHE 133-General Chemistry . . . . .3
CHE 135-Gen. Chemistry Lab . . . . .1
Social Science . . . . .3
<b>Total Semester Hours . . . . .7</b>

**Term III-B**

Humanities . . . . .3
HPR-Physical Education . . . . .1
Area 5 (Other than F) . . . . .3
<b>Total Semester Hours . . . . .7</b>

**SECOND YEAR**

*First Term*

CHE 221-Organic Chemistry . . . . .3
CHE 223-Organic Chem. Lab . . . . .1
MTH 231-Calculus . . . . .6
PHY 201-Intermediate Physics . . . . .3
PHY 203-Inter. Physics Lab . . . . .1
HPR-Physical Education . . . . .1

*Second Term*

CHE 222-Organic Chemistry . . . . .3
CHE 224-Organic Chem. Lab . . . . .1
BIO 160-General Zoology . . . . .3
BIO 161-General Zoology Lab . . . . .1
PHY 202-Intermediate Physics . . . . .3
PHY 204-Inter. Physics Lab . . . . .1

	Humanities . . . . .3
Total Semester Hours . . . . .15	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
Elective . . . . .3
Total Semester Hours . . . . .16

*Second Term*

ENG 102 or 104-Composition . . . . .3
MTH 132-College Algebra . . . . .3
CHE 132-General Chemistry . . . . .3
CHE 134-Gen. Chemistry Lab . . . . .1
Social Science . . . . .3
HPR-Physical Education . . . . .1
Total Semester Hours . . . . .14

**SUMMER TERMS**

CHE 133-General Chemistry . . . . .3
CHE 135-Gen. Chemistry Lab . . . . .1
Elective . . . . .3
Total Semester Hours . . . . .7

**SECOND YEAR**

*First Term*

Humanities . . . . .3
BIO 100-Modern Principles of Biology . . . . .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 . . . . .1
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 and 104-Composition . . . . .3
MTH 133-Pre-Calculus Math . . . . .3
CHE 132-General Chemistry . . . . .3
CHE 134-Gen. Chemistry Lab . . . . .1
HPR-Physical Education . . . . .1
BIO 150-General Botany . . . . .3
BIO 151-General Botany Lab . . . . .1
Total Semester Hours . . . . .15

\*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.

**SECOND YEAR**

*First Term*

CHE 221-Organic Chemistry . . . .	3
CHE 223-Organic Chem. Lab . . . .	1
PHY 201-Intermediate Physics . . .	3
PHY 203-Inter. Physics Lab . . . .	1
MTH 231-Calculus . . . . .	6

Total Semester Hours . . . . .14

*Second Term*

BIO 160-General Zoology . . . . .	3
BIO 161-General Zoology Lab . . .	1
CHE 222-Organic Chemistry . . . .	3
CHE 224-Organic Chem. Lab . . . .	1
PHY 202-Intermediate Physics . . .	3
PHY 204-Inter. Physics Lab . . . .	1
Humanities . . . . .	3
HPR-Physical Education . . . . .	1

Total Semester Hours . . . . .16

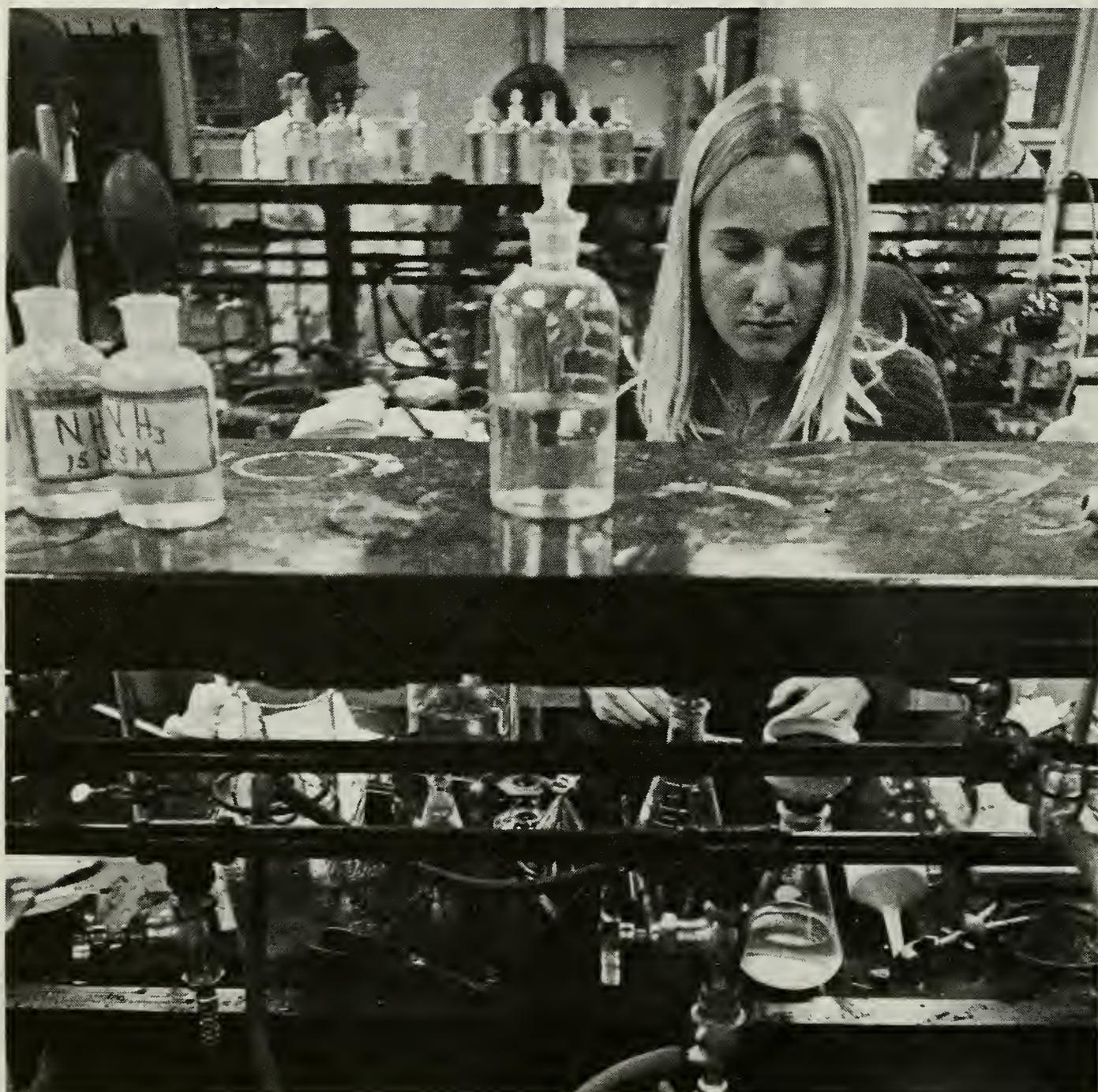
**SUMMER TERMS**

**Term III-A**

Humanities . . . . .	3
Social Science . . . . .	3
HPR-Physical Education . . . . .	1
Total Semester Hours . . . . .	7

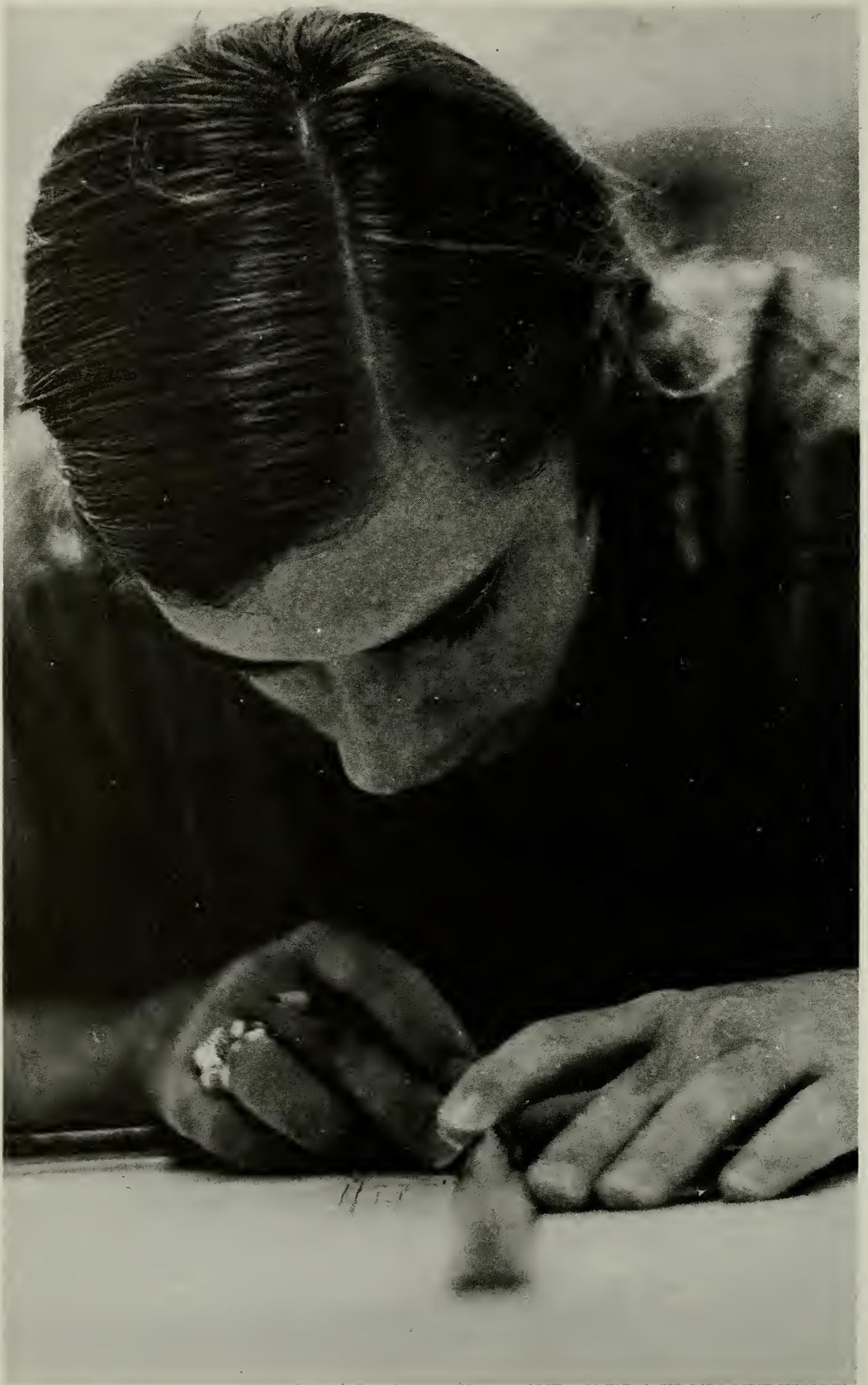
**Term III-B**

CHE 133-General Chemistry . . . .	3
CHE 135-Gen. Chemistry Lab . . . .	1
Area 5 (other than F) . . . . .	3
Total Semester Hours . . . . .	7



# IV

## SPECIAL PROGRAMS



## 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\* (Alternating Plan) or by working part-time while attending school full-time (Parallel Plan).

### 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 Procedures

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.

### Course Requirements for the Cooperative Education Program

There are two different Cooperative Education plans offered at Broward Community College—The Parallel Plan, and the Alternating Plan.

The Parallel Plan operates as follows: A part-time job, meeting the requirements of a student accepted into the program, is obtained by the Co-op Office in an industrial concern, business firm, government agency or service-type organization. The student works 15 to 20 hours per week, year-round while attending school full-time. The student receives one semester hour of credit for each work assignment (CWS-101 - CWS-106). Any co-op work assignment selected must be one which will provide that student with experience in his chosen field.

The Alternating Plan operates as follows: A full-time job, meeting the requirements of a student accepted into the program, is obtained by the Co-op Office in an industrial concern, business firm, government agency or service-type organization. This assignment is usually shared by a pair of students on an alternating basis. While one student is working on the job, his partner (alternate) is attending classes. At the end of each semester, the students change places. The student receives three credit hours for each work assignment (CWS-201 - CWS-204). Any co-op work assignment selected must be one which will provide that student with experience in his chosen field.

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.

Students on alternating work assignment are considered to be full-time students by BCC.

\*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.

## 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.

### Alternating Plan Courses

**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.

**Parallel Plan Courses**

**CWS 101 CO-OP PRACTICUM I**

1 semester hour

The first in a series of courses wherein students work on a part-time basis in a job directly related to their academic major. Grade will be based on the employer's evaluation of student productivity and content of a descriptive report submitted by the student. Prerequisites: Completion of 12 semester hours of course work, a minimum grade-point average of 2.0 (C), and approval by the Cooperative Education Department. Corequisite: Full-time student status.

**CWS 102 CO-OP PRACTICUM II**

1 semester hour

The second in a series of courses wherein students work on a part-time basis in a job directly related to their academic major. Grade will be based on the employer's evaluation of student productivity and content of a descriptive report submitted by the student. Prerequisites: CWS 101, a minimum grade-point average of 2.0 (C), and approval by the Cooperative Education Department. Corequisite: Full-time student status.

**CWS 103 CO-OP PRACTICUM III**

1 semester hour

The third in a series of courses wherein students work on a part-time basis in a job directly related to their academic major. Grade will be based on the employer's evaluation of student productivity and content of a descriptive report submitted by the student. Prerequisites: CWS 102, a minimum grade-point average of 2.0 (C), and approval by the Cooperative Education Department. Corequisite: Full-time student status.

**CWS 104 CO-OP PRACTICUM IV**

1 semester hour

The fourth in a series of courses wherein students work on a part-time basis in a job directly related to their academic major. Grade will be based on the employer's evaluation of student productivity and content of a descriptive report submitted by the student. Prerequisites: CWS 103, a minimum grade-point average of 2.0 (C), and approval by the Cooperative Education Department. Corequisite: Full-time student status.

**CWS 105 CO-OP PRACTICUM V** 1 semester hour  
The fifth in a series of courses wherein students work on a part-time basis in a job directly related to their academic major. Grade will be based on the employer's evaluation of student productivity and content of a descriptive report submitted by the student. Prerequisites: CWS 104, a minimum grade-point average of 2.0 (C), and approval by the Cooperative Education Department. Corequisite: Full-time student status.

**CWS 106 CO-OP PRACTICUM VI** 1 semester hour  
The last in a series of courses wherein students work on a part-time basis in a job directly related to their academic major. Grade will be based on the employer's evaluation of student productivity and content of a descriptive report submitted by the student. Prerequisites: CWS 105, a minimum grade-point average of 2.0 (C), and approval by the Cooperative Education Department. Corequisite: Full-time student status.

### 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

**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 related 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 groups and individual interactions.

## HONORS INTERDISCIPLINARY SEMINAR

HON 101, 102, 103, 104

3 elective semester hours

Honors Interdisciplinary Seminar is open to students who have attended Broward Community College for at least one term and have met the requirements for admission to the Honors Program. (p. 49 )

Discussions on a subject chosen by the members of the seminar are led by instructors from various disciplines, as well as by experts from outside the college. Students are required to do the assigned reading, participate in the discussions, do research on one aspect of the general subject and lead at least one discussion. Written work in the form of commentaries and annotated bibliographies are also required.

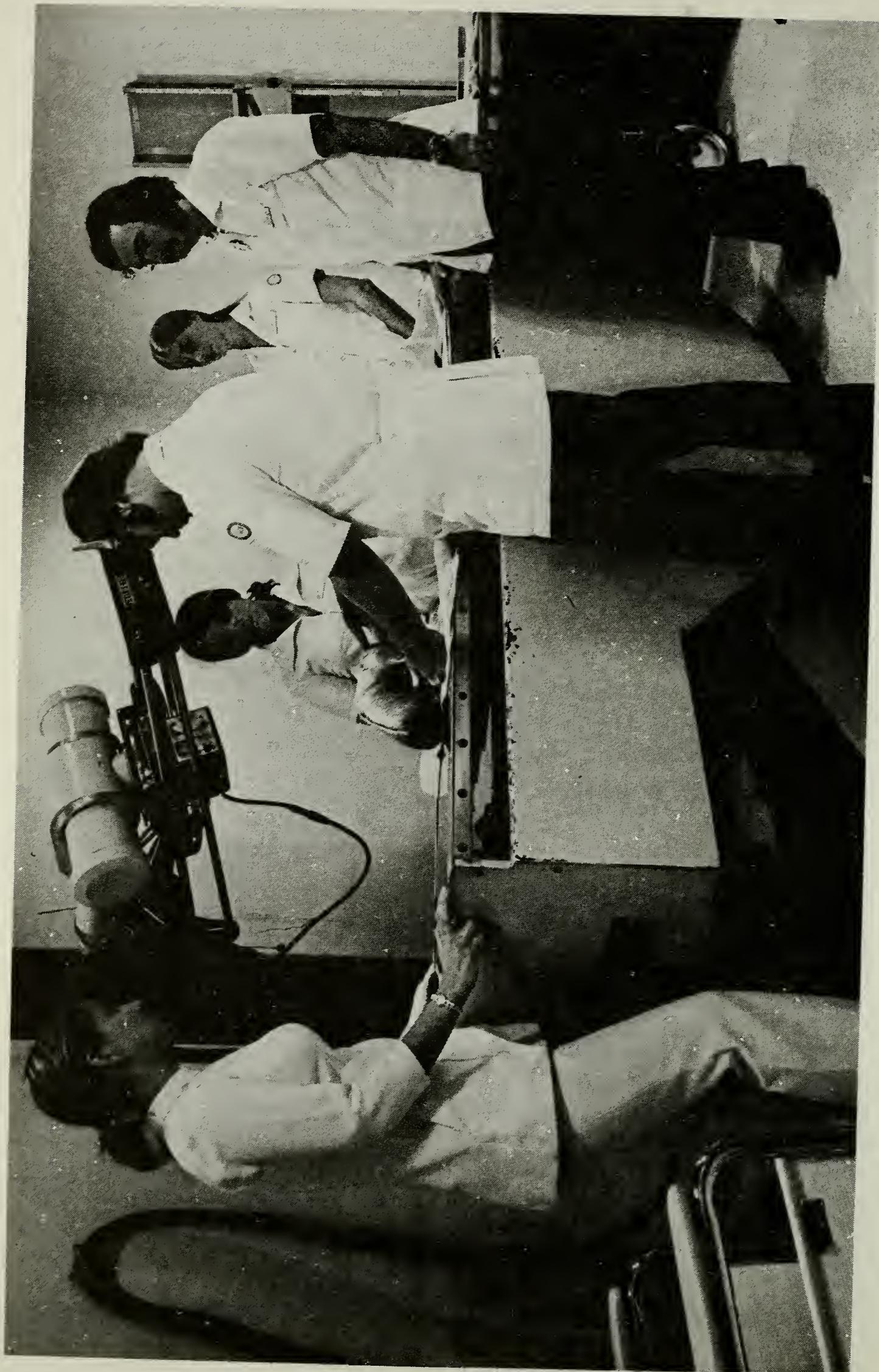


# V

## TECHNICAL EDUCATION

### Curricula and Courses

**(Additional A.S. Degree Programs are  
listed in the Business Administration,  
Humanities, and Social Science Divisions)**



## TECHNICAL EDUCATION

**Division of Allied Health Technology**  
**Division of Engineering Technology**  
**Division of Public Services Technology**

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**  
**Emergency Medical Technology**  
**Medical Laboratory Technology**  
**Dental Assisting Technology**

### MEDICAL ASSISTING TECHNOLOGY

Requirements for the Associate in Science Degree in Medical Assisting:

1. Completion of 71 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 or EMT 100	.....	.3 semester hours
Social Science elective	.....	.3 semester hours
PSY 201	.....	.3 semester hours
BIO 105, 111, 112, 113, 114, 117	.....	.10 semester hours
3. Completion of the following courses in related areas:

BA 113, 114, 115	.....	.3 semester hours
BA 118, 119, 120, or BA 202, 203, 204	.....	.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 210	.....	.1 semester hours
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,		
240, 241, AH 166, 167	.....	.30 semester hours
5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at the College.

7. \*Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
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 judgment the student does not possess the personal qualifications necessary for a career in Medical Assisting.

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, technician, 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 and 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 directly related to this allied health occupation.

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. Students in the practicum courses will be required to spend a minimum of ten hours per week in clinical facilities.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Medical Assisting Department. 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 or satisfactory completion of appropriate courses.
4. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.

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	113, 114, 115 . . . . .	3
ENG	101-Composition . . . . .	3
BIO	105-Lab . . . . .	1
BIO	111, 112 Paramedical Science II . . . . .	4
HPR	Physical Education . . . . .	1
Total Semester Hours . . . . .		17

*Third Term*

HPR	Activity . . . . .	1
	Social Science elective . . . . .	3
Total Semester Hours . . . . .		4

*Second Term*

MA	116-Clinical Terminology . . .	3
MA	120-Medical Office Practices and Procedures . . . . .	3
MA	220-Clinical Practices and Procedures . . . . .	3
BA	118, 119, 120 . . . . .	3
BIO	113, 114 Paramedical Science I . . . . .	4
BIO	117-Lab . . . . .	1
HPR	Physical Education . . . . .	1
Total Semester Hours . . . . .		18

*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 Safety or EMT 100 . . . . .	3
AH	166, 167-Pharmacology . . . . .	2
Total Semester Hours . . . . .		17

*Fifth Term*

MA	241-Advanced Practicum in Medical Assisting . . . . .	5
*BA	245-Bus. Communications or ENG 103 or 104 . . . . .	3
BA	121-Accounting Survey . . . . .	3
PSY	201-Psychology . . . . .	3
NTR	210-Normal and Therapeutic Nutrition . . . . .	1
HPR	Physical Education . . . . .	1
Total Semester Hours . . . . .		16

\*Completion of English 101 and English 103 or BA 245 will satisfy the requirements for a degree in 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
AH	166 Pharmacology ....	1
MA	240 Practicum in M.A. ....	5
MA	241 Advanced Practicum in M.A. ....	5
	Total Credit Hours ....	29

## 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 discussion of proper telephone usage. Public relations and interpersonal relationships are also emphasized. Course offered Terms I & II.
- 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. Course offered Terms I & II.
- 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. Course offered Terms II & III-A.
- MA 120 OFFICE PRACTICES** **3 semester hours**  
 Deals with the administrative aspects and operation of a physician's office. Instruction includes: duties as receptionist; techniques of record keeping, patient interviewing, billing and collecting fees, completing insurance forms, and practice in telephone techniques. Prerequisite/Co-requisite: MA 110. Course offered Terms II & III-A.
- 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. Two hours of lecture and four hours of demonstrations and practice each week. Prerequisite: Medical. Assisting student and/or permission of the instructor. Fee \$10.00. Course offered Term I only.

**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 examining room. 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. Fundamentals of immunology, physiotherapy; X-ray are also considered. Two hours of lecture and two hours of laboratory practice each week. Fee \$5.00. Pre-requisite/Co-requisite: MA 110. Course offered Term II only.

**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. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance required for placement. Course offered Terms I, II, III-A, and on minimester basis during Terms I & II. Prerequisites: MA 110, 115, 120, 220 and by permission of Practicum Coordinator. Liability insurance fee \$6.00

**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. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance required for placement. Course offered Terms I, II, III-A, and on minimester basis during Terms I & II. Prerequisites MA 240, 210 (May be a corequisite) and/or by permission of Practicum Coordinator.

## **VETERINARY MEDICAL ASSISTING**

Employment opportunities exist for Medical Assisting graduates in veterinary hospitals and clinics as well as medical practices. Students with an interest in veterinary practice will have an opportunity to observe in a veterinary facility prior to entering the practicum phase of the program. Students may then select the profession in which they would like to concentrate their practicum experiences. Graduates of the Medical Assisting program are readily accepted for employment by both professions.

## DEPARTMENT OF NURSING TECHNOLOGY

Requirements for the Degree of Associate in Science in Nursing:

1. Completion of 70 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 104 (102, 103)  
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 171, 172, 181, 291,  
292, 293, 294, 295, 296, 297 .....37 semester hours
4. Completion of the following courses in related areas:  
Biology .....10 semester hours  
BIO 105, BIO 111, 112, BIO 113, 114, BIO 117  
NTR 210 .....1 semester hour
5. Completion of four semester hours in Physical Education Activities.
6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
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, of which 15 hours must be in nursing. (Eight of these must be 200 level courses.)
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.

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 men and women for careers in nursing. The program recognizes as its purpose the education of persons to provide competent nursing care at the technical level 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. Nursing courses require students to spend 12 to 20 hours per week in clinical experiences.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Nursing Department. 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 or satisfactory completion of appropriate courses.
4. Acceptable letters of reference from employers, where applicable and letters of personal recommendation.
5. Satisfactory interview with Department faculty upon request.

Graduates will receive an Associate in Science in Nursing Degree which meets the academic requirements for eligibility 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 is accredited by the National League for Nursing, and holds membership in the Associate Degree Council of the National League for Nursing.

### NURSING TECHNOLOGY PROGRAM (A.S. Degree)

Each student must complete the following courses:

BIO 105 .....	.1 semester hour
BIO 111, 112 .....	.4 semester hours
BIO 113, 114 .....	.4 semester hours
BIO 117 .....	.1 semester hour
*ENG 101.....	.3 semester hours
*ENG 104 (102, 103).....	.3 semester hours
*ENG	
NTR 210 .....	.1 semester hour
NUR 171 .....	.4 semester hours
NUR 172 .....	.4 semester hours
NUR 181 .....	.1 semester hour
**NUR 291 .....	.4 semester hours
**NUR 292 .....	.4 semester hours
**NUR 293 .....	.4 semester hours
**NUR 294 .....	.4 semester hours
NUR 295 .....	.4 semester hours

\*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.

\*\*Interchangable courses in medical-surgical nursing. Requires instructor approval for enrollment.

NUR 296	4 semester hours
NUR 297	4 semester hours
Social Science elective	3 semester hours
SOC 211	3 semester hours
HPR	4 semester hours
PSY 201	3 semester hours
PSY 211	3 semester hours

## COURSES OF INSTRUCTION NURSING

- NUR 171 NURSING** 4 semester hours  
A course encompassing theory and planned laboratory experiences to develop the fundamental knowledges and skills of nursing care for persons of all ages. Prerequisite of corequisites: PSY 201, BIO 111, 112 and BIO 105. Lab Fee \$5.00.
- NUR 291, 292, 293, 294 NURSING** 4 semester hours  
16 semester hour block  
Interchangeable courses in medical-surgical nursing. These include the reactions of the human body to disease and injury during the life cycle. Emphasis on the promotion of health and the prevention of illness and on giving patient-centered nursing care in selected health problems. Prerequisites: NUR 171, NUR 172 and instructor approval. Prerequisites of corequisites: PSY 211, BIO 113, 114 and BIO 117.
- NUR 291**  
Nursing care of patients with respiratory conditions. The care of children with selected health problems and the effects of illness on normal growth and development are included.
- NUR 292**  
Nursing care of patients with metabolic and digestive disturbances.
- NUR 293**  
Nursing care of patients with disturbances of the cardiovascular and urinary systems.
- NUR 294**  
Nursing care of patients with problems of mobility and sensory impairment.
- NUR 295 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: NUR 171, NUR 172 and instructor approval. Prerequisite or corequisite: PSY 201.
- NUR 296 NURSING** 4 semester hours  
Family centered nursing care of the mother and the newborn infant.

Emphasis is on the physiological and emotional changes of child-bearing. Consideration is given to factors which may complicate normal, physiological processes of the mother and infant. Care of the patient with gynecological problems is included. Prerequisites: NUR 171, NUR 172 and instructor approval. Prerequisite or corequisite: SOC 211.

**NUR 297 NURSING** **4 semester hours**  
A theory and laboratory course with emphasis on the care of the patient who is critically ill. Prerequisite: Instructor approval. Fee \$3.00.

**NUR 181 NURSING** **1 semester hour**  
The responsibilities and relationships of the registered nurse in the profession and in the community are explored. Consideration is given to the role of the nurse in current patterns of health care delivery and in those projected for the future. Prerequisite: Instructor approval.

\*Continuing Education courses in Nursing are described on page 250.

### **RADIOLOGIC TECHNOLOGY**

Requirements for the Degree of Associate in Science in Radiologic Technology.

1. Completion of 66 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 104 (103) .....6 semester hours  
Mathematics 171 .....3 semester hours  
Speech, SPE 111 .....3 semester hours  
Psychology 201 .....3 semester hours  
Medical Terminology, MA 115 .....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,  
135, 140, 200, 205, 210, 212, 215, 230 .....44 semester hours
4. Completion of four semester hours in Physical Education Activities.
5. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
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.

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 and submit a letter of intent to the Radiologic Technology Department. The selection of students is based on 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 or satisfactory completion of appropriate courses.
4. Satisfactory interview with department faculty upon request.
5. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.

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

<i>First Term</i>		<i>Second Term</i>	
XR	100-Introduction to Radiologic Technology . . . .3	XR	115-Clinic A . . . . .2
XR	110-Anatomy & Physiology . . . . .4	XR	120-Prin. of Radiographic Exposure . . . . .3
XR	200-Nursing Procedures . . .2	XR	125-Anatomy & Physiology II . . . . .3
*ENG	101-Composition . . . . .3	MA	115-Medical Terminology . .3
MTH	171-Mathematics . . . . .3	*ENG	103 or 104-Composition . .3
HPR	Physical Education . . . . .1	HPR	Physical Education . . . . .1
Total Semester Hours . . . .16		Total Semester Hours . . . .15	

\*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.

### SUMMER TERMS

Term III-A		Term III-B	
XR	105-Radiologic Science . . . .3	XR	140-Clinic C . . . . .2
XR	135-Clinic B . . . . .2	HPR-Physical Education . . . . .1	
Total Semester Hours . . . . .5		Total Semester Hours . . . . .3	

### SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
XR	205-Clinic D . . . . .2	XR	210-Advanced Positioning & Special Procedures . . . . .4
XR	212-Radiation Physics . . . . .3	XR	230-Internship . . . . .8
XR	215-Radiotherapy and Radioisotopes . . . . .3	Total Semester Hours . . . . .12	
SPE	111-Public Speaking . . . . .3	(Clinic Hours: 50 weeks 40 hrs./wk., total 2000)	
PSY	201-Psychology . . . . .3		
HPR-Physical Education . . . . .1			
Total Semester Hours . . . . .15			

## 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 will be stressed and other related structure, rules, requirements, regulations and general knowledge necessary for student function in the department will be covered. Fee: \$2.00.
- 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. Fee \$5.00.
- 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 consideration.

- 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 tubulating charts, calibration and accessories. The various phenomena will be observed through practical experimentation with an activated X-ray lab unit and a phantom patient of tissue equivalent absorption power. Fee: \$10.00.
- 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 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 procedures, 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 present. Familiarization with equipment and procedures for its use within the department will be stressed.
- XR 205 CLINIC D (Positioning)** 2 semester hours  
Involves student rotation into advanced radiographic operation. Diversification in the types of examinations in the Emergency, Operating and Fluoroscopic rooms, positioning, film critique, and technical factors run concurrently.

- XR 210 POSITIONING AND SPECIAL PROCEDURES** 4 semester hours  
The student becomes acquainted with vascular and arterial radiography. The methods, equipment and contrast media which are utilized in attaining these examinations are correlated with the examination routine. Prerequisites: XR 100, 105, 120, 200. Fee: \$5.00.
- 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).

### **SPECIAL DEGREE PROGRAM IN RADIOLOGIC TECHNOLOGY**

This program is designed as a course of study exclusively for the registered, practicing radiologic technologist. The program provides continuing education leading to the Associate in Science Degree. It fulfills the recommendations of national and local radiologic organizations for in-service training and provides access to further educational opportunities.

Admission to this special program requires verification of current ARRT registration. Upon admission to the program and completion of XR 210 and XR 260, the student will be awarded forty-four (44) credits. The student must complete the required twenty-five (25) credits to satisfy the Associate in Science degree requirements for graduation.

### **SPECIAL PROGRAM—RADIOLOGIC TECHNOLOGY**

Requirements for the Associate in Science Degree in Radiologic Technology:

1. Completion of 69 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 XR courses).  
 XR 210, 260 .....7 semester hours
3. Germane credits awarded in Radiologic Technology .....44 semester hours
4. Completion of the following courses in General Education:  
 English Composition 101, 104 .....6 semester hours  
 MTH 171 Technical Math .....3 semester hours  
 SPE 111 Speech .....3 semester hours  
 PSY 201 General Psychology .....3 semester hours  
 EMT 100 Emergency Med. Tech. I .....3 semester hours
5. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
6. Remove all admissions conditions.
7. Attend all official graduation exercises.
8. Completion of a minimum twenty-four semester hours of residency at the College.
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 qualifications necessary for participation in the program.

### RADIOLOGIC TECHNOLOGY SPECIAL PROGRAM

XR 210 Special Procedures	.4 semester hours
XR 260 Advanced Seminar	.3 semester hours
ENG 101 Composition	.3 semester hours
ENG 104 Composition	.3 semester hours
MTH 171 Technical Math	.3 semester hours
SPE 111 Public Speaking	.3 semester hours
PSY 201 General Psychology	.3 semester hours
EMT 100 Emergency Med. Tech. I	.3 semester hours
Credits awarded for ARRT	.44 semester hours
Total	.69 semester hours

### COURSES OF INSTRUCTION

- XR 210 POSITIONING AND SPECIAL PROCEDURES** 4 semester hours  
 The student becomes acquainted with vascular and arterial radiography. The methods, equipment and contrast media which are utilized in attaining these examinations are correlated with the examination routine. Prerequisites: XR 100, 105, 120, 200. Fee: \$5.00.
- XR 260 ADVANCED RADIOLOGIC TECHNOLOGY SEMINAR** 3 semester hours  
 Seminars and lectures will be presented by radiologists, other physi-

cians, and instructors with expertise in given area of radiologic technology. Emphasis will be placed on keeping the technologist current in the field with recent developments in techniques, procedures, and equipment.

## RESPIRATORY THERAPY TECHNOLOGY

Requirements for the Degree of Associate in Science in Respirator Therapy:

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: ENG 101, 104 (103) .....6 semester hours  
Mathematics: 171 .....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, 210, 215, 220, 225, 230  
Total ..... 36 semester hours
4. Completion of the following courses in related areas:  
Biology: BIO 105, 111, 112, 113, 114, 117. ....10 semester hours  
Medical Terminology: MA 115 .....3 semester hours  
Chemistry: CHE 107, 115 .....7 semester hours  
Pharmacology: AH 166, 167 ..... 2 semester hours
5. Completion of four semester hours in Physical Education Activities.
6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
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.

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. Practicum courses require students to spend 12 to 20 hours per week in clinical experiences.

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 and submit a letter of intent to the Respiratory Therapy Department. The selection of students is based upon the following additional factors: (see page 42)

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 or satisfactory completion of appropriate courses.
4. Satisfactory interview with department faculty upon request.
5. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.

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

<i>First Term</i>		<i>Second Term</i>	
RSP 100-Introduction to Respiratory Therapy	. . . . .3	RSP 110-Respiratory Therapy	. .3
RSP 105-Respiratory Therapy Practicum A	. . . . .3	RSP 115-Respiratory Therapy Practicum B	. . . . .3
BIO 105-Biology Lab	. . . . .1	BIO 113, 114 Paramedical Science II	. . . . .4
BIO 111, 112 Paramedical Science I	. . . . .4	BIO 117-Lab	. . . . .1
CHE 107-Chem. for Gen.	. . . . .3	CHE 115-Paramedical Science III	. . . . .4
MTH 171-Math	. . . . .3	*MA 115-Medical Terminology	. .3
Total Semester Hours	. . . . .17	Total Semester Hours	. . . . .18

#### SUMMER TERMS

Term III-A		Term III-B	
RSP 210-Practicum C	. . . . .3	RSP 220-Practicum D	. . . . .3
HPR-Physical Education	. . . . .1	HPR-Physical Education	. . . . .1
Total Semester Hours	. . . . .4	Total Semester Hours	. . . . .4

\*Students with prior experience may, by permission of instructor, substitute MA 116 for MA 115.

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
RSP 200-Cardiopulmonary Pathophysiology . . . . .4	RSP 215-Respiratory Therapy-Respiratory Care . . . . .4
PSY 201-General Psychology . . . .3	RSP 225-Pulmonary Function . .3
AH 166, 168-Pharmacology . . . . .2	RSP 230-Respiratory Therapy Practicum E . . . . .3
RSP 120-Physiology of Respiration . . . . .4	*ENG 103/104-Tech. Rep. . . . .3
*ENG 101-Composition . . . . .3	HPR-Physical Education . . . . .1
HPR-Physical Education . . . . .1	Total Semester Hours . . . . .14
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  
Oxygen supply systems (cylinder, piped,) regulators, flowmeters, aerosol and oxygen administration are studied. 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  
Introduction to the principles of resuscitation and intermittent positive pressure breathing. 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 210 RESPIRATORY THERAPY, PRACTICUM C** 3 semester hours  
The student is supervised 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 in-patient 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 controlled 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. Advanced techniques of respiratory care.

## 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 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. Prerequisite: sophomore student or by special permission.

### **NTR 210 NUTRITIONAL DIET MODIFICATIONS**

1 semester hour

A summary of normal nutritional components and their usage as building blocks in the modification of disease processes by special diet therapy. A survey of special diets and servings is included. Required for nursing and medical assisting students. Pre-requisite/Co-requisite: BIO 111, 112 or 113, 114. Course offered Terms, I II, III-A.

## EMERGENCY MEDICAL TECHNOLOGY

These courses are designed primarily for persons engaged in emergency medical services although persons with a general interest in emergency care may be admitted into EMT 100.

Persons completing the six (6) credit hour Emergency Medical Technician program will be eligible to write the Florida State Division of Health Emergency Medical Technician Registry Examination.

The EMT 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 an Emergency Medical Technician.

## 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

The study and practical application of skills and procedures involving life-threatening emergencies is supervised in following intensive care areas 1) emergency room, 2) surgical intensive care, 3) respiratory care, and 4) coronary care at local hospitals. Prerequisite: EMT 100; co-requisite: certification of completion of the National Safety Council Defensive Driving course.

**EMT 200 ADVANCED EMERGENCY 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.

**EMT 210 PRACTICUM IN ADVANCED EMERGENCY TECHNIQUES** 2 semester hours  
Advanced course stressing practical application of clinical knowledge and skills under close medical supervision. Provides for directed experiences in local hospitals and field experiences in emergency vehicles. Designed as an intensive skills course in support of EMT 200. Satisfactory completion requires written verification by the physician supervisor. A Certificate of Achievement will be awarded upon successful completion. Prerequisite: EMT 200.

## **MEDICAL LABORATORY PROGRAM**

The Medical Laboratory Technician program of Broward Community College is open to graduates of approved Certified Laboratory Assistant programs. Applicants must satisfy the requirements for admission to the College including graduation from an approved CLA program and verification of CLA certification or recommendation of CLA program instructor.

Upon meeting admission requirements and completing MLT 290 and MLT 292, students will have the thirty (30) MLT 100 level credits awarded. 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 (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 290, 292 .....8 semester hours
3. Completion of the following courses in related areas:  
MLT 170, 171, 172, 173 .....30 semester hours  
These courses represent a 12 month approved Certified Laboratory Assistant program and will be waived 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, 111, 112, 113, 114, 117 .....10 semester hours  
SOC 211 .....3 semester hours
5. Completion of two semester hours in Physical Education activities.
6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
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 170, 171, 172, 173	.....30 semester hours
MLT 290, 292	.....8 semester hours
ENG 101	.....3 semester hours
MTH 131	.....3 semester hours
CHE 131, 132, 134	.....7 semester hours
BIO 105	.....1 semester hours
SOC 211	.....3 semester hours
HPR	.....2 semester hours
Total	.....57 semester hours

Students may elect from the following Tracks to complete their requirement:

**TRACK I**

BIO 111, 112, 113, 114, 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  
MEDICAL LABORATORY TECHNOLOGY**

**MLT 170 MEDICAL LABORATORY  
TECHNOLOGY I 10 semester hours**

Orientation to a career in the clinical laboratory including ethical concepts. General skills including weighing methods, measuring techniques, and solution preparation. Blood specimen collection. Basic hematology including: manual counting of erythrocytes, leukocytes, platelets and eosinophils; differential counts; sickle cell procedures; hemoglobinometry; hemotocrits; erythrocyte sedimentation rates; cell counts on spinal and other body fluids; introduction to automated counting methods. Routinely performed coagulation procedures. Basic immunology including: precipitation, agglutination and flocculation tests; immunoreaction procedures; colloidal gold.

**MLT 171 MEDICAL LABORATORY  
TECHNOLOGY II 10 semester hours**

Routine urinalysis including use of microscope, urinometer and refractometer. Total protein, Sulkowicz, urobilinogen, bile and pregnancy tests on urine. Principle of the Addis count. Occult blood. Basic chemistry including procedures of the following types: titrimetric, colorimetric and spectrophotometric; enzyme; automation; flocculation; standard preparation; quality control.

**MLT 172 MEDICAL LABORATORY  
TECHNOLOGY III 5 semester hours**

Blood banking procedures including: grouping and typing; compatibility testing; component preparation; anti-human globulin techniques; donor selection; donor phlebotomy; identification and record keeping.

**MLT 173 MEDICAL LABORATORY  
TECHNOLOGY IV 5 semester hours**

Electrocardiogram. Principle of basal metabolism rate. Techniques for handling infectious materials and preparation of sterile materials. Micro-biological procedures including: preparation of stained smears; inoculation and culturing techniques; antibiotic susceptibility testing; colony counting; handling fecal specimens for parasite investigation.

**MLT 290 BASIC INSTRUMENTATION 4 semester hours**

Operation and maintenance of the autoanalyzer, spectrophotometer,

fluorometer, gasometer, densitometer, potentiometer, Coulter counter and microtitrator; minor mechanical trouble-shooting; 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. Fee \$5.00.

**MLT 292 ADVANCED MEDICAL LABORATORY  
TECHNIQUES**

4 semester hours

Study of microchemistry, steroids, enzymes, protein, lipids, hemoglobin and toxicology. Application of theories and techniques acquired in MLT 290 Basic Instrumentation. In-depth study of prepared specimens in hematology, parasitology and microbiology. Prerequisite: MLT 290. 4 laboratory, 2 lecture hours per week. Fee: \$10.00.

**GROUP LIVING HOME MANAGEMENT  
CERTIFICATE PROGRAM**

This program is designed to train persons in the management of group living homes and in the basic care of retarded persons in their charge. Admission to the program is by referral and special selection. The program is offered in three consecutive eight week segments. Students will receive didactic instruction in the elements of group home management and participate in clinical experiences for practical application of knowledge and techniques.

Successful completion of the curriculum will award the student a certificate of achievement in group home management and will qualify the individual to function as a group living home operator.

**COURSES OF INSTRUCTION  
GROUP LIVING HOME MANAGEMENT**

**GLH 160 ORIENTATION TO GROUP  
HOME MANAGEMENT**

3 semester hours

Examines the concepts of the group living home in terms of purposes and goals, regulatory agencies, community resources, and trends in exceptional child care. Provides a study of normal and exceptional growth and development, discipline and behavior management, group process and coping skills. Health care of the exceptional child, management of medical problems, medical/legal aspects are studied as are communication skills and human relations.

**GLH 170 PRACTICUM IN GROUP HOME  
MANAGEMENT**

3 semester hours

Provides in-depth involvement through practical application of knowledge and skills in selected group homes and related clinical agencies. Reinforcement of learning is provided through weekly seminars on campus. Provides 64 clock hours of practicum; 15 seminar hours. Prerequisite: GLH 160.

**GLH 162 GROUP HOME MANAGEMENT** 3 semester hours  
Examines administration responsibilities and management skills required in the development and operation of a group home. Students continue in practicum on a prescription basis. Continued personal reinforcement through group sessions is provided. Provides 32 clock hours of practicum; 24 class hours. Prerequisite: GLH 170.

## CONTINUING 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 CONTINUING EDUCATION

**CED 200 CONCEPTS OF RESPIRATORY THERAPY  
IN NURSING** 3 semester hours  
Provides in-depth insight into the fundamentals of respiratory therapy. Relates respiratory therapy to total patient care emphasizing uses of therapeutic agents and equipment.

**CED 290 CORONARY CARE NURSING** 9 semester hours  
A comprehensive cardiac course to review and add to the scientific knowledge needed by the coronary care nurse in the practice of her art. Specific skills and competencies shall be developed in the use of equipment and methods of care. Guidelines shall be presented for the development of individualized nursing care plans and for teaching and guiding other members of the health care team in the effective application of the concepts of coronary care. Designed to foster an attitude of striving for excellence in knowledge, method, and technique. Developed by the Florida Regional Medical Program as a standard coronary care course. Certificate awarded upon successful completion. Registration is selective and open only to those persons who are eligible to take or have taken the licensing examination for registered professional nurse.

**CED 287 NURSING CARE OF THE CRITICAL  
PATIENT** 4 semester hours  
This course concentrates on concepts of intensive care nursing. The initial assessment of the critically ill patient, instruction on fluids and electrolytes, acid-base balance, and blood gases will be included, with related anatomy, physiology, pathology, and specific nursing procedures.

## ALLIED HEALTH COURSES

Allied Health courses are designed to provide instruction in the many aspects of health care common to the disciplines within the allied health technologies.

## PHARMACOLOGY

These courses are designed specifically for students to be enrolled in the Allied Health programs. Basic principles of pharmacology are discussed as related to specific medical orientation.

### COURSES OF INSTRUCTION PHARMACOLOGY

- AH 116 SPECIAL TERMINOLOGY** 1 semester hour  
Emphasis is placed on the building of dental terms from word parts, with pronunciation sessions in the language laboratory to develop competency. Prerequisite: MA 115 (Medical Terminology).
- AH 166, 167, 168—to run sequentially—PHARMACOLOGY** 1 semester hour  
Prerequisites: MA 115 and BIO 115. Audiovisual aids are used for reference. A course designed to prepare Allied Health students in the fundamentals of pharmacology as related to their career fields.
- AH 166 PHARMACOLOGY I** 1 semester hour  
The classification of drugs and their effects on the human body are discussed. Dosage and solution is included.
- AH 167 PHARMACOLOGY II** 1 semester hour  
Pharmacological contraindications and reactions are described. The administration of medications is detailed.
- AH 168 PHARMACOLOGY III** 1 semester hour  
Specific therapy as applied in special allied health fields is surveyed. Required for Respiratory Therapy students.

### DENTAL ASSISTING TECHNOLOGY

Requirements for the Certificate of Achievement in Dental Assisting:

1. Completion of 38 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:  
SPE 100 . . . . . 3 semester hours
3. Completion of the following courses in related areas:  
XR 101 . . . . . 2 semester hours  
EMT 100 . . . . . 3 semester hours  
NTR 210 . . . . . 1 semester hour  
PSY . . . . . 1 semester hour
4. Completion of the following courses in major field. (no grade lower than "C" will be acceptable in Dental Assisting courses).  
DA 160, 175, 176, 180, 185, 186, 188,  
190, 195 . . . . . .28 semester hours

Requirements for the Associate in Science Degree in Dental Assisting.

1. Completion of 67 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
ENG 102, 103 or 104	.....	3 semester hours
SOC 211	.....	3 semester hours
SPE 100	.....	3 semester hours
PSY 201	.....	3 semester hours
BIO 105, 111, 112, 113, 114, 117	.....	10 semester hours
3. Completion of the following courses in related areas:

XR 101	.....	2 semester hours
EMT 100	.....	3 semester hours
PSY	.....	1 semester hour
NTR 210	.....	1 semester hour
4. Completion of the following courses in major field: (no grade lower than "C" will be acceptable in Dental Assisting courses.)

DA 160, 175, 176, 180, 185, 186, 188, 190, 195, 295	.....	31 semester hours
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5. Completion of four semester hours in Physical Education activities.
6. Completion of a minimum of twenty-four semester hours of residence at the College.
7. Completion of evaluation of graduation requirements in the Advisement office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
8. Remove all admission conditions.
9. Attend all official graduation exercises.
10. The Dental 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 success in a career in Dental Assisting.

### DENTAL ASSISTING PROGRAM

A career in Dental Assisting has developed into a rewarding and challenging opportunity for men and women of today. A Dental Assistant is a member of a highly qualified health team, working to improve the health of the community. The varied duties and responsibilities of the dental assistant requires knowledge of the basic dental sciences, proficiency in office management procedures, and practical clinical experience involving specialized skills.

Broward Community College has developed a unique program to meet the need for trained Dental Assistants in the community. Completion of the first year leads to a certificate; continuation in the program with completion of a second year of prescribed study leads to an Associate in Science Degree. The optional program is designed to meet the individual needs of the student.

Applicants to the Dental Assisting program must fulfill the general requirements for admission to the College and submit a letter of intent to the Dental Assisting Department. 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.
4. Acceptable letters of reference from employers, where applicable and letters of personal recommendation.
5. Verification of academic qualifications by a Counselor or Academic Advisor of the College.
6. Acceptable score on manual dexterity test administered by the College.
7. Completed physical and dental examination forms.
8. Satisfactory personal interview with Dental Assisting Department faculty.

Application has been made to the Council on Dental Education of the American Dental Association for preliminary provisional approval status. Approval of the program by the Council on Dental Education will grant the necessary eligibility for the graduates of the one year certificate program to take the National Certification Examination for Dental Assistants.

The Dental Assisting Program is a two-phase curriculum. The first year of study constitutes the basic dental assisting curriculum for which a certificate will be awarded upon satisfactory completion. Those desiring the Associate in Science Degree may elect to take the second year of general academic studies (terms IV and V).

### DEGREE PROGRAM OF STUDY

Term I	Term II
DA 160-Intro. to Dental Assisting . . . . .4	DA 175-Clinical Pract. & Proc. I . . . . .3
DA 180-Allied Dental Theory . . . . .3	DA 188-Dental Office Practice . . . . .3
DA 185-Dental Anatomy & Physiology . . . . .3	DA 195-Oral Hygiene . . . . .3
DA 186-Dental Materials . . . . .2	SPE 100-Speech . . . . .3
DA 190-Dental Materials Lab . .3	PSY . . . . .1
XR 101-Dental Radiology . . . .2	EMT 100-EMT I . . . . .3
Total Semester Hours . . . .17	Total Semester Hours . . . .16

#### TERM III-A

DA 176-Clinical Pract. & Proc. II . . . . .4
Total Semester Hours . . . .4

Term IV		Term V	
SOC 211-General Sociology . . . .	3	DA 295-Dental Practicum . . . .	3
BIO 105-Lab . . . . .	1	BIO 113-Anatomy & Physiology II . . . . .	2
BIO 111-Physical Science & Micro . . . . .	2	BIO 114-Anatomy & Physiology III . . . . .	2
BIO 112-Anatomy & Physiology I . . . . .	2	BIO 117-Lab . . . . .	1
ENG 101-Composition . . . . .	3	*ENG 102, 103 or 104 . . . . .	3
PSY 201-General Psychology . . .	3	HPR-Physical Education . . . . .	1
HPR-Physical Education . . . . .	1	HPR-Physical Education . . . . .	1
HPR-Physical Education . . . . .	1		
Total Semester Hours . . . .	16	Total Semester Hours . . . .	13

\*Students contemplating transfer to a university should complete ENG 101 and either ENG 102 or 104 since other English courses may not be acceptable for transfer credit.

### COURSES OF INSTRUCTION DENTAL ASSISTING

- DA 160 INTRODUCTION AND PRECLINICAL ORIENTATION TO DENTAL ASSISTING** 4 semester hours  
 An overview of the Dental Assisting profession including dental history, basic duties and responsibilities, ethical and legal aspects. Included is preclinical orientation to the use and sterilization of all instruments and equipment used in the dental office.
- DA 175 CLINICAL PRACTICES AND PROCEDURES I** 3 semester hours  
 Practicum phase provides the opportunity for each student to receive closely supervised individual instruction in all phases of chairside assisting. Accompanying lecture series acquaints the student with the necessary background material and assisting procedures involved in each dental specialty. Lab fee \$10.00.
- DA 176 CLINICAL PRACTICES AND PROCEDURES II** 4 semester hours  
 Practicum phase is a continuation of DA 175 with the addition of a supervised externship program utilizing dental offices and public health facilities in the community. Accompanying lecture demonstration series focuses on selected dental topics pertaining to effective dental assisting and the additional duties permitted by Rules and Regulations of the Florida State Board of Dentistry. Lab fee: \$10.00.
- DA 180 ALLIED DENTAL THEORY** 3 semester hours  
 Designed to acquaint the student with the basic concepts of microbiology and their relevance to sterilization. General aspects of oral pathology including common pathological conditions of the mouth, teeth and their supporting structures will be presented. Additional consideration will be given to the pharmacological properties, therapeutic applications and any toxicities or contraindications of drugs and medicaments commonly used in dentistry. Lab fee: \$5.00.

- DA 185 DENTAL ANATOMY AND PHYSIOLOGY** 3 semester hours  
The study of head and neck anatomy with emphasis placed on the structure, morphology and function of the primary and permanent human dentitions. Laboratory projects involving drawing and carving of individual teeth will be required for course completion.
- DA 186 DENTAL MATERIALS** 2 semester hours  
To familiarize the student with the various types of materials used in the practice of dentistry. Consideration will be given to the terminology, physical properties and characteristics, proper manipulation, and designed application of these materials.
- DA 188 PRACTICE ADMINISTRATION OF THE DENTAL OFFICE** 3 semester hours  
The study of efficient dental office management. Basic concepts to be presented will include telephone etiquette and communication, guidelines for better interpersonal relations, methods for effective appointment control, dental bookkeeping systems and practices, business writing, techniques of collections and billing, filing of patient records and procedures for tax and health insurance forms. Typing proficiency must be demonstrated by the student for course completion.
- DA 190 DENTAL MATERIALS LABORATORY** 3 semester hours  
To develop manipulative skills of various dental materials including dental cements, gold alloys, impression materials, waxes, gypsum products, amalgam, synthetic resins and polishing materials. Projects demonstrating proficiency in the technical application and proper manipulation of specified dental materials will be required. Lab fee: \$10.00.
- DA 195 ORAL HYGIENE** 3 semester hours  
Emphasis is placed on the development of a plaque control program to meet individual patient needs. Materials on methods of toothbrushing, supplementary aids for oral physiotherapy and the use of fluorides in preventive dentistry will be presented.
- DA 295 DENTAL PRACTICUM** 3 semester hours  
Designed to provide an opportunity for continued practice in dental assisting procedures while the student is completing the general college courses necessary to meet the requirements of an Associate in Science degree.
- XR 101 DENTAL RADIOLOGY** 2 semester hours  
Fundamentals of radiological science as applied to dentistry will be presented. Special consideration will be given to physical behavior, radiation hazards, biological effects, protection and control methods, and proper techniques for exposing, processing and mounting of x-rays. Laboratory exercise demonstrating proficiency in these techniques will be required.



## DIVISION OF ENGINEERING TECHNOLOGY

### AEROSPACE TECHNOLOGY

Air Traffic Controller  
Aviation Administration  
Career Pilot

### AIR CONDITIONING & REFRIGERATION

### ARCHITECTURAL TECHNOLOGY

### CONTRACTING AND CIVIL ENGINEERING

### DATA PROCESSING

### ELECTRICAL ENGINEERING TECHNOLOGY

### ELECTRONICS

Electronic Technology

Electronic Computer Technology

### MECHANICAL ENGINEERING TECHNOLOGY

## 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
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. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
7. Remove all admission conditions.
8. Attend all official graduation exercises.

\*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 be in the major field of endeavor, job related to the chosen occupation, or a strong desire of the student to increase his knowledge of ability to perform.

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. 090 Series of courses will not be accepted for elective courses in the Engineering Technology programs.

## 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

<i>First Term</i>	<i>Second Term</i>
AER 115-Aeronautical Science . . .3	AER 120-Meteorology . . . . .3
AER 116-Navigation Science I . . .3	ENG 102-Composition . . . . .3
AER 131-Primary Flight . . . . .3	Elective . . . . .3
ENG 101-Composition . . . . .3	PSC 121-National Govt. . . . .3
MTH 132-Cont. Col. Algebra . . . .3	MTH 133-Pre-Calculus Math . . . .5
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .16	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

<i>First Term</i>	<i>Second Term</i>
AER 270-Airline Marketing . . . . .3	AER 225-Air Carrier Management . . . . .3
ECO 251-Prin. of Economics . . . .3	ECO 252-Prin. of Economics . . . .3
BA 221-Prin. of Accounting . . . .3	BA 222-Prin. of Accounting . . . .3
Elective . . . . .3	PHY 130-Physics . . . . .3
HPR-Physical Education . . . . .1	PHY 131-Physics Lab . . . . .1
	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .13	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

<i>First Term</i>	<i>Second Term</i>
AER 115-Aeronautical Science . . .3	AER 120-Meteorology . . . . .3
AER 116-Navigation Science I . . .3	AER 125-Aerodynamics . . . . .3
AER 131-Primary Flight . . . . .3	AER 230-Commercial Flight I . . .3
ENG 095 or ENG 101 Communications . . . . .3	Elective . . . . .3
MTH 171-Technical Algebra . . . .3	MTH 172-Technical Trigonometry . . . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .16	Total Semester Hours . . . . .16

#### Term III-A

AER 140-Engines and Aircraft Structures . . . . .3
ENG 103-Technical Report Writing . . . . .3
Total Semester Hours . . . . .6

#### SECOND YEAR

<i>First Term</i>	<i>Second Term</i>
AER 200-Navigation Science II . . .3	AER 210-Instrument Flight Theory . . . . .3
AER 205-Aeronautical Science Safety . . . . .3	AER 232-All Weather Flight . . . .3
AER 231-Commercial Flight II . . .3	PSC 121-National Govt. . . . .3
PHY 130-Physics . . . . .3	Elective . . . . .3
PHY 131-Physics Lab . . . . .1	MTH 191-Slide Rule . . . . .1
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .14	Total Semester Hours . . . . .14

Suggested Electives:

AER 233, 234, 235; 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

<i>First Term</i>	<i>Second Term</i>
AER 115-Aeronautical Science . . .3	AER 120-Meteorology . . . . .3
AER 116-Navigation Science . . .3	AER 150-Aircraft Characteristics and Recognition . . . . .3
AER 131-Primary Flight . . . . .3	PHY 130-Physics . . . . .3
ENG 101-Communications . . . . .3	PHY 131-Physics Lab . . . . .1
MTH 171-Technical Algebra . . . . .3	MTH 172-Tech. Trigonometry . . .3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .16	Total Semester Hours . . . . .14

**Term III-A and Term III-B**  
CWS 201-Work Experience I  
(Practicum) . . . . .3  
(Work for the FAA in a  
Flight Service Station, Con-  
trol Tower, or Air Route  
Traffic Control Center)

#### SECOND YEAR

<i>Term I</i>	<i>Second Term</i>
AER 200-Navigation Science II . .3	AER 210-Instrument Flight Theory . . . . .3
AER 205-Safety . . . . .3	EL 100-D.C. Circuits . . . . .4
AER 125-Aerodynamics . . . . .3	PSC 121-National Government . .3
ENG 103-Tech. Report Writing . .3	Elective . . . . .3
SPE 110-Voice and Diction . . . .3	MTH 191-Slide Rule Math . . . . .1
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .16	Total Semester Hours . . . . .15

**Term III-A and Term III-B**  
CWS 202-Work Experience II  
(Practicum) . . . . .3  
(Work for the FAA in a  
Flight Service Station, Con-  
trol Tower, or Air Route  
Traffic Control Center).

## 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: See Section on Student fees under General Information in this catalog. Offered at Ft. Lauderdale-Hollywood International Airport, and Ft. Lauderdale Executive Airport.
- 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 150 AIRCRAFT CHARACTERISTICS AND RECOGNITION** 3 semester hours  
Training in rapid identification by sight of general aviation, air carrier, and military aircraft in current everyday use. Work will also include learning the general operating capabilities and limitations of the various types.
- 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 Sectional Charts, Low Altitude Enroute Charts, and The Airman's information Manual. Prerequisite: AER 116 or a private pilot's license. MTH 171 and MTH 172, or MTH 132 and MTH 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, STAR 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. See section on student fees under General Information in this catalog. Offered at Ft.

Lauderdale-Hollywood International Airport, and Ft. Lauderdale Executive Airport.

- 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. See section on student fees under General Information in this catalog. Offered at Ft. Lauderdale-Hollywood International Airport, and Ft. Lauderdale Executive Airport.
- 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: AER 231; corequisite: AER 210. Fee: See section on student fees under General Information in this catalog. Offered at Ft. Lauderdale-Hollywood International Airport, and Ft. Lauderdale Executive Airport.
- 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: See section on student fees under General Information in this catalog. Offered at Ft. Lauderdale-Hollywood International Airport, and Ft. Lauderdale Executive Airport.
- AER 234 FLIGHT INSTRUCTOR TRAINING** 2 semester hours  
The flight and ground instruction to train a commercial pilot to be a flight instructor. Consists of the number of dual and solo flying hours, and oral instruction required in each case to qualify the individual for an FAA Flight Instructor certificate. In no case less than a total of 25 flying hours. Students must get FAA certificate in order to receive credit for the course. Prerequisite: Commercial pilot certificate. Fee: See section on student fees under General Information in this catalog. Offered at Ft. Lauderdale-Hollywood International Airport and Ft. Lauderdale Executive Airport.
- AER 235 MULTI-ENGINE TRANSITION** 1 semester hour  
Nine hours of dual flight instruction, one hour of solo flying, and five hours of oral instruction covering training in operation of multi-engine airplanes. Students must obtain FAA multi-engine rating in order to receive credit. Prerequisite: Private pilots license. Fee: See section on student fees under General Information in this catalog. Offered at Ft. Lauderdale-Hollywood International Airport and Ft. Lauderdale Executive Airport.

**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.

**PROGRAM FOR AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (A.S. Degree)**

This program is designed to give a post high school student the skills and knowledge for understanding heat transfer, its concepts and design applications for residential and commercial use.

Students may select electives to prepare for sales, marketing, estimating, manufacturing quality control, with the thrust of the program to prepare for installation and service of heating, cooling, ventilating and refrigeration equipment.

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
AIC 160-Fundamentals of Heat Transfer . . . . .3	AIC 170-Applied Heat Transfer I . . . . .3
MTH 191-Slide Rule . . . . .1	ME 100-Technical Drafting I . . .1
MTH 171-Technical Algebra . . . .3	ME 101-Technical Drafting I Lab . . . . .2
PSC 121-National Government . .3	MTH 172-Technical Trig. . . . .3
ENG 101-Composition . . . . .3	ENG 103-Technical Report Writing . . . . .3
HPR-Physical Education . . . . .1	ENG 093-Reading . . . . .3
	HPR-Physical Education . . . . .1
<b>Total Semester Hours . . . . .14</b>	<b>Total Semester Hours . . . . .16</b>

**Term III-A**

AIC 171-Applied Heat Transfer II . . . . .3
ELS 270-Industrial Controls . . . .3
<b>Total Semester Hours . . . . .6</b>

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
AIC 270-Air Distribution Drafting . . . . .3	AIC 271-Piping Systems Design .3
ELS 273-N.E.C. Code and OSHA 3	AIC 272-Systematic Trouble Shooting . . . . .3

Elective . . . . .3	AIC 273-Visitation Seminar . . . .3
PHY 130-Physics . . . . .3	*Elective . . . . .3
PHY 131-Physics Lab . . . . .1	*Elective . . . . .2
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .14	Total Semester Hours . . . . .15

**\*SUGGESTED ELECTIVES (Approved by Advisor):**

For the individual considering:

**Professional Engineer's Office**

- ARC 230 Architectural Drafting III . . . . . (1 Cr.)
- ARC 231 Architectural Drafting III (Lab) . . . . . (2 Cr.)
- ELS 274 Electronic Devices . . . . . (3 Cr.)
- AIC 290 Advanced Mechanics of Calculating  
and Heating Loads . . . . . (3 Cr.)

**Installation, Service, Sales and Maintenance**

- BA 100 Introduction to Business . . . . . (3 Cr.)
- BA 130 Salesmanship . . . . . (3 Cr.)
- SPE 100 Speech . . . . . (3 Cr.)

**Manufacturing**

- ME 205 Quality Control . . . . . (3 Cr.)
- ME 270 Hydraulics (Fluidics) . . . . . (2 Cr.)
- ME 271 Hydraulics (Lab) . . . . . (1 Cr.)
- ME 204 Industrial Engineering . . . . . (3 Cr.)

## COURSE OF INSTRUCTION AIR CONDITIONING & REFRIGERATION

**AIC 160 FUNDAMENTALS OF HEAT TRANSFER**

2-1-3 semester hours

This course provides the basic physical laws of thermal energy. The student will learn to use measuring devices for studying conductivity, convection and radiation. Thermal behavior of gases and thermal expansion will be studied. Insulation and filtering materials will be evaluated. Humidity, its measurement and control, will be demonstrated. (Course offered on North Campus.)

**AIC 170 APPLIED HEAT TRANSFER I**

2-2-3 semester hours

The residential types of air conditioners and refrigerators will be evaluated, with tube bending, flaring, brazing, silver soldering, wiring and charging practiced in the lab. (Course offered on North Campus.)

**AIC 171 APPLIED HEAT TRANSFER II**

2-2-3 semester hours

Commercial air conditioning and refrigeration units will be evaluated. Students will learn to package a system from available components. It is necessary to interpret published charts, tables and graphs, for systemizing and problem solving. Air purification, ventilating for gases which are heavier or lighter than air, air curtains and showers will be discussed.

Lab work will consist of learning to check out and balance commercial systems with accepted instrumentation. (Course offered on North Campus.)

- AIC 270 AIR DISTRIBUTION DRAFTING** 1-3-3 semester hours  
In this drafting course the student will learn duct design and detailing for low and high velocity systems. The fundamentals of descriptive geometry will be explained. Emphasis on "full radius" change of direction, lengths and reduction of runs, insulating for noise at bonnets and distribution points, and techniques for proper support and connections will be stressed. (Course offered on North Campus.)
- AIC 271 PIPING SYSTEMS DESIGN** 1-3-3 semester hours  
This course will give a student the schematic, graphic, and pictorial techniques used for showing pipe installations. Classroom lectures will cover methods of bending large tubes, types of sealers and connectors, pressure gages and their protection, losses due to long runs and bends, and standard fittings and lengths of material available. (Course offered on North Campus.)
- AIC 272 ESTIMATING AND SYSTEMATIC TROUBLE SHOOTING** 2-2-3 semester hours  
This course should keep the student up to date on material and labor cost with management techniques of pert chart and critical path methods for analyzing installation. The student should demonstrate his ability to read prints and estimate "take-offs" from engineering prints. Systematic trouble shooting is a requirement of every serviceman and technicians are required to assist engineers in checking out a system. (Course offered on North Campus.)
- AIC 273 VISITATION SEMINAR** 1-4-3 Semester Hours  
Students should be given the opportunity to visit installations under construction, completed jobs, and air conditioning manufacturing plants. Guided by a knowledgeable instructor, he can ask questions and bolster his confidence for being ready to enter his chosen occupation. This will be a structured seminar with lectures and exam. (Course offered on North Campus.)
- AIC 290 ADVANCED MECHANICS OF CALCULATING COOLING AND HEATING LOADS (ELECTIVE)** 3-0-3 semester hours  
This program is designed for students planning on entering a professional engineering office which requires a high degree of expertise in calculating the cooling and heating loads of condominiums, high rise and other commercial buildings. Prerequisite AIC 171. (This course to be offered on North Campus Term II of alternate years.)

## ARCHITECTURAL PROGRAM

### 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*

ARC 110-Architectural Drafting I	1
ARC 111-Architectural Drafting Lab I	2
CC 100-Materials and Processes	2
CC 101-Materials and Processes Lab	1
ENG 101-Composition	3
MTH 171-Technical Algebra	3
HPR-Physical Education	1
<b>Total Semester Hours</b>	<b>13</b>

##### *Second Term*

CC 111-Civil Drafting I	3
ENG 103-Technical Report Writing	3
*Elective	3
MTH 172-Technical Trig.	3
PHY 130-Physics	3
PHY 131-Physics Lab	1
HPR-Physical Education	1
<b>Total Semester Hours</b>	<b>17</b>

#### Term III-A

ARC 212-Design and Construction	3
CC 250-Surveying	1
CC 251-Surveying Lab	2
<b>Total Semester Hours</b>	<b>6</b>

#### SECOND YEAR

##### *First Term*

ARC 210-Architectural Drafting II	1
ARC 211-Architectural Drafting II Lab	2
CC 200-Strength of Materials	2
CC 201-Strength of Materials Lab	1
CC 210-Mechanical and Electrical Systems	3
CC 211-Civil Drafting II	3
MTH 191-Slide Rule	1
HPR-Physical Education	1
<b>Total Semester Hours</b>	<b>14</b>

##### *Second Term*

ARC 230-Architectural Drafting III	1
ARC 231-Architectural Drafting III Lab	2
CC 240-Construction Planning and Estimating	3
*Elective	3
ME 204-Principles of Industrial Engineering	3
PSC 121-National Government	3
HPR-Physical Education	1
<b>Total Semester Hours</b>	<b>16</b>

#### \*Suggested Electives

ART 106 Basic Design
CC 230 Structural Design
LST 260 Landscape Design

ME 104 Safety and Health Standards,  
Related to Man and His  
Environment

## COURSES OF INSTRUCTION ARCHITECTURAL TECHNOLOGY

- ARC 110 ARCHITECTURAL DRAFTING I** 1 semester hour  
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. Must be taken concurrently with ARC 111.
- ARC 111 ARCHITECTURAL DRAFTING I LAB** 2 semester hours  
Will give the student an opportunity to put into practice those basic essentials of residential design and construction. Reproduction techniques utilized by local architects will be experienced by the student throughout this lab. Also student visitation to local architectural offices will be included to better familiarize the student with practices and techniques employed by the architectural profession. Must be taken concurrently with ARC 110.
- ARC 210 ARCHITECTURAL DRAFTING II** 1 semester hour  
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. Must be taken concurrently with ARC 211.
- ARC 211 ARCHITECTURAL DRAFTING II LAB** 2 semester hours  
Will give the student an opportunity to put into practice those basic essentials of commercial design and construction. Reproduction techniques, utilized by local architects, will be experienced by the student throughout this lab. Must be taken concurrently with ARC 210.
- ARC 212 DESIGN AND CONSTRUCTION** 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 215 ARCHITECTURAL COMMUNICATIONS** 1-3-3 semester hours  
Multi-media communications techniques, language, graphics models. Development of explanatory vocabulary both verbal and visual. Exercises in the graphic simulation of spaces. Prerequisites: ART 101, EGR 101.
- ARC 230 ARCHITECTURAL DRAFTING III** 1 semester hour  
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. Must be taken concurrently with ARC 231.

**ARC 231 ARCHITECTURAL DRAFTING III LAB**                      2 semester hours  
 Will give the student an opportunity to put into practice those basic essentials of high rise design and construction. Reproduction techniques, utilized by local architects, will be experienced by the student throughout his lab. Must be taken concurrently with ARC 230.

**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*

CC	100 Materials & Processes	2
CC	101-Materials Testing Lab	.1
CC	220-Water Supply	.3
MTH	171-Technical Algebra	.3
**Elective		.3
HPR	Physical Education	.1
Total Semester Hours		.13

*Second Term*

CC	111-Civil Drafting I	.3
PHY	130-Physics	.3
PHY	131-Physics Lab	.1
MTH	172-Technical Trig.	.3
MTH	191-Slide Rule	.1
**Elective		.3
HPR	Physical Education	.1
Total Semester Hours		.15

**Term III-A**

CC	250-Surveying	.1
CC	251-Surveying Lab	.2
Social Science		.3
Total Semester Hours		.6

**SECOND YEAR**

*First Term*

CC	200-Strength of Materials	.2
CC	201-Materials Lab	.1
CC	211-Civil Drafting II	.3
CC	260-Route Surveying	.3
*CC Elective		.3
ENG	101-Composition	.3
HPR	Physical Education	.1
Total Semester Hours		.16

*Second Term*

CC	210-Mech. & Elect. Systems	.3
CC	230-Structural Design	.3
CC	240-Planning & Estimating	.3
*CC Elective		.3
ENG	103-Tech. Report Writing	.3
HPR	Physical Education	.1
Total Semester Hours		.16

**\*\*CC Electives – Suggested**

CC	231 Civil Drafting III
ME	104 Safety & Health Standards
ME	204 Industrial Engineering
ME	270 Basic Hydraulics

**\*\*Electives – Suggested**

BA	100 Introduction to Business
BA	130 Salesmanship
BA	140 Personal Finance
DP	101 Data Processing

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 semester hours  
Introduces the materials and processes commonly used in building construction. Provides background relating to physical properties, sources and costs. Includes a study of standard manufacturing processes and recent methods of application. Should be taken concurrently with CC 101. Offered on Central and North Campuses.
- CC 101 MATERIALS TESTING LAB** 1 semester hour  
Introduction of A.S.T.M. procedures for testing concrete and reinforcing steel specimens. This course should be taken concurrently with CC 100. Offered on Central Campus only.
- CC 111 CIVIL DRAFTING I** 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. Offered on Central and North Campuses.
- CC 200 STRENGTH OF MATERIALS** 2 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. Prerequisite: PHY 130 or equivalent. Should be taken concurrently with CC 201. Offered on Central and North Campuses.
- CC 201 STRENGTH OF MATERIALS LAB** 1 semester hour  
Laboratory sessions emphasize standard procedures for testing soils, asphalt and building materials. This course should be taken concurrently with CC 200. Offered on Central Campus only.
- CC 210 MECHANICAL AND ELECTRICAL SYSTEMS** 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 specialty equipment such as elevators, dumbwaiters and moving stairways. Offered on Central and North Campuses.

- CC 211 CIVIL DRAFTING II** **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. Offered on Central and North Campuses.
- CC 220 WATER SUPPLY AND WASTE WATER DISPOSAL** **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 include inspection of local facilities. Offered on Central and North Campuses.
- CC 230 STRUCTURAL DESIGN** **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. Offered on Central and North Campuses.
- CC 231 CIVIL DRAFTING III** **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. Offered on Central and North Campuses.
- CC 240 CONSTRUCTION PLANNING AND ESTIMATING** **3 semester hours**  
A study of construction contracts, contractor responsibilities, job planning, scheduling, selection of equipment, methods of construction and safety standards. The student is required to make quantity takeoffs from a set of plans and do pricing of labor and materials. Prerequisite: CC 111 or equivalent. Offered on Central and North Campuses.
- CC 250 SURVEYING** **1 semester hour**  
The theory of construction surveying including the use and care of surveying instruments. This course should be taken concurrently with CC 251. Offered on Central and North Campuses.
- CC 251 SURVEYING LAB** **2 semester hours**  
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. This course should be taken concurrently with CC 250. Offered on Central and North Campuses.
- CC 260 ROUTE SURVEYING** **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. Offered on Central and North Campuses.

## 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/370 model 135 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

<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 222-Prin. of Accounting II .3
BA 221-Prin. of Accounting I .3	*Science . . . . .3 or 4
Humanities . . . . .3	MTH 131 or 132 Algebra . . . . .3
HPR-Physical Education . . . . .1	DP 105-Comp. Programming I .3
Total Semester Hours . . . . .13	HPR-Physical Education . . . . .1
	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-Adv. Programming . . . .3
Humanities . . . . .3
Social Science . . . . .3
HPR-Physical Education . . . . .1
Total Semester Hours . . . . .13

## 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 as well as the full time 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
<b>TERM II</b>				
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
<b>TERM III</b>				
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
<b>TERM IV</b>				
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

\*\*The University of West Florida prefers DP 110, other schools will accept DP 115-PL/1 Programming.

\*\*\*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**

<i>First Term</i>			<i>Second Term</i>		
DP	101-Fundamentals of Data Processing . . . . .	3 0 3	DP	104-Introduction to Programming Systems . . . . .	2 2 3
DP	102-Data Preparation Equipment . . . . .	2 2 3	DP	105-Computer Pro- gramming I . . . . .	2 2 3
ENG	101-Composition . . . . .	3 0 3	ENG	102 or 103 Com. . . . .	3 0 3
BA	150-Business Math . . . . .	3 0 3	BA	222-Prin. of Acc't. . . . .	3 0 3
BA	221-Prin. of Acc't. . . . .	3 0 3	MTH	131-Basic College Math . . . . .	3 0 3
HPR	Physical Education . . . . .	2 0 1	HPR	Physical Education . . . . .	2 0 1
Total Semester Hours . . . . .			Total Semester Hours . . . . .		

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

DP	205-Computer Programming II . . . . .	2 2 3
ECO	251-Prin. of Economics . . . . .	3 0 3
Total Semester Hours . . . . .		6

**SECOND YEAR**

<i>First Term</i>			<i>Second Term</i>		
DP	210-Cont. Program- ming Practices . . . . .	2 2 3	DP	225-Advanced Pro- gramming Techniques . . . . .	2 2 3
DP	221-Systems Dev. & Design . . . . .	3 0 3	DP	115 or DP 110 . . . . .	2 2 3
STA	221-Elem. Statistics . . . . .	3 0 3	DP	225-Field Project . . . . .	1 2 2
Science	. . . . .	3 0 3	Social Science . . . . .	3 0 3	
HPR	Physical Education . . . . .	2 0 1	*Elective . . . . .	3 0 3	
Total Semester Hours . . . . .			Total Semester Hours . . . . .		

\*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 transferrable, 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**

<i>First Term</i>			<i>Second Term</i>		
DP	101-Fundamentals of Data Processing . . . . .	3 0 3	DP	110-Fortran . . . . .	2 2 3
			DP	105-Computer Programming I . . . . .	2 2 3

DP 102-Data Preparation Equipment . . . . .2 2 3 ENG 101-Composition . . . .3 0 3 MTH 131-Basic College Math . . . . .3 0 3 Science . . . . .3 0 3 HPR-Physical Education . . . .2 0 1 Total Semester Hours . . . .16	ENG 103-Tech. Report Writing . . . . .3 0 3 MTH 132-College Algebra . . . . .3 0 3 Science . . . . .3 0 3 HPR-Physical Education . . . .2 0 1 Total Semester Hours . . . .16
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**Term III-A or III-B**

DP	221-Systems Dev. & Design . . . . .3 0 3	
DP	205-Computer Programming II . . . . .2 2 3	
	Total Semester Hours . . . . .6	

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
DP 115-PL/1 Computer Programming . . . . .2 2 3	DP 225-Adv. Program- ming Techniques III . . . . .2 2 3
Elective . . . . .3 0 3	ECO 251-Principles of Economics . . . . .3 0 3
MTH 133-Pre-Calculus Math . . . . .3 0 3	Elective . . . . .3 0 3
Social Science . . . . .3 0 3	PHY 130-Physics . . . . .3 0 3
HPR-Physical Education . . . .2 0 1	PHY 131-Physics Lab . . . . .0 2 1
	HPR-Physical Education . . . .2 0 1
Total Semester Hours . . . . .13	Total semester Hours . . . . .14

Suggested Electives: (Approved by Advisor)

SPE 100, DP 104, STA 221, BA 221, BA 222

**COURSES IN 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

\*DP-102 is offered on Central Campus only; all other courses may be taken on North or Central Campus.

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 BIM/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 212 ADVANCED TOPICS IN FORTRAN PROGRAMMING** 2-2-3 semester hours  
The course is designed to introduce some Fortran Programming techniques beyond those in introductory courses. Topics related to arrays, subprograms, tape and disk processing are presented through lecture-discussions alternating with problem solving laboratory periods. Prerequisite: an introductory Fortran course or instructor's 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, maintenance, 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.

**PROGRAM FOR ELECTRICAL ENGINEERING TECHNOLOGY  
(A.S. Degree)**

This program is designed to give a post high school student the skills and knowledge for power conversion, power distribution and transmission, instrumentation, industrial and commercial installations in the electrical field.

The student should develop the capacity to perform such tasks as: design, selection, installation, calibration and testing systems; development of corrective and preventive maintenance techniques; application of engineering data; and the preparation of reports and test results in support of the electrical engineer.

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
ELS 160-Direct Current Circuits . . . . .4	ELS 162-Alternating Current Circuits . . . . .4
MTH 191-Slide Rule . . . . .1	ME 100-Mechanical Drafting . . .1
MTH 171-Technical Algebra . . . .3	ME 101-Mechanical Drafting Lab . . . . .2
PSC 121-National Government . .3	MTH 172-Technical Trig. . . . .3
ENG 101-Composition . . . . .3	ENG 103-Technical Report Writing3
HPR-Physical Education . . . . .1	HPR-Physical Education . . . . .1
<b>Total Semester Hours . . . . .15</b>	<b>Total Semester Hours . . . . .14</b>

**Term III-A**

ELS 191-Electro Mechanical Devices . . . . .4
ELS 173-Electrical Drafting . . . .2
<b>Total Semester Hours . . . . .6</b>

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
ELS 270-Industrial Controls I . . .4	ELS 271-Industrial Controls II . .5

Engineering Technology  
Courses - Electrical Engineering

ELS 273-N.E.C., Local Codes and OSHA Safety . . . . .3	ELS 272-Instrumentation . . . . .4 *Elective . . . . .3
ELS 274-Electronic Devices . . . .3	*Elective . . . . .3
PHY 130-Physics . . . . .3	HPR-Physical Education . . . . .1
PHY 131-Physics Lab . . . . .1	
HPR-Physical Education . . . . .1	
Total Semester Hours . . . . .15	Total Semester Hours . . . . .16

**\*SUGGESTED ELECTIVES (Approved by Advisor):**

For the individual considering:

High Rise Applications

(P.E. Office)

ARC 230 Architectural Drafting III . . . . .	(1 Cr.)
ARC 231 Architectural Drafting III Lab . . . . .	(2 Cr.)
CC 210 Mech. and Electrical Systems . . . . .	(3 Cr.)
CC 200 Strength of Materials . . . . .	(2 Cr.)
CC 201 Strength of Materials Lab . . . . .	(1 Cr.)

Florida Power & Light

(Distribution)

CC 210 Mechanical & Electrical Systems . . . . .	(3 Cr.)
ME 204 Principles of Industrial Engr. . . . .	(3 Cr.)

Florida Power & Light

(Power Generation & Control)

EL 213 Digital Systems . . . . .	(4 Cr.)
ELS 274 Electronic Devices . . . . .	(3 Cr.)

Motor Rewind & Sales

ME 270 Hydraulics . . . . .	(2 Cr.)
ME 271 Hydraulics Lab . . . . .	(1 Cr.)
BA 130 Salesmanship . . . . .	(3 Cr.)

**COURSES OF INSTRUCTION**  
**ELECTRICAL ENGINEERING TECHNOLOGY**

**ELS 160 DIRECT CURRENT CIRCUITS** **3-1-4 semester hours**

The student should understand the structure of matter, electric current, voltage, resistance and their relationship with OHM's law. Network analysis, magnetism, Faraday's law, Lenz' law, insulators, and electrical power should be understood by the student and his skills demonstrated in the lab. (This course is offered on North Campus. EL-100 is offered on Central Campus & may be substituted for ELS-160.)

**ELS 162 ALTERNATING CURRENT CIRCUITS** **3-1-4 semester hours**

Fundamental principles of alternating current: cycle, frequency, phase relations and shift, inductance and inductive reactance, capacitors, capacitive reactance, impedance and graphic representation of R.L.C. circuits. The student will use lab equipment to verify the above as well

as coupling networks, power factor and its correction and transformer applications. Series and parallel resonance and the use of the oscilloscope are covered. (This course is offered on North Campus. EL-104 is offered on Central Campus and may be substituted for ELS-162).

- ELS 173 ELECTRICAL DRAFTING** 1-2-2 semester hours  
The student will become familiar with terms, symbols, circuit and network drawings used in power distribution, high rise and commercial buildings, and interfacing pieces of equipment. Wiring diagrams for heating and circulating equipment, cleaning and disposal systems, cooling systems, ventilating ducts and hoods, fire protection, distribution ducts and bus bars, wiring design, signal systems, lighting, elevators and moving stairway layouts are studied. (This course is offered on North Campus.)
- ELS 191 ELECTRO MECHANICAL DEVICES** 3-1-4 semester hours  
The theory, characteristics, construction, and maintenance of DC and AC motors, generators, transformers, transmission and distribution systems, both single and polyphase units. (This course is offered on North Campus.)
- ELS 270 INDUSTRIAL ELECTRIC CONTROLS I** 3-1-4 semester hours  
This course covers the theory and application of motor controls, low and high voltage interruptors, pilot devices and thermo components. Wiring of starter boxes, reversing switches, overload protection devices and measuring electrical characteristics for trouble shooting, with measurement of losses, efficiencies and ratings performed in the lab. (This course is offered on North Campus.)
- ELS 271 INDUSTRIAL ELECTRIC CONTROLS II** 3-2-5 semester hours  
This course covers the theory and application of phase shift control circuits, sequence controls (timed and digital), large current controls, industrial power supplies, large current rectifiers and polyphase circuit applications. (This course is offered on North Campus.)
- ELS 272 INSTRUMENTATION (ELECTRICAL AND PNEUMATIC)** 3-1-4 semester hours  
Types of control systems, analog computation, control system components, transducers, velocity, flow rate, temperature, pressure and liquid level measurements, control valves, position and displacement measurement. Servomechanisms are an integral part of this course. (This course is offered on North Campus.)
- ELS 273 NATIONAL ELECTRIC CODE AND OSHA SAFETY PROGRAM** 3-0-3 semester hours  
This course covers the local and national electric codes and Office of Safety and Health Administration Safety Program. It will serve as a refresher course for journeymen and master electricians that must take an exam. (This course is offered on North Campus.)

**ELS 274 ELECTRONIC DEVICES (Elective)** 2-2-3 semester hours  
 Vacuum tubes, photoelectric devices, semiconductors, integrated circuits, rectifiers, amplifiers, and oscillators. (This course is offered on North Campus.)

## 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

<i>First Term</i>	<i>Second Term</i>
*EL 100-DC Circuit . . . . .3 1 4	EL 102-Electronic
MTH 171-Tech. Algebra . . . .3 0 3	Drafting . . . . .1 3 3
MTH 191-Slide Rule	*EL 104 AC Circuits . . . . .3 1 4
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

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 EL100 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.

### COMMUNICATION OPTION

#### SECOND YEAR

<i>First Term</i>	<i>Second Term</i>
EL 216-Semiconductors . .2 2 3	EL 212-Communications II3 0 3
EL 218-Electronic	EL 223-Applied Circuit
Instrumentation . . . . .3 0 3	Analysis . . . . .2 2 3
EL 211-Communications I 3 1 4	PHY 130-Physics . . . . .3 0 3

EL 213-Digital Systems I .3 1 4	PHY 131-Physics Lab . . . . .0 2 1
HPR-Physical Education . . . .0 1 1	HPR-Physical Education . . . .0 1 1
	*Electives . . . . . 5
Total Semester Hours . . . . .15	Total Semester Hours . . . . .16

**DIGITAL OPTION**

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
EL 213-Digital Systems I .3 1 4	EL 214-Digital Systems II .3 0 3
EL 216-Semiconductors . .2 2 3	EL 220-Computers II . . . .2 2 3
EL 218-Electronic Instrumentation . . . . .3 0 3	PHY 130-Physics . . . . .3 0 3
EL 219-Computers I . . . . .3 1 4	PHY 131-Physics Lab . . . . .0 2 1
HPR-Physical Education . . . .0 1 1	HPR-Physical Education . . . .0 1 1
	*Electives . . . . . 5
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)
- ECO 190 Introduction to economics (3 credits)

Students enrolled in the cooperative work experience program should enroll in one of the following courses during their work period:

- CWS 201 Work Experience I (Practicum)
- CWS 202 Work Experience II (Practicum)

**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 instruments. Laboratory experience is provided in construction and testing of series and parallel circuits, voltage dividers, voltmeters, ammeters, ohmmeters, and RC time constant circuits. (This course is offered on Central Campus. ELS-160 is offered on North Campus and may be substituted for EL-100).
- 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. (This course is offered on Central Campus.)
- 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 construc-

tion and test of series and parallel reactive circuits, resonance, transformers, and use of the oscilloscope. (This course is offered on Central Campus. ELS-162 is offered on North Campus and may be substituted for EL-104.)

- EL 106 ACTIVE ELECTRONIC DEVICES** 1-2-2 semester hours  
The construction and theory of vacuum tubes is presented including diodes, triodes, pentodes, cathode ray tubes and semiconductor diodes. (This course is offered on Central Campus.)
- EL 209 TRANSISTORS** 3-1-4 semester hours  
CE, CC, CB configurations, large signals, biasing, AC operation and cascaded amplifiers. (This course is offered on Central Campus.)
- EL 211 COMMUNICATIONS I** 3-1-4 semester hours  
This course is the first of two courses to prepare the student to obtain a second class FCC Radiotelephone License. The course will cover RF resonant circuits, coupled circuits, voltage and power amplifiers, oscillators and AM transmitters. The associated laboratory will include the operation of resonant circuits and construction, testing and alignment of an AM radio. (This course is offered on Central Campus.)
- EL 212 COMMUNICATIONS II** 3-0-3 semester hours  
This course is a continuation of Communications I and will cover demodulation of AM, AM receivers, frequency modulation, transmitters and receivers, single side band, transmission lines and antennas. The student, at his option, will take the FCC 2nd class license examination. (This course is offered on Central Campus.)
- EL 213 DIGITAL SYSTEMS I** 3-1-4 semester hours  
A study of the logic concepts and circuits used in digital systems including measuring instruments, communication equipment, and computers. Integrated circuits are used to demonstrate the digital techniques of gating, counting, storing, shifting and converting. (This course is offered on Central Campus.)
- EL 214 DIGITAL SYSTEMS II** 3-0-3 semester hours  
A study of the operation of several small scale digital systems selected from the fields of consumer and communication electronics. Circuit analysis is extended from individual IC's to large logic blocks. The interpretation and use of logic block diagrams will be stressed. (This course is offered on Central Campus.)
- EL 216 SEMI CONDUCTORS** 2-2-3 semester hours  
Subject matter includes field effect transistor, unijunction transistors, tunnel diodes and silicon controlled rectifiers. (This course is offered on Central Campus.)
- 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.  
 (This course is offered on Central Campus.)

**EL 219 COMPUTERS I** 3-1-4 semester hours  
 Study of the organization and operation of a stored program digital computer with emphasis on CPU operation in response to assembly and machine language instructions. Methods of selecting and operating I/O devices under program control will also be studied. (This course is offered on Central Campus.)

**EL 220 COMPUTERS II** 2-2-3 semester hours  
 Analysis of a general purpose digital computer with emphasis on system logic and timing. The functional operation of system components will be studied with the aid of diagnostic programs and digital test equipment. (This course is offered on Central Campus.)

**EL 223 APPLIED CIRCUIT ANALYSIS LAB** 2-2-3 semester hours  
 A study of special circuits used in television transmitters and receivers with their relationship to high frequency signal acquisition and transmission. (This course is offered on Central Campus.)

**EL 224, 225, 226 SPECIAL PROBLEMS** 1-2 or 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. 1 hour credit for 224, 2 hours credit for 225, 3 hours credit for 226. (This course is offered on Central Campus.)

**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. (This course is offered on Central Campus.)

### PROGRAM FOR MECHANICAL ENGINEERING TECHNOLOGY (A.S. Degree)

The program 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

<i>First Term</i>		<i>Second Term</i>	
ME	100-Technical Drafting . . . .1	ME	140-Tool Design I . . . . .1
ME	101-Technical Drafting Lab . . . . .2	ME	141-Tool Design Lab . . . . .2
		ME	151-Die Design . . . . .1

Engineering Technology  
Courses - Mechanical Engineering

MTH 171-Technical Algebra . . . . .3	ME 152-Die Design Lab . . . . .2
ENG 101-Composition . . . . .3	MTH 172-Tech. Trig. . . . .3
*Elective . . . . .3	PHY 130-Physics . . . . .3
HPR-Physical Education . . . . .1	PHY 131-Physics Lab . . . . .1
	ENG 103-Tech. Report Writing . .3
	HPR-Physical Education . . . . .1
Total Semester Hours . . . . .13	Total Semester Hours . . . . .17

**Term III-A**

ME 102-Design of Machine Elements . . . . .3
CC 250-Surveying . . . . .1
CC 251-Surveying Lab . . . . .2
Total Semester Hours . . . . .6

**SECOND YEAR**

*First Term*

*Second Term*

ME 202-Manufacturing Processes . . . . .3	ME 204-Principles of Industrial Engineering . . . . .3
ME 240-Tool Design II . . . . .1	ME 205-Statistical Quality Control . . . . .3
ME 241-Tool Design II Lab . . . . .2	PSC 121-National Govt. . . . .3
ME 270-Basic Hydraulics . . . . .2	*Elective . . . . .3
ME 271-Basic Hydraulics Lab . .1	HPR-Physical Education . . . . .1
CC 210-Mechanical and Elec- trical Systems . . . . .3	
CC 200-Strength of Materials . .2	
CC 201-Strength of Materials Lab . . . . .1	
MTH 191-Slide Rule . . . . .1	
HPR-Physical Education . . . . .1	
Total Semester Hours . . . . .17	Total Semester Hours . . . . .13

**\*Suggested Electives:**

- BA 113-115-Basic Typing
- DP 101 Basic Computing Machines, ME 104 Safety and Health Standards  
Related to Man and His Environment

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 semester hour  
 Course is designed to provide basic knowledge of the standard of mechanical drafting. Subjects covered include applied geometry, basic

dimensioning, pictorial representations, auxiliary views, sections, conventions, 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. Must be taken concurrently with ME 101. (Offered on Central and North Campuses.)

**ME 101 TECHNICAL DRAFTING LAB 2 semester hours**

The student will develop skill in the use of drafting equipment. The principles of orthographic projection and techniques of laying out multi-view drawings are introduced. Lettering and line work are stressed. Must be taken concurrently with ME 100. (Offered on Central and North Campuses.)

**ME 102 DESIGN OF MACHINE ELEMENTS 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, deformation, shrink fits, and other factors in the design of machine elements. (Offered on Central Campus.)

**ME 104 SAFETY AND HEALTH STANDARDS RELATED TO MAN AND HIS ENVIRONMENT AND FIRST AID 3 semester hours**

To give an awareness of the factors involved in the prevention of injury and damage and the practice of good industrial hygiene. To provide understanding and comprehension of Federal, State and Local Safety and Health Legislation with emphasis upon compliance and record keeping requirements. (Offered when requested.)

**ME 140 TOOL DESIGN I 1 semester hour**

The student learns nomenclature of single point tools. Types of material removal are studied as they affect the design of tools. Fixtures are studied, considering types, locating points and their relation with previous and subsequent operations. Prerequisite: ME 100 or equivalent. Must be taken concurrently with ME 141. (Offered on Central Campus.)

**ME 141 TOOL DESIGN I LAB 2 semester hours**

Jig assemblies are detailed to improve the student's ability to read assembly drawings and develop the techniques of detailing. Pump jigs are adapted and fixtures designed to illustrate the use of proper locating points. Must be taken concurrently with ME 140. (Offered on Central Campus.)

**ME 151 DIE DESIGN 1 semester hour**

Student studies die drawings to learn the style and techniques used in designing sheet metal dies. Blank nesting, pierce, form and flange dies analyzed. Prerequisites: ME 100 or equivalent. Must be taken concurrently with ME 152. (Offered on Central Campus.)

- ME 152 DIE DESIGN LAB** 2 semester hours  
Part drawings of the student's own design are used for the student to draw blank, piercing, forming and flanging dies. Must be taken concurrently with ME 151. (Offered on Central Campus.)
- ME 202 MANUFACTURING PROCESSES** 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. (Offered on Central Campus.)
- ME 204 PRINCIPLES OF INDUSTRIAL ENGINEERING** 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. (Offered on Central Campus.)
- ME 205 STATISTICAL QUALITY CONTROL** 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. (Offered on Central Campus.)
- ME 240 TOOL DESIGN II** 1 semester hour  
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. Prerequisite: ME 140. Must be taken concurrently with ME 241. (Offered on Central Campus.)
- ME 241 TOOL DESIGN II LAB** 2 semester hours  
A multiple spindle drill press attachment is designed by each student to drill a part of their choice. Must be taken concurrently with ME 240. (Offered on Central Campus.)
- ME 270 BASIC HYDRAULICS** 2 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. Must be taken concurrently with ME 271. (Offered on Central Campus.)

**ME 271 BASIC HYDRAULICS LAB** 1 semester hour  
Equipment components are studied, assembled, and results measured with gauges. Designs are created and submitted in the form of proposals. Must be taken concurrently with ME 270. (Offered on Central Campus.)

## DIVISION OF PUBLIC SERVICES

Public Administration

Dietetic Technician

Fire Science Technology

Hotel-Restaurant-Institution Administration Technology

Pollution Prevention and Control Technology

Tourism Industries Administration Program

The Division of Public Services seeks to serve the public and private sectors of Broward County by developing programs, mainly for college credit, to meet the needs of our community. The degree programs listed under this division are the result of extensive community involvement and participation.

### PUBLIC ADMINISTRATION PROGRAM

The Public Administration Program is designed to prepare students for careers at the managerial and executive levels in local public service. The Program's emphasis is on a liberal education as the basis for the intelligent use of technical skills in administrative and governmental work. The Program aims at a broad understanding of the goals and problems of Public Administration and how these relate to the technical specialties of public administration: budget analysis, planning, organization and management methods, and personnel administration. The Program is also valuable preparation for those who intend to work for public agencies or voluntary associations interested in the problems of government including unions, chambers of commerce, business corporations, farm organizations and community service organizations.

### 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 of local government leaders 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 102/103/104 (3)
- (3) SPE 100 (3)
- B. SOCIAL SCIENCES .....9 hours
  - (1) PSC 121/122/205 (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)
    - (3) BA 261 (3) or BA 262 (3)
  - B. STATISTICS .....3 hours
    - (1) STA 221 (3)
- 4. Completion of 18 hours in the field of concentration:
  - PUBLIC ADMINISTRATION .....18 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, must be selected from the following with the approval of the division chairman.
  - Business Administration, Data Processing, Fire Science, Police Science, Social Sciences and Public Administration ....12 hours
- 7. Completion of a minimum of 24 semester hours of residence at BCC, including the last 12 semester hours.
- 8. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
- 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 or Elective	.....3	Elective	.....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

### SECOND YEAR

*First Term*

*Second Term*

Elective .....	.3
BA 260 or BA 261 .....	.3
PA 205 .....	.3
PA 207 .....	.3
STA 221 .....	.3
HPR .....	.1
Total Semester Hours .....	.16

PA 210 .....	.3
PA 211 or Elective .....	.3
BA 262 .....	.3
SOC 211 .....	.3
SPE 100 .....	.3
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.

**PA 212 PRINCIPLES AND PRACTICE OF  
URBAN PLANNING**

**3 semester hours**

This course is designed to cover the latest concepts and methods of urban planning. Included are: basic planning studies, special approaches to planning, implementation of policies and plans, regulations and renewal and the planning agency.

**PA 213 MUNICIPAL PUBLIC RELATIONS**

**3 semester hours**

This course is designed to cover the increasingly complex area of public opinions, public attitudes, and public information regarding governmental and municipal operations. It will teach public employees to act effectively in these areas and the course provides the tools and understanding to make good public relations integral to a city's administrative practice.

## **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 63 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 205 .....9 semester hours
3. Completion of any three of the following Business Administration courses:  
BA 113-115 or BA 118-120, 231, 260, 261 .....9 semester hours  
**CONTRACTING AND CIVIL ENGINEERING**  
CC 100 .....3 semester hours
4. Completion of eight Fire Science courses:  
Required: EMT 100, ES 101, 110, 201, 210, 212, 214 21 semester hours  
Select one of following:  
FS 105, 207, 216, FS 100 ..... 3 semester hours  
24 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 .....3 semester hours
6. Completion of four semester hours of Physical Education activities.  
Not required of veterans or students 29 and older.  
.....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. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
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:**

PSC	205 Municipal Government . . . . .	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

<i>First Term</i>		<i>Second Term</i>	
ENG	101-Composition . . . . .3	ENG	103-Technical Report Writing OR
PSC	205-Municipal Government . . . . .3	ENG	104-Composition . . . . .3
EMT	100-Emergency Medical Technology I . . . . .3	MTH	. . . . .3
BA	260-Intro. to Management .3	FS	110-Fire Operations Strategy . . . . .3
HPR	. . . . .1	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

<i>First Term</i>		<i>Second Term</i>	
PSY	201-Gen. Psychology . . . . .3	CC	100-Materials & Processes . .3
FS	210-Fireground Tactics . . . .3	FS	201-Fire Administration II .3
SPE	100-Intro. Speech . . . . .3	FS	207-Fire Apparatus & Procedures . . . . .3
FS	101-Fire Administration I . .3	Elective . . . . .	3
FS	105-Fire Prevention Theory 3		

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

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 materials 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 210 APPLICATION OF FIREGROUND TACTICS** 3 semester hours  
This course applies the basic principles learned in FS 110 to specific fire problems, e.g. churches, flammable gases and liquids, lumberyards, department stores, residential, supermarkets, warehouses. Included are additional pointers on solving these problems and those of a miscellaneous nature; also command responsibilities on the fireground. Prerequisite FS 110.
- 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 PROGRAM

The explosive growth of the Food Service/Lodging Industries (they now employ more people than any other industry in this country and are fourth largest in dollar income) has created a tremendous opportunity for careers of all types, especially in the broad mid-management areas.

While the 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.

## 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.

In addition to this required core, the student is to select, from the following courses, the 3 that will be the most coherent with his career goals:

- TIA 100 Introduction to Tourism  
    Industries Administration ..... .3 semester hours

- 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
- FSA 100 Introduction to Food  
Service Administration . . . . .3 semester hours
- FSA 102 Food and Beverage  
Purchasing . . . . .3 semester hours
- FSA 170 Classical Cuisine . . . . .3 semester hours
- FSA 225 Experimental Foods . . . . .3 semester hours
- FSA 270 International Cuisine . . . . .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. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

**PROGRAM FOR  
HOTEL-RESTAURANT-INSTITUTION (A.S. Degree)**

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
HMA 100 or FSA 100-Introduct- tion 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	HRI 205-Financial Management .3
FSA 102-Food and Beverage Purchasing . . . . .3	HRI 215-Management and Control Practicum . . . . .6
BA 121-Accounting Survey OR	Social Science Elective . . . . .3
BA 221-Principles of Acct. . . .3	HPR-Physical Education . . . . .1
BA 130-Salesmanship . . . . .3	
SPE Elective . . . . .3	
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 upgrade 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** 6 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 170 CLASSICAL CUISINE** (Lecture and Demonstration) 3 semester hours  
Emphasis is placed on upgrading the professional culinary student as to new menu items and correct terminology. Application of standards to hot/cold hors d'oeuvres, appetizers, large and small dinner parties and pastry products. The student has the opportunity to observe preparation skills in products. The student has the opportunity to observe preparation skills in detail, participate in writing recipes, watching the correct serving techniques and tasting the prepared food. Prerequisite: HRI 112 or instructor approval.
- FSA 204 FOOD SERVICE COSTING AND CONTROLS** 3 semester hours  
A cost-managing approach to the study of food and labor controls. The relationship of food and labor costs to selling price; cost control procedures for recipes and menus; pre-cost, pre-control techniques; and the preparation and utilization of management reports are examined. A review of mathematics and its application to practical problems. The emphasis is on the utilization of controls as a tool of management.
- 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.
- FSA 270 INTERNATIONAL CUISINE** (Lecture and Demonstration) 3 semester hours  
Emphasis is placed on international cookery as it applies to the proper modern menu use and selection. The course will include preparation of cold buffet, entree, dinner accompaniment and flambe desserts. The student has the opportunity to observe preparation skills, writing recipes, watching correct serving techniques and tasting the prepared food. Prerequisite: FSA 170 or instructor approval.
- 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 effect on the normal growth and development processes throughout life.
- NTR 263 NUTRITION AND CHEMISTRY** 3 semester hours  
A study of food nutrients, their digestion, absorption and metabolism. Methods of determining requirements and interrelationships of nutri-

ents and the effects of excesses and deficiencies. Special emphasis upon the practical applications of scientific principles to nutrition for mankind.

## DIETETIC TECHNICIAN PROGRAM

The Dietetic Technician program in Broward County is a joint offering of the Board of Public Instruction and Broward Community College, leading to the Associate in Science degree awarded by the college. The first year is a structured series of lecture, laboratory, and clinical experiences as described in the American Dietetic Association publication "Essentials of an Acceptable Program of Dietetic Technician Education." These must take place under the direction of a Program Director and a clinical instructor, both of whom have been approved by the American Dietetic Association in institutions and facilities also carrying this approval. Atlantic Vocational Center is the only such institution in the county.

The Dietetic Technician functions at the management level performing supervisory responsibilities under the direction of the Registered Dietician. Typical duties of the Dietetic Technician are: to supervise employees, plan menus, purchase food, give diet instruction and information to patients, plan and supervise special functions, and train employees. The Dietetic Technician is an integral member of the health care delivery team in an occupation offering both personal and financial rewards.

### DIETETIC TECHNICIAN PROGRAM (A.S. Degree)

Requirements for the Associate in Science Degree in Dietetic Technician Program:

1. Completion of 65 semester hours of credit with a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:  
COMMUNICATIONS  
ENG 101 and 104 .....6 semester hours  
(or ENG 095 and 103 will satisfy degree requirements)  
MATH  
MTH 100 .....3 semester hours  
SOCIAL SCIENCE  
PSY 201, SOC 211 .....6 semester hours
3. Completion of the following Science courses:  
BIOLOGY  
BIO 115, BIO 105, BIO 113, 114 and BIO 117 . . .10 semester hours
4. Completion of the following courses in major field:  
FSA 102, HRI 110, HRI 200 and NTR 263 and FSA 204 15 semester hours
5. Completion of the following courses in related areas:  
DT 100, DT 102; DT 104, DT 106, DT 110, DT 112,  
DT 114 and DT 116 .....23 semester hours

These courses represent a year's enrollment at Atlantic Vocational Center and health care institutions equivalent to 23 credits at B.C.C. These courses are not taught at Broward Community College.

6. Completion of two semester hours of Physical Education activities.
7. Completion of a minimum of 24 semester hours of residence at Broward Community College, including the last 12 semester hours.
8. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

**DIETETIC TECHNICIAN PROGRAM  
 (A.S. Degree)**

**FIRST YEAR**

Enrollment at Atlantic Vocational Center and health care institutions equivalent to 23 credits at B.C.C. These courses are not taught at B.C.C.

DT 100, DT 102, DT 104, DT 106, DT 110, DT 112, DT 114 and DT 116

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
BIO 111, 112-Paramedical Science I . . . . .4	BIO 113, 114-Paramedical Science II . . . . .4
BIO 105-Modern Principles of Biology Lab . . . . .1	BIO 117-Paramedical Science II Lab . . . . .1
ENG 101-Composition . . . . .3 or	ENG 104-Composition . . . . .3 or
ENG 095-Fundamentals of Writing	ENG 103-Technical Report Writing
MTH 100-Gen. Educ. College Math3	FSA 102-Food & Bev. Purchasing3
PSY 201-General Psychology . . .3	SOC 211-General Sociology . . .3
HPR . . . . .1	HPR . . . . .1
Total Semester Hours . . . . .15	Total Semester Hours . . . . .15

**Term III-A**

HRI 110-Supervisory Development3
FSA 204-Food Serv. Costing and Controls . . . . .3
Total Semester Hours . . . . .6

**Term III-B**

HRI 200-Organization & Personnel Management . . . . .3
NTR 263-Nutrition & Chemistry .3
Total Semester Hours . . . . .6

**POLLUTION PREVENTION AND CONTROL  
 TECHNOLOGY PROGRAM  
 (A.S. Degree)**

The Pollution Prevention and Control Technology Programs are designed to prepare students for careers at the supervisory and managerial levels of employment. The Programs' emphasis is on technical and administrative skills development as well as a liberal education. Program goals include

understanding of local government operations and contemporary management concepts as they relate to the technical specialties in the broad spectrum of Pollution Prevention and Control occupations including:

- Water Control Operations
- Wastewater Control Operations
- Air Pollution
- Noise Control
- Nuclear-Radiological Pollution Control

The first two specialty programs, Water Control Operator and Wastewater Control Operator, have been developed through the direction of an active advisory committee from all levels of Utility Plant Operation and Management in Broward County. After completing one of the Certificate Programs, strong emphasis is put on up-grading of the control operator in management and technical skills.

The degree program is designed to help up-grade operators to a Class B or Class A license in water and wastewater control. These courses follow closely the areas of competence identified in the state certification program. Licensing is administered by the Florida Department of Pollution Control and the Department of Health.

For experienced operators who have their Class A or B licenses, waivers of credits for experience and license grade is available toward the A.S. Degree and each student will be counselled on an individual basis who desires this service. Up to 24 semester hours of credit may be given for licensed operators for their experience and training. Students interested in a university parallel transfer program should consult the division chairman for course selection before planning their schedules.

The emerging program of Air Pollution, Noise Control and Nuclear-Radiological Pollution Control are being identified and will be added as community needs are determined.

### PROGRAM FOR POLLUTION PREVENTION AND CONTROL TECHNOLOGY (A.S. Degree)

1. Completion of 60 semester hours and a grade point average of 2.0 or better. Four (4) semester hours of physical education activity courses are required unless exempt.
2. Completion of the following requirements in General Education:
  - A. Communications . . . . .6 hours
    - (1) ENG 095 Fundamentals of Writing or  
ENG 101 Composition
    - (2) SPE 100 Speech Communication
    - (3) ENG 102 Composition or ENG 104 Composition  
ENG 103 Technical Report Writing
  - B. Social Sciences . . . . .6 hours
    - (1) PSC 205 Municipal Government
    - (2) PSY 100 Human Relations in Business & Industry or  
PSY 201 General Psychology
    - (3) SOC 211 General Sociology
  - C. Mathematics and Science . . . . .11 hours

**Public Services**  
**Pollution Control Technology**

- (1) MTH 171 Technical Algebra or  
MTH 100 General Education College Mathematics
  - (2) GY 108 Florida Geology
  - (3) GY 109 Florida Geology Laboratory
  - (4) CHE 107 Chemistry for General Education
  - (5) CHE 108 Chemistry for General Education Laboratory
3. Completion of the following requirements in related fields: .....15 hours
- A. Public Administration
    - (1) PA 100 Theories of Public Administration
    - (2) PA 211 Supervisory Methods in Municipal Administration
  - B. Business Administration
    - (1) BA 121 Accounting Survey I
    - (2) BA 231 Business Law I
    - (3) BA 125 Introduction to Data Capturing Equipment
4. Completion of 13 hours in the field of concentration .....13 hours
- A. Water Control Operator Specialist
    - (1) SAN 100 Introduction to Water Plant Operations
    - (2) SAN 102 Basic Hydraulics & Laboratory Tests for Water Plant Operations
    - (3) SAN 104 Water Plant Operations Control
    - (4) SAN 106 Operation & Management of a Water Treatment Plant
  - B. Wastewater Control Operator Specialist
    - (1) SAN 101 Introduction to Wastewater Plant Operations
    - (2) SAN 103 Basic Hydraulics & Laboratory Tests for Wastewater Plant Operations
    - (3) SAN 105 Wastewater Plant Operations Control
    - (4) SAN 107 Operation & Management of a Wastewater Treatment Plant
- Other fields of concentration to be announced.
5. Completion of four semester hours of Physical Education Activities HPR .....4 hours  
(Not required of veterans or students 29 years or older)
6. Electives .....9 hours  
They must be selected from the following areas with the approval of the division chairman.
- A. Public Administration: PA 110, PA 210
  - B. Mathematics & Science: BIO 120, BIO 121  
GY 110, GY 111  
DP 101, DP 102
  - C. Data Processing: DP 101, DP 102
  - D. Business Administration: BA 260, BA 264, BA 232
  - E. Cooperative Work Study: CWS 201, CWS 202, CWS 203
7. Completion of a minimum of 24 semester hours of residence at Broward Community College, including the last 12 semester hours.
8. Completion of evaluation of graduation requirements in the Advise-

- ment Office responsible for completing all graduation requirements.
9. Remove all admission conditions.
  10. Attend all official graduation exercises.

### WASTEWATER CONTROL OPERATOR SPECIALIST CERTIFICATE PROGRAM

Course No.	Name	Credit Hours
SAN 101	Introduction to Wastewater Plant Operations . . . . .	4
SAN 103	Basic Hydraulics and Laboratory Tests for Wastewater Plant Operations . . . . .	3
SAN 105	Wastewater Plant Operations Control . . . . .	3
SAN 107	Operation and Management of a Wastewater Treatment Plant . . . . .	3
CWS 201	Cooperative Work Study I . . . . .	3
CWS 202	Cooperative Work Study II . . . . .	3
	Total . . . . .	19

### COURSES OF INSTRUCTION POLLUTION PREVENTION AND CONTROL

- SAN 100 INTRODUCTION TO WATER PLANT OPERATIONS** 4 semester hours  
 Includes history of water supply and treatment, characteristics of potable water, water uses—domestic and industrial and water resources glossary. Students will make several on-site plant visitations and have an extensive review of Florida water standards and regulations. A thorough study of certification standards and professionalism are also included.
- SAN 101 INTRODUCTION TO WASTEWATER PLANT OPERATIONS** 4 semester hours  
 Includes history of wastewater treatment and disposal, characteristics of wastewater, water pollution, wastewater glossary, certification standards and professionalism, pollution control standards and personal hygiene. Extensive review of Florida Department of Pollution Control regulations and testing procedures is also included. Several on-site plant visitations are incorporated.
- SAN 102 BASIC HYDRAULICS AND LABORATORY TESTS FOR WATER PLANT OPERATIONS** 3 semester hours  
 The student will perform mathematic exercises including conversion factors as they relate to application of formulas used in daily water treatment plant operations. He then applies these formulas to laboratory use as he learns water sampling techniques and physical, chemical and biological analysis used in daily plant operator routine. Prerequisite: SAN 100.

- SAN 103 BASIC HYDRAULICS AND LABORATORY TEST FOR WASTEWATER PLANT OPERATIONS** 3 semester hours  
The student performs mathematics exercises including conversion factors as they relate to application of formulas used in daily wastewater plant operations. He then applies the formulas to laboratory use as he learns wastewater sampling techniques and physical, chemical and biological analysis used in daily plant operation routine. Prerequisite: SAN 101.
- SAN 104 WATER PLANT OPERATIONS CONTROL** 3 semester hours  
The student will study in detail water supply availabilities and water treatment methods and control. Prerequisite: SAN 100 and SAN 102.
- SAN 105 WASTEWATER PLANT OPERATIONS CONTROL** 3 semester hours  
The student will study in detail wastewater collection systems and wastewater treatment processes and control. Prerequisite: SAN 101 and SAN 103.
- SAN 106 OPERATIONS AND MANAGEMENT OF A WATER TREATMENT PLANT** 3 semester hours  
Detail study is made into the design, operation and management practices of a water treatment plant. Water distribution systems including water storage and transmission is thoroughly studied. Prerequisite: SAN 100, SAN 102 and SAN 104.
- SAN 107 OPERATION AND MANAGEMENT OF A WASTEWATER TREATMENT PLANT** 3 semester hours  
Detail study is made into the design, operation and management practices of a wastewater treatment plant. Included is a study of the methods of effluent and sludge disposal. Prerequisite: SAN 101, SAN 103, and SAN 105.

## **TOURISM INDUSTRIES ADMINISTRATION PROGRAM**

Tourism is the largest industry in the world. Career opportunities are similarly global, but nowhere are they brighter than on Florida's Gold Coast. This fortunate region is one of the few which combines the attractiveness of a destination with the accessibility of a transportation center. All trends point to this area's becoming one of the 3 or 4 most important centers for tourism in the world.

This growth will require vast numbers of people educated to function in all segments and at all levels of the industry. To serve this diversity, both the mid-management A.S. degree and the transfer A.A. degree are offered.

It is recommended that the students take the *Travel Agency and Airline Ticketing Procedures* course in the Adult and Vocational Division of the Broward County Schools before or concurrently with TIA 100.

**PROGRAM FOR TOURISM INDUSTRIES ADMINISTRATION**

(A.S. Degree)

**FIRST YEAR**

*First Term*

***TIA 100-Intro. to Tourism Industries Administration . . . . .	.3
HRI 110-Supervisory Development . . . . .	.3
BA 150-Business Mathematics . . . . .	.3
EGN 101-English Composition . . . . .	.3
HPR-Physical Education . . . . .	.1

Total Semester Hours . . . . .13

*Second Term*

TIA 105-Tourism Industries Administration Operations Practicum . . . . .	.3
BA 121-Accounting Survey . . . . .	.3
BA 113-115-Basic Typing . . . . .	.3
ENG 104-Composition . . . . .	.3
HPR-Physical Education . . . . .	.1

Total Semester Hours . . . . .13

**Term III-A**

HRI 200-Organization and Personnel Management . . . . .	.3
BA 102-Typing II (or elective) . . . . .	.3
Total Semester Hours . . . . .	.6

**SECOND YEAR**

*First Term*

HMA 100-Intro. to Hotel/Motel Administration . . . . .	.3
BA 122-Accounting Survey II . . . . .	.3
BA 105-Office Procedures . . . . .	.3
Modern Foreign Language . . . . .	.3
HPR-Physical Education . . . . .	.1

Total Semester Hours . . . . .13

*Second Term*

TIA 215-Tourism Industries Administration Management Practicum . . . . .	.3
BA 230-Accounting for Travel Agents . . . . .	.3
Modern Foreign Language . . . . .	.3
BA 261-Office Management . . . . .	.3
HPR-Physical Education . . . . .	.1

Total Semester Hours . . . . .13

**Term III-B**

HRI 230-Marketing . . . . .	.3
Economics elective . . . . .	.3
Total Semester Hours . . . . .	.6

**PROGRAM FOR TOURISM INDUSTRIES ADMINISTRATION**

(A.A. Degree)\*

**FIRST YEAR**

*First Term*

***TIA 100-Intro. to Tourism Industries Administration . . . . .	.3
HRI 110-Supervisory Development . . . . .	.3

*Second Term*

TIA 105-Tourism Industries Administration Operations Practicum . . . . .	.3
BA 221-Principles of Acct I . . . . .	.3

\*\*\*It is recommended that the students take the *Travel Agency and Airline Ticketing Procedure* course in the Adult and Vocational Division of the Broward County Schools before or concurrently with TIA 100.

Courses - Tourism Industries Administration

ENG 101-English Composition ..3	ENG 104-Composition .....3
Social Science elective .....3	Social Science elective .....3
HPR-Physical Education .....1	HPR-Physical Education .....1
Total Semester Hours .....13	Total Semester Hours .....13

**Term III-A**

HRI 200-Organization and Personnel Management .....3
Humanities Elective .....3
HPR-Physical Education .....1
Total Semester Hours .....7

**SECOND YEAR**

*First Term*

BA 222-Prin. of Accounting II .3
Humanities elective .....3
MTH elective .....3
Modern Foreign Language .....3
HPR-Physical Education .....1
Total Semester Hours .....13

*Second Term*

TIA 215-Tourism Industries Administration Management Practicum .....3
BA 230-Accounting for Travel Agents .....3
BA 261-Office Management ...3
Modern Foreign Language .....3
Science** .....3 or 4
Total Semester Hours 15 or 16

**Term III-A**

Science** .....3 or 4
Economics elective .....3
Total Semester Hours ..6 or 7

\*Any alterations in this program must have the approval of the Area Leader of the Tourism industries Program and the Chairman of the Public Services Division.

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

\*\*\*It is recommended that the students take the *Travel Agency and Airline Ticketing Procedure* course in the Adult and Vocational Division of the Broward County Schools before or concurrently with TIA 100.

**COURSES OF INSTRUCTION**

**TOURISM INDUSTRIES ADMINISTRATION PROGRAM**

**TIA 100 INTRODUCTION TO TOURISM  
INDUSTRIES ADMINISTRATION**

3 semester hours

An overview to show the history, organization, problems, opportunities and possible future trends in the many areas which comprise the travel and tourism industries. Emphasis is on the economic benefits and social implications of tourism. This course would be beneficial to the purchaser of tourism services as well as the marketer.

**TIA 105 TOURISM INDUSTRIES ADMINISTRATION  
OPERATIONS PRACTICUM**

3 semester hours

Work experience (average—15 hours/wk) in an approved segment of the Tourism Industries coordinated with a weekly on-campus seminar. Faculty makes regular appraisals of the learning progress through on-site visitations and consultation with the student and his supervisors. Research projects and written reports commensurate with the individual's career goals are required.

**TIA 215 TOURISM INDUSTRIES ADMINISTRATION  
MANAGEMENT PRACTICUM**

3 semester hours

Management Practicum Continuation of TIA 105 with the emphasis shifted from skill level duties to managerial functions.



## CRIMINAL JUSTICE INSTITUTE

Criminal Justice  
Corrections  
Police Science  
Crime Scene Technology  
Broward Police Academy  
Holt Training Program  
Security Administration

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.

Students preparing to enter Florida State University to pursue a baccalaureate degree should follow the University Parallel programs leading to an A.A. degree in Pre-Law Enforcement or Pre-Corrections.

The A.S. degree in Police Science is a two year degree for students who wish to enter directly into a police career.

The A.S. degrees in Criminal Justice and Corrections 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 their profession.

Non-credit seminars and workshops are offered to police to meet the training needs of the Criminal Justice agencies of Broward County and southeast 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.

Programs offered in Corrections are for both pre-service students and those presently employed. These programs include the study of the rehabilitation process through treatment in confinement, probation and parole of both juvenile and adult offenders.

Programs in Crime Scene Technology and Security Administration are available as specialties in the Law Enforcement field.

Criminal Justice students who have a clear cut plan to acquire specific skills along with their degree selection may, with the prior approval of the Director, substitute specific courses (up to 15 credits) to achieve their aim.

Waivers are offered to Criminal Justice students with extensive non-credit experience and/or training. Students will be able to receive credit for specific courses by satisfactorily completing all requirements and examinations for the course. Applications should be made to the Director of the Criminal Justice Institute.

**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 .....24 semester hours  
    PSY 201 (3)  
    SOC 211, 222, 225, and ANT 225 (12)  
    PSC 121, 122 or 205 (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, SCI 101 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.)
5. Completion of at least 3 credits of electives to be taken from the following courses:  
Social Sciences, Science, Economics  
    or Statistics .....3 semester hours
6. Completion of a minimum of 24 semester hours of residence at Broward Community College including the last 12 semester hours.
7. Completion of evaluation of graduation requirements in the Advise-

ment Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.

8. Remove all admission conditions.
9. Attend all official graduation exercises.

**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 and 104 (6)  
    SPE 100 (3)  
SCIENCE . . . . .7 semester hours  
    BIO 100 and 105 (4)  
    AST 101, GY 105, PHY 130, SCI 101 or CHE 107 (3)  
MATHEMATICS . . . . .3 semester hours  
    MTH 100 or higher level (3)  
SOCIAL SCIENCE . . . . .24 semester hours  
    PSC 121, 122 or 205 (3)  
    HIS 101 and 102 (6)  
    PSY 201 (3)  
    SOC 211, 222, 225, and ANT 225 (12)  
HUMANITIES . . . . .6 semester hours
3. Completion of the following allied subjects . . . . .9 semester hours  
    CJ 100 (3) POL 110 (3) and COR 101 (3)
4. Completion of Physical Education activities . . . . .4 semester hours
5. Completion of at least 3 credits of electives to be taken from the following areas:  
    Psychology, Sociology, Economics or Statistics .3 semester hours
6. Completion of a minimum of 24 semester hours of residence at Broward Community College including the last twelve semester hours.
7. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
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 .....18 semester hours
  - PSC 121, 122 or 205 (3)
  - PSY 201 (3)
  - SOC 211, 222 and 225 (9)
  - HIS (3)
- HUMANITIES .....6 semester hours
- SCIENCE .....6 semester hours
- 3. Completion of 21 credits in the major field of concentration:
  - CJ 100, POL 101, POL 102, POL 110,
  - POL 111, POL 201, POL 211 .....21 semester hours
- 4. Completion of four semester hours of Physical Education Activities .....4 semester hours  
(Not required by veterans or students 29 and older.)
- 5. Completion of a minimum of 24 semester hours of residence at Broward Community College including the last 12 semester hours.
- 6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
- 7. Remove all admission conditions.
- 8. Attend all official graduation exercises.

**Requirements for the Associate in Science Degree in Police Science:**

- 1. Completion fo 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 requirements.)
  - SOCIAL SCIENCES .....15 semester hours
    - PSC 121, 122 or 205 (3)
    - PSY 201 (3)
    - SOC 211, 222 and 225 (9)
  - 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 24 hours in the major field of concentration.
  - CJ 100, POL 101, POL 102, POL 110,
  - POL 111, POL 201, POL 202, POL 211 .....24 semester hours
- 5. Completion of four semester hours of Physical Education Activities .....4 semester hours  
(Not required of veterans or students 29 and older.)

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. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

**Requirements for the Associate in Science Degree in Corrections:**

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:  
COMMUNICATION . . . . .6 semester hours  
    ENG 101 & 102 or 104 (6)  
SCIENCE . . . . .6 semester hours  
MATHEMATICS . . . . .3 semester hours  
    MTH 100 or higher level (3)  
SOCIAL SCIENCE . . . . .15 semester hours  
    SOC 211, 222 and 225 (9)  
    PSY 201 (3)  
    PSC 121 or 122 or 205 (3)  
HUMANITIES . . . . .6 semester hours
3. Completion of Physical Education electives . . . . .4 semester hours
4. Completion of the following in the major field of concentration . . . . .24 semester hours  
    CJ 100 (3) Intro. to Criminal Justice  
    POL 110 (3) Criminal Law  
    COR 101 (3) American Corrections  
    COR 111 (3) Confinement Facilities  
    COR 201 (3) Probation & Parole Procedures  
    COR 202 (3) Correctional Services in the Community  
    COR 210 (3) Correctional Casework  
    COR 211 (3) Corrections Seminar
5. Completion of a minimum of twenty-four semester hours of residence at Broward Community College, including the last twelve semester hours.
6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
7. Remove all admission conditions.
8. Attend all official graduation exercises.

**Requirements for the A.S. Degree in Crime Scene Technology:**

1. Completion of 66 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:  
COMMUNICATION .....6 semester hours  
    ENG 101 and 103 (6)  
    (Completion of ENG 095 and 103 will satisfy degree requirements)  
SCIENCE .....11 semester hours  
    CHE 107 (3) & 108 (1)  
    BIO 100 (3)  
    PHY 130 (3) and 131 (1)  
MATHEMATICS .....3 semester hours  
    MTH 100 or 131 (3)  
SOCIAL SCIENCES .....12 semester hours  
    PSC 121, 122, or 205 (3)  
    PSY 201 (3)  
    SOC 211 and 222 (6)
3. Completion of Physical Education  
Electives .....4 semester hours
4. Completion of at least SIX hours of electives to be selected from the following: Humanities, Social Science, Business Administration, or Police Science .....6 semester hours
5. Completion of the following in the major field of concentration .....24 semester hours  
    CJ 100 (3) Intro. to Criminal Justice  
    POL 101 (3) Police Administration I  
    POL 110 (3) Criminal Law  
    POL 111 (3) Criminal Evidence and Court Procedures  
    POL 201 (3) Criminal Investigation I  
    POL 211 (3) Criminal Investigation II  
    POL 212 (3) Crime Scene Processing I  
    POL 213 (3) Crime Scene Processing II
6. Completion of a minimum of twenty-four semester hours of residence at Broward Community College, including the last twelve semester hours.
7. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

**Requirements for the A.S. Degree in Security Administration:**

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

2. Completion of the following requirements in General Education:  
COMMUNICATIONS .....6 semester hours  
    ENG 101 & 103 (6)  
MATHEMATICS .....3 semester hours  
    MTH 100 or Business Math  
SOCIAL SCIENCE .....12 semester hours  
    SOC 211 & 222 (6)  
    PSY 201 (3)  
    PSC 121 or 122 (3)  
BUSINESS .....6 semester hours  
    BA 231 (3)  
    BA 237 (3)  
Electives .....6 semester hours  
    SCI, SOC SCI, HUM or B.A.
3. Completion of Physical Education  
Electives .....4 semester hours
4. Completion of the following in the major field of concentration .....27 semester hours  
    CJ 100 (3) Intro. Criminal Justice  
    POL 110 (3) Criminal Law  
    POL 111 (3) Criminal Evidence  
    POL 201 (3) Criminal Investigation I  
    POL 211 (3) Criminal Investigation II  
    SEY 101 (3) Security Operations (new course)  
    SEY 103 (3) Security Administration (new course)  
    SEY 201 (3) Commercial/Retail Security (new course)  
    SEY 203 (3) Crenet Security Problems (new course)
5. Completion of a minimum of twenty-four semester hours of residence at Broward Community College, including the last twelve semester hours.
6. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. The student is responsible for completin all graduation requirements.
7. Remove all admission conditions.
8. 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 211	Criminal Investigation II	3 credits
SOC 211	General Sociology	3 credits
Total Hours		30

PSC 121 or 122 or 205	Political Science	3 credits
CJ 100	Introduction to Criminal Justice	3 credits
POL 110	Criminal Law	3 credits
COR 101	American Corrections	3 credits
COR 111	Confinement Facilities	3 credits
COR 201	Probation & Parole Procedures	3 credits
COR 202	Correctional Services in the Community	3 credits
COR 210	Correctional Casework	3 credits
COR 211	Corrections Seminar	3 credits
SOC 211	General Sociology	3 credits
Total Hours		30

### SECURITY ADMINISTRATION CERTIFICATE PROGRAM

CJ 100	Intro. Criminal Justice	3 credits
POL 110	Criminal Law	3 credits
POL 111	Criminal Evidence	3 credits
POL 201	Criminal Investigation I	3 credits
POL 211	Criminal Investigation II	3 credits
SEY 101	Security Operations (new course)	3 credits
SEY 103	Security Administration (new course)	3 credits
SEY 201	Commercial/Retail Security (new course)	3 credits
SEY 203	Current Security Problems (new course)	3 credits
Total Hours		27

### 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-World Civilization	3	HIS 102-World Civilization	3
PSC 121 or 122 or 205	3	POL 101-Police Adm. I	3
CJ 100-Intro. to Criminal Justice	3	HPR-Physical Education	1
HPR	1	ANT 225-Intro. to Anthropology	3
		SOC 211-General Sociology	3
Total Semester Hours	13	Total Semester Hours	16

#### SUMMER TERMS

MTH 100-Gen. Ed. College Math	3
PSY 201-Gen. Psychology	3
Total Semester Hours	6

**SECOND YEAR**

<i>First Term</i>		<i>Second Term</i>	
BIO 100-Prin. of Biology	.....3	Science	.....3
BIO 105-Prin. of Biology Lab	...1	SOC 225-Juv. Delinquency	.....3
SOC 222-Criminology	.....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

**SUGGESTED PROGRAM FOR 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	ANT 225-Intro. to Anthropology	3
PSC 121 or 122 or 205	.....3	SOC 211-Gen. Sociology	.....3
HPR	.....1	HPR	.....1
Total Semester Hours	.....13	Total Semester Hours	.....13

**SUMMER TERMS**

MTH 100-Gen. Ed. College Math	.....3
PSY 201-Gen. Psychology	...3
Total Semester Hours	.....6

**SECOND YEAR**

<i>First Term</i>		<i>Second Term</i>	
BIO 100-Prin. of Biology	.....3	COR 101-American Corr.	.....3
BIO 105-Prin. of Biology Lab	...1	Science	.....3
Elective	.....3	Elective	.....3
Humanities	.....3	Humanities	.....3
POL 110-Criminal Law	.....3	SOC 225-Juv. Delinquency	.....3
SOC 222-Criminology	.....3	HPR	.....1
HPR	.....1	Total Semester Hours	.....16
Total Semester Hours	.....17		

**SUGGESTED PROGRAM FOR CRIMINAL JUSTICE (A.S. Degree)**

**FIRST YEAR**

<i>First Term</i>		<i>Second Term</i>	
ENG 101-Composition	.....3	ENG 102 or 104-Composition	...3
PSC 121 or 122 or 205	.....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	SOC 211-Gen. Sociology	.....3
Total Semester Hours	.....13	Total Semester Hours	.....13

**SUMMER TERMS**

MTH 100-Gen. Ed. College	
Math	.3
HUM	.3
Total Semester Hours	.6

**SECOND YEAR**

*First Term*

*Second Term*

PSY 201-Gen. Psychology	.3
Science	.3
POL 102-Police Adm. II	.3
POL 201-Crim. Investigation I	.3
HPR	.1
SOC 222-Criminology	.3
Total Semester Hours	.16

SOC 225-Juv. Delinquency	.3
Humanities	.3
Science	.3
POL 211-Crim. Investigation II	.3
HPR	.1
History elective	.3
Total Semester Hours	.16

**SUGGESTED PROGRAM FOR CORRECTIONS (A.S. Degree)**

**FIRST YEAR**

*First Term*

*Second Term*

ENG 101-Composition	.3
CJ 100-Intro. to Crim. Justice	.3
COR 101-American Corr.	.3
POL 110-Criminal Law	.3
HPR	.1
Total Semester Hours	.13

ENG 102 or 104-Composition	.3
COR 111-Conf. Facilities	.3
Science	.3
SOC 211-Gen. Sociology	.3
HPR	.1
Total Semester Hours	.13

**SUMMER TERM**

MTH 100-Gen. Ed. Col. Math	.3
PSY 201-Gen. Psychology	.3
Total Semester Hours	.6

**SECOND YEAR**

*First Term*

*Second Term*

COR 201-Prob. & Parole	.3
COR 202-Corr. Svcs. Comm.	.3
Humanities	.3
PSC 121 or 122 or 205	.3
SOC 222-Criminology	.3
HPR	.1
Total Semester Hours	.16

COR 210-Corr. Casework	.3
COR 211-Corr. Seminar	.3
Humanities	.3
Science	.3
SOC 225-Juv. Delinquency	.3
HPR	.1
Total Semester Hours	.16

**SUGGESTED PROGRAM FOR POLICE SCIENCE (A.S. Degree)**

**FIRST YEAR**

*First Term*

*Second Term*

ENG 101-Composition	.3
PSC 121 or 122 or 205	.3
CJ 100-Intro. to Crim. Justice	.3
POL 110-Criminal Law	.3
HPR	.1

ENG 103-Technical Report Writing	.3
POL 101-Police Adm. I	.3
POL 111-Criminal Evidence	.3
HPR	.1

Total Semester Hours . . . . .13	SOC 211-Gen. Sociology . . . . .3
	Total Semester Hours : . . . . .13

**SUMMER TERMS**

MTH Elective . . . . .3
PSY 201-Gen. Psychology . . . . .3
Total Semester Hours . . . . .6

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
Elective . . . . .3	SOC 225-Juv. Delinquency . . . . .3
BA Elective . . . . .3	Elective . . . . .6
POL 102-Police Adm. II . . . . .3	POL 202-Traffic Problem & Administration . . . . .3
POL 201-Crim. Investigation I . .3	POL 211-Crim. Investigation II . .3
HPR . . . . .1	HPR . . . . .1
SOC 222-Criminology . . . . .3	Total Semester Hours . . . . .16
Total Semester Hours . . . . .16	

**SUGGESTED PROGRAM FOR CRIME SCENE TECHNOLOGY  
 (A.S. Degree)**

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
ENG 101-Composition . . . . .3	ENG 103 . . . . .3
CJ 100-Intro. to Crim. Just. . . .3	POL 211-Crim. Invest. II . . . . .3
POL 201-Crim. Invest. I . . . . .3	CHE 107 & 108 . . . . .4
POL 110-Crim. Law . . . . .3	POL 111-Crim. Evidence . . . . .3
HPR . . . . .1	HPR . . . . .1
Total Semester Hours . . . . .13	Total Semester Hours . . . . .14

**SUMMER TERM**

MTH 100-Gen. Ed. College Math or 131 . . . . .3
PSY 201-Gen. Psychology . . . . .3
Total Semester Hours . . . . .6

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
POL 101-Pol. Admin. I . . . . .3	SOC 222-Criminology . . . . .3
PSC 121, 122 or 205 . . . . .3	PHY 130 . . . . .3
POL 212-Crime Scene Process I .3	PHY 131 . . . . .1
BIO 100 . . . . .3	POL 213-Crime Scene Process. II 3
SOC 211-Gen. Sociology . . . . .3	Elective . . . . .3
HPR . . . . .1	Elective . . . . .3
Total Semester Hours . . . . .16	HPR . . . . .1
	Total Semester Hours . . . . .17

**SUGGESTED PROGRAM FOR SECURITY ADMINISTRATION  
(A.S. Degree)**

**FIRST YEAR**

<i>First Term</i>	<i>Second Term</i>
ENG 101-Composition . . . . .3	ENG 103 . . . . .3
CJ 100-Intro. to Crim. Just. . . .3	POL 111-Crim. Evidence . . . . .3
POL 110-Crim. Law . . . . .3	SEY 103-Security Admin. . . . .3
SEY 101-Security Operations . . .3	BA 237-Small Bus. Management . . . . .3
BA 231-Business Law I . . . . .3	HPR . . . . .1
HPR . . . . .1	Total Semester Hours . . . . .16
Total Semester Hours . . . . .16	

**SUMMER TERM**

PSY 201-Gen. Psychology . . . . .3
MTH 100 or Bus. Math. . . . .3
Total Semester Hours . . . . .6

**SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
POL 201-Criminal Investigation I 3	POL 211-Criminal Invest. II . . . .3
SEY 201-Commercial/Retail Sec. 3	SEY 203-Current Sec. Problems .3
SOC 211-Gen. Sociology . . . . .3	SOC 222-Criminology . . . . .3
Elective . . . . .3	Elective . . . . .3
HPR . . . . .1	HPR . . . . .1
Total Semester Hours . . . . .13	Total Semester Hours . . . . .13

**COURSES OF INSTRUCTION  
CRIMINAL JUSTICE**

- 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.
- COR 101 AMERICAN CORRECTIONS** **3 semester hours**  
 An overview of the American corrections system: its development, local problems, state prison and institution procedures, treatment approaches, future trends, and related facilities and agencies.
- COR 111 CONFINEMENT FACILITIES** **3 semester hours**  
 Reviews the origin and development of jails, prisons, and correctional facilities. A study of institutional procedures including physical plant, custody and control, administration and management procedures, inmate treatment, and preparation for return to the community.
- COR 201 PROBATION AND PAROLE PROCEDURES** **3 semester hours**  
 Examines this important community based treatment aspect of the

corrections system. Reviews philosophy and development, the presentence investigation, and supervision methods. Juvenile practices are also included.

- COR 202 CORRECTIONAL SERVICES IN THE COMMUNITY** 3 semester hours  
Emphasis on community treatment programs as alternatives to institutionalization, use of volunteers and sub-professional aides, release and furlough programs, and an examination of community resources that can be brought to bear on the correctional task.
- COR 210 CORRECTIONAL CASEWORK** 3 semester hours  
A practical career development course covering the basic working procedures in the corrections field. Includes interview techniques, report writing, counseling and supervision in correctional and community settings, and a look at specialized problems such as vocational and educational deficiencies, and alcohol and drug addiction.
- COR 211 CORRECTIONS SEMINAR** 3 semester hours  
This course will be a survey of the corrections system including guest speakers from related disciplines, field trips to confinement facilities, and projects involving local agencies concerned with the corrections process.
- 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 CJ 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 structural 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. (Will substitute for any POL 200 level requirement.)
- 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. Fee: \$5.00.
- POL 212 CRIME SCENE PROCESSING I** 3 semester hours  
This course will develop the specific skills utilized in the processing of evidence from collection through identification, evaluation and preparation for the court room. Prerequisites are POL 201 and 211. Fee: \$5.00.
- POL 213 CRIME SCENE PROCESSING II** 3 semester hours  
The knowledge and skills developed in the prerequisites, POL 201, 211 and 212 are coordinated in practical exercises which will develop expertise in the complete processing of crime scenes. Fee \$5.00.
- SEY 101 SECURITY OPERATIONS** 3 semester hours  
This course is designed to introduce the security student to the basic functions of security. The course will deal primarily with the working

or line operational duties. Industrial, physical and personnel security will be of major concern.

**SEY 103 SECURITY ADMINISTRATION** **3 semester hours**

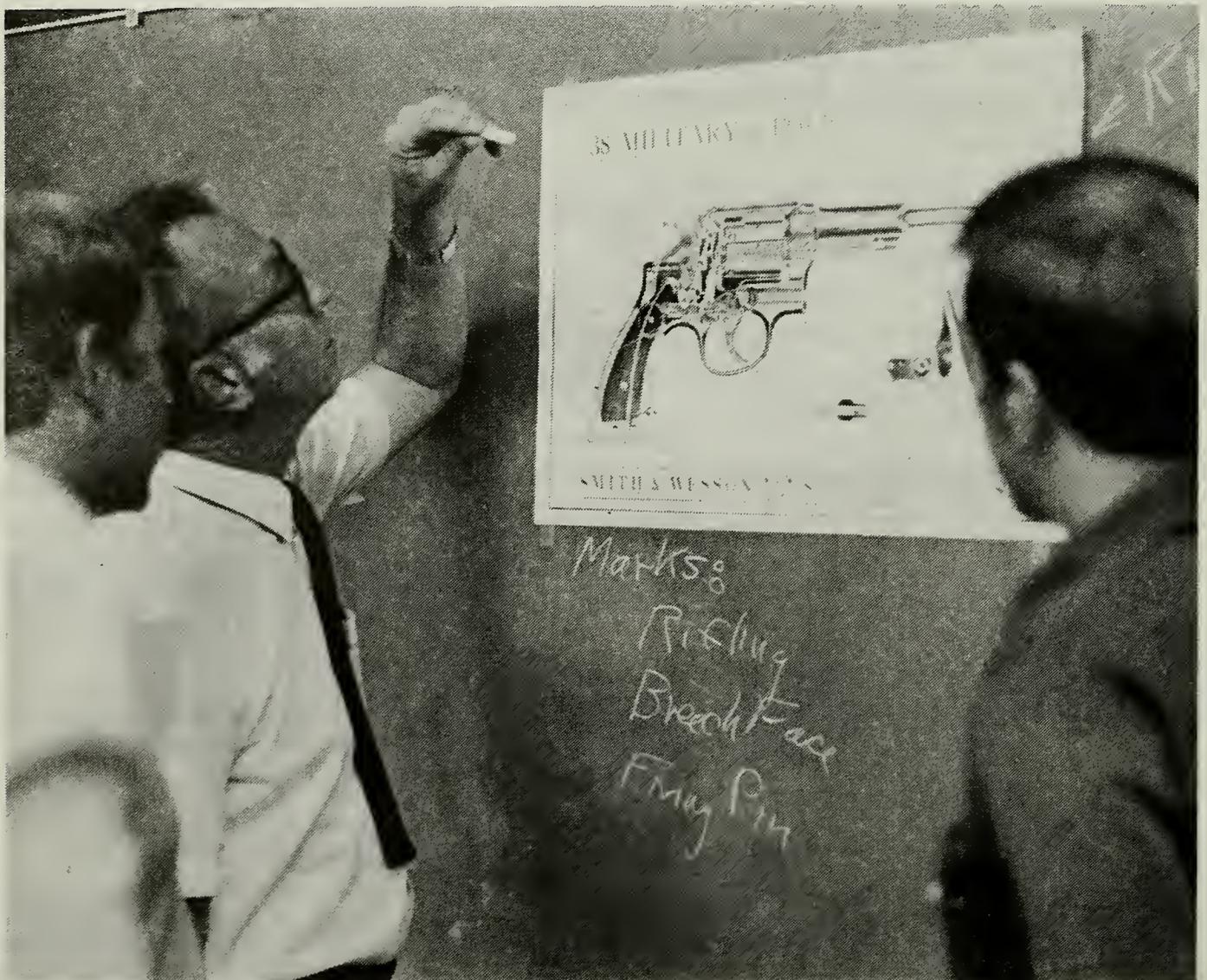
This course is designed to develop administrative knowledge for the student in subject areas such as basic administration, personnel procedures, governmental aspects, and etc.

**SEY 201 COMMERCIAL/RETAIL SECURITY** **3 semester hours**

This course is designed to give the student an insight into the various types of losses suffered by commercial and retail establishments. Methods of combating shrinkage is emphasized.

**SEY 203 CURRENT SECURITY PROBLEMS** **3 semester hours**

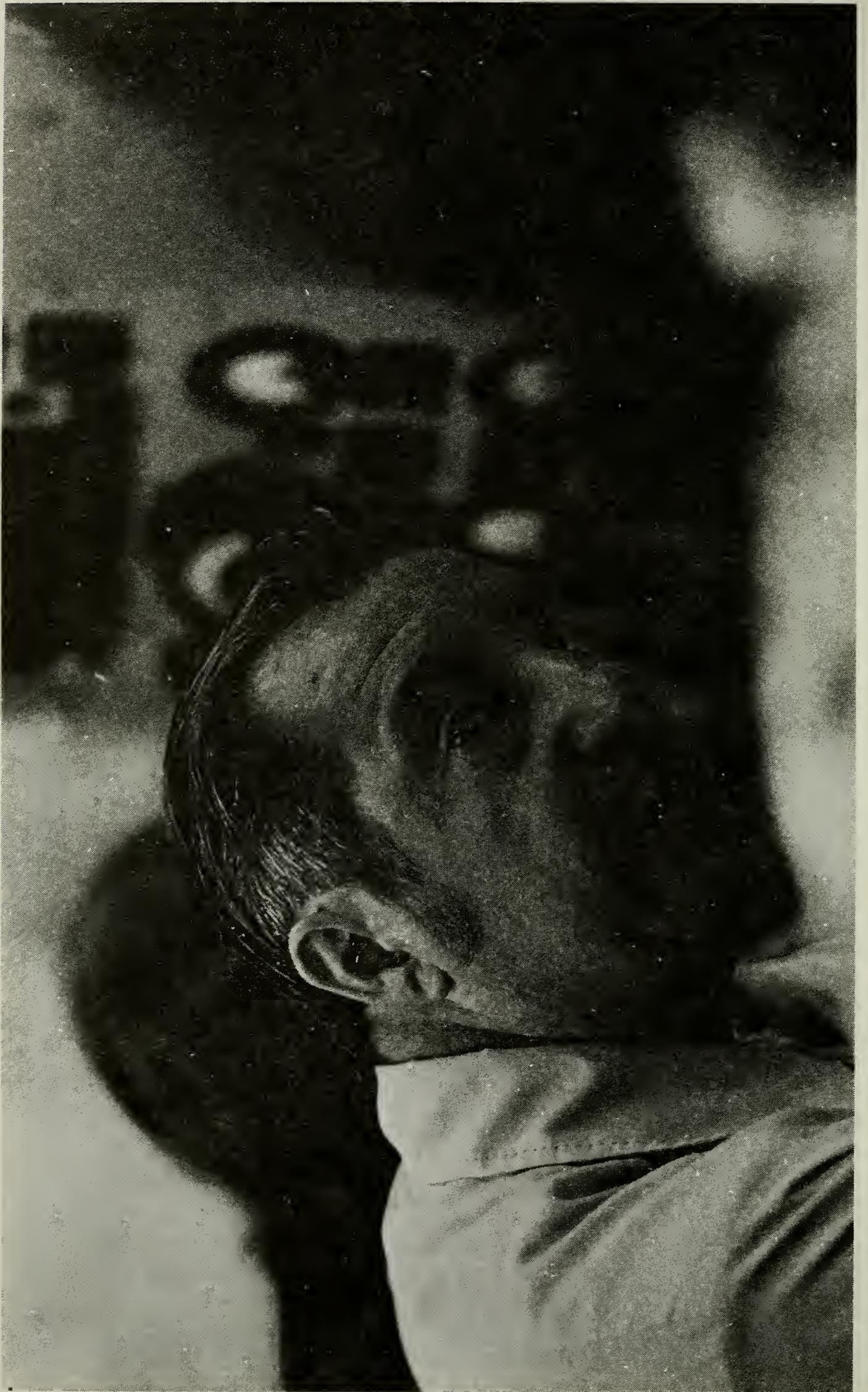
This course is designed to give the security student an opportunity to explore various areas of involvement not covered in other courses i.e. union considerations and labor problems.



**VI**

**ROSTER**

**Administration  
and Faculty**



## COLLEGE ADMINISTRATION

A. HUGH ADAMS, B.S., M.S., Ed.D. . . . .	President
CLINTON D. HAMILTON, A.B., M.A., Ph.D. . . . .	Executive Vice President
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REX BRUMLEY, B.S., M.A. . . . .	Director of Athletics
ISAAC CALL, B.A., M.A. . . . .	Director of Learning Resources
LeROY A. CHURCH, B.S., M.Ed., Ed.D. . . . .	Assistant to the President
DAVID COX, B.S.E., M.Ed., Ed.D. . . . .	Student Development Consultant
GRADY W. DRAKE, B.S., B.S. in L.S. . . . .	Director of Libraries
ALBERT FIELDS, B.S.B.A. . . . .	Director of Systems Planning and Internal Auditing
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DONALD HULMES, L.L.B., J.D. . . . .	Attorney
O.J. MOORE . . . . .	Director of Physical Plant
PATRICIA NOVAK, B.A., M.Ed. . . . .	Director of Student Activities
RONALD QUIGLEY, B.B.A. . . . .	Director of College Relations
ALBERT ROBERTSON, B.A., M.Ed., Ed.S. . . . .	Director of Federal Programs and Development
GLEN A. ROSE, B.S., M.P.H.E. . . . .	Registrar
FRED L. SCOTT, B.S., M.Ed., M.A. . . . .	Director of Data Systems
CLETUS SIEFKER . . . . .	Director of Accounting
THEODORE TAYLOR, B.S., M.A. . . . .	Director of Special Services
MANTHA VLAHOS, B.S., MA.A., Ph.D. . . . .	Director of Institutional Research
CAROL J. FINDLEY B.S., M.A., Ed.S. . . . .	Coordinator of High School-College Articulation
WALTER F. THOMASON, B.A., M.A. . . . .	Director of Cooperative Education
POWELL WAITE, B.S., M.E. . . . .	Director of Financial Aid
HELEN WENDT . . . . .	Director of College Bookstores
W. HALL WHALEY, JR., B.S. . . . .	Comptroller
GEORGE H. WOLF, B.S. . . . .	Director of Material Management

## CENTRAL CAMPUS ADMINISTRATION

HARRY V. SMITH, B.A., M.Ed., Ph.D. . . . .	Executive Dean, Central Campus
CATHERINE DINNEN, B.A., M.A. . . . .	Dean of Academic Affairs,
DANNY C. WYATT, B.S.E. . . . .	Coordinator of Cooperative Education
JUDITH N. YATER, B.A., M.Ed. . . . .	Coordinator of Community Services
ADRIAN MESA, B.S., M.S. . . . .	Librarian, South Campus
MALCOLM BLACK, B.M.E., M.M.E. . . . .	Assistant Registrar, Central Campus

## NORTH CAMPUS ADMINISTRATION

CARL M. CRAWFORD, B.S., M.Ed., Ed.D. . . .Executive Dean, North Campus  
JOE W. CASEY, B.S., M.A. . . . . . Coordinator of Community Services  
SHARAN J. HILL, B.A., M.S. . . . . . Coordinator of Cooperative Education  
MARGARET MONTONDO, A.B., M.S. in L.S. . . . Librarian, North Campus  
ROBERT MEINHOLD, B.B.A., M.B.A. . . . . . Assistant Registrar,  
North Campus

# The Faculty

- Abbott, Frances . . . . . *Biology*  
B.S., M.S., Florida State University
- Ackerson, Jim . . . . . *Chairman, Division of Public Services*  
B.S., Florida State University  
M.S., Virginia Commonwealth University
- Acuff, Anna Jean . . . . . *Nursing*  
B.S., M.S., Florida State University
- Adams, A. Hugh . . . . . *President*  
B.S., M.S., Ed.D. Florida State University
- Adkins, Betty Jean . . . . . *English*  
B.A., M.A., University of Miami
- Anderson, La Monte E. . . . . *Art*  
B.S.Ed., M.F.A., Bowling Green University
- Andrews, Alton B. . . . . *Assistant Director,*  
B.S., University of Rhode Island *Athletics, North Campus*  
M.Ed., Florida Atlantic University
- Asal, Kareem . . . . . *Chairman, Division of Mathematics*  
B.S.E., M.S.E., Arkansas State University *and Science North Campus*  
Ed.D., University of Mississippi
- Atkins, Alice . . . . . *Department Head, Nursing,*  
B.S., University of Miami *North Campus*  
M.N., University of Florida
- Audet, Thelma . . . . . *Medical Assisting*  
B.S., Mount St. Mary College  
M.T., Massachusetts Memorial Hospital—Medical Technology
- Aurand, Alvin D. . . . . *Engineering*  
B.S., Michigan State University  
M.S., Florida State University
- Bailey, John M. . . . . *Public Services*  
B.S., Florida International University
- Bailey, William G. . . . . *Department Head, Physical Sciences*  
B.S., Trenton State Teachers College  
M.Ed., University of Georgia
- Banerjee, Amal . . . . . *Biology*  
B.S., University of Calcutta  
M.S., College of the Pacific  
Ph.D., University of Illinois
- Barton, Wayne E. . . . . *History*  
B.A., Western Michigan University  
M.A., University of Miami

- Battle, Colin** . . . . . *Chairman, Division of Business Administration,*  
*North Campus*  
 B.S., University of Florida  
 M.B.A., University of Massachusetts
- Bethel, Jacquelyn E.** . . . . . *Business Administration*  
 B.A., Marietta College  
 M.Ed., Florida Atlantic University
- Bishop, Dan H.** . . . . . *Physics*  
 B.S., M.A., Ball State Teachers College
- Black, Malcolm** . . . . . *Assistant Registrar, Central Campus*  
 B.M.E., Jackson College  
 M.M.E., University of Wisconsin
- Blake, Rosalyn M.** . . . . . *Special Services*  
 B.S., Bethune-Cookman College  
 M.A., Syracuse University
- Blankenship, Audelia** . . . . . *Music*  
 B.M., Wheaton College  
 M.M., New England Conservatory of Music
- 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*  
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- Branca, Frank** . . . . . *Psychology*  
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- Brantferger, Marjorie** . . . . . *Area Leader, Nursing*  
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- Brett, John** . . . . . *Chairman, Division of Allied Health Technology*  
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- Brock, James J.** . . . . . *Data Processing*  
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- Brown, Frances** . . . . . *Library*  
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- Brown, Mercy** . . . . . *English*  
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- Brown, Stewart M.** . . . . . *Chairman, Division of Social Sciences*  
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- Brumley, Rex** . . . . . *Director of Athletics*  
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 M.A., George Peabody College
- Bunch, John M.** . . . . . *Social Science*  
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- Burdick, Marina Garcia** ..... *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
- Burroughs, Arlene K.** ..... *Nursing*  
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- Byrd, Phyllis** ..... *English*  
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- Caballero, Alfredo A.** ..... *Area Leader, Modern Foreign Languages,  
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- Calbert, Myrtle** ..... *Nursing*  
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- 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,  
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 B.A., King College  
 M.A., Southwest Texas State Teachers College
- Cappello, Joseph** ..... *Drama*  
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 M.A., Florida State University
- Carl, Mary Jo** ..... *English*  
 B.S., Indiana State University  
 M.A., Purdue University
- Casey, Joe W.** ..... *Coordinator of Community Services*  
 B.S., Middle Tennessee State University  
 M.A., George Peabody College
- Cassell, Robert C.** ..... *Biology*  
 B.S., Iowa State University  
 M.S., University of Idaho  
 Ph.D., University of Minnesota
- Cauffiel, Paul W.** ..... *Social Science*  
 B.A., M.S., Ed.D., Pennsylvania State University
- Cavanagh, George J.** ..... *Department Head, Speech*  
 B.A., New York State College  
 M.A., University of Connecticut
- Cavendish, Thomas** ..... *Area Leader, Music, North Campus*  
 B.M., West Virginia University  
 M.M.Ed., Ph.D., Florida State University
- Chandler, Ann E.** ..... *English*  
 B.S., Long Island University

- M.A., Brooklyn College
- Chesser, Gordon ..... *Mathematics*  
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- Chinn, James ..... *Mathematics*  
 B.A., M.A., Western Kentucky University  
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- Chinoy, Norman ..... *Mathematics*  
 B.A., Montclair State College  
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 M.S., Florida State University
- Church, LeRoy A. .... *Assistant to the President*  
 B.S., State University of New York  
 M.Ed., Ed.D., Florida Atlantic University
- Clark, Ralph T. .... *Area Leader, History, Political Science, and  
 Geography, North Campus*  
 B.A., Princeton  
 M.A., University of Virginia
- Clement, George D. .... *Department Head, Mathematics*  
 B.S.E., M.Ed., University of Florida
- Cleveland, Donald ..... *Counselor and Coordinator of SPANS*  
 B.S., Middle Tennessee State University  
 M.S., Florida Atlantic University
- Cole, Thomas J. .... *Department Head, 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
- Copeland, Orion ..... *Biology*  
 B.S., Bethune-Cookman College  
 M.S., Michigan State University
- Cosier, Robert ..... *Business Administration*  
 B.S., M.B.A., Florida Atlantic University
- Cox, David ..... *Student Development Consultant*  
 B.S.E., M.Ed., University of Florida  
 Ed.D., University of Illinois
- Crawford, Carl M. .... *Executive Dean, North Campus*  
 B.A., Florida A&M University  
 M.Ed., Boston University  
 Ed.D., University of Miami
- Crawford, Richard B. .... *Music*  
 B.M., M.M., Louisiana State University
- Crispo, Neil ..... *Social Psychology*  
 B.S., M.S., Florida State University  
 Ed.D., University of Southern Mississippi
- Crowell, Hamilton T. .... *English*  
 Ph.B., Muhlenberg College  
 M.A., Middlebury College

- Curry, Frederic . . . . . *German, Russian*  
 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
- Dattilo, Jo Ellen . . . . . *Nursing*  
 B.S.N., Duquesne 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
- Demps, Annie B. . . . . *Nursing*  
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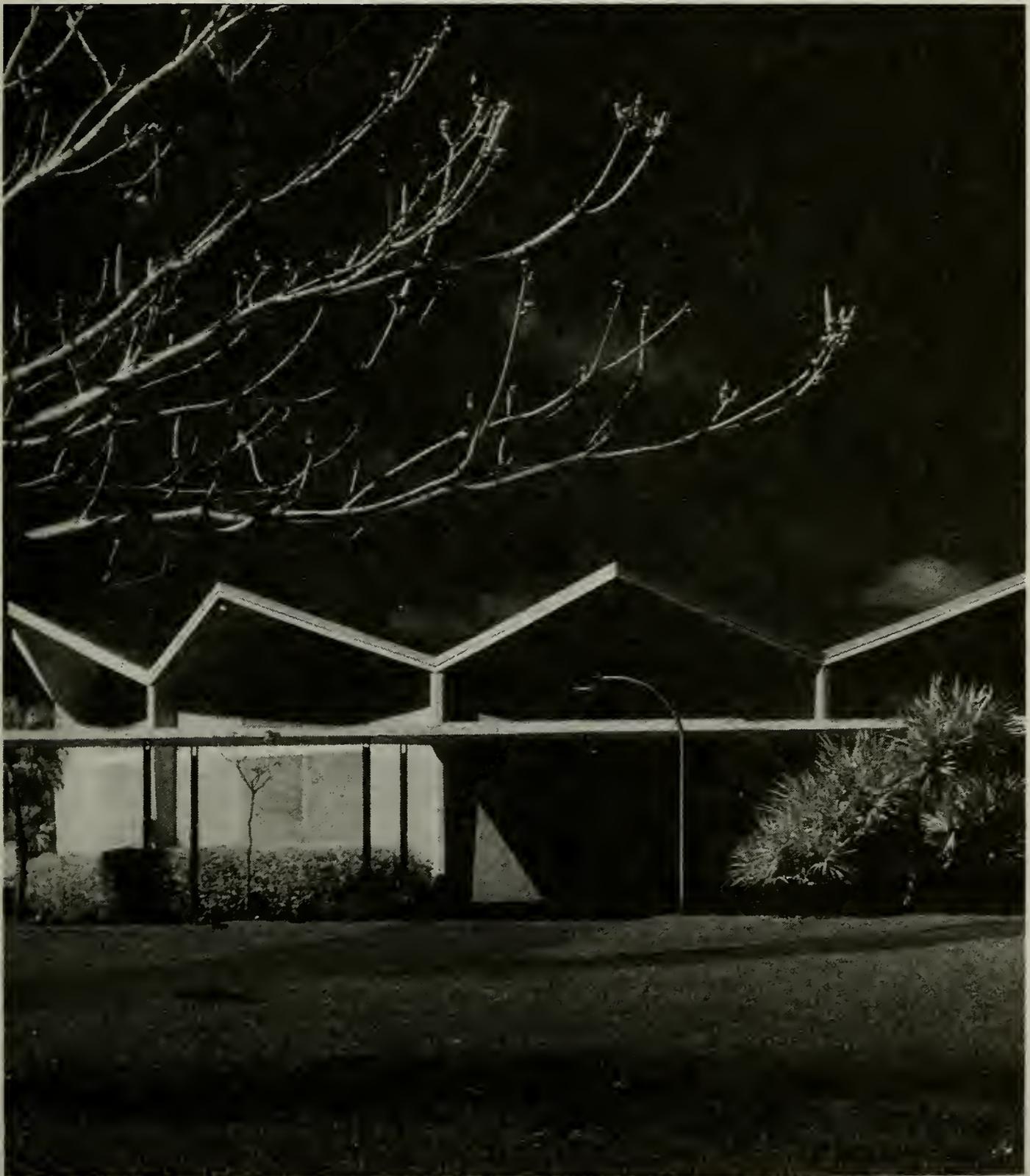
VII

AWARDS

## DISTINGUISHED SERVICE AWARD

Periodically for outstanding meritorious service in behalf of the College, a Distinguished Service Award is presented. Awardees for the year in which the award was given are set forth below:

Mr. Gene A. Whiddon – 1973



VIII

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A community college and the community it serves are synonymous. As partners in service, interested citizens of the community have established a foundation to assist the College in the continued expansion of higher educational opportunities and services to the community at large and to provide a means for active citizen participation in the future growth and development of their community college. Public funds derived from taxes provide the basic needs for higher education, but private support is often needed to provide those components necessary for true academic excellence.

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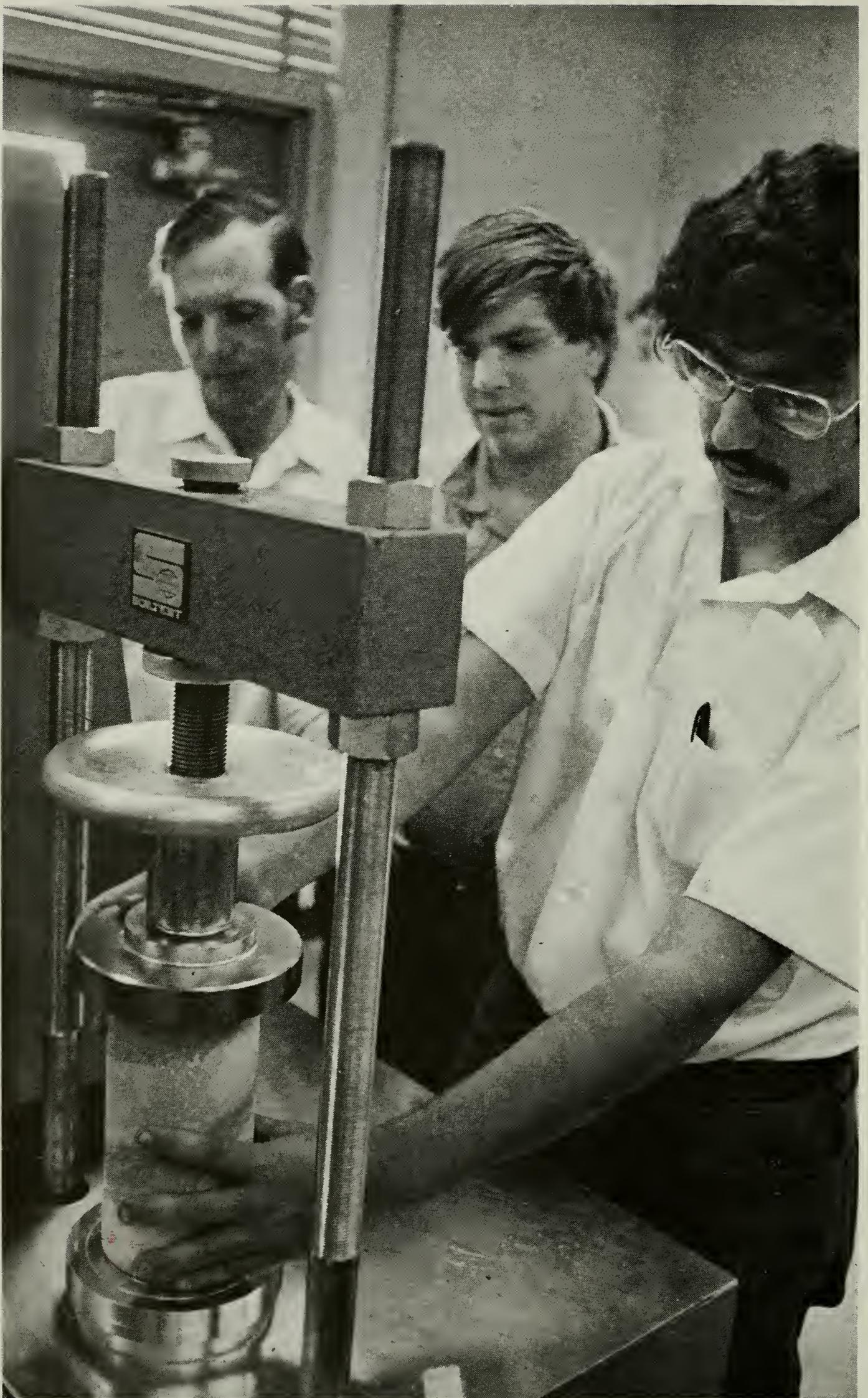
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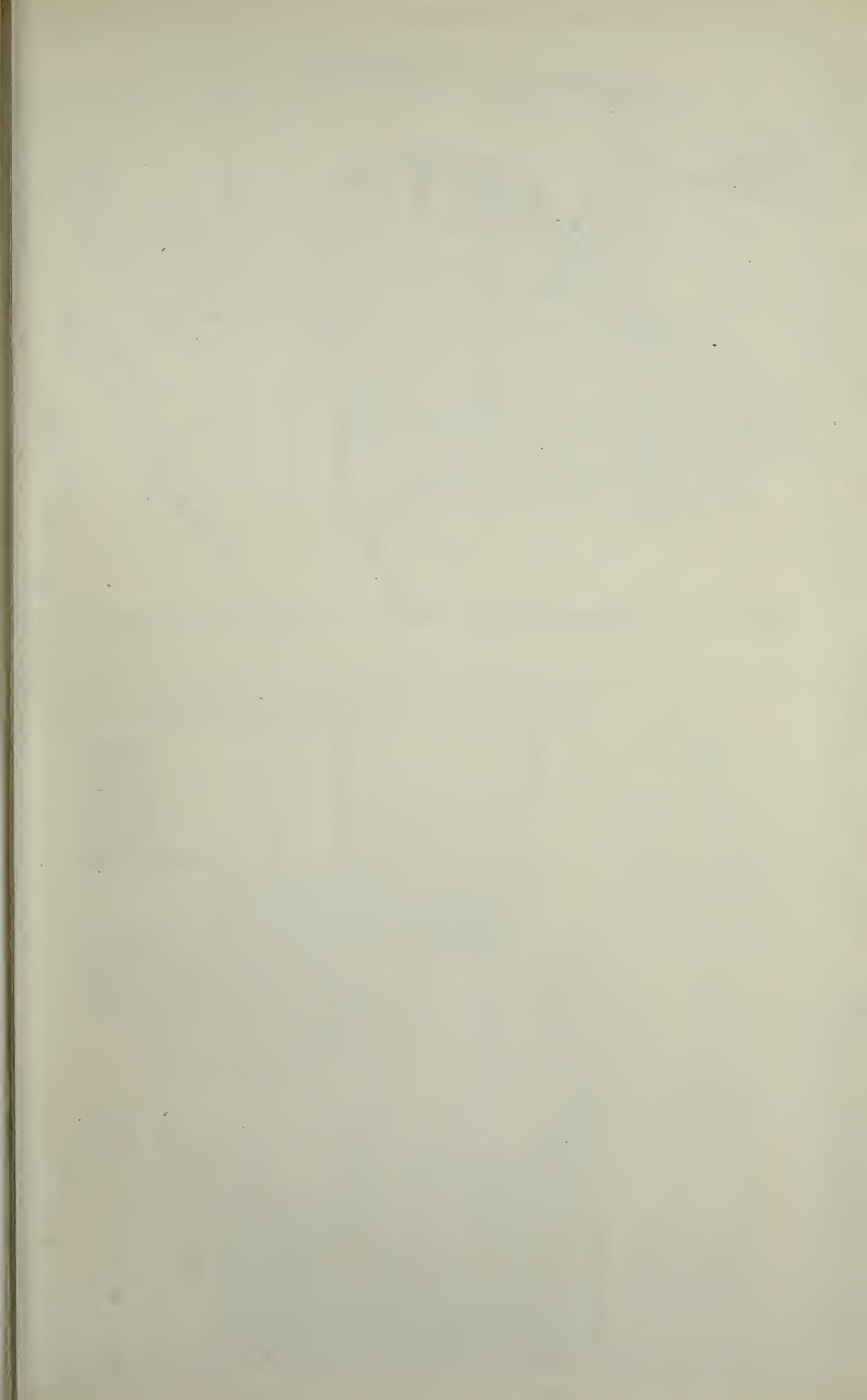
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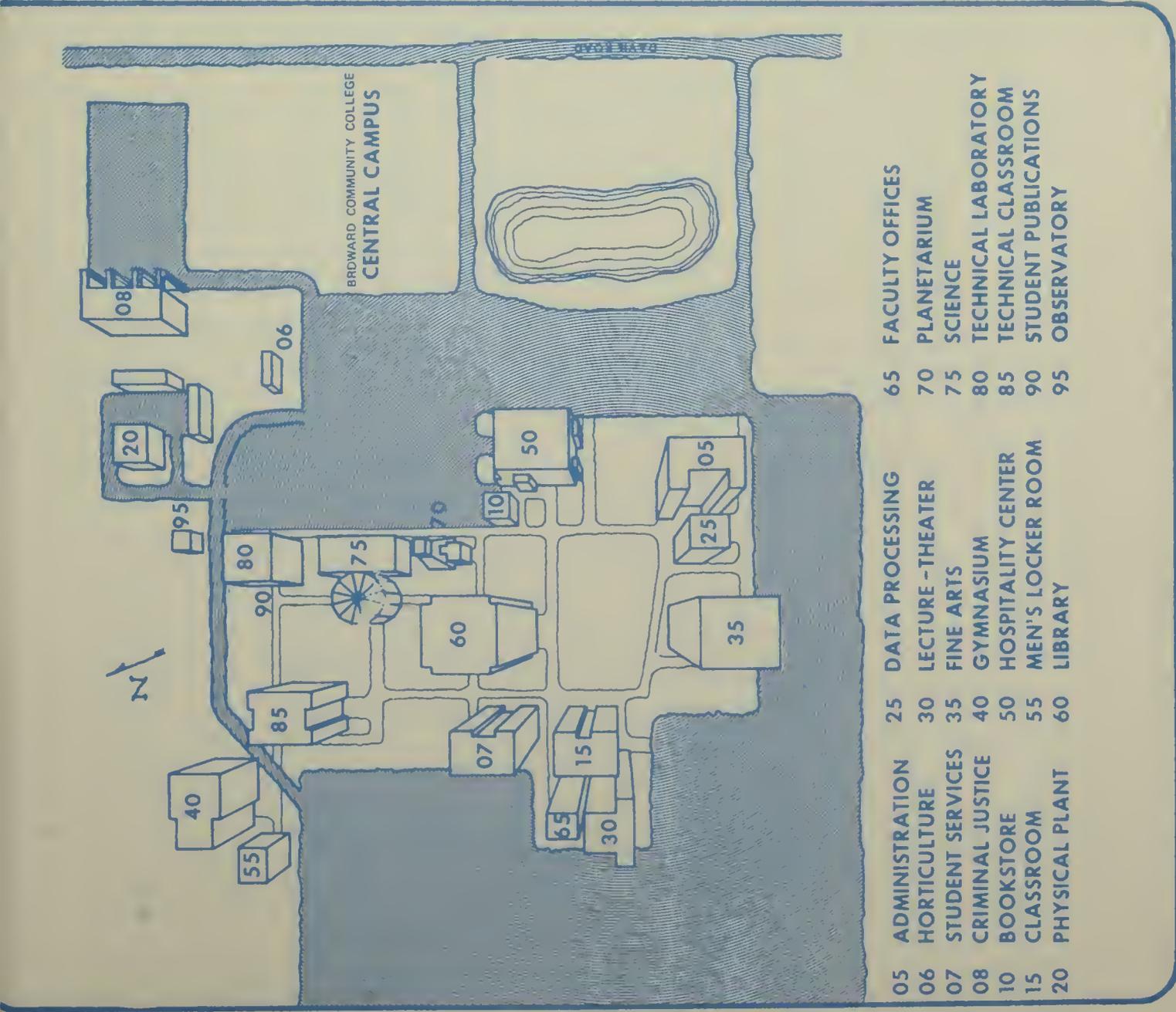
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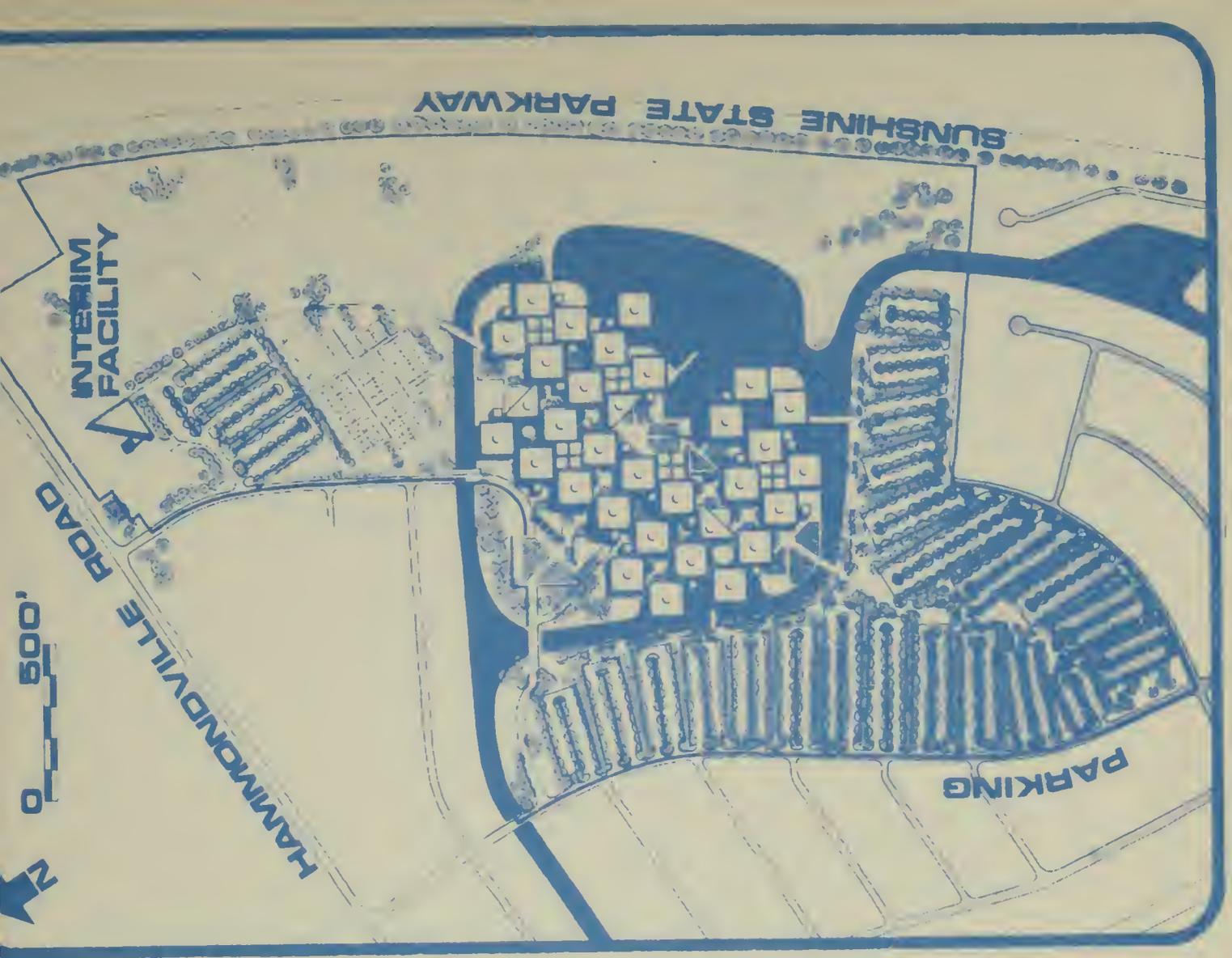






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