



**broward**  
**community college**  
**catalog 1977-1978**

**The College reserves the right to change any provision or requirement, including fees, pursuant to law, State Board of Education rules, and College policy. The College further reserves the right to require the student to withdraw at any time pursuant to appropriate policies and procedures. It also reserves the right to impose probation on any student whose conduct is unsatisfactory in relation to established College policy. Any admission on the basis of false statements or documents may be grounds for dismissal and loss of all credit for work which may have been completed at the College.**

# General Catalog 1977-1978

## BROWARD COMMUNITY COLLEGE

### **Central Campus**

3501 Southwest Davie Road  
Fort Lauderdale, Florida 33314

### **North Campus**

1000 Coconut Creek Boulevard  
Coconut Creek, Florida 33066

### **Fort Lauderdale Center**

College Administrative Offices  
225 East Las Olas Boulevard  
Fort Lauderdale, Florida 33301

### **South Campus**

Pembroke Pines, 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  
Florida Junior College Conference  
Institute of International Education  
Southern Association of Collegiate Registrars and Admissions Officers  
American Association of Collegiate Registrars and Admissions Officers

An Equal Opportunity Employer  
An Equal Opportunity Educator





I  
CONDENSED  
INFORMATION  
for  
READY REFERENCE



## 1977

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	1	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30
30	31																										
MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	7	8	9	10	11	12	13
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	14	15	16	17	18	19	20
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	21	22	23	24	25	26	27
29	30	31												31							28	29	30	31			
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31

## 1978

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
29	30	31																			30						
MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30

## 1979

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	1	2	3	4	5	6	7
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					
MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29



# BROWARD COMMUNITY COLLEGE

## SITE OF JUDSON A. SAMUELS-SOUTH CAMPUS

A BICENTENNIAL CAMPUS SERVING  
ONE OF THE NATIONS FASTEST GROWING AREAS



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*for information call* **581-8700**  
EXT. 211

### •THE BOARD OF TRUSTEES•

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MR. J. L. COLEMAN, PRES.  
MR. M. L. ROACH  
DR. HUGH ADAMS, DIST. MR. T. HUNTER, ATTY.

**Administrative Boards**

**STATE BOARD OF EDUCATION**

Reubin O'D. Askew	Governor
Bruce Smathers	Secretary of State
Ralph D. Turlington	Commissioner of Education
Robert Shevin	Attorney General
Bill Gunter	Treasurer
Doyle Conner	Commissioner of Agriculture
Gerald Lewis	Comptroller

**STATE COMMUNITY COLLEGE COUNCIL**

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Jewell Haddock, <i>Vice Chairman</i>	Jacksonville, Florida
William R. Cotton	Hastings, Florida
William W. Gilkey	St. Petersburg, Florida
Clyde Graydon	Pensacola, Florida
T. Scott Jordan	Ocala, Florida
Margaret Roach	Fort Lauderdale, Florida
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**DISTRICT BOARD OF TRUSTEES**

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George E. Mayer, <i>Vice Chairman</i>	Fort Lauderdale, Florida
John H. Payne	Fort Lauderdale, Florida
Margaret Roach	Fort Lauderdale, Florida
Elinor Wilkov	Hallandale, Florida

**PAST MEMBERS**

**DISTRICT BOARD OF TRUSTEES**

(1968–1975)

Clem E. Bininger  
Robert E. Ferris  
Jules J. Polachek

John H. Payne  
Judson A. Samuels  
Walter C. Young



## COLLEGE ADVISORY COMMITTEE

(1959–1968)

Clem E. Bininger  
W. W. Cadwell  
Lloyd C. Cassels  
Robert E. Ferris

John H. Payne  
Jules J. Polachek  
Judson A. Samuels  
Florence Tustison

## 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***

General operational concerns.

### **DAVID A. GROTH, *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 service 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.

### **ALBERT ROBERTSON, *Director of Development and Federal Programs***

Fund raising, endowments, gifts, bequests, establishment of trusts, charitable giving, and estate planning.

### **CURTIS S. MURTON, *Provost, Central Campus***

Matters specifically concerning the Central Campus.

### **CARL M. CRAWFORD, *Provost, North Campus***

Matters specifically concerning the North Campus.

### **LEROY A. CHURCH, *Provost, South Campus***

Matters specifically concerning the South Campus.

## EMERGENCY CALLS:

- DAY:**       Contact Vice-President for Student Development  
                  Area Code Number 305  
                  Telephone Number 467-6700  
                  Extension 222
- NIGHT:**     Contact Registrar  
                  Area Code Number 305  
                  Telephone Number 467-6700  
                  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 Chairperson, to Campus Dean of Academic Affairs, to Campus Provost, 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*—David A. Groth

### Central Campus Officers:

- Provost*—Curtis S. Murton  
*Dean of Academic Affairs*—Willis N. Holcombe  
*Dean of Student Development*—Katharine Tymeson

#### Division of Business Administration and Economics:

*Division Chairperson*—Philip Trees

##### *Department Heads:*

- Business Administration—Nellie Dry  
Casualty Insurance—Marguerite Lloyd  
Marketing Management—Richard Goodwin  
Secretarial Science—Marlene Kennedy

#### Division of Communications:

*Division Chairperson*—John Pawlowski

##### *Department Heads:*

- English—Betty Adkins  
Communications for International Students—Gail Ellyson  
Journalism—Max Hall  
Modern Foreign Languages—Marina Burdick  
Reading—Margaret Porter  
Speech—George Cavanagh

#### Division of Humanities:

*Division Chairperson*—Jimmy Woodle

##### *Department Heads:*

- Art—Lawrence Tobe  
Drama—Mildred Mullikin  
Music—Thomas J. Cole

Division of Health, Physical Education and Recreation:

*Division Chairperson*—R. L. Landers

*Department Heads:*

Aquatics, Theory, and Recreation—Leroy Wheat

Team, Individual, and Dual Sports—Elaine Gavigan

Division of Mathematics and Science:

*Division Chairperson*—Richard Hill, Jr.

*Department Heads:*

Biological Science—W. Holt Harner

Landscape and Pest Control—Dudley Palmer

Mathematics—Gordon Chesser

Physical Sciences—Wm. G. Bailey

Division of Social Sciences:

*Division Chairperson*—Stewart M. Brown

*Department Heads:*

Social Science I—Max W. Harper

Social Science II—Neil Crispo

Division of Allied Health Technology:

*Division Chairperson*—John Brett

*Department Heads:*

Dental Assisting—Constance Ziel

Emergency Medical Technology—

Medical Assisting—LaVerne Dreizen

Medical Laboratory Technology—Barbara Kremp

Nursing—Karon Overmeyer

Nursing, South—Marjorie Brantferger

Physical Therapist Assistant—Lester Lubin

Radiation Therapy—Shirley Frazier

Radiologic Technology—Shirley Frazier

Respiratory Therapy—Keith Finlayson

Division of Engineering Technology:

*Division Chairperson*—Ormond F. Whipple

*Department Heads:*

Aerospace—Wm. Bowen

Contracting & Civil Engineering—Lorenz Minicone

Data Processing—M. J. Ellis

Electronics—Burton Greenstein

Architecture—Raul Perez

Division of Public Services:

*Division Chairperson*—L. Ray Dieterich

*Department Head:*

Fire Science—Charles Redmond

Criminal Justice Institute:

*Director*—Stanley Wisnioski

*Department Heads:*

Career Development—Sidney Rocker

Corrections—Douglas MacGregor

Police Science—James F. McGowan

Police Training—Michael Slepecky

Fort Lauderdale Center:  
*Coordinator*—Doris Horton

Hollywood Center:  
*Coordinator*—Donald C. Rigg

**North Campus Officers:**

*Provost*—Carl M. Crawford  
*Dean of Academic Affairs*—  
*Dean of Student Development*—Leonard Bryant  
 Division of Business Administration:  
*Division Chairperson*—Colin Battle

Division of Communications:  
*Division Chairperson*—Richard Quianthy  
*Department Heads*:  
 English—Shelby Lee  
 Reading—Pearl Nitka

Division of Humanities:  
*Department Heads*:  
 Art—Karen Roberts  
 Music—Tom Cavendish

Division of Health, Physical Education and Recreation:  
*Division Chairperson*—Bill Porterfield

Division of Mathematics and Science:  
*Department Heads*:  
 Mathematics—Patricia Dyer  
 Science—John Rosen

Division of Social Science:  
*Department Heads*:  
 Behavioral Science—Lee C. Jones  
 History, Political Science, and Geography—Ralph Clark

Division of Allied Health Technology:  
*Department Head*:  
 Nursing—Ann Romaglia

Division of Engineering Technology:  
*Division Chairperson*—John Brown

**South Campus Officers:**

*Provost*—Roy A. Church

**WHERE TO GO FOR HELP**

Academic Standing, Probation, Suspension, Reinstatement . . . . . *Registrar*  
 Add, Drop, or Change Courses . . . . . *Counseling-Advisement Office*  
*and Registrar*

Admissions, Registration, and Academic Records .....	<i>Registrar</i>
Advisor or Counselor, and Assignment of .....	<i>Counseling-Advisement Office</i>
Alumni .....	<i>Development Office</i>
For Reservations and Special Events in Hospitality Center .....	<i>Provost, Central Campus</i>
Books and Classroom Supplies .....	<i>Bookstore</i>
Pay College Bills, Adjustments in College Bill .....	<i>Bursar's Office</i>
Career Information .....	<i>Career Center</i>
Check Out Books .....	<i>Library</i>
Class Enrollment Overload Form .....	<i>Division Chairperson 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>
Gifts and Donations .....	<i>Development Office</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>Counseling-Advisement Office</i>
Parking Permit .....	<i>Student 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, Building 07, Central Campus Building 9, 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>Counselor, Division Chairperson and Campus Dean of Academic Affairs</i>
Withdrawal From College .....	<i>Registrar</i>
IN CASE OF ACCIDENT REPORT TO: . . .	<i>Instructor, College Nurse, or Security Officer</i>



## COLLEGE CALENDAR 1977-1978

### LATE APPLICATION FOR ADMISSION

Last day for new and returning students who have not been enrolled within the last two (2) terms to file application for admission. The application must be in the Registrar's Office this date. Late application after this date will be assigned appointments when possible after all regular applicants have been processed.

### \* ON LINE REGISTRATION AND ADVISEMENT BY APPOINTMENT ONLY

#### 1. Currently enrolled students

#### 2. New Students as indicated on Notice of Admission

(9:00 AM to 7:30 PM)\*\*

### FACULTY REPORT DATE

Last Day for 100% Refund for courses dropped or complete withdrawal

### CLASSES BEGIN 8:00 AM

### \*\*\* LATE REGISTRATION — DROP & ADD

Schedule Change and adjustments: Advisor must sign the form to be processed. A three dollar (\$3.00) fee is charged for the addition of courses. No fee is charged when a course is dropped. There is an 80% refund for courses dropped or for a complete withdrawal from College.

\* 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.

\*\* Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursdays between 1:00-5:30 P.M.

\*\*\* Late Registration after this date may be considered only in unusual or extenuating circumstances through September 7th. Contact the Campus Dean of Academic Affairs.

TERM I Aug. 24-Dec. 20 Aug. 5, '77	TERM IA Aug. 24-Oct. 19 Aug. 5, '77	TERM IB Oct. 20-Dec. 16 Sept. 30, '77
Mar. 21	Mar. 21	Mar. 21
Mar. 21- Aug. 22	Mar. 21- Aug. 22	Mar. 21- Sept. 6, Oct. 17
Mar. 21- Aug. 22	Mar. 21- Aug. 22	Mar. 21- Sept. 6, and Oct. 17
Aug. 22	Aug. 23	Oct. 19
Aug. 23	Aug. 24	Oct. 20
Aug. 24	Aug. 24, 25	Oct. 20, 21
Aug. 24- Aug. 31		

College Calendars

# CONDENSED INFORMATION

## COLLEGE CALENDAR 1977-1978

	TERM I Aug. 24-Dec. 20	TERM IA Aug. 24-Oct. 19	TERM IB Oct. 20-Dec. 16
Last Day for 80% Refund for Courses Dropped	Aug. 31	Aug. 25	Oct. 21
HOLIDAY (Labor Day) No classes Day or Evening	Sept. 5	Sept. 5	
Last Day for 80% Refund for Complete Withdrawal from College	Sept. 9	Sept. 6	Oct. 28
Last Day for graduation evaluations and to pay Graduation Fees	Oct. 7		
MIDTERM	Oct. 19		
LAST DAY TO CHANGE FROM CREDIT TO AUDIT	Nov. 4	Sept. 23	Nov. 23
HOLIDAY (Veterans Day) No classes Day or Evening	Nov. 10		Nov. 10
No Evening Classes on	Nov. 11		Nov. 11
No Day or Evening Classes on			
Last Day for Student to Withdraw from any class	Nov. 30	Oct. 11	Dec. 12
Last Day for Removal of Incomplete grades from previous term	Nov. 23		
HOLIDAY (Thanksgiving Day)	Nov. 23		Nov. 23
No Evening Classes on	Nov. 24 & 25		Nov. 24 & 25
No Evening or Day Classes on			
FINAL EXAMINATIONS	Dec. 12-16	Oct. 18 & 19	Dec. 19 & 20
TERM ENDS	Dec. 19	Oct. 19	Dec. 19
GRADES DUE TO CAMPUS REGISTRAR BY 10:00 A.M.	Dec. 20	Oct. 20	Dec. 20

COLLEGE CALENDAR 1977-1978

TERM II	TERM IIA	TERM IIB
Jan. 4-Apr. 28	Jan. 4-Mar. 3	Mar. 3-May 1
Dec. 16	Dec. 16	Feb. 17

**LATE APPLICATION FOR ADMISSION**  
Last day for new and returning students who have not been enrolled within the last two (2) terms to file application for admission. The application must be in the Registrar's Office this date. Late applications after this date will be assigned appointments when possible after all regular applicants have been processed.

\* **ON LINE REGISTRATION AND ADVISEMENT BY APPOINTMENT ONLY BEGINS**

- 1. Currently enrolled students
- 2. New Students as indicated on Notice of Admission

(9:00 A.M. - 7:30 P.M.)\*\*

**FACULTY REPORT DATE**

Last Day for 100% Refund for Courses Dropped or Complete Withdrawal

CLASSES BEGIN 8:00 A.M.

\*\*\* **LATE REGISTRATION AND DROP AND ADD**

Schedule change and adjustments. Advisor must sign the form to be processed. A \$3.00 fee is charged for the addition of courses. No fee is charged when a course is dropped. There is an 80% refund for courses dropped or for a complete withdrawal from College. Last day for 80% Refund for courses dropped.

Last day for 80% Refund for Complete Withdrawal from College

\* **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.**

\*\* Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursdays between 1:00-5:30 P.M.

\*\*\* Late Registration after this date may be considered only in unusual or extenuating circumstances. Contact the Campus Dean of Academic Affairs.

## COLLEGE CALENDAR 1977-1978

	TERM II Jan. 4-Apr. 28	TERM IIA Jan. 4-Mar. 3	TERM IIB Mar. 3-Apr. 28
HOLIDAY (Washington's Birthday)	Feb. 20	Feb. 20	
LAST DAY FOR GRADUATION EVALUATIONS AND TO PAY GRADUATION FEES	Feb. 28		
MIDTERM	March 1		
LAST DAY TO CHANGE FROM CREDIT TO AUDIT	March 10	Feb. 3	March 31
HOLIDAY (Spring Break) No Classes in Evening	March 23		March 23
No Day or Evening Classes	March 24		March 24
Last Day for Students to Withdraw from any class	April 10	Feb. 23	April 21
Last Day for Removal of Incomplete Grades from previous term	April 14		
FINAL EXAMINATIONS	April 24-28	March 2 & 3	Apr. 28- May 1
TERM ENDS	April 28	March 3	May 1
Grades due to Campus Registrar by 10:00 A.M.	May 1	Mar. 6	May 2
Commencement Exercises	May 2		

# COLLEGE CALENDAR 1977-1978

## LATE APPLICATION FOR ADMISSION

Last day for new and returning students who have not been enrolled within two terms (2) to file application for admission. The application must be in the Registrar's Office this date. Late applications after this date will be assigned appointments when possible after all regular applicants have been processed.

## \* ON LINE REGISTRATION AND ADVISEMENT BY APPOINTMENT ONLY

1. Currently enrolled students

\*\* 2. New Students as indicated on Notice of Admission  
(9:00 A.M. - 7:30 P.M.)

Last Day for 100% Refund for courses dropped or complete withdrawal

## FACULTY REPORT DATE

CLASSES BEGIN 8:00 A.M.

Last Day for 80% Refund for courses dropped

## \*\*\* LATE REGISTRATION AND DROP AND ADD

Schedule Change and Adjustments. Advisor must sign the form to be processed. A \$3.00 fee is charged for the addition of courses. No fee is charged when a course is dropped. There is an 80% refund for courses dropped or for a complete withdrawal from College.

Last Day for 80% Refund for Complete withdrawal from College

Last Day to change from Credit to Audit

\* 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.

\*\* Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursdays between 1:00-5:30 P.M.

\*\*\* Late registration after this date may be considered only in unusual or extenuating circumstances. Contact the Campus Dean of Academic Affairs.

TERM III	TERM IIIA	TERM IIIB
May 2-July 28	May 2-June 15	June 19-July 28
April 14	April 14	June 2
Feb. 27	Feb. 27	Feb. 27
Feb. 27-Apr. 28	Feb. 27-Apr. 28	Feb. 27-June 16
Mar. 20-Apr. 28	Mar. 20-Apr. 28	May 22-June 16
May 1	May 1	June 16
May 2	May 2	June 14
May 2	May 2	June 19
May 3	May 3	June 20
May 2-3	May 2-3	June 19-20
May 12	May 12	June 23
May 19	May 19	July 13



## COLLEGE CALENDAR 1977-1978

	TERM III May 2-July 28	TERM IIIA May 2-June 15	TERM IIIB June 19-July 28
HOLIDAY (Memorial Day) No Classes Day or Evening			
Last Day for student to Withdraw from any class	May 29	May 29	
HOLIDAY (Independence Day) No Classes Day or Evening	July 12	June 6	July 20
Last Day for Removal of Incomplete Grades from previous term	July 4		July 4
FINAL EXAMINATIONS	July 21		
TERM ENDS	July 26, 27, 28	June 13-15	July 27, 28, 29
GRADES DUE IN THE CAMPUS REGISTRAR'S OFFICE BY 10:00 A.M.	July 28	June 15	July 28
	July 31	June 16	July 31

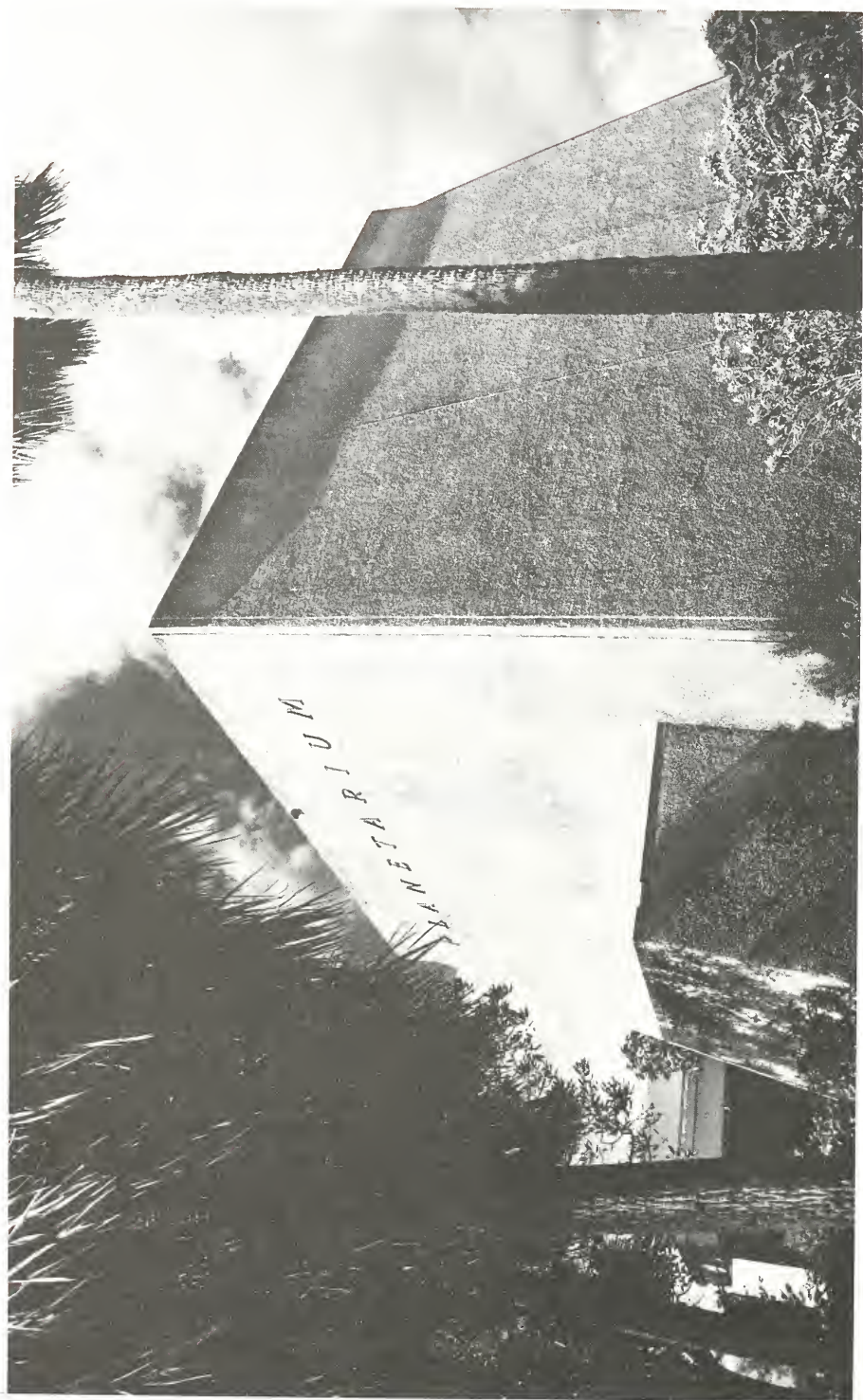
## COLLEGE CALENDAR 1978-1979 — TERM I

- \* ON LINE REGISTRATION  
Feb. 27-Aug. 18
- Advisement by Appointment Only  
Feb. 27-Aug. 18
- 1. Currently enrolled students  
Mar. 20-Aug. 18
- 2. New Students as indicated on Notice of Admission  
(9:00 A.M. - 7:00 P.M.)\*\*  
(TBA)

\* 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.  
 \*\* Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursdays between 1:00-5:30 P.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.

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 were completed in 1975 and one was completed in 1976-77.

The South Campus site has been designated at the North Perry Airport in Pembroke Pines on Hollywood Boulevard. Programs will begin during the 1977-78 year in temporary facilities. A Hollywood Center now operates in a 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.

## **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 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 ideals of equality of citizens and the dignity and worth of each person, the College hereby states that equal employment opportunity and advancement as well as participation in programs and activities are guaranteed consonant with appropriate laws without regard to race, religion, color, national origin, sex, age, 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.

Broward Community College encourages the enrollment of qualified handicapped/disabled students. The College reviews periodically physical facilities to insure that access to education is maximized for all its students including the handicapped. Handicapped students are assured participation in all College activities and/or services as described in Section 504 of the Rehabilitation Act of 1973.

## **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 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.

## **STUDENT DEVELOPMENT ORIENTATION**

The Orientation Program is designed to assist the student in making an adjustment to college. The program provides the student with information about campus facilities and services and introduces the Administration and Staff. Broward Community College rules and regulations are discussed and the responsibilities of the student are explained. The Orientation Program is offered prior to the beginning of Term I and participation of all new students is encouraged.

Orientation materials are available in the Academic Advisement Office for students who begin classes in Term II and III.

## **COUNSELING**

Broward Community College considers each student as a unique talented human being with individual abilities, potentialities, interests, needs and life styles. College years are vital stepping stones to the future and the major decisions a student must make are foundations on which life will be built.

The Counseling Center provides opportunities for the students to grow as a "whole" person, to explore his or her aptitudes and interests as they effect emotional and academic life and to accept responsibilities as a mature, healthy individual. A student may call on the Counseling Service for career-educational information and positive, realistic help in life and career goal planning.

Counselors are always ready to help resolve "road blocks" that may interfere with the student's effectiveness as a student and as a person. Specialized testing is available to students in need of objective information concerning abilities, achievements, interests and personal attributes.

The counseling staff is sensitive to the needs of a diverse student population and invites mature women, minorities, and others to discuss their particular needs.

A Career Center located on Central Campus offers Broward Community College students and Broward County residents a comprehensive service in career-vocational exploration. Professional counselors, a career information library, job placement services, specialized testing and a cooperative education program are included in the Career Center.

## **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 1
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.

## **TYPES OF AID AVAILABLE**

### **LOANS**

All long-term loans are low interest loans with repayment deferred until the student graduates, withdraws or changes his status as a full-time student. Short Term loans must be repaid within the term borrowed.

**Nursing Loan Program** — Available on a need basis to U.S. nationals or permanent residents who are full time in nursing. Applicants must be working for a Associate Degree and be in good academic standing. The program provides a long term, low interest loan with repayment beginning nine months following termination of studies. Up to 85% of the loan amount may be cancelled.

**Federally Insured Loan Program** — The Federally Insured Loan is an arrangement by which a student can make a loan through a bank, credit union, or other lending agency (which participates in the program) and the federal government will provide the guarantee of the loan. Interest of 7% will be paid by the government (if student qualifies) while the student is enrolled. Loan payment will begin nine months after a student terminates school. Maximum loan is \$2,000 per year at B.C.C.

**Short Term Loan** — Full-time students, with a 2.0 overall average may obtain emergency or short term loans up to \$100 per term. Applications may be made at the Financial Aid Office any day the college is in session. Repayment must be made before the end of the term in which the loan was made, contingent upon available funds.

## GRANTS

Financial assistance in the form of grants is available to undergraduate students. Such grants require financial need and do not have to be repaid by the student.

**B.E.O.G. — Basic Educational Opportunity Grant** — A Federally sponsored aid program designed to provide financial assistance to those who need it to attend approved colleges, vocational or technical schools. Applications are available at high schools, colleges and universities.

**S.E.O.G. — Supplemental Educational Opportunity Grant** — Undergraduate students with financial need may receive up to one-half of their total financial assistance as a grant under this program; for those who are not eligible for B.E.O.G.

**Nursing Grants** — This is a federally sponsored program to assist students with financial need to undertake courses of study leading to an Associate Degree in Nursing. Preference is given to second year nursing students.

**Florida Student Assistance Grant** — This is a program for undergraduate Florida residents with high financial need. Application for this grant should be made directly to the State Department of Education, Tallahassee, Florida or from local high schools. Parent's Confidential Statement or Student's Financial Statement must also be sent to Dept. of Education, Tallahassee, Fla.

**Donor Scholarships** — Many civic and professional organizations in Broward County donate scholarship funds to Broward Community College. These scholarships require a 2.0 grade point average and a full time attendance. The awards usually range from \$115 to \$300; in most cases a 3.0 grade point average is required.

**B.C.C. Fee Waivers** — A limited amount of funds are available as B.C.C. Fee Waivers. These awards are made to students who have special talents in specific areas of study or activities (i.e. Athletics, Drama, Music, Art, etc.). These awards are made by the Department Chairman in area of interest. Waivers are tuition only for four semesters. Student applies to the appropriate Department.

**Principal's Honors** — Each high school principal in Broward County may choose two students each year to receive a four semester scholarship of \$14.00 per credit hour not to exceed 16 credit hours per semester. The student must maintain a 3.0 average each semester in order to continue on this scholarship.

## STUDENT EMPLOYMENT PROGRAM

**C.W.S.P. — College Work-Study Program** — The Student Financial Aid Office adminis-

ters the College Work-Study Program which is sponsored by the Federal Government for students with financial need. Students must be enrolled on a full-time basis and be listed in good academic standing. Students may work on the B.C.C. campuses. Students are paid on hourly rate and usually work 15 hours per week.

**Institutional Student Employment** — This program allows students from all income levels to work in various departments on the B.C.C. campuses. Students must be full-time, with a 2.0 grade point average and may work up to 15 hours per week.

## 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 help students plan their program of study, select individual courses and assess their progress as they continue their studies.

New and returning students must see an Academic Advisor before he/she registers. Test scores and academic records are reviewed and a future program of studies is planned. The student may self-advise for ensuing semesters but is encouraged to return for advisement if he or she encounters academic problems, plans a change in educational goals or just to consult periodically with an academic advisor on the accuracy of his/her self-advisement. The student *must* return for graduation evaluation prior to his last term at Broward Community College.

## CURRICULA OFFERED

### Associate in Arts Degree Programs:

Agricultural Science	Latin American Studies
Architecture	Law
Art	Law Enforcement
Astronomy	Marketing-Management
Biology	Mathematics
Building Construction	Medical
Business Administration	Medical Technology
Business Administration— Administrative System	Music
Business Education	Music Education



Chemistry  
Child Development in Home  
Economics  
Chiropractic  
Computer Systems Science  
Corrections  
Dental  
Drama  
Education (Elementary)  
Education (Secondary)  
Engineering  
English  
Fashion Design  
Fashion Merchandising  
Food and Nutrition Science  
Foreign Language  
Forestry in Forest Products  
Technology  
Forestry in Forestry & Wild Life  
Geology  
Health Education  
History  
Home Economics  
Home Economics Education  
Housing and Interior Design  
Journalism

Nursing  
Occupational Therapy  
  
Oceanography  
Optometry  
Pharmacy  
Physical Education (Men)  
Physical Education (Women)  
Physical Therapy  
Physics  
Political Science  
Psychology  
Radio-Television  
Recreation  
  
Religion  
Secretarial Science  
Social Welfare  
  
Sociology  
Speech  
Speech Pathology-Audiology  
Tourism Industries Administration  
Veterinary Medicine  
A. A. Degree in Liberal Arts  
(Undecided Major)  
Home Furnishing Marketing

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

Accounting  
Air Conditioning & Refrigeration  
Airline Careers  
Air Traffic Controller  
Architectural Technology  
Aviation Administration  
Banking Career  
Business Administration—General  
Career Pilot  
Commercial Art  
Contracting and Civil Engineering  
Technology  
Corrections  
Court and Conference Reporting  
Crime Scene Technology  
Criminal Justice  
Data Processing (Business Option)  
Data Processing (Engineering-  
Scientific Option)  
Dental Assisting  
Dietetic Technician  
Electrical Engineering  
Electronic Technology  
Electronics (Digital or  
Communication Option)

Landscape Technology  
Market-Management  
Mechanical Engineering  
Medical Assisting  
Medical Laboratory  
Nursing  
Pest Control Technology  
Physical Therapy Assisting  
Police Science  
Pollution Prevention and Control  
Public Administration  
  
Purchasing Management  
Radiation Technology  
Radiologic Technology  
Real Estate  
Respiratory Therapy  
Savings & Loans Careers  
  
Secretarial, Executive, General  
Secretarial—Legal  
Secretarial—Medical  
Secretarial Teacher Aide Education  
Teacher Aide



Emergency Medical Technology  
Fashion Merchandising  
Fire Science Technology  
General Management  
Hospital Accounting  
Hotel-Restaurant-Institution  
Administration  
Insurance Careers

Tourism Industries—Administration  
Veterinary Medical Assisting

### **Certified Programs—Specialized Areas:**

Accounting  
Building Construction  
Clerical Typist  
Corrections  
Credit Union Leadership Training  
Data Processing  
Dental Assisting  
Fire Science  
Food Service

Group Living Home Management  
Income Tax Preparation

Medical Assisting  
Merchandising  
Police Science  
Pre-school and Daycare Center  
Secretarial  
Secretarial, Advanced  
Secretarial, Certified Professional  
Small Business—Administration  
Teacher of Private Nursery School &  
Kindergarten  
Traffic Management  
Wastewater Control Operator Specialist

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 SERVICES**

A Placement and Career Planning Services Center is available to all students and alumni of Broward Community College as well as residents of Broward County. The Center is located on the Central Campus of the College on the first floor of the Student Services Building. The Career Center provides students with information about full and part-time job openings, assistance in choosing and planning a career, vocational information, information about other colleges and universities and financial aid information. Placement career services are available without charge for 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 Building 8, the first floor.

## **HOSPITALITY CENTER**

The College's Hospitality Center, Central Campus, consists of a large, modern cafeteria for individual and group meals. Cafeteria services, snack bar services and private dining rooms for club and social affairs are available. Student lounge, recreational areas, the Student Activities Office and a Counseling Office are also located in the Hospitality Center. On the North Campus, the student lounge and food facility are located in the Services Building.

## **TRANSPORTATION**

The campuses are readily accessible by automobile and city buses operate during the daytime and early evening hours. Students are encouraged to form carpools with friends and neighbors in order to alleviate campus parking problems and to conserve energy.

## **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 Community College Activities Association, Florida Association for Intercollegiate Athletics for Women, Association for Intercollegiate Athletics for Women and National Junior College Athletic Association. Broward Community College began the Intercollegiate Athletic Program in 1962-63 at the Central Campus and at the North Campus in 1972-73. Intercollegiate Athletics offered are basketball, baseball, golf, tennis, wrestling, swimming, diving, volleyball and softball. No student shall on the basis of race, age, sex, or any such factor be excluded from participation in, or be denied the benefits of, or be treated differently from another person or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletic activity by Broward Community College.

## **BOOKSTORES**

The Central Campus Bookstore and the North Campus Bookstore are the official sources for required books and supplies. Available are both new and used textbooks, general college supplies, art and engineering supplies and many non-required items. In addition, a large selection of non-required paperbacks and cloth books are stocked. Extra services include special orders of books, class ring orders, film processing and the buying of used books from students. The College Bookstores are owned and operated by Broward Community College for the convenience of students, faculty, and staff.

The Central Campus Bookstore, located in Building #10, next to the Hospitality Center, is normally open Monday through Thursday from 7:45 AM to 7:00 PM and Friday 7:45 AM to 3:30 PM. Extended hours are granted at the beginning of each term.

The North Campus Bookstore, located on the first floor of the Student Services Building, Building #8, is normally open Monday through Friday from 8:00 AM to 3:30 PM. Extended hours are granted at the beginning of each term and as announced throughout the terms.

Temporary Bookstores are set up at the Fort Lauderdale Center and the Hollywood Center for the sale of textbooks at class openings. The special hours are posted prior to class openings.

## **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, recreational and social life of the college community.

## **ALUMNI ASSOCIATION**

The College's interest in its students does not end upon their graduation, but rather, a new relationship is established. A very active Alumni Association has been formed to provide opportunities for the College to continue playing a meaningful role in the lives of its students both now and in the future. In addition to the annual meeting of the Alumni Association, a number of social and cultural events are held. Graduates are welcome to attend and participate in the monthly meetings of the Executive Committee which take place in the Board Room of the Ft. Lauderdale Center.

## **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 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. Special Interest Clubs

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 ideals and attitudes.

## **STUDENT GOVERNMENT**

Student Government organizations are established on North and Central campuses through the President of the College. Students are encouraged to participate in these governmental organizations to make them a truly representative voice of the students. It is hoped that through these organizations students will develop skills in self-government and leadership.

## **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, skeet shooting, billiards, cross country, soccer, sailing, fencing and recreational games. An intramural sports program on a limited basis is offered at the North Campus.

## STUDENT PUBLICATIONS

Central Campus: The *Phoenix* newspaper; *Silver Sands*, the college magazine; *P'an Ku*, the literary magazine.

North Campus: The *Polaris* newspaper; *Poseidon*, the literary magazine. Students with communication experience and/or interest, are urged to join the staffs or to submit materials for these publications. All publications are available free to all students.

## FINE ARTS PROGRAM

**College Singers, North Broward Community Chorus, Broward Community College Choral Society, Concert Choir, Chamber Singers, Opera Workshop, Chamber Ensemble, Jazz Ensemble, Neophonic Jazz Ensemble, Adult Jazz Band, Symphonic Band, Broward Symphony Orchestra, Broward Community College Youth Symphony, Broward Community College Symphonette** are presented for various college and community events.

**Drama**—The Drama program of the college affords each student an opportunity to participate in all aspects of its program from acting to technical set design. All try-outs for productions are open to any student, part-time or full-time, from any campus. There are two major productions scheduled during the year at the Central Campus Drama Department, one of which is a Children's Theatre Production. A Workshop is available during the summer term. This Workshop is open to community teachers or directors of drama in high schools as well as college students. The North Campus Drama Department plans at least one production a year.

**The Pantomime Players**, sponsored by the Drama Department, is an organization whose 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.

**Art Lyceum**—The Art Department exhibits works by faculty members, students, and visiting artists. In addition, it sponsors an Art Film Series.

**Cultural Programs**—Aside from the above listed musical, drama and art shows, many speakers are presented each year and the members of the college family speak frequently to civic, church and cultural groups. Various student groups, through the Student Activities program, sponsor events of interest during the college year. The Buehler Planetarium presents two weekly shows to the public and many special shows to public schools and civic groups.

## CULTURAL AFFAIRS

### THE RALPH R. BAILEY CONCERT HALL

Consistent with the College's stated purpose of serving as a cultural center for Broward County and South Florida, the Office of Cultural Affairs sponsors various cultural perfor-

mance series throughout the year. In addition to an Artist Series which features four to five performing groups of high caliber, Cultural Affairs also sponsors an annual lecture-performance series entitled "AN EVENING WITH . . .", a free film series, and various special events.

This year will mark the grand opening of our new Ralph R. Bailey Concert Hall, a 1,200 seat theatre which will house many events sponsored by the College and community cultural groups. This new theatre, coupled with a new music building, represents a significant cultural contribution to the entire community.

### **SCHOLASTIC HONORARY GROUPS**

**Delta Psi Omega**—Honorary group for Drama

**Phi Rho Pi**—National Honorary Society for Forensics

**Phi Theta Kappa**—a National Scholastic Honorary Society with approximately 500 chapters in two year institutions throughout the country. Phi Theta Kappa's purpose is to promote scholarship, develop character and cultivate fellowship among students in the junior colleges. Invitation for admission depends on a student's achieving a sufficiently high academic grade point average.

### **PROFESSIONAL AND ACADEMIC GROUPS**

**Student Nurses' Association of Florida**

**Student Medical Assistants' Association**

**International Foreign Language Organization**

**Sigma Mu Gamma (Sales & Marketing, DECCA)**

**Phi Beta Lambda (Business Administration)**

**Florida Engineering Society**

**Broward Community College Flight Team**

**Debate**

### **INTEREST CLUBS**

**Black Awareness Club**

**P'an Ku Club (Literary)**

**Physical Education Majors**

**Sailing Club**

**Karate & Judo**

**Soccer**

**Chess**

### **SERVICE CLUBS**

**Circle K (co-ed)**—College branch of the Kiwanis Club



## RELIGIOUS CLUBS

Newman Club

Bahai Club

Jewish Student Union

## 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.

Students are urged to start new clubs according to their interests. Many unlisted clubs are now inactive and can be reactivated quickly. The Student Activities office personnel will be happy to help new clubs get started.

## 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 and forms are required before a person can be unconditionally admitted to the College.

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

1. Contact any Campus Registrar's Office for the official application forms. The Campus 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 Campus Registrar.
3. Upon a review of all required information submitted by the student, the College Registrar's office 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. 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.
4. Properly completed emergency information form.
5. Affidavit of Residency, if legal Florida resident.

6A-14.52 Florida resident for purposes of assessing student fees.

(1) For the purpose of assessing registration fees, students shall be classified as Florida and non-Florida. A Florida student is a person who shall have resided and

had domicile in the state of Florida for at least twelve (12) months immediately preceding the first day of classes of the current term of the community college to which admission is requested.

(2) In all applications for admission by students as citizens of Florida, and in all applications for reclassification for admission by students as citizens of Florida, the applicant, or if a minor, his parents or legal guardian shall make and file with such application a written statement under oath that such applicant is a bona fide citizen, resident, and domiciliary of the state of Florida entitled as such to admission upon the terms and conditions prescribed for citizens, residents, and domiciliaries of the state; provided, however, that a district board of trustees may require other evidence of citizenship, residency, or domiciliary for persons seeking reclassification from non-resident to resident status.

6. Application Fee \$10.00 (for credit and audit students). Non-refundable. Non-credit students do not pay the fee.
7. Official transcript(s) showing all high school and college credits attempted. 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.
8. Evidence of good character.
9. 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.

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.
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 re-admission 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. 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. Broward Community College encourages the application for admission of students from other nations who show promise of profiting from their educational opportunities and experiences in the United States.

All Foreign students should realize that Broward Community College is a two-year community college, providing the first two years only of the undergraduate bachelor's degree and a variety of technical-terminal programs.

The credentials of an applicant for admission from a foreign country are evaluated in accordance with the general regulations governing admission.

1. 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 a visa are required by the United States Immigration regulations to be enrolled full-time (12 semester hours).
2. Applicants 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.
3. Health insurance and a statement of financial support are required for admission. 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.
4. Students must make satisfactory progress toward their degree objective each term. The following standards of performance will be required of all international students.
  - a. Students must be enrolled full-time during any given term (12 semester hours).
  - b. Students must successfully complete a minimum of 24 semester hours in one academic year.
  - c. Students may not be enrolled for more than three consecutive years.
  - d. Students must enroll continuously in appropriate English language courses as prescribed by the Division of Communications, until all courses required for the degree are completed.
  - e. If the student does not conform to any of the above regulations, Broward Community College will deny admission for the following term.
5. Broward Community College does not provide, supervise, nor recommend student housing. International students should arrive in the Fort Lauderdale area several weeks prior to enrollment to arrange housing accommodations and transportation. Public transit is very limited.

## **Financial Aid**

Broward Community College has limited financial aid available for foreign students. Therefore, the applicant must demonstrate the ability to finance his education in the U.S. by completing the "Statement of Finances."

## **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. The student must present an official statement from the institution he/she has been attending in which it is certified that he/she is in good standing, and that the credits he/she 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 veterans training in all Associate degree granting programs. Veterans are subject to a separate standard of progress designed to determine eligibility for continued receipt of veterans benefits. The following criteria are included in the college's standard:

1. All VA students must successfully complete 50% of all hours attempted.
2. All VA students must maintain a minimum cumulative grade point average of 1.5.
3. All VA students who have attempted 30 semester hours or less must have earned credit in at least 50% of those hours.
4. All VA students who have attempted more than 30 semester hours but less than 45 must maintain a minimum cumulative grade point average of 1.75.
5. All VA students who have attempted more than 45 semester hours must maintain a minimum cumulative grade point average of 2.0.

Veterans who fail to maintain the prescribed grade point average and/or completion ratio are placed on a warning status during their next term. Failure to improve academic standing during the warning term subjects the veteran to termination for unsatisfactory progress. Termination for purposes of benefit receipt has no direct bearing on the retention of the student by Broward Community College.

## **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
3. Official transcripts from each college or program previously attended.
4. 2.0 cumulative grade point average on all college courses attempted exclusive of developmental courses.
5. Satisfactory test scores 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 appropriate forms and materials for admission.
2. Approval is based upon fulfillment of all admissions requirements. Student is responsible for completion and submission of all required forms and materials.
3. If a student is accepted into an Allied Health program but is unable to register because the class quota has been reached, the student must contact the Department Chairperson for approval to 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 admission to a program.

### **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 AND ATTENDANCE REPORTS POLICY**

It is the responsibility of each instructor to formulate an attendance policy and to insure that this policy is communicated in writing, in a timely and clear manner to all students attending classes.

The instructor may withdraw violators of his/her class attendance policy by simply reporting a 'W' on a corrected class roll and submitting the corrected class roll to the campus registrar's office, or by processing an administrative withdrawal form.

The student is responsible for adhering to the instructor's policy, and for officially withdrawing from class.

There is a \$5.00 administrative fee charged to the student when the withdrawal is initiated by the instructor.

### **Withdrawals**

The College permits students to withdraw from a course without receiving a grade (only "W") 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 Term III-B) must apply to the instructor for permission to take final examinations and do all work required for full credit. This permission normally will be granted at the discretion of the instructor.

### **Examinations and Tests**

Each instructor is free to direct his/her class and to give such tests as 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 transcripts free. 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/she 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/she 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 for the purpose of calculating grade point average. The grade earned in the last attempt is used for calculating the GPA.

The State's Articulation Agreement does not allow courses to be repeated after the A.S. and A.A. Degree is awarded.

### **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 campus 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 the change.
6. Complete withdrawal from college.

## **Classification of Students**

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

## **Conduct**

College students are considered to have reached an age of responsible citizenship and are expected to conduct themselves appropriately both on and off campus.

Every student, by the act of registering for scholastic work at Broward Community College, obligates himself to obey rules and regulations which the institution formulates, including those in this Catalog and those in the Student Handbook.

## **Residence**

**BONA FIDE RESIDENT** means that the applicant (or his/her parent/legal guardian if applicant is less than 18 years of age) must be a United States Citizen (or have been admitted to the country as an immigrant) and shall have lived here consecutively for at least one year immediately prior to the time of entering Broward Community College. Also, see page 44 for definition of Legal Florida resident. SBE 6A-14.52.

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 bona fide residents of Broward County and the State of Florida. To change residency status from out of state to in state the student's application for reclassification must be accompanied by a certified copy of a declaration of intention to establish domicile filed with the clerk of the circuit court.

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 must complete a card requesting to audit a course at the time he/she registers.

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. 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.

## **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 Counseling Office.

### **Dual Enrollment**

Superior 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; an overall grade point average of at least 2.8.

### **Early Admission**

Superior high school students who have an overall 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.

### **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.

### **Credit for Experience in Technical Areas**

Under certain conditions credit for previous experience may be awarded 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 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
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, Specialized B.A. courses and Allied Health Care courses) .....	0
NR	Grade not received .....	0

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

Grade point averages are calculated only on academic work, exclusive of all 080 and 090 series 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 circumstances beyond his control, such as emergencies because of death or serious illness.
- D. No student may change a course from credit to audit after the time specified in the College Calendar.
- E. Grade point averages are computed on all work attempted at all colleges.

**Scholastic Standards**

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

A student will be placed on academic probation at the end of any term when the student’s cumulative grade average becomes less than a “C” grade average.

A student, after being placed on academic probation, will be placed on academic restriction at the end of any term that he becomes 20 or more grade points below a “C” grade average. No student will be restricted academically at the end of any term in which a term grade point average of 2.0 is attained.

Students who return after one term of academic restriction must maintain a 2.0 each term they are 20 or more points below a “2.0” or they will be placed on academic restriction for another term.



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 his 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 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 competence in interpreting and evaluating within certain fields of knowledge and does not rely upon the instructor to interpret and evaluate.

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

- A. Be among the top 10% of his high school graduating class.
- B. Have a strong recommendation from a former teacher.
- C. Receive the recommendation of the Honors Program Coordinator.
- D. Apply directly to the Honors Program Coordinator 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.

For further information see Honors Program Coordinator.

## 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 Center plays an active part in the teaching-learning process within the College by providing a wide range of instructional support services to students and members of the college staff. A closed circuit television network interconnecting all classrooms on each of the college's two campuses is capable of conveying several simultaneous live or pre-recorded color TV programs for supplementing classroom instruction.

The Center is equipped for producing a wide variety of custom made instructional materials, including color slides, black and white photographs, overhead transparencies, audio, and videotapes.

Direct service to BCC's students is provided through a Learning Laboratory on each campus, which provides developmental and enrichment materials in various programmed instruction and audiovisual formats.

## 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. Degree.
- B. Achieve an average grade of "C" (2.0) or above on all work attempted, exclusive of the SPANS and 090 courses.
- C. Earn at least 24 semester hours of credit in residence, including the last twelve.

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.

- 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. All hours attempted at all institutions attended are used in calculating the GPA for honors.
- 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/she first enrolled if attendance has been consecutive, or the one in effect at the time of his/her graduation. If attendance has been broken, the student must meet the requirements of the catalog under which he/she reenrolled provided attendance has been consecutive, or the one in effect at the time of graduation.

## REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

### (University Parallel)

- A. Completion of 64 semester hours of academic credit with an overall grade point average of at least 2.0 including the required four semester hours of physical education activity courses. Excluded are 080 and 090 series courses and courses especially designed for technical education curricula and SPANS courses which carry institutional credit. 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 exemption.
- B. Completion of the following specific area requirements:
  - 1. English Composition .....6 semester hours  
ENG 101 and 102 or 104 (*Required of all students.*)
  - 2. From any two of the following (Humanities) .....6 semester hours
 

ENG 203, 204, 205, 206, 207,	SPA 205, 206	ART 207
208, 209, 210, 211, 212,	FRE 205, 206	DRA 207
221, 222, 230, 231, 290	GER 205, 206	MUS 207
	PHI 260, 263	MUS 203
	REL 121, 122,	MUS 204
	141, 142,	
	205, 240,	
	288	
  - 3. History and the Social Sciences .....6 semester hours  
Select two from any area, either a, b, c, d, or e:
 

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, courses especially designed for technical education curricula, and Math 106.  
  
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  
Select three (3) courses; two (2) must be from one area, a, b, c, d, e, or f
  - 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.
  - g. MUS 105 and 106
6. Physical Education (Activities) .....4 semester hours  
(No more than 4 activity courses may be counted toward a degree.) 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.
7. Electives .....24 semester hours  
Any combination of courses from the general education offerings (Business Administration; Cooperative Education; 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/her major and to the requirements of the institution to which he/she plans to transfer when choosing 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.

## Honors at Graduation

Completion of a minimum of 40 semester hours in Broward Community College is required to be eligible for honors. The calculation of the grade point average for honors includes Broward Community College record and all previous work attempted.

Students who achieve 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**

Fees (Matriculation, tuition, registration and other special course fees) are due and payable in full at the Bursar's office, on or before the due date assigned at the time of registration. Fee payments received after the assigned due date cannot be processed. Student is required to re-register, as schedule is voided when not paid in full by the assigned due date.

Postage Paid–Pre-Addressed payment envelopes are available, when registering, for payment of fees by mail. Care should be taken by mailing payment in sufficient time to be received by the assigned due date. Fee schedule will be returned when address is supplied.

### **Non-Credit Courses Fees and Charges**

The College, through the Community Service Office and other academic departments, offers non-credit courses, seminars, and workshops designed to meet the needs of citizens of all ages who reside in Broward County. Special brochures and bulletins are developed and distributed covering the specifics of each course. These documents become supplements to the official Catalog and contain the fees and special charges associated with that course. These fees are due and payable according to the terms indicated within these documents.

### **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**

	<b>Registration</b>	<b>Matriculation</b>	<b>Tuition</b>	<b>Per Semester Hour</b>
Florida Students	\$7.00*	\$14 per semester hour	\$0	\$14 per semester hour
Non-Florida Students		\$14 per semester hour	\$15 per semester hour	\$29

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

\*Students enrolled for 12 hours or more for any term or combines I-A and I-B, or II-A and II-B, or III-A and III-B terms will be charged a \$7.00 registration fee.

## **STUDENT FEES**

### **AER Courses:**

Fees for AER courses are not received by the College Business Office but are payable directly to the flight contractor. They are subject to change and vary between different flight

training contractors. The Aerospace Department can advise at any given time what the fee is for any course with a particular contractor for the current term. For planning purposes fees are generally in the following ranges:

<b>COURSE #</b>	<b>APPROXIMATE AMOUNT</b>
AER 171 Primary Flight	\$1069 – \$1075
AER 292 Intermediate Flight	927 – 1093
AER 293 Advanced Flight	999 – 1135
AER 294 All-Weather Flight Training	1110 – 1641
AER 233 Flight Simulator Training	270 minimum
AER 234 Flight Instructor Training	500 minimum
AER 235 Multi-Engine Transition	705 – 1033

	<u><b>Full-time/Part-time Student Special Fee</b></u>
ART 102 Life Drawing	\$15
ART 107 Design II	5
ART 151 Introduction to Graphic Media	5
ART 152 Introduction to Three-Dimensional Media	5
ART 200 Recreational Arts & Crafts	5
ART 206 Crafts, Woods, Metals, and Plastics	5
ART 211 Printmaking I	20
ART 212 Printmaking II	20
ART 215 Photography I	10
ART 217 Photography II	10
ART 221 Sculpture	5
ART 280 Ceramics	20
MPA 216 Motion Picture Production I	20
MPA 217 Motion Picture Production II	20
MPA 218 Motion Picture Workshop	20
BA 178 Word Processing: Dictation and Input	3
BA 179 Word Processing: Photographics & Storage	3
BA 189 Florida Real Estate Commission I	5
BA 217 Procedures for Real Estate Title Closing	2
BA 277 Word Processing: Magnetic Typing I	3
BA 278 Word Processing: Magnetic Typing II	3
BA 279 Word Processing: Magnetic Typing III	3
BA 290 Florida Real Estate Commission II	5
BIO 105 Modern Principles of Biology Lab	7
BIO 107 Audio-Tutorial Biology	7
BIO 117 Paramedical Science II Lab	7
BIO 151 General Botany Lab	7
BIO 161 General Zoology Lab	7
BIO 251 Principles of Marine Biology Lab	7
CC 200 Strength of Materials	5
CC 230 Structural Design	5
CHE 108 Chemistry for General Education Lab	5
CHE 134 General Chemistry Lab	10
CHE 135 General Chemistry and Qualitative Analysis Lab	10
CHE 223 Organic Chemistry Lab	15
CHE 224 Organic Chemistry Lab	15
DA 174 Clinical Practices and Procedures	10
DA 176 Clinical Practices and Procedures II	10
DA 187 Dental Materials	10
EL 100 Direct Circuits	5



EL	101	AC/DC Circuits	5
EL	104	Alternating Current Circuits	5
EL	106	Active Electronic Devices	5
EL	209	Transistors	5
EL	211	Communications I	5
EL	213	Digital Systems	5
EL	216	Semi-Conductors	5
EL	219	Computers I	5
EL	220	Computers II	5
EL	223	Applied Circuit Analysis Lab	5
ENG	207	The Film as Literature	8
FRE	101	French Language Lab	5
FRE	102	French Language Lab	5
FRE	111	French Language Lab	5
FRE	211	French Language Lab	5
GER	101	German Language Lab	5
GER	102	German Language Lab	5
GER	111	German Language Lab	5
GER	211	German Language Lab	5
GY	106	Physical Geology Lab	7
GY	109	Florida Geology Lab	5
GY	111	Historical Geology Lab	5
HPR		Towel and lock fee for the following HPR courses:	2
		101, 102, 105, 107, 108, 109, 110, 112, 113, 114,	
		115, 117, 118, 119, 120, 121, 122, 126, 128, 131,	
		132, 133, 134, 135, 136, 137, 140, 144, 146, 147,	
		201, 205, 208, 210, 213, 214, 220, 236, 239, 244,	
		245, 246, 247	
HPR	101, 102	Archery	3
HPR	104, 204	Bowling	18
HPR	103		2
HPR	138	Skeet and Trap Shooting	40
HPR	246	SCUBA Diving	35
ITA	111	Italian Language Lab	5
MA	210	Basic Medical Lab Techniques	10
MA	220	Clinical Practices and Procedures	5
MLT	290	Basic Instrumentation	5
MLT	292	Advanced Medical Lab Techniques	10
MTH	136	Mathematics and Machines	6

## APPLIED MUSIC

### Voice

MUS	141, 151	36
MUS	161, 171, 181, 191	72
MUS	241, 251	36
MUS	261, 271, 281, 291	72

### Piano

MUS	142, 152	36
MUS	162, 172, 182, 192	72
MUS	242, 252	36
MUS	262, 272, 282, 292	72

## Organ

MUS 143, 153	36
MUS 163, 173, 183, 193	72
MUS 243, 253	36
MUS 263, 273, 283, 293	72

## Woodwinds

MUS 144, 154	36
MUS 164, 174, 184, 194	72
MUS 244, 254	36
MUS 264, 274, 284, 294	72

## Brass

MUS 145, 155	36
MUS 165, 175, 185, 195	72
MUS 245, 255	36
MUS 265, 275, 285, 295	72

## Percussion

MUS 146, 156	36
MUS 166, 176, 186, 196	72
MUS 246, 256	36
MUS 266, 276, 286, 296	72

## Strings

MUS 147, 148, 157, 158	36
MUS 167, 168, 177, 178, 187, 188, 197, 198	72
MUS 247, 248, 257, 258	36
MUS 267, 268, 277, 278, 287, 288, 297, 298	72

## Accordion

MUS 149, 159, 249, 259	36
MUS 169, 179, 189, 199, 269, 279, 289, 299	72

NUR 117, 119 Nursing	10
NUR 233 Nursing	6
PHY 131, 203, 204, 212, 213 Physics Lab	2
POL 211 Criminal Investigation II	5
POL 212 Crime Scene Processing I	5
POL 213 Crime Scene Processing II	5
PT 160 Introduction to Physical Therapy	3
RDG 101 Developmental Reading	5
RDG 105 Advanced Developmental Reading	5
RUS 101, 102 Russian Language Lab	5
SCI 103 Physical Science Lab	3
SPA 101 Spanish Language Lab	5
SPA 102 Spanish Language Lab	5
SPA 111 Spanish Language Lab	5
SPA 211 Spanish Language Lab	5
XR 100 Introduction to Radiologic Technology	2
XR 101 Dental Radiology	5
XR 105 Radiologic Science	5

XR	120 Principles of Radiographic Exposure	10
XR	210 Positioning and Special Procedures	5

**Miscellaneous Fees (Not Refundable):**

Add	3
Drop (Initiated by student)	None
*Drop (Administrative withdrawal)	5
Application	10
*Checks returned and not honored	5
Duplicate Fee Card (Except when completely withdrawing from <i>all</i> College classes)	1
Graduation	4
*Fines, lost books, and reprocessing books	As required
Lost HPR locks	0.85
Lost HPR Towels	Per current years contract
Parking decal (over first two)	0.50
*Traffic violation	
1st violation	1
2nd violation	3
3rd violation	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.

**Waiver of Credit for Previous Training or Experience:**

Per hour waived	1
CLEP (for each separate report from ETS when credit is granted)	5
Advanced Placement (for each separate report from ETS when credit is granted)	5

\*Student must pay fine prior to any subsequent registration or prior to release of his/her records.

**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 \$7.00 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 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 90,000 volumes and about 5,000 are being added each year. In addition there are subscriptions to about 425 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 30,000 volumes and will be expanded rapidly to meet the needs of North Campus students. 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 11,500 current volumes have been cataloged for this library. It, too, will be expanded rapidly to meet the needs of the South Campus students.

Broward Community College Library is a member of the Southeastern Library Network (SOLINET) and most of the centralized technical processing of library materials done at the College makes use of the features of this automated system.

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.

## COMMON COURSE NUMBERING SYSTEM

The common course numbers are identified without parenthesis in the course listings throughout this catalog. Conversion tables from old numbers to common course numbers will be developed to assist students in understanding the system.

Under the Common Course System all courses will be coded with a three alphabet prefix (e.g., PHI — Philosophy). All courses will have a four-number identifier. The first digit is assigned by Broward Community College. The second digit will be assigned by the discipline task force. The third and fourth digits are used to indicate level of complexity of courses and to indicate sequencing of courses.

### **Example:**

#### **Common Course Number**

#### **ENC 1103 (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 of RDG 101 or registration for RDG 101 the same term as ENG 101, or counselor approval.

The Appropriations Act passed by the 1976 Session of the Florida Legislature states that it is declared a high priority that the common course numbering system be completed and that a plan for its maintenance be developed. The Commissioner of Education, School Districts, and Community Colleges were directed to provide support and allocate manpower resources within the staffs as required to implement the common course numbering system within the following time schedule:

Fall term 1976-77: Effective date for automatic transferability of all community colleges and university undergraduate courses to the extent that each course numbering discipline format has been finalized, except as otherwise specified by the statewide numbering policy council.

Winter term 1976-77: Effective date for the automatic transferability of all community college and university undergraduate courses, except as otherwise specified by the statewide course numbering policy council.

March 31, 1977: Completion of course equivalency profiles for all undergraduate courses identified as undergraduate and those courses identified as both undergraduate and graduate by various institutions.

The above schedule reflects legislative intent that all institutional catalogs published for use during the 1977-78 school year the common course numbering system prefixes and numbers shall have priority.

The Common Course Numbering System provides a common classification system for all disciplinary and interdisciplinary categories and subcategories based on the professional judgment of the faculties in the given discipline areas. It provides a basis for a complete and accurate inventory of all postsecondary programs and courses. Such an inventory does not now exist. It provides a common communicative device for facilitating communications among all sectors of postsecondary education, and between postsecondary education and the several publics upon which it impinges. It provides within each discipline a forum for statewide articulation which is unparalleled in postsecondary education. Articulation is achieved through the combined efforts of the faculty colleagues within the discipline, both on the task force and in the institutional departments. It facilitates the task of students and parents seeking to ascertain and to compare the nature and scope of institutional programs.

The Common Course Numbering System is designed to minimize the frustration of students resulting from institutional errors in transcript evaluation, program planning, and advising. It increases the effectiveness and efficiency of admissions officers, registrars, academic and career counselors, teacher certification, officers, faculty and staff development personnel, placement and follow-up personnel, and business officers. Provides for faculty within each discipline a communicative device for identifying any lack of continuity between community college offerings and preparation and university requirement.



# III

## GENERAL EDUCATION

### Curricula and Courses



**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**

A.S. degree programs and certificates are listed in this section. A.A. degree programs are listed in Section VI.

**DIVISION OF BUSINESS ADMINISTRATION**

**Accounting**  
**Business Administration**  
**Business Law**  
**Court Reporting**  
**Economics**  
**Fashion Merchandising**  
**Insurance**  
**Marketing – Management**  
**Materials Management**  
**Real Estate**  
**Secretarial Science**

**BUSINESS ADMINISTRATION**

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's Degree.
- (2) Suggested special programs leading to an Associate in Science Degree which help develop and improve skills and offers specialized courses enabling the student to enter business.
- (3) Specialized programs for which certificates are granted. Special programs may be developed for students with specific requirements.

Day and evening classes are offered for the convenience of the student for entering a specialized field of employment. The employed student can select courses to attain higher proficiency in an area of study.

## PROGRAMS LEADING TO AN ASSOCIATE IN SCIENCE DEGREE

### ACCOUNTING PROGRAM

(A.S. Degree in Business Administration)

#### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
ENG	101 Composition .....3	*ENG	103 or 104 Composition .....3
(1) BA	113, 114, 115 Basic Typing ...3	DP	101 Fundamentals of Data Processing .....3
BA	150 Business Math .....3	ECO	251 Prin. of Economics I .....3
BA	221 Prin. of Acct. I .....3	*BA	222 Prin. of Acct. II .....3
BA	231 Business Law I .....3	*BA	232 Business Law II .....3
HPR	Physical Education .....1	HPR	Physical Education .....1
Total semester credits .....16		Total semester credits .....16	

#### SECOND YEAR

<i>Term I</i>		<i>Term II</i>	
*BA	223 Inter. Accounting I .....3	*BA	225 Cost Accounting .....3
*BA	226 Prin. of Finance .....3	*BA	245 Bus. Communications ...3
BA	227 Income Tax .....3	*BA	247 Business Machines .....3
*ECO	252 Prin. of Economics II ...3	BA	132 General Insurance .....3
(2) Business Elective .....3		DP	102 Data Preparation Equipment .....3
HPR	Physical Education .....1	HPR	Physical Education .....1
Total semester credits .....16		Total semester credits .....16	

\*Requires a pre- or co-requisite—see course description in catalog.

- (1) May be exempt (without credit) if student had one year of high school typing with a minimum grade of "C".
- (2) Business elective to be selected from BA 100, BA 170, BA 260 and BA 262.

#### AIRLINE CAREERS

(A.S. Degree in Business Administration)

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

The purpose of the program is threefold: to encourage high school students who want to be flight attendants to attend college until they are old enough to make application with the airline; to provide them with better qualifications for securing such a job by requiring more general education and/or liberal arts courses than are required in the business programs currently offered; and to offer them an opportunity to obtain employable skills in business in the event they do not meet qualifications required by the airlines.

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 credits).

- |      |  |   |
|------|--|---|
| 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 Introduction to Speech .....           | 3 |
| PSY  | 100 or PSY 101 Psychology .....            | 3 |
| PSY  | 201 General Psychology .....               | 3 |
| MTH  | 109 General Education College Math .....   | 3 |
3. Completion of the minimum of 18 semester credits in business from the following courses: BA 100; BA 113–115, \*BA 118–120, \*BA 202–204, \*BA 111, \*BA 112 and \*BA 211 or \*BA 154, \*BA 155 and \*BA 211; \*BA 105; BA 108; BA 121, \*BA 122 or BA 221, \*BA 222; \*BA 242; \*BA 243; \*BA 244; \*BA 245; \*BA 247; BA 177, BA 178, BA 179, \*BA 277, \*BA 278, \*BA 279
  4. Completion of the minimum of 15 semester credits from the following areas: Business, Data Processing, or Languages.
  5. Completion of 4 semester credits of Physical Education activities.
  6. Students should consult the Department Head of Secretarial Science before enrolling for this degree.
- \*Requires a prerequisite or co-requisite—see course description in catalog.

## 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 **Foundations of Banking** Courses:

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	228 Analyzing Financial Statements .....	3
BA	100 Introduction to Business .....	3
BA	226 Prin. of Finance .....	3
*BA	150 Business Mathematics	
DP	101 Fundamentals of Data Processing .....	3
BA	231 Business Law I .....	3
ECO	254 Money and Banking .....	3
BA	180 Principles of Bank Operations .....	3
ECO	251 Prin. of Economics I .....	3
Semester Hours .....		30



3. Completion of the following **Banking Functions** Courses:

*BA	272 Bank Investments	
BA	182 Bank Public Relations & Marketing	3
*BA	257 Credit Administration	
	or BA 228 Analyzing Financial Statements	
*BA	270 Federal Reserve System	
BA	255 Home Mortgage Lending	
	or BA 256 Installment Credit	3
BA	254 International Banking	3
*BA	273 Savings and Time Deposit Banking	
BA	258 Trust Department Organization	
	or BA 259 Trust Department Services	3
	Semester Hours	12

\*Not required for the A.S. Degree.

4. Completion of the following **Management and Supervision** Courses:

BA	181 Bank Management	3
BA	262 Prin. of Supervision	3
*BA	264 Personnel Administration	
	Semester Hours	6

5. Completion of the following **Language and Communications** Courses:

BA	245 Business Communications	3
ENG	101 Composition	3
	Semester Hours	6

6. Completion of the following **General-Elective** Courses:

PSY	100 Human Relations in Business and Industry	3
BA	240 Current Business Practices	3
	Semester Hours	6

7. Completion of 4 semester hours of

Physical education activities	4
Total Semester Hours for A.S. Degree	64

8. Alternative electives for students who have completed any of the above courses without receiving credit from an accredited institution:

BA 111, BA 113, BA 114, BA 115, BA 130, BA 150, BA 170, BA 171, BA 223,  
BA 224, BA 225, BA 227, BA 247, BA 260, BA 261, BA 270, BA 271, BA 272,  
BA 273, BA 290.

### AIB CERTIFICATES REQUIREMENTS

The American Institute of Banking offers four certificates, each of which represents a different level of academic achievement. They are: Basic, Standard, Advanced, and General.

#### Basic Certificate

#### Semester Hours

1. BA	180 **Principles of Bank Operations	3
2. ECO	251 Principles of Economics I	3
3.	Select one course from Foundation of Banking Courses	3
4. ENG	101 Composition	3
5. **	One General-Elective Course	3
	Total Semester Hours	15

**Standard Certificate**

The Standard Certificate requires an **additional 21 semester hours** beyond the Basic Certificate, which is prerequisite.

These credits must be distributed within the content areas as follows:

1. Foundations of Banking:	
BA 121 Survey of Accounting I	
or BA 221 Principles of Accounting I	.....3
ECO 254 Money and Banking	.....3
2. Banking Functions	.....3
3. Management and Supervision	.....3
4. Language and Communications	.....3
5. *General Electives	.....6
<b>Total Semester Hours</b>	<b>.....21</b>

\*Not required for the A.S. Degree.

**Advanced Certificate**

The Advanced Certificate requires **30 semester hours** beyond the Standard Certificate, which is a prerequisite. Since the only **required course is BA 181 Bank Management**, the student has considerable latitude in choosing courses. The distribution within the content areas must be:

1. Foundations of Banking	.....3
2. Banking Functions	.....12
3. Management and Supervision	
(BA 181 Bank Management required)	.....6
4. *General Electives	.....9
<b>Total Semester Hours</b>	<b>.....30</b>

**General Certificate**

The General Certificate is based primarily on the accumulation of credits since there are **no required courses**.

In order to earn this certificate, a student must earn 36 semester hours of credit.

For more details concerning the General Certificate the student should consult an AIB Governor or the AIB Educational Director.

\*Credits taken in excess of the minimum number required under the four principal content areas may apply to the General-Elective area for The Basic, Standard, Advanced or General Certificate.

\*\*Savings and Time Deposit Banking or Trust Functions and Services may be used as alternates for students in savings and trust banking.

**COURT AND CONFERENCE REPORTING**

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

**FIRST YEAR**

*Term I*

*Term II*

*BA 154 Machine Shorthand I	.....6	*BA 155 Machine Shorthand II	.....6
ENG 101 Composition	.....3	BA 100 Intro. to Business	.....3

*BA 118, 119, 120 Inter. Typing . . . . .3	BA 231 Business Law I . . . . .3
*BA 105 Office Procedures . . . . .3	*BA 245 Business Comm. . . . .3
HPR Physical Education . . . . .1	HPR Physical Education . . . . .1
Total semester credits . . . . .16	Total semester credits . . . . .16

### Term IIIA

*BA 156 Machine Shorthand III . . . . .6
Total semester credits . . . . .6

## SECOND YEAR

### Term I

*BA 214 Machine Shorthand IV . . . . .6
MA 115 Medical Terminology . . . . .3
BA 190 Real Estate . . . . .3
Elective from Items 2-5 of Gen. Ed. Courses . . . . .3
HPR Physical Education . . . . .1
Total semester credits . . . . .16

### Term II

*BA 220 Machine Shorthand V . . . . .3
*MA 116 Clinical Terminology . . . . .3
*BA 239 Pract. in Court Report . . . . .6
HPR Physical Education . . . . .1
Total semester credits . . . . .13

\*Requires a pre- or co-requisite—see course description in catalog.

## EXECUTIVE or GENERAL SECRETARY

(A.S. Degree in Business Administration)

## FIRST YEAR

### Term I

ENG 101 Composition . . . . .3
*(1)BA 118, 119, 120 Inter. Typing . .3
BA 150 Business Math . . . . .3
BA 100 Intro. to Business . . . . .3
*BA 105 Office Procedures . . . . .3
HPR Physical Education . . . . .1

Total semester credits . . . . .16

\*(2)(BA 154 Mach. Shorthand I . . . . .6)

### Term II

*ENG 103 Tech. Report Writing or
*ENG 104 Composition . . . . .3
*(1)BA 202, 203, 204 Expert Typing .3
BA 108 Personal Prep. for Business . . . . .3
BA 140 Personal Finance . . . . .3
(1)BA 112 Shorthand II . . . . .3
HPR Physical Education . . . . .1

Total semester credits . . . . .16

\*(2)(BA 155 Mach. Shorthand II . . . . .6)

### Term IIIA or IIIB

*BA 242 Transcribing Machines . . .3
(4)Business Elective . . . . .3
Total semester credits . . . . .6

## SECOND YEAR

### Term I

*(3)BA 211 Shorthand III . . . . .3
*BA 245 Business Comm. . . . .3

### Term II

*BA 244 Sec. Procedures . . . . .3
PSY 100 Human Relations in

*BA 247 Business Machines . . . . .	3	Business and Industry . . . . .	3
BA 121 Acct. Survey I . . . . .	3	BA 231 Business Law . . . . .	3
HPR Physical Education . . . . .	1	Elective . . . . .	3
		HPR Physical Education . . . . .	1
Total semester credits . . . . .	13	Total semester credits . . . . .	13

\*Requires a prerequisite or co-requisite—see course description in catalog.

- (1) A student not meeting prerequisites must take qualifying courses. A student who had two years of high school typing and/or shorthand might be exempted (without credit) from taking BA 118, 119, 120 and/or BA 112. See suggested electives to replace these courses.
- (2) If student selects BA 154 and BA 155 (Machine Shorthand) rather than Gregg Shorthand, the schedule of other courses will have to be adjusted accordingly. See Department Head.
- (3) Not to be taken before first term of second year.
- (4) Suggested Electives: BA 190, BA 132, \*BA 122 or BA 221, BA 243, BA 260, BA 261, BA 262, BA 177, BA 178, BA 179, \*BA 277, \*BA 278, \*BA 279, DP 101, DP 102, HIS 230, PSY 100, SPE 100

## 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

#### *First Term*

English Composition . . . . .	3
BA 130 Salesmanship . . . . .	3
BA 135 Fashion Merchandising . . . . .	3
BA 173 Seminar I Marketing in Perspective . . . . .	3
BA 145 Fashion Sales Promotion . . . . .	3
HPR Physical Education . . . . .	1
Total Semester Hours . . . . .	16

#### *Second Term*

BA 283 Seminar II Research in Marketing . . . . .	3
BA 144 Textiles . . . . .	3
BA 147 Fashion in Contemporary Living . . . . .	3
BA 170 Marketing . . . . .	3
HPR Physical Education . . . . .	1
Total Semester Hours . . . . .	13

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

ECO 251 Economics I . . . . .	3
General Education Elective . . . . .	3
Total Semester Hours . . . . .	6

## SECOND YEAR

<i>First Term</i>	<i>Second Term</i>
BA 172 Visual Merchandising .....3	BA 206 Principle of Fashion
BA 205 Fashion Buying .....3	Coordination .....3
BA 284 Seminar III Marketing	BA 262 Prin. of Supervision or
Management .....3	BA 268 Women in Supervision .....3
Business Elective .....3	Business Elective .....3
General Education .....3	General Education Elective .....3
HPR Physical Education .....1	HPR Physical Education .....1
Total Semester Hours .....16	Total Semester Hours .....13

## GENERAL BUSINESS

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

This program is designed for students who seek immediate employment in the field of business and for those presently employed in some business career and desire advancement.

## FIRST YEAR

<i>Term I</i>	<i>Term II</i>
ENG 095 or 101 .....3	*ENG 103 or 104 .....3
(1) Social Science Elective .....3	BA 170 Prin. of Marketing .....3
(2) BA 113, 114, 115 Basic Typing ...3	PSY 100 Human Relations in
BA 100 Intro. to Business .....3	Business and Industry .....3
BA 150 Business Math .....3	BA 140 Personal Finance .....3
HPR Physical Education .....1	Business Elective .....3
	HPR Physical Education .....1
Total semester credits .....16	Total semester credits .....16

### *Term IIIA or IIIB*

BA 231 Business Law I .....3
Business Elective .....3
Total semester credits .....6

## SECOND YEAR

<i>Term I</i>	<i>Term II</i>
BA 227 Income Tax .....3	BA 261 Office Management or
*BA 247 Business Machines .....3	BA 262 Prin. of Supervision .....3
BA 121 Acct. Survey I or	DP 101 or 103 .....3
BA 221 Prin. of Acct. I .....3	*BA 245 Business Comm. ....3
*BA 232 Business Law II .....3	*BA 122 Acct. Survey II or
HPR Physical Education .....1	*BA 222 Prin. of Acct. II .....3
	HPR Physical Education .....1
Total semester credits .....13	Total semester credits .....13

\*Requires a pre- or co-requisite—see course description in catalog.



- (1) Suggested Social Science Electives: PSC 121 National Government; HIS 101 Western Civilization; HIS 111 History of the Two Americas; HIS 230 History of American Business
- (2) Students who have successfully completed one year of typing in high school should take \*BA 118, 119, 120 — intermediate typing during Term I.

## HOME FURNISHING MARKETING

(A.S. Degree in Business Administration)

### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
BA	174 Home Furn. Marketing I: Interior Decoration .....3	BA	287 Home Furn. Marketing II: Furniture .....3
ENG	095 Fund. of Writing or	BA	130 Salesmanship .....3
ENG	101 Composition .....3	*BA	283 Seminar II: Research in Marketing .....3
ART	101 Beginning Drawing .....3	BA	144 Textiles .....3
BA	173 Seminar I: Marketing in Perspective .....3	(1) Elective .....3	
HPR	Physical Education .....1	HPR	Physical Education .....1
Total semester credits .....13		Total semester credits .....16	

### *Term IIIA or IIIB*

BA	170 Prin. of Marketing .....3
*ENG	103 Tech. Report Writing or
*ENG	104 Composition .....3
Total semester credits .....6	

### SECOND YEAR

<i>Term I</i>		<i>Term II</i>	
BA	288 Interior Design III: Comm. Decor, Window Treat- ment, Accessorizing .....3	BA	172 Visual Merchandising ....3
BA	284 Seminar III: Marketing Management .....3	BA	271 Retail Management .....3
BA	121 Acct. Survey I or	*ART	210 Interior Design .....3
BA	221 Prin. of Acct. I .....3	ART	107 Design II .....3
ART	106 Design I .....3	HPR	Physical Education .....1
(1) Elective .....3			
HPR	Physical Education .....1		
Total semester credits .....16		Total semester credits .....13	

\*Requires a pre- or co-requisite—see course description in catalog.

- (1) Electives: ART 208, BA 150, BA 140, BA 231, BA 100, BA 205, BA 171, \*CWS 101, \*CWS 102, ECO 251

## 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	109, 127-129, 131, or 132, or BA 150 Business Math .....	3
	Physical Education Activities .....	4
	*Business or Economics Electives .....	12
	Semester Hours .....	34

\*Business or Economic Electives to be selected from: BA 112, BA 130, BA 170, BA 189, BA 190, BA 211, BA 221, BA 222, BA 231, BA 232, BA 247, BA 260, BA 298, ECO 251, ECO 252, and ECO 254. Three semester hours credit may be selected from the following: BA 118, BA 119, BA 120 or BA 202, BA 203, or BA 204.

4. In addition to the core courses, the student must complete 30 semester hours of insurance courses according to the program selected in #5.

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 235. ECO 251 and ECO 252 may be substituted for INS 234. 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

\*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
<b>Total Semester Hours .....</b>	<b>64</b>

\*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. No credit will be granted until the concurrent enrollment is completed.

\*\*It is highly recommended that the Insurance Electives include INS 261, INS 262, and INS 263, which may be taken in any order.

Note #1: The Insurance Department recommends that students who have not had general insurance agency or company experience take BA 132 prior to enrolling in the Agents Qualification Program.

Note #2: Students can fulfill the educational requirements for the 2-20 License by taking the following courses:

*INS 201 Agents and Solicitors Course I .....	3
*INS 202 Agents and Solicitors Course II .....	3
*INS 203 Agents and Solicitors Course III .....	3
*INS 204 Agents and Solicitors Course IV .....	3
*INS 205 Agents and Solicitors Course V .....	5

\*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. No credit will be granted until the concurrent enrollment is completed.

Note #3: Well-qualified students, preferably with general insurance agency or company experience, can fulfill the educational requirements for the 2-20 License by the following alternate plan:

Required Courses	Semester Hours	Credit
INS 261 Principles of Risk and Insurance .....	3	
INS 262 Property and Marine Insurance .....	3	
INS 263 Casualty, Health and Life Insurance .....	3	
<b>Required credits .....</b>	<b>9</b>	

Electives: (Minimum of 6 semester hours)

INS 268 Structure of Risk Management Process .....	3
INS 269 Risk Control .....	3
*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
<b>Electives .....</b>	<b>6-8</b>
<b>Total Hours Required .....</b>	<b>15-17</b>

D. Students interested in life insurance sales and marketing should take the following courses offered in cooperation with the Broward County Association of Life

Underwriters. The National Underwriting Training Council is a national educational organization providing career-related educational opportunities to member life insurance company employees. Upon successful completion of these four courses the Council will award the Diploma of Life Insurance Marketing and upon successful completion of each of these LUTC courses a certificate is awarded.

Core Courses . . . . .	34
INS 191 Personal Life Insurance Marketing . . . . .	4
INS 192 Business Life Insurance Marketing . . . . .	4
INS 193 Disability Income Marketing . . . . .	2
INS 194 Equities Marketing . . . . .	2
Insurance Electives . . . . .	18
Total Semester Hours . . . . .	64

#### E. 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.

Note #1: No credit will be granted until the concurrent enrollment is completed.

#### F. 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. designation.

Core courses . . . . .	34
INS 231 Economic Security and Individual Life Ins. . . . .	3
INS 232 Life Insurance Law and Mathematics . . . . .	3
INS 233 Group Insurance and Social Insurance . . . . .	3
INS 234 Economics . . . . .	3
INS 235 Accounting and Finance . . . . .	3
INS 236 Investments and Family Financial Management . . . . .	3
INS 237 Income Taxation . . . . .	3
INS 238 Pension Planning . . . . .	3
INS 239 Business Insurance . . . . .	3
INS 240 Estate Planning and Taxation . . . . .	3
Total Semester Hours . . . . .	64

## LEGAL SECRETARY

(A.S. Degree in Business Administration)

### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
ENG	101 Composition . . . . .3	*ENG	103 Tech. Report Writing or
*(1)BA	118, 119, 120 Inter. Typing . .3	*ENG	104 Composition . . . . .3
BA	150 Business Math or	*BA	202, 203, 204 Expert Typing .3
MTH	109 Gen. Ed. College Math . .3	(1)BA	112 Shorthand II . . . . .3
BA	100 Intro. to Business . . . . .3	BA	121 Accounting Survey I . . . .3
*BA	105 Office Procedures . . . . .3	HPR	Physical Education . . . . .1
HPR	Physical Education . . . . .1		
Total semester credits . . . . .16		Total semester credits . . . . .13	
*(2)(BA	154 Mach. Shorthand I . . . . .6)	*(2)(BA	155 Mach. Shorthand II . . . . .6)
<i>Term IIIA or IIIB</i>			
*BA	245 Bus. Communications . . . .3		
BA	231 Business Law I . . . . .3		
Total semester credits . . . . .6			

### SECOND YEAR

<i>Term I</i>		<i>Term II</i>	
*(3)BA	211 Shorthand III . . . . .3	*BA	216 Legal Techniques II . . . .3
*BA	215 Legal Techniques I . . . . .3	*(4)BA	242 Transcribing Machines . .3
*BA	232 Business Law II . . . . .3	*BA	244 Sec. Procedures . . . . .3
BA	140 Personal Finance . . . . .3		Social Science . . . . .3
HPR	Physical Education . . . . .1	(5)Elective	. . . . .3
		HPR	Physical Education . . . . .1
Total semester credits . . . . .13		Total semester credits . . . . .16	

\*Requires a prerequisite or co-requisite—see course description in catalog.

- (1) A student not meeting prerequisites must take qualifying courses. A student who had two years of high school typing and/or shorthand might be exempted (without credit) from taking BA 118, 119, 120 and/or BA 112. See suggested electives to replace these courses.
- (2) If student selects BA 154 and BA 155 (Machine Shorthand) rather than Gregg Shorthand, the schedule of other courses will have to be adjusted accordingly. See Department Head.
- (3) Not to be taken before first term of second year.
- (4) BA 215 Legal Techniques I must be completed before BA 242.
- (5) Suggested Electives: BA 177, BA 178, BA 179, \*BA 277, \*BA 278, \*BA 279, \*BA 247, BA 261, BA 132, BA 190, BA 108, \*BA 122 or BA 221, HIS 230, PSY 100, SPE 100, DP 101, DP 102



# MANAGEMENT PROGRAM

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

### FIRST YEAR

<i>First Term</i>		<i>Second Term</i>	
ENG	103 Tech. Report Writing . . . . .3	SPE	100 Speech . . . . .3
DP	101 Fundamentals of Data Processing . . . . .3	ECO	190 or ECO 251 . . . . .3
BA	260 Intro. to Management . . . . .3	BA	262 Prin. of Supervision . . . . .3
BA	121 or BA 221 or BA 222 Accounting . . . . .3	BA	231 Business Law I . . . . .3
*Electives	. . . . .4	*Electives	. . . . .4
Total Semester Hours . . . . .16		Total Semester Hours . . . . .16	

### Term III-A or III-B

BA	263 Production Management . . .3
PSY	100 Human Relations . . . . .3
Total Semester Hours . . . . .6	

### SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
BA	245 Business Communications . . .3	INS	279 Managerial Decision Making . . . . .3
INS	278 Management and Human Resources . . . . .3	INS	280 Management in a Changing World . . . . .3
*Electives	. . . . .7	*Electives	. . . . .1
Total Semester Hours . . . . .13		Total Semester Hours . . . . .1	

\*To be approved by the Business Administration Department Head.

## MARKETING MANAGEMENT

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

This program is designed for the student seeking careers in marketing occupations (Examples: retailing, advertising, buying, selling, wholesaling, banking, credit, and services). Emphasis is placed on required skills, responsibilities, and attitudes necessary for job entry and promotion. Students are expected to be employed in a marketing related occupation and if not employed, they will be assisted in securing such a position. Students will have the opportunity to participate in DECA activities. A student interested in transferring to a university for a four-year degree should follow the appropriate A.A. Degree Program. CWS may not be substituted for BA 173, BA 283, BA 284.

### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
ENG	095 Fund. of Writing or	*ENG	103 Tech. Report Writing or
ENG	101 Composition . . . . .3	*ENG	104 Composition . . . . .3
BA	130 Salesmanship . . . . .3	BA	171 Advertising . . . . .3

BA 173 Seminar I: Marketing in Perspective . . . . .	3	BA 150 Business Math . . . . .	3
BA 170 Prin. of Marketing . . . . .	3	*BA 283 Seminar II: Research in Marketing . . . . .	3
HPR Physical Education . . . . .	1	Business Elective . . . . .	3
		HPR Physical Education . . . . .	1
Total semester credits . . . . .	13	Total semester credits . . . . .	16

*Term IIIA or IIIB*

BA 140 Personal Finance . . . . .	3
Elective . . . . .	3
Total semester credits . . . . .	6

**SECOND YEAR**

*Term I*

BA 284 Seminar III: Marketing Management . . . . .	3
BA 121 Acct. Survey I or BA 221 Prin. of Acct. I . . . . .	3
BA 231 Business Law I . . . . .	3
Business Electives . . . . .	6
HPR Physical Education . . . . .	1
Total semester credits . . . . .	16

*Term II*

*BA 245 Business Communications . . .	3
BA 262 Prin. of Supervision . . . . .	3
BA 271 Retail Management . . . . .	3
SPE 100 Intro. to Speech . . . . .	3
ECO 251 Prin. of Economics I . . . . .	3
HPR Physical Education . . . . .	1
Total semester credits . . . . .	16

Requires a pre- or co-requisite—see course description in catalog.

**MATERIALS MANAGEMENT PROGRAM**

(A.S. Degree in Business Administration)

**FIRST YEAR**

*First Term*

NG 101 Composition . . . . .	3
A 160 Fund. of Material Mgt. . . . .	3
A 221 Principles of Accounting I . . . .	3
A 260 Intro. to Management . . . . .	3
TH 127-129 or TH 131 Basic College Math . . . . .	3
PR Physical Education . . . . .	1
Total Semester Hours . . . . .	16

*Second Term*

BA 165 Intro. to Trans. & Traffic Mgt. . . . .	3
BA 250 Purchasing I . . . . .	3
DP 101 Fundamentals of Data Processing . . . . .	3
STA 221 Elementary Statistics . . . . .	3
BA 263 Production Management . . . .	3
HPR Physical Education . . . . .	1
Total Semester Hours . . . . .	16

**SECOND YEAR**

*First Term*

A 245 Bus. Communications . . . . .	3
A 225 Cost Accounting . . . . .	3
A 163 Prod. Control Concepts . . . . .	3
A 170 Principles of Marketing . . . . .	3

*Second Term*

BA 162 Material Handling & Packaging . . . . .	3
BA 164 Advanced Prod. Control . . . .	3
BA 200 Forecasting . . . . .	3

BA	161 Inventory Control for Material Mgt. ....	3	BA	251 Purchasing II .....	3
HPR	Physical Education .....	1	INS	235 Accounting & Finance .....	3
	Total Semester Hours .....	16	HPR	Physical Education .....	1
				Total Semester Hours .....	16

## MEDICAL SECRETARY

(A.S. Degree in Business Administration)

### FIRST YEAR

<i>Term I</i>			<i>Term II</i>		
ENG	101 Composition .....	3	*ENG	103 Tech. Report Writing or	
*(1)BA	118, 119, 120 Inter. Typing ..	3	ENG	104 Composition .....	3
BA	140 Personal Finance .....	3	*(1)BA	202, 203, 204 Expert Typing ..	3
MA	110 Intro. to Medical Assisting .....	2	(1)BA	112 Shorthand II .....	3
BA	100 Intro. to Business .....	3	*MA	120 Office Practices .....	3
(5)Elective .....		1	BA	150 Business Math .....	3
HPR	Physical Education .....	1	HPR	Physical Education .....	1
	Total semester credits .....	16		Total semester credits .....	16
*(2)(BA	154 Mach. Shorthand I .....	6	*(2)(BA	155 Mach. Shorthand II .....	6

### *Term IIIA or IIIB*

BA	231 Business Law I .....	3
(5)Elective .....		3
Total semester credits .....		6

### SECOND YEAR

<i>Term I</i>			<i>Term II</i>		
*(3)BA	211 Shorthand III .....	3	(4)BA	242 Transcribing Machines ..	3
*BA	245 Business Comm. ....	3	BA	121 Accounting Survey I ....	3
MA	115 Medical Terminology ...	3	*BA	244 Sec. Procedures .....	3
PSY	100 Human Relations in Business and Industry .....	3	*MA	116 Clinical Terminology ...	3
HPR	Physical Education .....	1	HPR	Physical Education .....	1
	Total semester credits .....	13		Total semester credits .....	13

\*Requires a pre- or co-requisite—see course description in catalog.

- (1) A student not meeting prerequisites must take qualifying courses. A student who had two years of high school typing and/or shorthand may be exempted (without credit) from taking BA 118, 119, 120 and/or BA 112. See suggested electives to replace these courses.
- (2) If student selects BA 154 and BA 155 (Machine Shorthand) rather than Gregg Shorthand, the schedule of other courses will have to be adjusted accordingly. See Department Head.
- (3) Not to be taken before first term of second year.
- (4) BA 215 Legal Techniques must be completed before BA 242.

- (5) Suggested Electives: BA 177, BA 178, BA 179, \*BA 277, \*BA 278, \*BA 279, \*BA 105, BA 108, \*BA 122 or BA 221, BA 243, BA 261, \*BA 247, SPE 100, \*MA 220, PSY 101, BIO 105

## 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 (NAPM).

### FIRST YEAR

#### *Term I*

BA	221 Prin. of Acct. I	.....3
ECO	251 Prin. of Economics I	.....3
(1)BA	165 Intro. to Trans. and Traffic Management	.....3
BA	170 Prin. of Marketing	.....3
HPR	Physical Education	.....1
Total semester credits		.....13

#### *Term II*

*BA	222 Prin. of Acct. II	.....3
*ECO	252 Prin. of Economics II	.....3
(1)SPE	100 Intro. to Speech	.....3
*(1)BA	245 Business Comm.	.....3
HPR	Physical Education	.....1
Total semester credits		.....13

#### *Term IIIA or IIIB*

BA	231 Business Law I	.....3
DP	101 Fund. of Data Proc.	.....3
Total semester credits		.....6

### SECOND YEAR

#### *Term I*

BA	260 Intro. to Management	.....3
*BA	226 Prin. of Finance	.....3
BA	250 Purchasing I	.....3
(1)ECO	254 Money and Banking	.....3
PSY	100 Human Relations in Business and Industry	.....3
HPR	Physical Education	.....1
Total semester credits		.....16

#### *Term II*

(1)BA	263 Production Management	.....3
*STA	221 Elem. Statistics	.....3
BA	262 Prin. of Supervision	.....3
*BA	225 Cost Accounting	.....3
BA	251 Purchasing II	.....3
HPR	Physical Education	.....1
Total semester credits		.....16

\*Requires a pre- or co-requisite—see course description in catalog.

- (1) A three-hour course in Business Administration or Economics may be substituted for one of these courses.

## REAL ESTATE PROGRAM

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

This program is designed for students interested in a career in Real Estate. Successful completion of the first course, BA 189, satisfies the educational requirement of the Florida Real Estate Commission, as a prerequisite to sitting for the Real Estate Salesman's examination.

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

ENG 095 or 101 .....	3
*ENG 103 or 104 .....	3
PSY, SOC or Speech .....	3
ECO .....	3
Semester credits .....	12
3. Completion of the following courses in Business Administration:
 

BA 100 Intro. to Business .....	3
BA 150 Business Math .....	3
BA 130 Salesmanship .....	3
231 Business Law I .....	3
*BA 232 Business Law II .....	3
BA 189 FREC I .....	4
*BA 192 Real Estate Appraisal I .....	3
*BA 193 Real Estate Finance .....	3
*BA 290 FREC II .....	3
*BA 293 Real Estate Appraisal II .....	4
*BA 294 Real Estate Exchange and Taxation .....	3
Electives .....	12
Semester credits .....	47
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:
 

HPR Physical Education .....	4
Total semester credits .....	63

## SAVINGS AND LOAN CAREER PROGRAM

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

In cooperation with the Florida Suncoast Chapter #202 of the American Savings and Loan Institute and the Broward County School Board's Adult Education Program, the Business Administration Division offers the following curricula for a student to earn an A.S. Degree in addition to receiving American Savings and Loan Institute credits for diplomas:

1. A grade-point average of 2.0 or better.
2. Completion of the following courses in General Education:

		Semester Hours	ASLI COURSE #
ENG	103 Technical Report Writing	3	None
ECO	251 Principles of Economics I	3	024
ECO	252 Principles of Economics II	3	025
SPE	100 Introductory Speech	3	019
	Elective	3	None
		15	



3. Completion of the following Business Administration courses:

BA	183 Intro. to Savings Association Business	2	060	*
BA	187 Savings Accounts or Savings Account Admin.	2	008-009	*
BA	188 Savings Association Operations	2	062	*
BA	190 Real Estate Principles and Practices I or		015	
BA	290 Real Estate Principles and Practices II	3	016	
BA	245 Business Communications	3	018	
BA	152 Financial Institutions	2	030	*
BA	262 Principles of Supervision	3	047-048	*
		17		

4. Completion of a minimum of 10 courses including a minimum of 28 semester hours of credit from the following related electives:

BA	231 Business Law I	3	043	
BA	232 Business Law II	3	044	
BA	244 Secretarial Procedures	3	050	
BA	132 General Insurance	3	026	
BA	140 Personal Finance	3	032	
BA	260 Introduction to Management	3	023	
BA	264 Personnel Administration	3		
BA	190 Real Estate Principles & Practices I or		015	
BA	290 Real Estate Principles & Practices II	3	016	
DP	101 Fundamentals of Data Processing	3	053	
BA	253 Mortgage Loan Servicing	2	029	*
BA	234 Real Estate Law I	2	006	*
BA	235 Real Estate Law II	2	007	*
BA	142 Savings and Loan Accounting I	2	004	*
BA	143 Savings and Loan Accounting II	2	005	*
BA	186 Teller Operations	2	003	*
BA	286 Savings Assoc. Lending I	2	011	*
BA	175 Public Relations	2	049	*
BA	291 Residential Appraising I	2	061	*
	MINIMUM	28		

5. Completion of 4 semester hours of

physical education activities.

(If eligible for waiver, electives may be substituted.)

Total 4

64

\*These credits may be earned through the Chapter's Broward County Adult Education Program and may be waived toward the College's A.S. Degree.

## CURRICULA REQUIRED FOR CERTIFICATE PROGRAMS

All certificate programs require a grade point average of 2.0.

### ACCOUNTING CERTIFICATE PROGRAM

<i>First Term</i>		<i>Second Term</i>	
ENG 095 or 101	3	ENG 103	3
BA 150 Business Math	3	BA 140, or ECO 251	3
*BA 121 Acctg. Survey I or		BA 221 or	
BA 221 Principles of Acctg.	3	BA 222 Principles of Acctg.	3
**BA 113, 114, 115 Basic Typing,		DP 102 Data Preparation	
Parts 1, 2, 3 or		Equipment	3
DP 101 Fundamentals of Data		BA 247 Business Machines	3
Processing	3		
BA 227 Income Tax	3		
Total Semester Hours	15	Total Semester Hours	15

\*Student must take BA 221 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.

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

### 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 Comm.	3
Typing, Parts 7, 8, 9	3	BA 244 Secretarial Procedures	3
**BA 211 Shorthand III	3	Specialization courses	6
ENG 101 Composition	3		
Specialization course	3		
Total Semester Hours	15	Total Semester Hours	15

*Term III-A*

Specialization course .....	3
Elective .....	3
<b>Total Semester Hours .....</b>	<b>6</b>

\*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 enroll in BA 122 for Term II.

\*\*A student not meeting prerequisites will need to take qualifying course(s).

**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 .....	3

**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
BA 100 Introduction to Business .....	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

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 Police Science option:

CJ 100 Introduction to Criminal Justice .....3

POL 101 Police Administration I .....3

SUGGESTED ELECTIVES: All BA courses listed above, BA 108, BA 140, HIS 230, PSY 100.

### CLERICAL-TYPIST CERTIFICATE PROGRAM

#### *First Term*

ENG 095 or 101 .....3

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

\*BA 118, 119, 120 Intermediate

Typing, Parts 4, 5, 6 .....3

BA 150 Business Math .....3

\*\*BA 105 Office Procedures .....3

Total Semester Hours .....15

#### *Second Term*

BA 202, 203, 204 Expert

Typing, Parts 7, 8, 9 .....3

BA 247 Business Machines .....3

BA 140 Personal Finance .....3

Business Elective .....3

\*\*\*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 may 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.

### CREDIT UNION LEADERSHIP TRAINING CERTIFICATE PROGRAM

The following certificate program is offered in cooperation with the Broward County Credit Unions:

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

### INCOME TAX PREPARATION CERTIFICATE PROGRAM\*\*

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

\*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.

### PROFESSIONAL SECRETARY CERTIFICATE PROGRAM

In cooperation with the National Secretaries Association, the following certificate program is offered as an aid to those secretaries preparing to sit for the National 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 from Broward Community College is 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
BA	262 Principles of Supervision	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



## SECRETARIAL CERTIFICATE PROGRAM

<i>First Term</i>		<i>Second Term</i>	
ENG	095 or 101 .....3	BA	242 Transcribing Mach. ....3
*BA	118, 119, 120 Intermediate	***BA	121 Accounting Survey I ....3
	Typing, Parts 4, 5, 6 .....3	BA	202, 203, 204 Expert
BA	105 Office Procedures .....3		Typing, Parts 7, 8, 9 .....3
*BA	112 Shorthand II or .....3	BA	211 Shorthand III or
**BA	154 Machine Shorthand I ...3-6	**BA	155 Machine Shorthand II ...3-6
BA	100 Intro. to Business .....3	BA	244 Secretarial Procedures ...3
Total Semester Hours .....15-18		Total Semester Hours .....15-18	

### *Term III-A*

BA	150 Business Math or
BA	247 Business Machines or
**BA	211 Shorthand III if not
	previously taken .....3
BA	245 Bus. Communications ...3
Total Semester Hours .....6	

\*A student not meeting prerequisites will need to take qualifying course(s). Students taking Intermediate Typing may 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 Machine Shorthand must complete BA 211 Shorthand III to meet certificate requirements.

\*\*\*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.

## 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 121 Acctg. Survey I or	
BA 221 Principles of Acctg. I	.....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 Elective	.....3
*Business Electives	.....12
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.

## COURSES OF INSTRUCTION BUSINESS ADMINISTRATION

- MAN 1700 (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.
- SES 1340 (BA 103) BASIC OFFICE PRACTICES** **3 semester hours**  
Instruction in basic office skills such as typing, household budgets and accounts, cash and banking procedures, filing, completion of forms, etc., for students in special programs or with permission of the instructor or the Secretarial Science Department Head.
- SES 1341 (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, discussion of careers in business, and job application procedures are included in the course, which does not require a knowledge of shorthand.
- SES 1001 (BA 108) PERSONAL PREPARATION FOR BUSINESS** **3 semester hours**  
This course, for both males and females, is designed to help prepare the individual for social and business success. Course content covers visual poise, wardrobe planning, personality development, personal grooming, telephone technique and job application.
- SES 1210 (BA 111) SHORTHAND I** **3 semester hours**  
Prerequisite: Credit in BA 115 Basic Typing, Part 3 or equivalent. Presentation of theory of manually written shorthand with emphasis on the development of writing skill and accurate typewritten transcription of simple new material dictation. Three laboratory hours per week are expected in addition to the three class hours. Offered Terms I and II.
- SES 1211 (BA 112) SHORTHAND II** **3 semester hours**  
Prerequisites: Minimum 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 transcription skills, new material dictation with previews, and introduction to usable transcripts of short business letters. Three laboratory hours per week are expected in addition to the three class hours.
- SES 1100 (BA 113) BASIC TYPING PART I** **1 semester hour**  
This typing credit, covering only Lessons 1 to 25, is an introduction to the keyboard with development of fundamental techniques for touch typewriting. Simple exercises in horizontal and vertical centering are included. Two laboratory hours per week are expected in addition to the three class hours. (NOTE: Students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 1101 (BA 114) BASIC TYPING PART 2** **1 semester hour**  
Prerequisite: Ability to type 21 words a minute for 2 minutes with 5-error cut-off. This part of typing, covering Lessons 26 to 50, includes skill development, simple correspondence (blocked business, personal, and formal letters), simple tabulations, simple manuscripts, enumerations and basic report forms. (NOTE: Students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 1102 (BA 115) BASIC TYPING PART 3** **1 semester hour**  
Prerequisite: Ability to type 27 words a minute for 5 minutes with 5-error cut-off. Lessons 51 to 75 include skill development, postal cards, business letters and envelopes, interoffice memos, invoices, telegrams, revision marks, bound and unbound reports and manuscripts with footnotes. (NOTE: Students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)

- SES 1110 (BA 118) INTERMEDIATE TYPING PART 4** **1 semester hour**  
 Prerequisite: Ability to type 35 words a minute for 5 minutes with 5-error cut-off. This typing credit, covering Lessons 76 to 100, includes skill development, word division, semiblocked letters, tables (open, ruled, boxed), news releases and manuscripts for publication. (NOTE: Students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 1111 (BA 119) INTERMEDIATE TYPING PART 5** **1 semester hour**  
 Prerequisite: Ability to type 39 words a minute for 5 minutes with 4-error cut-off. This part of typing, covering Lessons 101 to 125, includes skill development, various letter styles, billing and payroll forms, displays, reports, job applications, resumes, and fluid duplication. (NOTE: Students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 1112 (BA 120) INTERMEDIATE TYPING PART 6** **1 semester hour**  
 Prerequisite: Ability to type 42 words a minute for 5 minutes with 4-error cut-off. Lessons 126 to 150 include skill development, two-page letters, odd stationery, simple financial statements, and legal papers. (NOTE: Students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- ACC 1001 (BA 121) ACCOUNTING SURVEY I** **3 semester hours**  
 Suggested prerequisite: BA 150. Instruction in standard bookkeeping procedures for small professional, service, and retail sole proprietorships. 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 or for those who need additional background prior to taking BA 221.
- ACC 1029 (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 sole proprietorships and partnerships, with an introduction to accounting procedures for small corporate organizations.
- ACC 1886 (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.
- MAR 1101 (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.
- RMI 1001 (BA 132) GENERAL INSURANCE** **3 semester hours**  
 This course is an introduction to the topic of risk and insurance. The origins and evolution of insurance are discussed. The range of types of insurers are studied as well as the variety of coverages in showing the relationship of insurance to business activity and the national economy. To give the student (primarily as a consumer) a working knowledge of basic insurance contracts, the coverages and provisions of life, health, property, and liability policies for individuals are emphasized. Commercial property and casualty insurance is surveyed as are the functional areas of underwriting, rating, and adjusting. Special consideration is given to current topics such as Florida's "No Fault" Auto Law, flood insurance, qualifications for agents and solicitors, government regulation of insurance, and recent changes by judicial decision or legislation affecting insurance.
- BUL 1655 (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.

**MKA 1181 (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.

**MKA 1402 (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.

**MKA 1131 (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.

**MKA 1501 (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.

**FIN 1100 (BA 140) PERSONAL FINANCE**

**3 semester hours**

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

**ACC 1887 (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.

**BAN 1630 (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.

**BAN 1640 (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.

**MKA 1411 (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.

**MKA 1431 (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, displays, publicity and other sales presentations of retail and wholesale firms. Students will prepare a complete sales promotion.



**MKA 1455 (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.

**MKA 1442 (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.

**MKA 1441 (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.

**MTB 1103 (BA 150) BUSINESS MATHEMATICS****3 semester hours**

Mathematics applied to negotiable instruments, payroll, discounts, profit and loss, merchandising, commissions, depreciation, taxes, securities, insurance, and other business problems.

**BAN 1000 (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.

**SES 1226 (BA 154) MACHINE SHORTHAND I (Stenograph)****6 semester hours**

Suggested prerequisite: BA 115 Basic Typing Part 3, or equivalent. Basic theory of machine shorthand with speed development and rapid reading of notes. Beginning transcription skills are taught with the dictation and transcription of short paragraphs and simple letter material. (NOTE: Any student who has not had beginning typing or equivalent must contact the instructor or the Department Head before registering for Machine Shorthand I.)

**SES 1227 (BA 155) MACHINE SHORTHAND II (Stenograph)****6 semester hours**

Prerequisites: BA 154 and BA 115 Basic Typing Part 3, or equivalent. A continuation of BA 154 covering advanced theory, rapid and accurate reading of notes, dictation for speed building, and accurate typewritten transcripts.

**SES 1228 (BA 156) MACHINE SHORTHAND III (Stenograph)****6 semester hours**

Prerequisites: BA 155, BA 120 Intermediate Typing Part 6 or equivalent, BA 231, and BA 245. An advanced speed building course with vocabulary development related to court and conference reporting terms and shortcuts. Particular emphasis is placed on accurate writing at higher speed levels and on dictated and written transcription of courtroom testimony and conferences.

**(BA 160) FUNDAMENTALS OF****MATERIAL MANAGEMENT****3 semester hours**

A survey course designed to provide an introduction and overview to the field of material management and physical distribution. Topics covered include production and inventory control, purchasing, transportation, warehousing and materials handling, order processing, communications, and problems and issues related to the field.

**(BA 161) INVENTORY CONTROL FOR****MATERIAL MANAGERS****3 semester hours**

An overview of the dynamics of managing inventory in the constantly changing industrial and commercial environment. Topics include forecasting sales and inventory requirements, computer applications to inventory control problems, building inventory models, simulation and the relationships of inventory control to marketing management and production control.

**(BA 162) MATERIAL HANDLING AND PACKAGING****3 semester hours**

A course designed to present material handling and packaging as tools for use in a total system of material management. Material handling concepts include palletization, containerization, conveyor systems, fully automated warehousing, and integrated production lines. Packaging is treated as a function with ramifications far beyond the mere protection of a product.



**(BA 163) PRODUCTION CONTROL CONCEPTS**

**3 semester hours**

A course devoted to describing the development, scope, and objectives of production control. Specific attention will be given to scheduling, control, critical path, machine loading and materials requirements planning, and other techniques, functions, and activities which are implicit in this aspect of material management operations.

**(BA 164) ADVANCED PRODUCTION CONTROL**

**3 semester hours**

An advanced course building upon the concepts developed in MAT 120. Production forecasting, shop loading, capacity planning, shop floor control techniques, short interval scheduling, and job shop versus continuous flow systems are considered. Further attention is devoted to materials requirements planning.

**TRA 1030 (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.

**TRA 1100 (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, weight, warehousing, and packaging. Prerequisite: BA 165, or actual experience in the field and consent of instructor.

**(BA 167) PROBATE PRACTICE**

**3 semester hours**

Course designed to prepare the legal assistant to work effectively under the supervision of a lawyer in the probate of an estate. Florida Probate Code and related taxes will be studied. Preparation of pleadings included.

**MAR 1011 (BA 170) PRINCIPLES OF MARKETING**

**3 semester hours**

Study of company management areas dealing with the broad problem of sales. Emphasis given to the kind 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.

**MAR 1302 (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.

**MKA 1104 (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.

**MAR 1930 (BA 173) SEMINAR I: MARKETING IN PERSPECTIVE**

**3 semester hours**

Students are expected to be working or will be assisted to secure employment in a marketing related occupation. In addition, students will have the opportunity to develop leadership skills through participation in DECA activities. Course curricula will include marketing related learning activities.

**MKA 1151 (BA 174) HOME FURNISHINGS MARKETING I: INTERIOR DECORATION**

**3 semester hours**

Introductory course examining interiors, floor plans, renderings and drawings. Furniture styles will be studied in addition to coloring, fabrics and furniture arrangements.

**MAR 1321 (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.

- SES 1150 (BA 177) WORD PROCESSING: INTRODUCTION AND THEORY** **1 semester hour**  
An overview of word processing as a concept for modern business and the relationship of the concept to existing office and clerical work. The course is designed to provide an overview of procedures, equipment, and training needed in word processing. Career opportunities in word processing are included.
- SES 1156 (BA 178) WORD PROCESSING: DICTATION AND INPUT** **1 semester hour**  
A basic course in techniques and procedures used in machine dictation. The relationship of dictation and word input to the word processing concept is included. Proficiency in dictation techniques is emphasized.
- SES 1158 (BA 179) WORD PROCESSING: REPROGRAPHICS AND STORAGE** **1 semester hour**  
A basic course in machine duplication and various media for storage of information. Emphasis is placed on duplication processes and their relationship to efficiency and cost. Processes covered include spirit, fluid, offset, and photocopiers. An introduction to micrographics as a storage medium is included.
- BAN 1110 (BA 180) PRINCIPLES OF BANK OPERATIONS** **3 semester hours**  
The economic importance of banks; the receiving function; processing of cash items; book-keeping operations; posting systems; legal relationships with depositors; internal controls; international financial services; trust services; growth of the American banking system; banking and public service.
- BAN 1720 (BA 181) BANK MANAGEMENT** **3 semester hours**  
The nature and objective of banking, formulation of objectives and policies; organizational planning; management controls; managements and specific functions; the art of management.
- BAN 1150 (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.
- BAN 1600 (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.
- BAN 1610 (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.
- BAN 1140 (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.
- BAN 1300 (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.
- BAN 1301 (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.

- REE (BA 189) FREC I** **4 semester hours**  
Florida Real Estate Commission's Course I. An introduction to the basic principles, practices and theories of real property, its economic value, and the legal aspect of real estate law as applied to salesmen. Successful completion qualifies a candidate to sit for the Florida Real Estate Salesman License — \$5.00 fee.
- REE 1000 (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. Not to be used by candidates desiring to sit for the Florida Real Estate Exam.
- REE 1430 (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.
- REE 1100 (BA 192) REAL ESTATE APPRAISAL I** **3 semester hours**  
Prerequisite: BA 190, BA 189 or consent of instructor. The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market, and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style and functional utility, building cost estimates and depreciation.
- REE 1200 (BA 193) REAL ESTATE FINANCE** **3 semester hours**  
Prerequisite: License, BA 189 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.
- REE 1001 (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.
- MAN 1560 (BA 195) PROPERTY MANAGEMENT** **3 semester hours**  
Prerequisite: BA 189 or 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 200) FORECASTING** **3 semester hours**  
A course describing the nature and purpose of efforts directed toward forecasting material requirements. Content includes statistical and other forecasting techniques, simulation, linear programming, modeling, and mathematical techniques.
- SES 2120 (BA 202) EXPERT TYPING PART 7** **1 semester hour**  
Prerequisite: Ability to type 45 words a minute for 5 minutes with 4-error cut-off. This typing credit, covering Lessons 151 to 175, includes skill development, letter series with copies, printed forms, and formal report with footnotes. (NOTE: Students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 2120 (BA 203) EXPERT TYPING PART 8** **1 semester hour**  
Prerequisite: Ability to type 49 words a minute for 5 minutes with 3-error cut-off. This part of typing, Lessons 176 to 200, covers skill development, secretarial correspondence, statistical tabulation, stencil duplicating, space-saver reports, and art typing. (NOTE: Students needing more than one credit in typing should concurrently enroll for two or more parts. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.)
- SES 2120 (BA 204) EXPERT TYPING PART 9** **1 semester hour**  
Prerequisite: Ability to type 52 words a minute for 5 minutes with 3-error cut-off. Lessons 201 to

225 include skill development, production tests, and various unarranged problems requiring decisions.

**MKA 2424 (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.

**MKA 2409 (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.

**MKA 2125 (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.

**MKA 2126 (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.

**SES 2212 (BA 211) SHORTHAND III (Manual or Machine Writers)**

**3 semester hours**

Prerequisites: Minimum grade of C in BA 112 or BA 155 and in BA 204 Expert Typing Part 9 or concurrent enrollment in BA 204. 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 expected in addition to the three class hours. (NOTE: This course is required of all secretarial majors whether manual shorthand or machine shorthand writers.)

**SES 2230 (BA 213) MEDICAL DICTATION**

**3 semester hours**

Prerequisite: BA 211 or 156 or the concurrent enrollment in BA 211 or 156 Gregg shorthand and machine shorthand theory of medical terms is included with the dictation and transcription of medical material. (NOTE: Either Gregg-writing or machine-writing shorthand students may enroll in this course.)

**SES 2224 (BA 214) MACHINE SHORTHAND IV (Stenograph)**

**6 semester hours**

Prerequisite: BA 156. Corequisites: BA 190 and MA 115 (if not taken previously). A continuation of BA 156 for further speed building and vocabulary development with practice on legal and medical testimony, jury charges, hearings, and congressional record material. A study is also made of the court system, courtroom and hearing procedures, legal forms, and the production of cover and deposition transcripts.

**SES 2431 (BA 215) LEGAL SECRETARIAL TECHNIQUES I**

**3 semester hours**

Prerequisites: Credit in BA 120 Intermediate Typing Part 6 and either credit in BA 211 (or BA 156) or concurrent enrollment in BA 211 (or BA 156). An introduction to legal terminology, the typing of legal documents and pleadings, and office procedures for the legal secretary. Usually offered only Term I.

**SES 2432 (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. Usually offered only Term II.



- REE 2440 (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.
- SES 2225 (BA 220) MACHINE SHORTHAND V** **3 semester hours**  
Prerequisite: BA 214. This course includes speed building dictation for the development of skill to the required 225-word-per-minute level and daily transcription of 3-voice testimony, jury charges, courtroom testimony, congressional record material, etc. Accurate transcripts are essential.
- ACC 2002 (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.
- ACC 2021 (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.
- ACC 2109 (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.
- ACC 2149 (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.
- ACC 2409 (BA 225) COST ACCOUNTING** **3 semester hours**  
A study of the relationship of the cost accounting to the control and decision-making functions of management. A review and an overview of accounting for costs precede the detailed consideration of product costing. Costs are classified and analyzed in terms of materials, labor and overhead for both job order and process cost systems. Prerequisite: BA 222 with grade of C or better, or instructor's approval. Offered Term II.
- FIN 2000 (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.
- ACC 2509 (BA 227) INCOME TAX** **3 semester hours**  
Principles of Federal Income Taxation application to individuals. The course is designed to acquire the basic knowledge necessary in the preparation of individual returns. Sample returns will be prepared.
- BAN 2210 (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.
- ACC 2529 (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.

**HFT 2430 (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.

**BUL 2111 (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.

**BUL 2112 (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.

**REE 2445 (BA 233) CASE PROBLEMS IN REAL ESTATE CLOSING**

**3 semester hours**

This course covers the following: proration problems; tax rate problems; area problems and property description problems; brokerage fee problems; capitalization problems, profit and loss problems and gross rent multiplier problems; interest problems; discount problems; depreciation problems and appreciation problems; state transfer tax problems; and general problems.

**REE 2400 (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.

**REE 2435 (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 236) BRANCH BANK ORGANIZATION**

**3 semester hours**

A study of branch bank organization; planning, staffing, directing and control; centralization or decentralization of management; the number of service departments based on size and projected rate of growth; profit accountability of the individual branch.

**MAN 2770 (BA 237) SMALL BUSINESS MANAGEMENT I**

**3 semester hours**

A 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.

**MAN 2774 (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.

**SES 2944 (BA 239) PRACTICUM IN COURT REPORTING**

**6 semester hours**

Prerequisite: BA 220 or concurrent enrollment in BA 220 and permission of the instructor or Department Head. The student is assigned to a local court reporting agency for a minimum of 12 hours per week. Conference meetings are arranged on an individual basis.

**MAN 2703 (BA 240) CURRENT BUSINESS PRACTICES**

**3 semester hours**

This course is designed for use as a vehicle to organize classes for business teachers or business students for the study of specific areas of business practices in the local community or in the state of Florida. (Short field trips or travel within the state may be required.)

**(BA 241) INTERNATIONAL CURRENT**

**BUSINESS PRACTICES**

**3 semester hours**

Basic study of the nature of business activities between nations. The course content is designed to give emphasis on actual international business activity in the form of visits to foreign business enterprises. This is accomplished by the student traveling abroad with other students accompanied by an instructor from the college. These on-site visits will be supplemented by classroom work before and after the trip abroad.

**SES 2361 (BA 242) TRANSCRIBING MACHINES I**

**3 semester hours**

Prerequisites: For all students—credit in BA 120 Intermediate Typing Part 6 or equivalent; additional prerequisite for medical assisting, or medical secretarial majors—MA 115; additional prerequisite for legal secretarial majors—BA 215. Skill development for accurate transcription of recorded dictation to office standard proficiency levels is emphasized; special material related to each student's major subject area is provided.

**SES 2362 (BA 243) TRANSCRIBING MACHINES II**

**3 semester hours**

Prerequisites: BA 242 and either credit in BA 204 Expert Typing Part 9 or concurrent enrollment in BA 204. A continuation of BA 242 for the further development of transcription skills on special material related to the student's major.

**SES 2401 (BA 244) SECRETARIAL PROCEDURES**

**3 semester hours**

Prerequisites: BA 211 (or BA 156) or concurrent enrollment in BA 211 (or BA 156) and credit in BA 204 Expert Typing Part 9 or concurrent enrollment in BA 204. This course is designed for students completing their secretarial programs and includes decision-making projects and/or discussion related to the duties, responsibilities, and personal qualifications of a secretary, the efficient handling of office routine matters, an overview of the secretarial profession as a career, and procedures and techniques of acquiring satisfying, challenging positions. Usually offered only Term II.

**SES 2331 (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.

**SES 2321 (BA 247) BUSINESS MACHINES**

**3 semester hours**

Suggested 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.

**SES 2404 (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.

**MAR 2131 (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, study of traffic, surplus, storekeeping, budgets, international purchasing, public purchasing, personnel, performance evaluation and public relations.

**MAR 2132 (BA 251) PURCHASING II**

**3 semester hours**

Continuation of BA 250. This would include purchasing problems in the Material Management, Negotiation, Inventory Management, and Contract Administration Field.

**REE 2271 (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.

- BAN 2500 (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.
- BAN 2250 (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.
- BAN 2240 (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.
- BAN 2200 (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; inter-bank loans; real estate loans; influence of the Federal Reserve System; opportunities and responsibilities of the bank lending officers.
- BAN 2401 (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.
- BAN 2400 (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.
- MAN 2000 (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.
- MAN 2750 (BA 261) OFFICE MANAGEMENT** **3 semester hours**  
An analysis of various office departments, their organization and management, with emphasis on the methods used in selection and training of office personnel; office planning and layout; scientific analysis of office procedures, office jobs, office forms, and their relation to cost control; types and uses of office appliances; and other techniques necessary for efficient operation of the modern office. Offered Term II.
- MAN 2342 (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.
- MAN 2500 (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.
- MAN 2300 (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.



**TRA 2110 (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.

**TRA 2120 (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.

**MAN 2349 (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 268) WOMEN IN SUPERVISION** **3 semester hours**  
This course is designed to provide business women with supervisory skills they can effectively apply throughout their careers. This course covers women in leadership and a woman in a world dominated by men with emphasis on planning, organizing, staffing, directing, controlling and labor relations.

**(BA 269) INTERNATIONAL MARKETING** **3 semester hours**  
This course presents basic marketing principles from an international viewpoint. Students will gain insight to international marketing concepts by virtue of making actual visits to overseas corporations, along with overseas offices of American corporations. Scope of the course will cover prices, advertising methods and channels of distribution on an international basis. Classroom work before and after the overseas trips will be held.

**BAN 2010 (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.

**MKA 2102 (BA 271) MERCHANDISING** **3 semester hours**  
An introduction to the management functions unique to retail store operations. Subject areas include department store organization, low margin retailers, store location and layout, shopping centers, and merchandising.

**BAN 2230 (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.

**BAN 2303 (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.

**MKA 2505 (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.

**SES 2151 (BA 277) WORD PROCESSING: MAGNETIC TYPING I** **1 semester hour**  
Prerequisite: BA 120 Intermediate Typing, Part 3, or equivalent. A basic course in operating

magnetic text-editing typewriters. Emphasis is placed on gaining machine proficiency in elementary applications. Two laboratory hours per week are required.

- SES 2152 (BA 278) WORD PROCESSING: MAGNETIC TYPING II** 1 semester hour  
Prerequisite: BA 120 Intermediate Typing, Part 3, or equivalent. A course in operating dual-media word processing typewriters not covered in BA 277. Emphasis is placed on machine application to typing problems. Two laboratory hours per week are required.
- SES 2153 (BA 279) WORD PROCESSING: MAGNETIC TYPING III** 1 semester hour  
Prerequisite: BA 277 or BA 278, or equivalent. An advanced course in typing on magnetic text-editing typewriters. Machine application to advanced typing problems, massive revisions, and legal typing, are stressed. Two laboratory hours per week are required.
- MAR 2931 (BA 283) SEMINAR II: RESEARCH IN MARKETING** 3 semester hours  
Students will continue working in a marketing related occupation and participate in DECA activities. Emphasis to be on developing management skills and research techniques employed in marketing. Prerequisite: BA 173.
- MAR 2932 (BA 284) SEMINAR II: MARKETING MANAGEMENT** 3 semester hours  
Students will continue working in a marketing related occupation and participate in DECA activities. Students will be expected to participate in a group research project.
- TRA 2230 (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.
- BAN 2620 (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.
- MKA 2152 (BA 287) HOME FURNISHINGS MARKETING II: FURNITURE** 3 semester hours  
Students will work with customers budgets, determining appropriate furnishings, floor coverings, bedding materials, wall coverings materials, and kitchen equipment. In addition, the students will study furniture construction in depth. They will also complete an integrating project developing an interior plan for a consumer's home.
- MKA 2121 (BA 288) INTERIOR DESIGN III: COMMERCIAL DECORATION, WINDOW TREATMENT, ACCESSORIZING** 3 semester hours  
Students will study window treatments, lighting, accessories, and table appointments. Approximately one-half semester will be devoted to commercial decoration including such topics as office interiors, office furniture, commercial floor coverings, wall materials and accessorizing commercial interiors. An integrating project will deal with planning the commercial interior.
- REE 2270 (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; Veterans Administration loans; the role of the appraiser in mortgage lending; and final examination, State of Florida Comptroller's office.
- REE 2040 (BA 290) FREC II** 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 189 or instructor approval. \$5.00 Fee.

- REE 2120 (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.
- REE 2450 (BA 292) ADVANCED ASPECTS OF REAL ESTATE LAW** **3 semester hours**  
Prerequisite: BA 189 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.
- REE 2140 (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.
- REE 2250 (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.
- REE 2304 (BA 295) REAL ESTATE ADVANCED PRACTICES** **3 semester hours**  
Prerequisite: BA 189 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.
- REE 2302 (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.
- MAN 2779 (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.
- FIN 2010 (BA 298) 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 ECONOMICS**

### **(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 2013 (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 2023 (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 2220 (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.

## **COURSES OF INSTRUCTION INSURANCE**

### **RMI 1160 (INS 191) PERSONAL LIFE INSURANCE MARKETING**

**4 semester hours**

Course covers concept of life insurance as property—detailed study of the life insurance contract and its flexibility versus other means of savings and investment; the development of necessary characteristics of successful career agents; and the rules of selling with special emphasis on overcoming the prospect's psychological barriers and on total needs selling. (Preparation for LUTC Part I) Prerequisite: BA 132, or permission of the instructor.

### **RMI 1721 (INS 192) BUSINESS LIFE INSURANCE MARKETING**

**4 semester hours**

Course emphasizes problems caused by death of a business owner (sole proprietor, partner, or stockholder of close corporation). Federal taxation of business owners and organization and insurance premiums and proceeds is studied together with sales oriented study of the federal estate tax, gift taxes, income taxes, IRA, Keogh, tax-sheltered annuities, pension and profit-sharing plans, and group insurance. Includes split-dollar and deferred compensation for key persons; business continuation through buy-sell agreements funded by life insurance; and sales-oriented review of wills, intestacy laws, joint ownership, trusts, gifts, and estate problems. (Preparation for LUTC Part II) Prerequisite: INS 191, or permission of the instructor.

### **RMI 1722 (INS 193) DISABILITY INCOME MARKETING**

**2 semester hours**

Course emphasis is on the infinite needs and types of disability income coverages for individuals, business owners, and key personnel. Marketing emphasis placed on impact of programming income needs, interview psychology, and training client objections into stepping-stones for closing sales. Idea-stimulating case histories and action projects allow students to apply marketing techniques and ideas immediately. (Preparation for LUTC Part III) Prerequisite: BA 132, or permission of instructor.

### **RMI 1723 (INS 194) EQUITIES MARKETING**

**2 semester hours**

The essentials of equity products and the costs of investing. Emphasis on mutual funds and variable annuity sales including how the products differ, tax consequences, flexibility and

assurances, which product to recommend based on concept of a product or service for every need. Includes accumulation plans, withdrawals, one-time purchase, income funds, and deferred annuities. Discusses correlation of social security, taxes, and retirement aspects of financial planning, split-funded plans, deferred taxes, Keogh, and trusts. (Preparation for LUTC Part IV) Prerequisites: INS 191 and INS 192, or permission of the instructor.

- RMI 1002 (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. Recommended prerequisite: BA 132. Co-Requisite: INS 200.
- RMI 2003 (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 199.
- RMI 2201 (INS 201) AGENTS & SOLICITORS COURSE I** **3 semester hours**  
An introduction to insurance theory and insurance regulation, the standard fire policy, fire and allied lines coverages and elements of rating, dwelling risks, non-dwelling risks, business interruption forms and other time element coverages, homeowners' forms. Recommended prerequisite: BA 132. Co-Requisite: INS 202.
- RMI 2202 (INS 202) AGENTS & SOLICITORS COURSE II** **3 semester hours**  
Torts and laws of negligence, principles of legal liability, basic concepts and elements of rating, family auto policy, basic auto policy, special auto package policy, comprehensive auto liability, garage insurance, Financial Responsibility Law, Florida Auto Reparations Act, JUA. Co-Requisite: INS 201.
- RMI 2203 (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 worker's compensation, Florida's Worker's Compensation Law, employer's liability insurance, rating. Prerequisite or co-requisite: INS 201 and INS 202.
- RMI 2204 (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 203.
- RMI 2205 (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, Florida insurance rating law, survey, and agency management and operations. Co-Requisite: INS 204.
- RMI 2030 (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, worker's compensation. (Preparation for CPCU Part I) Co-requisite: INS 221.
- RMI 2040 (INS 221) INSURANCE PRINCIPLES & PRACTICES II** **4 semester hours**  
A study of automobile liability and physical damage, crime, fidelity and surety bonds, boiler and machinery, health, life, miscellaneous casualty, multiple-line. (Preparation for CPCU Part I) Co-Requisite: INS 220.
- RMI 2032 (INS 222) ANALYSIS OF INSURANCE FUNCTIONS I** **3 semester hours**  
A study of the formation and organization of insurers, marketing of insurance, underwriting, reinsurance, rate-making, regulation of insurance. (Preparation for CPCU Part II) Co-Requisite: INS 223.

- RMI 2041 (INS 223) ANALYSIS OF INSURANCE FUNCTIONS II** **4 semester hours**  
 A study of preparation and analysis of insurers' financial statements, record-keeping, required state statements and reports, retrospective and experience rating, loss and claims adjusting, human motivation, professional ethics, risk management including risk analysis and control, and insurance surveys. (Preparation for CPCU Part II) Co-Requisite: INS 222.
- ECO 2014 (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.
- ECO 2015 (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.
- RMI 2400 (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.
- RMI 2401 (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.
- RMI 2750 (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.
- RMI 2751 (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.
- RMI 2110 (INS 231) ECONOMIC SECURITY AND INDIVIDUAL LIFE INSURANCE** **3 semester hours**  
 This course lays the economic and ethical foundation on which the life and health insurance business is based. It includes economic security needs, human behavior, professionalism and ethics in life and health insurance. Also familiarizes students with individual life, health and annuity contracts, and life insurance programming. Types of insurers, investments, financial statements, risk selection, taxation and regulation of companies are also covered. (Preparation for C.L.U. Course HS 301.)
- RMI 2430 (INS 232) LIFE INSURANCE LAW AND MATHEMATICS** **3 semester hours**  
 Legal aspects of contract formation, policy provisions, assignments, ownership rights, creditor rights, beneficiary designations, and disposition of life insurance proceeds. Also covered is the mathematics of life insurance as related to premiums, reserves, nonforfeiture values, surplus and dividends. (Preparation for C.L.U. Course HS 302.) Recommended prerequisite: INS 231.
- RMI 2130 (INS 233) GROUP INSURANCE AND SOCIAL INSURANCE** **3 semester hours**  
 Analysis of group life and health insurance, including products, marketing, underwriting, reinsurance, premiums, and reserves. Also, various governmental programs related to the



economic problems of death, old age, unemployment, and disability. (Preparation for C.L.U. Course HS 303.) Recommended prerequisite or corequisite: INS 231 and INS 232.

- ECO 2005 (INS 234) ECONOMICS** **3 semester hours**  
Economic principles, the governmental and banking institutions which have an effect on the national economy, national income, theory and application of price determination, business cycles, money and banking, monetary and fiscal policy, and international trade and finance. The changes in economic conditions on financial decisions relating to life insurance, pensions, and other financial media. (Preparation for C.L.U. Course HS 304.)
- ACC 2009 (INS 235) ACCOUNTING AND FINANCE** **3 semester hours**  
Basic accounting principles including data accumulation systems, income measurement, valuation of assets and liabilities, and financial statement analysis. The accounting process from the recording of a business transaction in the books of account to the final preparation of financial statements. Various sources of short-term, intermediate-term, and long-term funds available to business enterprise. (Preparation for C.L.U. Course HS 305.) Recommended Prerequisite: INS 234.
- FIN 2110 (INS 236) INVESTMENTS AND FAMILY FINANCIAL MANAGEMENT** **3 semester hours**  
Various aspects of investment principles and their application to family finance. Yields, limited income securities, investment markets, and valuation of common stock. Also family budgeting, property and liability insurance, mutual funds, variable annuities, and aspects of other investment media. Financial counseling in setting financial objectives and allocating available resources in a manner consistent with risk preferences. (Preparation for C.L.U. Course HS 306.) Recommended prerequisites or corequisites: INS 234 and INS 235.
- ACC 2509 (INS 237) INCOME TAXATION** **3 semester hours**  
The federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates. Also, the income taxation of transactions involving annuities as well as life and health insurance. (Preparation for C.L.U. Course HS 307.)
- RMI 2150 (INS 238) PENSION PLANNING** **3 semester hours**  
Basic features of pension plans. Cost factors, funding instruments, and tax considerations involved in private pensions, profit-sharing plans, and tax-deferred annuities. Also, thrift and savings plans and plans for the self-employed. Effect of Employees Retirement Income Security Act of 1974 on covered areas. (Preparation for C.L.U. Course HS 308.) Recommended prerequisite: INS 237.
- RMI 2320 (INS 239) BUSINESS INSURANCE** **3 semester hours**  
Business uses of life and health insurance, including proprietorship, partnership and corporation continuation problems and their solutions through the use of buy-sell agreements properly funded to preserve and distribute business values. Other business uses of life and health insurance, such as key man insurance, nonqualified deferred compensations plans and split-dollar plans. Also covered are corporate recapitalizations, professional corporations, and business uses of property and liability insurance. (Preparation for C.L.U. Course HS 309.) Recommended prerequisites or corequisites: INS 237 and INS 238.
- RMI 2800 (INS 240) ESTATE PLANNING AND TAXATION** **3 semester hours**  
Estate and tax planning, emphasizing the nature, valuation, disposition administration, and taxation of property. The use of revocable and irrevocable trusts, testamentary trusts, life insurance, powers of appointment, wills, lifetime gifts, and the marital deduction. Also, the role of life insurance in minimizing the financial problems of the estate owner. The capstone learning experience of the CLU Diploma Program. Knowledge acquired in other CLU courses is necessary for students to have a rewarding and successful learning experience in this course. (Preparation for C.L.U. Course HS 310.) Required prerequisites or corequisites: INS 231 through INS 239, or credit for C.L.U. national examination for those courses.
- RMI 2280 (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; INS 260; or permission of instructor.

**RMI 2260 (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; INS 259; or permission of instructor.

**RMI 2010 (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; INS 262; INS 263; or permission of instructor.

**RMI 2219 (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: BA 132; INS 261; INS 263; or INS 260; or permission of the instructor.

**RMI 2112 (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: BA 132; INS 261; INS 262 or INS 259 and INS 260; or permission of the instructor.

**RMI 2281 (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.

**RMI 2271 (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 worker'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.

**RMI 2262 (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.

**RFMI 2012 (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 organization's overall objectives. (Preparation for I.I.A. RM 54)  
Prerequisite: BA 132, or INS 261; or permission of instructor.

**RFMI 2340 (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.

**RFMI 2360 (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 risk retention (including retention through a captive insurer), use of credit to restore losses 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.

**MAN 2000 (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).

**MAN 2100 (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).

**MAN 2701 (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).

**MAN 2710 (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 communications 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 discussed in some detail the intent and scope of these disciplines which make up the Division of Communications.

### **DEPARTMENT OF ENGLISH**

All regularly enrolled Freshman and Sophomore students in the University Parallel Program are required to complete a minimum of six hours of English Composition. All such students must complete ENG 101 which is the first 3-hour unit 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 RDG (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 RDG 101 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 RDG 101.

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.

### **COURSES OF INSTRUCTION ENGLISH**

**ENC 0013 (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.



- ENC 0026 (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: RDG 101.
- ENC 1103 (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 of RDG 101 or registration for RDG 101 the same term as ENG 101, or counselor approval.
- ENC 1136 (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.
- ENC 1313 (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.
- ENC 1423 (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 1540 (ENG 110) GRAMMAR** 3 semester hours  
Includes parts of speech, tense, case, mood, sentence patterns, and punctuation. Designed for English majors, students who desire further work with grammar, and students enrolled in a beginning foreign language course.
- CRW 1132 (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.
- CRW 1221 (ENG 141) INTRODUCTION TO 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.
- CRW 1321 (ENG 142) INTRODUCTION TO 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.
- CRW 1421 (ENG 143) INTRODUCTION TO 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.
- ENC 1613 (ENG 144) INTRODUCTION TO 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 2712 (ENG 203) GREAT IDEAS IN POETRY** 3 semester hours  
An analytical and emotive exploration of ideas in the specific genre of poetry.
- ENG 2230 (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.

- LIT 2440 (ENG 205) LITERATURE OF THE SUPERNATURAL AND OF SCIENCE FICTION** **3 semester hours**  
A survey of literary masterpieces of the supernatural and of science fiction involving such writers as Edgar Allan Poe, H. G. Wells, Bram Stokes, Ray Bradbury, and Isaac Asimov.
- LIT 2161 (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.
- ENG 2123 (ENG 207) THE FILM AS LITERATURE** **3 semester hours**  
Introduction to the film as literature: an examination of the elements of film with an opportunity for viewing significant films and sharing in their evaluation. Special fee required.
- LIT 2410 (ENG 208) MALE/FEMALE IMAGES IN LITERATURE** **3 semester hours**  
An exploration of the ways literature represents and perpetuates sex roles in society with particular emphasis on the stereotyping of women. Readings include drama, short stories, novels, and poetry from classical to contemporary.
- LIT 2331 (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.
- ENG 2176 (ENG 210) MYSTERY FICTION** **3 semester hours**  
A discussion of plot, character, setting, theme, style, and subject matter of some of the most representative works of the greatest authors of mystery fiction, including Poe, Chesterton, Sayers, Christie, and Conan Doyle.
- LIT 2210 (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.
- LIT 2220 (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.
- ENL 2013 (ENG 221) BRITISH LITERATURE** **3 semester hours**  
Traces of growth of the modern mind—the development of the world view and the changing relationships between man and woman, man and authority, man and art, man and God, in British literature through the eighteenth century with emphasis on Chaucer, Shakespeare, and Milton.
- ENL 2023 (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.
- AML 2024 (ENG 230) AMERICAN LITERATURE** **3 semester hours**  
Selected masterpieces of American literature before 1900, including works of Hawthorne, Whitman, Melville, and Crane.
- AML 2025 (ENG 231) AMERICAN LITERATURE** **3 semester hours**  
Selected masterpieces of American literature from 1900 on, including works of Faulkner, Frost, and Hemingway.
- CRW 2140 (ENG 245) CREATIVE WRITING WORKSHOP** **3 semester hours**  
A continuing development of creative writing ability. Prerequisite: ENG 140, ENG 141, ENG 142, ENG 143, or ENG 144.



**CRW 2150 (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.

**ENG 2921 (ENG 290) SEMINAR IN LITERATURE**

**1-6 semester hours**

A combination of classroom preparation plus travel. Variable content depending on areas to be visited. Prerequisite: Instructor's permission.

**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\* See page 53.

**ENC 1213 (ENG 101)H HONORS COMPOSITION—**

**Term I only**

**3 semester hours**

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

**ENC 1226 (ENG 102)H HONORS COMPOSITION—**

**Term II only**

**3 semester hours**

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

**LIT 2932 HONORS LITERATURE COURSES**

**3 semester hours**

At least one literature course is offered for honor 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.

**DEPARTMENT OF COMMUNICATIONS FOR INTERNATIONAL STUDENTS**

The Communications for International Student 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 designated 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) in 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**

**ESL 9100 (CIS 940) PHONETICS OF AMERICAN ENGLISH  
FOR SPEAKERS OF OTHER LANGUAGES**

**3 semester hours (institutional)**

Designed to guide the student to mastery of basic English communicative skills. The approach is multi-sensorial involving listening, speaking, reading, and writing techniques of language acquisition, with prime emphasis on phonemic production and vocabulary acquisition.

- ESL 9101 (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.
- ESL 9105 (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.
- ESL 9106 (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.
- ESL 1422 (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.

## DEPARTMENT 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. Student newspapers and 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) (News-Editorial, 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 or
JOU	100 Writing for Mass	MTH	127-129 Intermediate Algebra
	Communications .....3	MTH	132 Contemp. 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**

*First Term*

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

Total Semester Hours .....16-17

*Second Term*

JOU	102	Intro. to News Writing	
and/or			
JOU	142	Magazine Practicum	.....1-2
ECO	252	Prin. of Economics	.....3
ENG	212	World Literature	
or			
ENG	222	English Literature	.....3
HPR		Physical Education	.....1
Science			.....3-4
JOU	118	Survey of Communications	.....3

Total Semester Hours .....14-15

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 1100 (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. Prerequisite: Eligibility for English 101, Typing.

**JOU 1420 (JOU 101) NEWSPAPER PRACTICUM I**

**1 semester hour**

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

**JOU 1421 (JOU 102) NEWSPAPER PRACTICUM II**

**1 semester hour**

Continuation of JOU 101 Editing and/or Advanced News Writing. Prerequisite: JOU 101.

**JMC 1000 (JOU 118) SURVEY OF MASS 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 1207 (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 1440 (JOU 141) MAGAZINE PRACTICUM I**

**1 semester hour (2 hour lab)**

Practical application of magazine production, magazine writing, or magazine editing principles through work with college magazines. Prerequisite: JOU 140, or JOU 210, or JOU 215, or ENG 144, or ART 106.

- JOU 1441 (JOU 142) MAGAZINE PRACTICUM II** 1 semester hour (2 hour lab)  
Continuation of JOU 141. Prerequisite: JOU 141.
- JOU 2200 (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 2600 (JOU 210) PHOTOGRAPHIC JOURNALISM TECHNIQUES** 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 2203 (JOU 215) MAGAZINE EDITING** 3 semester hours  
Course provides instruction and practical experience in editing a magazine including human relations, expertise in article writing, copy and picture editing, audience analysis, and legal and economic aspects of editing. Prerequisite: JOU 100 or Eng. 144.
- ADV 2303 (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 interest 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 an insight into the culture.

Thus the student is offered language training that assists 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 in a given language beyond the basic skills and offer a substantial introduction to literary masters and to the culture of each country.

The Modern Foreign Language Department now offers special conversation courses at the elementary and intermediate levels. These are designated as 111 and 211 courses.

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 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 2 years or more 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 and 206) may be applied to fulfill 6 hours of the Humanities requirement.



## 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).

### COURSES OF INSTRUCTION FRENCH

**FRE 1100 (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 1101 (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 1170 (FRE 104) FRENCH STUDY-TRAVEL** **3 semester hours**  
A course designed for students who wish to combine the study of French with subsequent travel to a French-speaking region. Prerequisite: French 101 or 111 or permission of instructor.

**FRE 1003 (FRE 111) ELEMENTARY FRENCH CONVERSATION** **3 semester hours (Institutional Credit)**  
A custom-made course for those residents in the community who require a cursory knowledge of French to help them communicate with French-speaking people.

**FRE 2200 (FRE 201) INTERMEDIATE FRENCH** **3 semester hours**  
Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in French prose. Conversation at an easy and enjoyable pace. Prerequisite: French 102 or equivalent.

**FRE 2201 (FRE 202) INTERMEDIATE FRENCH** **3 semester hours**  
Emphasis on composition and comprehension and conversation. Interesting tour through French history, geography and literature. Aim of course to give student a necessary background in the culture of France and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: French 201 or equivalent.

**FRE 2240 (FRE 211) INTERMEDIATE FRENCH CONVERSATION** **3 semester hours (Institutional Credit)**  
Course may be taken in conjunction with French 201 or French 202 but cannot displace either one of those courses as a college parallel requirement.

The purpose of this course is to permit that student who wishes to increase his comprehension and speaking facility in French to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required 201 course would allow. Prerequisite: French 101-102 or its equivalent.

**FRE 2400 (FRE 203) ADVANCED COMPOSITION AND CONVERSATION** **3 semester hours**  
For students wishing to attain greater proficiency in spoken and written French. Strongly recommended for majors. Conducted entirely in French. Conversation and composition based on selected readings and a variety of contemporary topics, together with an introduction to French literature. Prerequisite: French 202 or its equivalent.

**FRE 2401 (FRE 204) ADVANCED COMPOSITION AND CONVERSATION** **3 semester hours**  
For students wishing to attain greater proficiency in spoken and written French. Strongly recommended for majors. Conducted entirely in French. Conversation and composition based on

selected readings and a variety of contemporary topics, together with readings in contemporary prose and poetry. This course completes one year of advanced composition and conversation. Prerequisite: French 202 or equivalent. Instructor approval.

**FRW 2100 (FRE 205) STUDIES IN FRENCH LITERATURE AND CULTURE**

**3 semester hours**

Course enables student to read intelligently classical masterpieces in the literature of France from Middle Ages to Nineteenth Century as well as contemporary prose and poetry. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: French 202 or equivalent. Instructor approval.

**FRW 2101 (FRE 206) STUDIES IN FRENCH LITERATURE AND CULTURE**

**3 semester hours**

Course enables student to read intelligently classical masterpieces of the literature of the nineteenth and twentieth centuries with emphasis on the contemporary. This course completes the year of advanced literature. Humanities credit. Prerequisite: French 202 or equivalent. Instructor approval.

## **COURSES OF INSTRUCTION GERMAN**

**GER 1100 (GER 101) BEGINNING GERMAN**

**3 semester hours**

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language and laboratory sessions designed to develop confidence and proficiency. Student expected to continue with German 102. 1 hour language laboratory weekly. Fee: \$5.00.

**GER 1101 (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 1170 (GER 104) GERMAN STUDY-TRAVEL**

**3 semester hours**

A course designed for students who wish to combine the study of German with subsequent travel to a German-speaking region. Prerequisite: German 101 or 111 or permission of instructor.

**GER 1104 (GER 111) ELEMENTARY GERMAN CONVERSATION**

**3 semester hours (Institutional Credit)**

A custom-made course for those residents in the community who require a cursory knowledge of German to help them communicate with German-speaking people.

**GER 2200 (GER 201) INTERMEDIATE GERMAN**

**3 semester hours**

Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in German prose. Conversation at an easy and enjoyable pace. Prerequisite: German 102 or equivalent.

**GER 2201 (GER 202) INTERMEDIATE GERMAN**

**3 semester hours**

Emphasis on composition and comprehension and conversation. Interesting tour through German history, geography and literature. Aim of course to give student a necessary background in the culture of Germany and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: German 201 or equivalent.

**GER 2240 (GER 211) INTERMEDIATE GERMAN CONVERSATION**

**3 semester hours (Institutional Credit)**

Course may be taken in conjunction with German 201 or German 202 but cannot displace either one of those courses as a college parallel requirement.

The purpose of this course is to permit that student who wishes to increase his comprehension and speaking facility in German to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required 201 course would allow. Prerequisite: German 101-102 or its equivalent.

**NEW 2010 (GER 205) STUDIES IN GERMAN LITERATURE AND CULTURE**

**3 semester hours**

A review of the language, philosophy, life and selected writings of the major German-speaking literary artists from the Middle High German period to the masters of the twentieth century. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: German 202 or equivalent. Instructor approval.

**NEW 2011 (GER 206) STUDIES IN GERMAN LITERATURE AND CULTURE**

**3 semester hours**

A review of the literature and culture beginning with the German Enlightenment to 1945. This is followed by a more detailed study of the German-speaking peoples' major writings and thoughts since World War II to the present. This course completes the year of advanced literature. Humanities credit. Prerequisite: German 202 or equivalent.

**COURSES OF INSTRUCTION  
RUSSIAN**

**RUS 1100 (RUS 101) BEGINNING RUSSIAN**

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

**RUS 1101 (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 2200 (RUS 201) INTERMEDIATE RUSSIAN**

**3 semester hours**

Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in Russian prose. Conversation at an easy and enjoyable pace. Prerequisite: Russian 102 or equivalent.

**RUS 2201 (RUS 202) INTERMEDIATE RUSSIAN**

**3 semester hours**

Emphasis on composition and comprehension and conversation. Interesting tour through Russian history, geography and literature. Aim of course to give student a necessary background in the culture of Russia and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: Russian 201 or equivalent.

**COURSES OF INSTRUCTION  
SPANISH**

**SPN 1100 (SPA 101) BEGINNING SPANISH**

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

**SPN 1101 (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.

**SPN 1130 (SPA 103) BEGINNING SPANISH ACCELERATED**

**3 semester hours**

This is a condensed 101-102 course, using basic texts as used in those courses and especially designed for students presenting credit covering regular two-semester course but who, because of a time lapse or insufficient preparation, may find the intermediate level too advanced.

- SPN 1170 (SPA 104) SPANISH STUDY-TRAVEL** **3 semester hours**  
A course designed for students who wish to combine the study of Spanish with subsequent travel to a Spanish-speaking region. Prerequisite: Spanish 101 or 111 or permission of instructor.
- SPN 1015 (SPA 111) ELEMENTARY SPANISH CONVERSATION** **3 semester hours (Institutional Credit)**  
A custom-made course for those residents in the community who require a cursory knowledge of Spanish to help them communicate with Spanish-speaking people.
- SPN 2200 (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.
- SPN 2201 (SPA 202) INTERMEDIATE SPANISH** **3 semester hours**  
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. This course completes intermediate year. Prerequisite: Spanish 201 or equivalent.
- SPN 2240 (SPA 211) INTERMEDIATE SPANISH CONVERSATION** **3 semester hours (Institutional Credit)**  
Course may be taken in conjunction with Spanish 201 or Spanish 202 but cannot displace either one of those courses as a college parallel requirement.  
The purpose of this course is to permit that student who wishes to increase his comprehension and speaking facility in Spanish to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required 201 course would allow. Prerequisite: Spanish 101–102 or its equivalent.
- SPN 2400 (SPA 203) ADVANCED COMPOSITION AND CONVERSATION** **3 semester hours**  
For students wishing to attain greater proficiency in spoken and written Spanish. Strongly recommended for majors. Conducted entirely in Spanish. Conversation and composition based on selected readings and a variety of contemporary topics, together with an introduction to Spanish literature. Prerequisite: Spanish 202 or its equivalent.
- SPN 2401 (SPA 204) ADVANCED COMPOSITION AND CONVERSATION** **3 semester hours**  
For students wishing to attain greater proficiency in spoken and written Spanish. Strongly recommended for majors. Conducted entirely in Spanish. Conversation and composition based on selected readings and a variety of contemporary topics, together with readings in contemporary prose and poetry. This course completes one year of advanced composition and conversation. Prerequisite: Spanish 202 or equivalent. Instructor approval.
- SPW 2010 (SPA 205) STUDIES IN SPANISH LITERATURE AND CULTURE** **3 semester hours**  
Course enables student to read intelligently classical masterpieces in the literature of Spain from Middle Ages to Nineteenth Century as well as contemporary prose and poetry. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: Spanish 202 or equivalent. Instructor approval.
- SPW 2011 (SPA 206) STUDIES IN SPANISH LITERATURE AND CULTURE** **3 semester hours**  
Course enables student to read intelligently classical masterpieces of the literature of the nineteenth and twentieth centuries with emphasis on the contemporary. This course completes the year of advanced literature. Humanities credit. Prerequisite: Spanish 202 or equivalent. Instructor approval.

## DEPARTMENT OF READING COMMUNICATIONS

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



**READING 101.** 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. 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.

**READING 101** is a co-requisite requirement for students in English Communications 095. If Reading 101 sections close before English 095 students have registered for the course, those students unable to enroll for Reading 101 should enroll for the course the following semester in order to complete the requirements.

**READING 105:** Advanced Reading is offered as an elective for students who have successfully completed Reading 101, 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**

**REA 1102 (RDG 101) DEVELOPMENTAL READING** **3 semester hours**  
Stresses methods to improve reading skills through training in vocabulary and comprehension, and developing proper study skills. Corequisite: ENG 094 and/or ENG 095. Fee: \$5.00.

**REA 1202 (RDG 105) ADVANCED READING** **3 semester hours**  
Stresses study skills, speed and growth in analytical, inferential and critical reading abilities. Prerequisite: RDG 101 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 evaluation, 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.

### **COURSES OF INSTRUCTION SPEECH**

**SPC 1024 (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.

**SPC 1511 (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.

- SPC 1594 (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. Permission of Instructor.
- SPC 1050 (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.
- SPC 1600 (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.
- SPC 1440 (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.
- LIN 1200 (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.
- ORI 1000 (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.
- ORI 1950 (SPE 141) READERS THEATRE** **3 semester hours**  
Upon completion of the course the student will have an understanding of the selection, staging, and editing of dramatic literature. The student should develop interpretative insight and master the needed vocal skills for successful presentation. A performance course.
- ORI 1950 (SPE 142, 143, 144)**  
**ORI 1310 (SPE 145) READERS THEATRE LAB** **1 semester hour**  
Upon completion of performance in a Readers Theatre production, a student may earn one hour credit per semester. Participants will be selected through arranged auditions and will be enrolled at that time.
- SPA 2020 (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 emphasis on pre-school and elementary school populations.
- SPA 2030 (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 emphasis on pre-school and elementary school populations.
- RTV 2000 (SPE 230) INTRODUCTION 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.
- RTV 2220 (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.

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

#### FIRST YEAR

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

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

\*\*\*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 .....3	ART	276 Design for the
ART	275 Design for Television .....3		Corporate Image .....4
BA	170 Prin. of Marketing .....3	ART	374 Design for
ART	215 Photography for the		Reproduction .....3
	Fine Arts .....3	BA	171 Advertising .....3
ART	207 Art Appreciation	ART	209 Art History II .....3
	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 1300 (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 1330 (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 1201 (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 1202 (ART 107) DESIGN II** **3 semester hours**  
Three dimensional study of form, fundamentals, principles, and elements of design. Six studio hours weekly. \$5.00 fee.
- ART 1304 (ART 150) DRAWING FOR NON-ART MAJORS** **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 1400 (ART 151) GRAPHICS FOR NON-ART MAJORS** **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 1200 (ART 152) SCULPTURE FOR NON-ART MAJORS** **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 1500 (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.
- ARE 2252 (ART 200) RECREATIONAL 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 many types of arts and crafts projects. Fee \$5.00.



- ART 2150 (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 2100 (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.
- ARH 2000 (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.
- ARH 2050 (ART 208) ART HISTORY I** 3 semester hours  
Survey and analysis of western twentieth century art sources. Architecture, painting, sculpture, and crafts from paleolithic times through the Renaissance.
- ARH 2051 (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.
- IND 2010 (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 2401 (ART 211) PRINTMAKING I** 3 semester hours  
A study of processes and techniques in Serigraphy and Intaglio printing. Laboratory fee \$20.00. Six studio hours weekly. Prerequisites: ART 101, 106.
- ART 2402 (ART 212) PRINTMAKING II** 3 semester hours  
A study of positive and negative printmaking with problems in relief and lithographic techniques. Laboratory fee \$20.00. Six studio hours weekly. Prerequisites: ART 101, 106.
- ART 2600 (ART 215) PHOTOGRAPHY I INTRODUCTION TO PHOTOGRAPHY** 3 semester hours  
Basic procedures of black and white still camera work, developing and printing. Emphasis is on intensifying perception and on the analysis of photographs as art and record. Lab fee \$10.00 (students will supply 35mm camera, film, and paper). Class limited to 15 students. Prerequisites: ART 106 and instructor approval. Six hours weekly.
- (ART 217) PHOTOGRAPHY II PROJECTS IN PHOTOGRAPHY** 3 semester hours  
Application of the still camera to specially directed individual projects. Emphasis is on the use of photography as a visual tool in the analysis of the real world. Each project will be exhibited as a complete essay and will be used as a basis for critical discussion. Lab fee \$10.00 (student will supply 35mm camera, film, and paper). Class limited to 15 students. Prerequisites: ART 215 or instructor approval. Six hours weekly.
- ART 2701 (ART 221) SCULPTURE** 3 semester hours  
Creative techniques in metal, wood, stone, and clay. Laboratory fee \$5.00. Six hours weekly. Prerequisite: ART 107.
- ART 2205 (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 2560 (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 2520 (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 2905 (ART 269) INDEPENDENT STUDY** **3 semester hours**  
A course designed to establish framework for future self-learning. Each student will shape the course to fit his needs by planning with a faculty advisor. Six studio hours weekly. Prerequisite: ART 101, 106, 107. Exceptions to prerequisites will be considered by the Art Department Head.
- (ART 240) APPRECIATION OF ORIENTAL AND PRIMITIVE ART** **3 semester hours**  
General overview of oriental and primitive art: Chinese, Japanese, African, Pre-Columbian, American Indian. The course will consider the historical effects on artistic styles. Motivation, form and content in art will be emphasized so students will become familiar with non-western art. Prerequisite: ART 207.
- ART 2910 (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 2280 (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 2253 (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. Six studio hours weekly. Prerequisites: ART 106, ART 273.
- ART 2231 (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. Six studio hours weekly. Prerequisite: ART 106.
- ART 2181 (ART 274) DESIGN FOR REPRODUCTION** **3 semester hours**  
Introduction to the theory of offset and letterpress reproduction and designing for 1, 2, 3 and 4 color printing. Six studio hours weekly. Prerequisites: ART 106, ART 273.
- ART 2272 (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. Six studio hours per week. Prerequisites: ART 106, ART 273.
- ART 2270 (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. Eight studio hours weekly. Prerequisite: ART 106, ART 273.
- ART 2110 (ART 280) CERAMICS** **3 semester hours**  
Study of basic ceramic shaping techniques, glazing, decorating and firing. Laboratory fee \$20.00. Six studio hours weekly. Prerequisite: ART 107.
- ART 2800 (ART 290) SEMINAR IN ART I** **1-6 semester hours**  
A combination of classroom preparation plus travel to include sketching, painting, native crafts, etc. Variable content depending on areas visited. Prerequisite: Permission of instructor.
- ART 2801 (ART 291) SEMINAR IN ART II**  
A combination of classroom preparation plus travel to include sketching, painting, native crafts, etc. Variable content depending on areas visited. Prerequisite: Permission of instructor.

## **CERTIFICATE PROGRAM—MOTION PICTURE TECHNOLOGY**

This program is designed to prepare students for a first job in motion picture production and to orient students majoring in various areas of the college curriculum to motion picture technology. It is designed to prepare the student to be a functioning member of the film production team. The student studies production procedures and applies these procedures in working situations. (Certificate of Completion awarded)

Each student in the certificate program will be required to take 12 credit hours of instruction in conjunction with the requirements of the degree program of his choice. Whenever possible, these courses will be taken as electives within A.A. or A.S. degree programs.

### **THE CERTIFICATE**

Upon completion of the program, the student will receive a certificate, and a letter outlining the student's functions on the films produced. The school will keep a copy of these films and will make them available to prospective employers for preview.

### **FRESHMAN YEAR—FIRST TERM**

- ARV 2400 (MPA 216) MOTION PICTURE PRODUCTION I** **3 credits**  
Introduction to motion picture production procedures and techniques. The course will stress the following units of instruction: the film script as a production blueprint, the camera, film as a recording medium, laboratory practices, lighting techniques, editorial techniques, and sound recording and reproduction. Practical application through student projects. (2 hour lecture; 2 hour lab) Laboratory Fee \$20.00.

### **FRESHMAN YEAR—SECOND TERM**

- ARV 2401 (MPA 217) MOTION PICTURE PRODUCTION II** **3 credits**  
Advanced motion picture production procedures stressing the following units of instruction: the production crew, production management, set operations, advanced lighting and sound techniques, continuity, and post production procedures. Practical application through student projects. Prerequisite: MPA 216 (2 hour lecture; 2 hour lab) Laboratory Fee \$20.00.

### **SOPHOMORE YEAR—FIRST AND SECOND TERM**

- ARV 2402 (MPA 218) MOTION PICTURE WORKSHOP I** **3 credits**  
The application of motion picture production theory and skills in a production team context. Practical application through production assignments. Prerequisites: MPA 216 and 217 (2 hour lecture; 2 hours lab; 2 hours independent projects). Laboratory Fee \$20.00.
- ARV 2403 (MPA 219) MOTION PICTURE WORKSHOP II** **3 credits**  
The application of motion picture production theory and skills in a production team context. Practical application through production assignments. Prerequisites: MPA 216, 217 and 218 (1 hour lecture; 5 hours lab).

### **DRAMA ACTIVITIES**

All drama majors and minors are required to be present at all tryouts to read for a role in the plays or to identify themselves to the Technical Director for technical assignments.

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. Department 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.

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.

## COURSES OF INSTRUCTION DRAMA

(DRA 101-104) THEATRE PRODUCTIONS 1 semester hour

(DRA 105-106) THEATRE PRODUCTIONS 2 semester hours

(DRA 107-108) THEATRE PRODUCTIONS 3 semester hours

Participation by the student as actor, dancer, or technician in department productions. By special permission of drama faculty only.

Caution: These production courses should be taken in proper sequence. One may not repeat the same number and receive credit for the initial course.

**THE 2052 (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.

**THE 2950 (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.

**THE 2002 (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.

**THE 2000 (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.

**THE 2530 (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 male or female. This course will not satisfy the HPR activity credit requirement.



- TPP 2510 (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 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.
- TPP 2511 (DRA 213) BALLET MOVEMENT FOR THE STAGE CONTINUED** **2 semester hours**  
Continuation of DRA 212. Further development of basic skills in ballet movement for the novice actor or actress. Each movement and step will be practiced as sufficiently as the student's ability will allow him to progress. Prerequisite: DRA 212. (This course will not satisfy the HPR activity credit requirement.)
- TPP 2512 (DRA 214) BALLET MOVEMENT FOR THE STAGE ADVANCED** **2 semester hours**  
Advanced classical ballet movement for the actor or actress. Prerequisite: DRA 213. (This course will not satisfy the HPR activity credit requirements.)
- TPA 2200 (DRA 251) STAGECRAFT** **3 semester hours**  
Course designed to investigate the principles of stagecraft, lighting, props and set construction. Open to first semester freshmen.
- TPA 2010 (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 or DRA 265 and DRA 251. By permission of instructor only.
- TPA 2250 (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.
- TPP 2100 (DRA 254) ACTING I** **3 semester hours**  
The concentrated study of body movement to communicate thought and idea. Open to freshmen.
- TPP 2700 (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.
- TPP 2150 (DRA 256) ACTING III** **3 semester hours**  
Advanced techniques of acting. Prerequisite: DRA 253, DRA 254, DRA 255, 260.
- TPP 2300 (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.
- THE 2375 (DRA 260) CONTEMPORARY DRAMA** **3 semester hours**  
Course designed to acquaint the student with plays written from the beginning of Realism (Ibsen) to present day. Plays will be studied in light of the philosophy, socio-political, economic and moral milieu of the era that promulgates the particular genre. Plays will be analyzed from the dramatist's viewpoint.
- TPA 2220 (DRA 261) INTRODUCTION TO STAGE LIGHTING** **3 semester hours**  
A course designed to introduce the drama student to the historical background of theatrical lighting technology and design as well as an introduction to the tools and concepts used by the theatre lighting technician of today. The student will be introduced to the basics of electricity

and how it has advanced with the equipment used in the area of lighting for the stage from the most primitive equipment to the most modern computer system. The student will also be introduced to the people involved in the development of the technology and design concepts in the field of stage lighting. Prerequisite: DRA 251.

**THE 2100 (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 Arts 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 their own principal area. Vocal majors may choose any three. Music education majors are required to participate in at least one performing organization each term.

**MUSICAL ACTIVITIES**

The following music activities are open to all students of the College, either for credit or non-credit basis with the instructor's approval.

**Choral/Vocal Organizations**

- College Singers—Mus 126
- North Broward Community Chorus—Mus 126
- Broward Community College Choral Society—Mus 126
- Concert Choir—Mus 127
- Chamber Singers—Mus 128
- Opera Workshop—Mus 130

**Instrumental Organizations**

- Chamber Ensemble—Mus 128
- Jazz Ensemble—Mus 134
- Neophonic Jazz Ensemble—Mus 134
- Adult Jazz Band
- Symphonic Band—Mus 136
- Broward Symphony Orchestra—Mus 138
- B.C.C. Youth Symphony—Mus 138
- B.C.C. Symphonette—Mus 138

## 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 are available. Interested persons should contact the Music Department.

### CURRICULUM FOR PRE-MUSIC

(Applied Music Major in Performance)

#### General Education

ENG 101 & 102 or 104	.....6
History and the Social Sciences (select 6 hrs. from #3, p. 44)	.....6
(Select 3 hours from #5, p. 45)	.....3
**Math & Science—elect 9 hrs. from #4	.....9
HPR	.....4
Total Semester Hours	.....28

#### Music

Music 105, 106, 205, 206	.....16
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 (Chorus, Band, etc.)	.....4
Music 203, 204	.....6
Total Semester Hours	.....38

### MUSIC ACTIVITIES

- MUN 1310 (MUS 126) CHORAL ENSEMBLES** 1 semester hour  
College Singers  
North Broward Community Chorus  
Broward Community College Choral Society  
Open to all college students by audition. Three rehearsals weekly. May be taken four times for transfer credit.
- MUN 1460 (MUS 128) CHAMBER ENSEMBLES** 1 semester hour  
Chamber Ensemble  
Chamber Singers  
Small group whose members are selected by the director through audition. Study and performance of repertoire appropriate to the specific chamber media. Three rehearsals weekly. May be taken four times for transfer credit.
- MUO 1501 (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.
- MUN 1710 (MUS 134) JAZZ ORGANIZATIONS** 1 semester hour  
Jazz Ensemble  
Neophonic Jazz Ensemble  
Adult Jazz Band  
Corequisite: MUS 136 or MUS 138. 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.
- MUN 1100 (MUS 136) BANDS** 1 semester hour  
Symphonic Band  
Coral Springs Band

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.

**MUN 1280 (MUS 138) ORCHESTRA**

**1 semester hour**

Broward Symphony Orchestra  
B.C.C. Youth Symphony  
B.C.C. Symphonette

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**

**MUT 1001 (MUS 100) FUNDAMENTALS OF MUSIC**

**3 semester hours**

A study of basic music fundamentals for the beginning music major whose background in music has been minimal. Emphasis on sightsinging and ear training.

**MUT 1121 (MUS 105) THEORY I**

**4 semester hours**

Integrated course in written theory and analysis, sightsinging, aural training, and related keyboard skills. Emphasis on diatonic materials. Five class periods weekly.

**MUT 1122 (MUS 106) THEORY II**

**4 semester hours**

Continuation of MUS 105. Prerequisite: MUS 105.

**MVK 1111 (MUS 117) PIANO CLASS**

**1 hour each semester**

Fundamentals of piano technique. Two hours weekly. Corequisite: MUS 105, 106, 205, or 206.

**MVK 1111 (MUS 118) PIANO CLASS**

**1 hour each semester**

Continuation of Mus 117. Fundamentals of piano technique. Two hours weekly. Prerequisite: MUS 117. Corequisite: MUS 105, 106, 205, or 206.

**MUE 1460 (MUS 119) BRASS CLASS**

**1 semester hour**

Development of elementary skills on cornet. Explores similarity to other Brasses and examines literature and teaching techniques for group instruction of young students. Two hours weekly. Corequisite: MUS 105, 106, 205, or 206.

**MUE 1450 (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 105, 106, 205 and 206.

**MUE 1440 (MUS 121) STRING CLASS**

**1 semester hour**

Development of elementary performing skill on a string instrument. Basic study of all string instruments. Examines literature and teaching techniques for group instruction of young students. Corequisite: MUS 105, 106, 205, or 206.

**MUE 1470 (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 105, 106, 205, or 206.

**(MUS 123) VOICE CLASS**

**1 semester hour**

Fundamentals of voice production and building of solo repertoire. Two hours weekly. Corequisite: MUS 105, 106, 205, or 206.

**(MUS 124) VOICE CLASS**

**1 credit hour**

Continuation of MUS 123. Emphasis on building solo repertoire. Prerequisite: MUS 123.

**MUE 2402 (MUS 200) MUSIC FOR THE ELEMENTARY  
CLASSROOM TEACHER**

**3 semester hours**

Systematic study of the elements of music. Primarily for elementary education majors.



**MUR 2501 (MUS 202) SERVICE PLAYING** 2 semester hours  
Techniques and materials used in playing church services including conducting techniques from the organ console. Two hours weekly. Prerequisite: MUS 106 and MUS 173 or 193, or approval of instructor.

**MUH 2111 (MUS 203) MUSIC HISTORY AND LITERATURE** 3 semester hours  
A chronological approach to music history with emphasis on major composers and their works from Renaissance through Contemporary periods. Three hours weekly. Recommended for second year students.

**MUH 2112 (MUS 204) MUSIC HISTORY AND LITERATURE** 3 semester hours  
Continuation of Mus 203 with emphasis on music literature and style. 3 hours weekly. Recommended for second year students.

**(MUS 205) THEORY III** 4 semester hours  
Continuation of Mus 105 and 106. Concentration on chromatic materials, musical forms, and 20th century techniques. Prerequisite: MUS 105, 106. Five class periods weekly.

**MUT 2127 (MUS 206) THEORY IV** 4 semester hours  
Continuation of Mus 205. Prerequisite Mus 205.

**MUL 2011 (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 208) JAZZ AND POPULAR MUSIC IN AMERICA**  
A survey of the development of popular and jazz music with emphasis on musical styles and outstanding artists who developed these styles. This course cannot be used to satisfy the Humanities requirement for the A.A. degree.

**MVK 2121 (MUS 217) PIANO CLASS** 1 semester hour  
Continuation of MUS 118. Two hours weekly. Prerequisite: MUS 118. Corequisite: MUS 105, 106, 205, or 206.

**MVK 2121 (MUS 218) PIANO CLASS** 1 semester hour  
Continuation of MUS 217. Two hours weekly. Prerequisite: MUS 271. Corequisite: MUS 105, 106, 205, or 206.

**(MUS 229) JAZZ THEORY AND IMPROVISATION I** 3 credit hours  
Analytical study of melodic, rhythmic and harmonic elements of jazz music and their practical application to the various jazz styles. Prerequisite: MUS 106. Corequisite: MUS 205.

**(MUS 230) JAZZ THEORY AND IMPROVISATION II** 3 credit hours  
Continuation of MUS 229. The creative techniques of improvisation and their association with jazz theory. Prerequisite: MUS 205. Corequisite: MUS 206.

### APPLIED MUSIC — INDIVIDUAL INSTRUCTION

Corequisite: MUS 105, 106, 205 or 206 or specific approval of Music Department Head

#### Secondary Applied Music Area

#### Principal Applied Music Area

<i>First Year</i>	<i>Second Year</i>
<i>I II</i>	<i>I II</i>
Mus 141, 151, 241, 251 Voice	
Mus 142, 152, 242, 252 Piano	
Mus 143, 153, 243, 253 Organ	
Mus 144, 154, 244, 254 Woodwinds	

<i>First Year</i>	<i>Second Year</i>
<i>I II</i>	<i>I II</i>
Mus 161, 171, 261, 271 Voice	
Mus 162, 172, 262, 272 Piano	
Mus 163, 173, 263, 273 Organ	
Mus 164, 174, 264, 274 Woodwinds	

Mus 145, 155, 245, 255 Brass  
 Mus 146, 156, 246, 256 Percussion  
 Mus 147, 157, 247, 257 Strings  
 Mus 148, 158, 248, 258 Classical Guitar  
 \*Mus 149, 159, 249, 259 Free Bass  
 Accordion

Mus 165, 175, 265, 275 Brass  
 Mus 166, 176, 266, 276 Percussion  
 Mus 167, 177, 267, 277 Strings  
 Mus 168, 178, 268, 278 Classical Guitar  
 \*Mus 169, 179, 269, 279 Free Bass  
 Accordion

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		
*Mus 189, 199, 289, 299	Free Bass Accordion		

One hour lesson weekly and three hours  
 practice daily.

**Credit, 2 semester hours**

\*Accordion may not transfer as a secondary, principal or major applied performing instrument.

## **COURSES OF INSTRUCTION PHILOSOPHY**

- PHI 1100 (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 1103 (PHI 162) INFORMAL LOGIC AND SCIENTIFIC METHOD** **3 semester hours**  
 An examination of the uses of language geared toward an understanding of correct versus incorrect reasoning; an investigation of the reasons for our sometimes being misled by arguments notoriously used by, for example, politicians and advertisers; an investigation of the methods employed by both the natural and the social sciences, an investigation of different types of scientific explanation.
- PHI 2010 (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 2600 (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.

## COURSES OF INSTRUCTION RELIGION

- REL 1210 (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 1228 (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 1211 (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 1243 (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 2010 (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.
- HEB 2100 (REL 223) BIBLICAL HEBREW** 3 semester hours  
Students will learn to read the Hebrew alphabet and acquire a minimum knowledge to the seven conjugations so as to identify basic word forms.
- HEB 2101 (REL 224)** 3 semester hours  
This is a continuation of REL 223 with attempts at reading very simple passages.
- HEB 2102 (REL 225)** 3 semester hours  
If REL 225 should be requested by demand, REL 224 will be a prerequisite.
- REL 2300 (REL 240) WORLD RELIGIONS** 3 semester hours  
Primarily an ideological examination of the world's most popular religions. Prerequisite: Advanced standing or approval.
- REL 2600 (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 their 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 in to 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 activity: HPR 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 160, 162, 249.

## 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.

## COURSES OF INSTRUCTION HEALTH, PHYSICAL EDUCATION AND RECREATION

<b>PEL 1141 (*HPR 101) ARCHERY</b>	<b>1 semester hour</b>
Coeducational. \$3.00.	
<b>DAA 1200 (*HPR 102) BEGINNING BALLET</b>	<b>1 semester hour</b>
Basic ballet steps including Barre work, center floor movement including adagio and allegro work. Coeducational.	
<b>PEN 1510 (HPR 103) CASTING AND (PEN 520) ANGLING</b>	<b>1 semester hour</b>
Course includes techniques and fundamentals for baitcasting, spincasting, spinning, and fly casting, surf spinning and casting; also fishing field trips. Coeducational.	
<b>PEL 1111 (HPR 104) BOWLING</b>	<b>1 semester hour</b>
Coeducational. Fee \$18.00.	
<b>DAA 1160 (*HPR 105) DANCE (Modern)</b>	<b>1 semester hour</b>
Coeducational.	
<b>DAA 1300 (HPR 106) DANCE (Social)</b>	<b>1 semester hour</b>
Coeducational.	
<b>DAA 1310 (*HPR 107) DANCE (Folk and Square)</b>	<b>1 semester hour</b>
Coeducational.	
<b>PEM 1461 (*HPR 108) FENCING</b>	<b>1 semester hour</b>
Coeducational.	
<b>PEL 1121 (*HPR 109) BEGINNING GOLF</b>	<b>1 semester hour</b>
Coeducational.	
<b>PEM 1201 (*HPR 110) BEGINNING GYMNASTICS</b>	<b>1 semester hour</b>
Men's Routines Only.	
<b>PEN 1121 (*HPR 112) BEGINNING SWIMMING</b>	<b>1 semester hour</b>
Coeducational.	
<b>PEN 1122 (*HPR 113) INTERMEDIATE SWIMMING</b>	<b>1 semester hour</b>
Coeducational.	
<b>PEL 1341 (*HPR 114) BEGINNING TENNIS</b>	<b>1 semester hour</b>
Coeducational. (Student must furnish racquet & balls.)	
<b>PEN 1151 (*HPR 115) BEGINNING DIVING</b>	<b>1 semester hour</b>
The principles of board work, flight and entry into the water will be taught. Coeducational.	
<b>PEL 1131 (HPR 116) BILLIARDS</b>	<b>1 semester hour</b>
The science and techniques of standard billiard games. Coeducational.	

\*HPR on campus activities require a \$2.00 general lock and towel fee.



<b>PEL 1041 (*HPR 117) RECREATIONAL GAMES</b> Coeducational.	<b>1 semester hour</b>
<b>PEM 1121 (HPR 118) YOGA EXERCISES</b> Coeducational.	<b>1 semester hour</b>
<b>PEA 1560 (*HPR 119) BEGINNING JAZZ DANCE</b> Coeducational.	<b>1 semester hour</b>
<b>PEA 1161 (*HPR 120) INTERMEDIATE MODERN DANCE</b> Prerequisite: HPR 105 or instructor approval. Coeducational.	<b>1 semester hour</b>
<b>PEL 1320 (*HPR 121) VOLLEYBALL AND BASKETBALL</b> Women's rules. Coeducational.	<b>1 semester hour</b>
<b>PEM 1102 (*HPR 122) SLIMNASTICS</b> Coeducational.	<b>1 semester hour</b>
<b>PEM 1201 (HPR 125) BEGINNING GYMNASTICS</b> Women's routines only.	<b>1 semester hour</b>
<b>PEL 1441 (HPR 126) RACQUET BALL</b> Coeducational. (Students supply own racquet.)	<b>1 semester hour</b>
<b>PEL 430 (*HPR 128) HANDBALL AND (PEL 420) PADDLEBALL</b> Coeducational. (Students must supply own gloves and paddle.)	<b>1 semester hour</b>
<b>PEL 1320 (*HPR 131) BASKETBALL AND (PEL 1620) VOLLEYBALL</b> Men's rules. Coeducational.	<b>1 semester hour</b>
<b>PEL 1210 (*HPR 132) SOFTBALL</b> Coeducational.	<b>1 semester hour</b>
<b>PEL 1510 (*HPR 133) TOUCH FOOTBALL</b> Coeducational.	<b>1 semester hour</b>
<b>PEM 1102 (*HPR 135) CONDITIONING</b> Coeducational.	<b>1 semester hour</b>
<b>PEM 1131 (*HPR 136) WEIGHT TRAINING</b> Coeducational.	<b>1 semester hour</b>
<b>PEM 1403 (*HPR 137) UNARMED DEFENSE</b> Introduction to different areas of self-defense developing fundamental knowledge of defense tactics and restraints. Police Academy students only.	<b>2 semester hours</b>
<b>PEL 1171 (HPR 138) SKEET AND TRAP SHOOTING</b> Fundamentals of Skeet and Trap Shooting and Hunter Safety Training Course. Coeducational. Fee \$40.00.	<b>1 semester hour</b>
<b>PEO 1341 (*HPR 146) HPR LAB—ARCHERY AND (PEO 141) TENNIS</b> Open to HPR majors only. Meets three hours weekly. Offered every other year. Students supply own racquet and balls.	<b>1 semester hour</b>
<b>PEM 1405 (*HPR 140) UNARMED DEFENSE</b> Introduction to different areas of self-defense at developing fundamental knowledge of defense tactics and restraints. Coeducational.	<b>1 semester hour</b>
<b>PEN 1231 (HPR 141) BEGINNING BASIC SAILING</b> The basic course includes certain fundamentals and techniques of seamanship and sail handling as would be necessary for safe, enjoyable use of a sailboat. Coeducational.	<b>1 semester hour</b>

HPR on campus activities require a \$2.00 general lock and towel fee.

- PEN 1211 (HPR 142) BEGINNING WATER SKIING** **1 semester hour**  
Prerequisite: Know how to swim. Coeducational. Fee \$35.00.
- PEQ 1101 (\*HPR 147) HPR LAB—AQUATICS** **1 semester hour**  
Open to HPR majors only. Meets three hours weekly. Coeducational. Offered every other year.
- DAA 1300 (\*HPR 144) HPR LAB—SOCIAL AND (DAA 1340) FOLK DANCING** **1 semester hour**  
Open to HPR majors only. Meets three hours weekly. Offered every other year. Coeducational.
- PEM 1011 (HPR 145) THERAPEUTIC PHYSICAL EDUCATION** **1 semester hour**  
Modified exercise, activities, and sports that provide therapeutic and relaxation techniques with emphasis on the diagnosis and remediation of motor disabilities. Activities include passive, active and resistive exercises; elementary tumbling and gymnastics; bowling or badminton; basketball and/or volleyball. If the disabling condition warrants development of locomotor skills, activities of daily living will be included to enhance locomotion. Must have instructor approval to enter class.
- PEQ 1231 (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.
- PET 1000 (†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.
- HES 1107 (†HPR 151) PERSONAL 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.
- HES 1400 (†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.
- LEI 1000 (†HPR 153) INTRODUCTION TO RECREATION** **3 semester hours**  
Acquaints the individual with the recreation organization and opportunities for leaders in the field.
- PEO 1003 (†HPR 154) SPORT OFFICIATING** **3 semester hours**  
Theory and practice of officiating in elected sports. Federation rules, football, basketball, baseball.
- PED 1003 (†HPR 155) SPORT OFFICIATING** **3 semester hours**  
Theory and practice of officiating in elected sports. N.A.G.W.S. Rules. Basketball, softball, volleyball.
- LEI 1310 (†HPR 156) GROUP LEADERSHIP** **3 semester hours**  
This course deals with the student's obtaining a practical knowledge of group situations and the principles necessary for recreation leadership.
- LEI 1700 (†HPR 157) RECREATION FOR SPECIAL GROUPS** **3 semester hours**  
Classroom and laboratory experience will include interaction with special groups such as handicapped and elderly in recreation.

\*HPR on campus activities require a \$2.00 general lock and towel fee.

†Not classified as an activity course.

<b>LEI</b>	<b>1800 (†HPR 158) OUTDOOR RECREATION</b>	<b>3 semester hours</b>
	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.	
<b>HES</b>	<b>1000 (†HPR 160) PROMOTING PERSONAL HEALTH</b>	<b>1 semester hour</b>
	This course includes a nucleus of topics specific for the certificate or community service program student. The nature of the human body, nutrition, infectious diseases and family planning are discussed.	
	<b>(†HPR 162) FIRST AID</b>	<b>1 semester hour</b>
	Accepted principles and training in caring for the sick and injured of school age children. Breathing, Bleeding, Shock, Broken bones, Burns, and Poisons are the major areas to be reviewed.	
<b>PEL</b>	<b>2142 (*HPR 201) INTERMEDIATE ARCHERY</b>	<b>1 semester hour</b>
	Prerequisite: HPR 101 or instructor approval. Coeducational. \$3.00.	
<b>PEL</b>	<b>2112 (HPR 204) INTERMEDIATE BOWLING</b>	<b>1 semester hour</b>
	Prerequisite: HPR 104 or instructor approval. Coeducational. Fee \$18.00.	
<b>DAA</b>	<b>2162 (*HPR 205) CONTEMPORARY DANCE</b>	<b>1 semester hour</b>
	Prerequisite: HPR 105, 120.	
<b>PEL</b>	<b>2132 (HPR 206) INTERMEDIATE BILLIARDS</b>	<b>1 semester hour</b>
	Course will include advanced techniques in snooker, one pocket bank pool, rotation, cribbage, and three cushion billiards. Prerequisite: HPR 116 or instructor approval. Coeducational.	
<b>PEM</b>	<b>2462 (*HPR 208) INTERMEDIATE FENCING</b>	<b>1 semester hour</b>
	Coeducational. Prerequisite: HPR 108 or instructor approval.	
<b>PEL</b>	<b>2122 (HPR 209) INTERMEDIATE GOLF</b>	<b>1 semester hour</b>
	Coeducational. Prerequisite: HPR 109 or instructor approval.	
<b>PEM</b>	<b>2202 (*HPR 210) INTERMEDIATE GYMNASTICS</b>	<b>1 semester hour</b>
	Coeducational.	
	<b>(HPR 213) ADVANCED SWIMMING</b>	<b>1 semester hour</b>
	Coeducational. Prerequisite: instructor approval.	
<b>PEL</b>	<b>2342 (*HPR 214) INTERMEDIATE TENNIS</b>	<b>1 semester hour</b>
	Coeducational. Prerequisite: HPR 114 or instructor approval. (Students furnish own racquet and balls.)	
<b>DAA</b>	<b>2140 (*HPR 220) DANCE COMPOSITION</b>	<b>1 semester hour</b>
	Principles of composition, student choreography and performance of solo and group compositions required. Prerequisite: HPR 105, 120, 205. Coeducational.	
<b>PEM</b>	<b>2132 (*HPR 236) INTERMEDIATE WEIGHT TRAINING</b>	<b>1 semester hour</b>
	Coeducational. Prerequisite: HPR 136 or instructor approval.	
<b>PEO</b>	<b>2621</b>	
<b>PEO</b>	<b>2321 (*HPR 239) HPR LAB—VOLLEYBALL AND BASKETBALL</b>	<b>1 semester hour</b>
	Open to HPR majors only. Meets three hours weekly. Offered every other year. Coeducational.	
<b>PEN</b>	<b>2232 (HPR 241) INTERMEDIATE SAILING</b>	<b>1 semester hour</b>
	Prerequisite: HPR 141 or approval of instructor. Coeducational.	

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

†Not classified as an activity course.

- PEN 2212 (HPR 242) INTERMEDIATE WATER SKIING** 1 semester hour  
Prerequisite: Water Skiing 142, or instructor approval. Coeducational. Fee \$35.00.
- PEN 2113 (\*HPR 244) SENIOR LIFE SAVING AND ADVANCED SURVIVAL** 1 semester hour  
Instructor's approval required. Coeducational.
- PEQ 2115 (\*HPR 245) INSTRUCTOR COURSE (Swimming)** 1 semester hour  
Instructor's approval required. Prerequisite: HPR 244. Coeducational.
- PEN 2135 (\*HPR 246) SCUBA DIVING** 1 semester hour  
Instructor's approval required. Coeducational. Student must furnish mask, snorkel and fins. Fee \$35.00.
- PEP 2201 (\*HPR 247) HPR LAB—GYMNASTICS** 1 semester hour  
Open to HPR majors only. Meets three hours weekly. Coeducational. Offered every other year.
- PEQ 2232 (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: instructor approval.
- PEQ 2235 (HPR 257) SAILING RACING CLINIC** 1 semester hour  
This course is designed to develop complete amateur sailboat racers. Prerequisite: instructor approval. Coeducational.

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

## 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 background, academic or professional goals, 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 enrolling 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

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 106 are basic studies courses designed to correct deficiencies in the student's high school background. MTH 109 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 127, MTH 128, MTH 129, MTH 131, MTH 132, MTH 134, MTH 137, MTH 223, MTH 224, 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.

**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 exception 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.

## PHYSICAL SCIENCES

The Physical Sciences Department offers courses in the areas of Physical Science, Astronomy, Chemistry, Engineering, Geology, and Physics. The course offerings cover a variety of topics 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 College.

## COURSES OF INSTRUCTION ASTRONOMY

- |            |   |                         |
|------------|---|-------------------------|
| <b>AST</b> | <b>1005 (AST 101) ASTRONOMY I</b><br>Descriptive, non-mathematical study of the solar system and astronomical methods of general interest. Three hours weekly and additional evening observing sessions.  | <b>3 semester hours</b> |
| <b>AST</b> | <b>1006 (AST 102) ASTRONOMY II</b><br>Continuation of Astronomy I. Consideration given primarily to objects and events beyond the solar system in our galaxy and in other galaxies.   | <b>3 semester hours</b> |
| <b>AST</b> | <b>2031C (AST 200) PLANETARIUM EDUCATION</b><br>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 student with the celestial sphere and planet position. Prerequisite: Instructor approval. | <b>3 semester hours</b> |

## COURSES OF INSTRUCTION BIOLOGY

- (BIO 095) (NT) INTRODUCTION TO NATURAL SCIENCE** **3 semester hours**  
An elementary science course designed to improve 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.
- APB 1150 (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.)
- APB 1150L (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.
- BSC 1011C (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. 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, two-hour tape review and one hour evaluation each week. Fee \$7.00.
- APB 1020 (BIO 111) INTEGRATED SCIENCE FOR ALLIED HEALTH TECHNOLOGY** **3 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 and coordinated with the allied health programs. Pre- or corequisite: BIO 105 or BIO 107. Does not meet requirements for General Education Science.
- APB 1200 (BIO 112) INTEGRATED SCIENCE FOR ALLIED HEALTH TECHNOLOGY** **2 semester hours**  
An introduction to human body parts, cells, tissues, and organ systems with continuing integration of subjects offered in BIO 111. Presented in support of allied health technician in training and introduced in a sequence coordinated with the allied health programs. Prerequisite: BIO 111. Does not meet requirements for General Education Science.
- APB 1201 (BIO 113) INTEGRATED SCIENCE FOR ALLIED HEALTH TECHNOLOGY** **2 semester hours**  
A continuing introduction to human body parts, cells, tissues, and organ systems with an integration of subjects offered in BIO 111. Presented in support of the allied health technician in training and introduced in a sequence coordinated with the allied health programs. Prerequisite: BIO 111. Corequisite: BIO 117. Does not meet requirements for General Education Science.
- APB 1202 (BIO 114) INTEGRATED SCIENCE FOR ALLIED HEALTH TECHNOLOGY** **2 semester hours**  
A continuing introduction to human body parts, cells, tissues, and organ systems with an integration of subjects offered in BIO 111. Presented in support of the allied health technician in training and introduced in a sequence coordinated with the allied health programs. Prerequisite: BIO 111. Corequisite: BIO 117. Does not meet requirements for General Education Science.
- APB 191L (BIO 117) INTEGRATED SCIENCE FOR ALLIED HEALTH TECHNOLOGY LABORATORY** **1 semester hour**  
Laboratory experiments to accompany BIO 112, 113, and 114. Prerequisite: BIO 111, BIO 105 (BIO 107 as a substitute for BIO 105). One two-hour period weekly. Fee \$7.00.

- APB 1120 (BIO 120) MAN AND ENVIRONMENT I** **3 semester hours**  
Offered over 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.
- APB 1121 (BIO 121) MAN AND ENVIRONMENT II** **3 semester hours**  
Offered over T.V. in cooperation with Miami-Dade Community College. A sequel to, but not prerequisite 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.
- BOT 1010 (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.
- BOT 1010L (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.
- ZOO 1010 (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.
- ZOO 1010L (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.
- OCB 2010 (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.
- OCB 2010L (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.

## COURSES OF INSTRUCTION CHEMISTRY

- CHM 1020 (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.
- CHM 1020L (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.
- CHM 1033 (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.

- CHM 1045 (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.
- CHM 1046 (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.
- CHM 1047 (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.
- CHM 1046C (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.
- CHM 1047L (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.
- CHM 2210, 2211 (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. Corequisite for CHE 221: CHE 223. Prerequisite for CHE 222: CHE 221 and CHE 223. Corequisite for CHE 222: CHE 224.
- CHM 2210L, 2211L (CHE 223, 224) ORGANIC CHEMISTRY LABORATORY** **1 semester hour each**  
Organic laboratory experiments to accompany CHE 221, 222. One three-hour period weekly. Prerequisite for CHE 223: CHE 133 and CHE 135. Prerequisite for CHE 224: CHE 221 and CHE 223. Corequisite for CHE 223: CHE 221. Corequisite for CHE 224: CHE 222. Fee \$12.00 each course.

## COURSES OF INSTRUCTION ENGINEERING

- EGN 1120C (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.
- EGN 1130C (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.
- EGN 2312 (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 223. Offered Term IIIA only.



## COURSES OF INSTRUCTION GEOLOGY

**GLY 1010 (GY 105) PHYSICAL GEOLOGY** **3 semester hours**  
Study of geologic agents, minerals, rocks, structure, and land forms. Applications are made of life and human relations. Students registering in GY 105 are strongly urged to also register for GY 106. Some colleges and universities require geology laboratory in order to give credit for physical geology lecture.

**GLY 1010L (GY 106) PHYSICAL GEOLOGY LABORATORY** **1 semester hour**  
Study of common rocks and minerals including their classification and origin. The interpretation of landforms through the study of geologic maps. One two-hour laboratory weekly. Prerequisite or corequisite: GY 105. Fee \$7.00.

**(GY 108) FLORIDA GEOLOGY** **3 semester hours**  
A study of the unique nature of 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 experience and/or field trips to complement the topics covered in GY 108. Fee \$5.00.

**GLY 1100 (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.

**GLY 1101L (GY 111) HISTORICAL GEOLOGY LABORATORY** **1 semester hour**  
One two-hour session per week. Experimental topics include fossils, paleo-geography, rock correlation, and interpretation of geologic maps as related to the lectures. Corequisite: GY 110. Fee \$5.00.

## COURSES OF INSTRUCTION MATHEMATICS

**MAT 0002 (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.

**MAT 1013 (MTH 106) ELEMENTARY ALGEBRA** **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. A course in elementary algebra. Elective credit will be granted for successful completion of this course.

**MGF 1113 (MTH 109) GENERAL EDUCATION COLLEGE MATHEMATICS** **3 semester hours**  
A General Education course recommended for students not planning to major in mathematics or science. Emphasis is placed upon fundamental mathematical concepts.

**MAT 030-032 (MTH 127-129) INTERMEDIATE ALGEBRA**  
A sequential group of three one-hour courses in Intermediate Algebra which may be taken in one or more terms as an alternative to MTH 131. (See 131 listing for content and prerequisites.) Completion of MTH 129 satisfies the same General Education as does MTH 131.

**MAT 1033 (MTH 131) INTERMEDIATE ALGEBRA** **3 semester hours**  
An intermediate 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 171. Prerequisite: one year of high school algebra with a grade of "B" or better or successful completion of MTH 106.

- MAC 1142 (MTH 132) PRE-CALCULUS MATHEMATICS I** **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 "B" or better, or recommendation of the Mathematics Department.
- (MTH 134) PRE-CALCULUS MATHEMATICS II** **3 semester hours**  
A continuation of MTH 132, including topics from trigonometry and advanced topics in algebra, to prepare the students for Calculus. Credit will not be given for both this course and MTH 172. Prerequisite: MTH 132 or recommendation of the Mathematics Department.
- MTB 1304 (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.
- MGF 202 (MTH 137) FINITE MATHEMATICS** **3 semester hours**  
A course which includes such topics as Functions and Relations, Linear Programming, Matrix Arithmetic, Elementary Counting, Probability, Logarithms, Markov Chains and Game Theory with emphasis on their practical applications. This course is designed for students in business, psychology, social or political science as a terminal course which could replace College Algebra or Pre-Calculus I. This course should *not* be taken by students who require Calculus. Prerequisite: MTH 129 or MTH 131 or two years of high school Algebra with a grade of "B" or better or recommendation of the Mathematics Department.
- MTB 1334 (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. Credit will not be given for both this course and MTH 131.
- MTB 1344 (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. Credit will not be given for both this course and MTH 134.
- MAC 2311, 2312 (MTH 223 and 224) 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 223 and 224 form a continuous sequence; students enrolling in MTH 223 are advised to complete the entire two-term sequence before transferring to another college. Prerequisite for MTH 223: MTH 134 or recommendation of Mathematics Department. Prerequisite for MTH 224: MTH 223.
- MAS 2103 (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 134 and recommendation of Mathematics Department. Offered Term I only.
- MAP 2302 (MTH 235) DIFFERENTIAL EQUATIONS** **3 semester hours**  
Classification and solution of equations involving variables and their derivatives, with numerous applications. Prerequisite: MTH 224.

## COURSES OF INSTRUCTION PHYSICAL SCIENCE

- PSC 1101 (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.

- PSC 1101L (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.

## COURSES OF INSTRUCTION PHYSICS

- PHY 1004 (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 1004L (PHY 131) PHYSICS LABORATORY** **1 semester hour**  
Laboratory which meets for two hours per week for the purpose of demonstrating and verifying the theories of mechanics, electricity and magnetism. The concept of heat is introduced and experiments are performed to illustrate this concept. Prerequisite or corequisite: PHY 130. Fee \$2.00.

- PHY 2050, 2051C (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 134. Prerequisite for PHY 202: PHY 201.

- PHY 2050L, 2051L (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. Prerequisite or corequisite for PHY 203: PHY 201. Prerequisite or corequisite for PHY 204: PHY 202. Fee \$2.00 each course.

- PHY 2040, 2041 (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 223. Prerequisite for PHY 211 is PHY 210. Pre- or corequisite for PHY 211 is MTH 224.

- PHY 2040L, 2041L (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. Prerequisite or corequisite for PHY 212: PHY 210. Prerequisite or corequisite for PHY 213: PHY 211. Fee \$2.00 each course.

- PHS 2802 (PHY 240) ACOUSTICS** **3 semester hours**  
A survey of basic topics in the physical properties of sound and music, including an in-depth study of wave motion, pitch, timbre intensity, and the nature of stringed, wind, percussion, and vocal instruments. Three hours weekly. Prerequisite: MTH 131. Prerequisite or corequisite: MUS 105 or consent of instructor.

## COURSE OF INSTRUCTION STATISTICS

- STA 2013 (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. A student-owned pocket calculator is required. 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 71 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 43 semester hours in major field:
 

LST 104	LST 132	LST 233	LST 270	LST 287
LST 105	LST 150	LST 240	LST 252	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.



## COURSES OF INSTRUCTION LANDSCAPE TECHNOLOGY

- (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.
- HOS 1002 (LST 104) HORTICULTURAL BOTANY** **4 semester hours**  
Applied botany in terms of taxonomy, ecology, physiology, genetics, anatomy, and morphology of the higher plants. Three lectures, one two-hour lab weekly. Term I.
- HOS 1041 (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. Term I.
- ORH 1510 (LST 131) LANDSCAPE PLANT IDENTIFICATION I** **3 semester hours**  
The identification and landscape use of ornamental vines, palms, shrubs, and trees commonly used in south Florida landscapes. Approximately 200 species and varieties will be covered. Three lecture hours in field weekly with occasional field trips. Term I. Co-requisite: LST 104.
- ORH 1511 (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. Term II. Prerequisite: LST 131.
- SOS 1102 (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. Term II.
- HOS 1031 (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. Term II. Prerequisite: LST 104 or LST 105.
- ORH 2220 (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. Term II. Not required for A.S. Degree.
- PLS 2600 (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.
- HOS 2055 (LST 220) RETAIL NURSERY CERTIFICATION** **3 credit hours**  
This course is designed to prepare students for the Retail Nurseryman's Certification Test. Topics to be covered include salesmanship, plant growth and development, soils, plant pests, state regulations weed control, home landscaping, watering practices, and landscape plants. Some familiarity with ornamental plants and nursery practices is assumed.

**ORH 2841 (LST 230) LANDSCAPE INSTALLATION  
CERTIFICATION**

**3 credit hours**

The techniques involved in proper selection, pre-planting, the post-planting of landscape plants and materials. The proper and safe use of landscaping tools and equipment will also be stressed. This course leads to eligibility to take the Certification Exam given by the Florida Horticultural Industries Certification Board.

**ORH 2512 (LST 233) LANDSCAPE PLANT  
IDENTIFICATION III**

**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. Term I. Prerequisite: LST 132.

**ORH 2890 (LST 240) HORTICULTURAL SEMINAR**

**1 semester hour**

Analysis of selected current problem areas in horticulture and related subjects. Term I. Not required for A.S. Degree Program.

**PMA 2003 (LST 252) PLANT PEST CONTROL**

**4 semester hours**

The identification and chemical and biological controls of insects and diseases affecting the ornamental plants and turf grasses of south Florida and will be stressed along with the proper use of all necessary mechanical equipment. Three lecture hours weekly with occasional field trips. Term I.

**ORH 2831 (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 and occasional field trips. Prerequisite: LST 131 and 132 or permission of Department Head. Term II.

**ORH 2896 (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.

**ORH 2897 (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.

**ORH 2820 (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.

**ORH 2862 (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. Term II.

**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 gardening, home landscape design, plant identification, and other subjects.

Florida Horticultural Industries Certification Board (FHICB) Courses are offered by this department for training in the various examination categories of the FHICB throughout the year.

## 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 combined studies in general education, pest control technology, and business administration at the college with occupational experience under certified and licensed pest control operators. The Associate of Science graduate of this program will have the basic knowledge and practical skills necessary for rapid advancement in the industry. Emphasis is placed on the control of general household pests, termites and other wood-destroying organisms, public health pests and pests of landscape plants and turf.

Many of the major courses are offered in the evening for industry members who wish to continue their education and advance in their field. Upon completion of graduation requirements the student will receive an associate of science degree in pest control technology and will be eligible to apply to take the Florida State Division of Health Examinations in Pest Control categories.

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

### PEST CONTROL TECHNOLOGY PROGRAM

Requirements for the Associate of Science Degree in Pest Control 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  
 SCIENCE .....3 semester hours  
     BIO 100  
 SOCIAL SCIENCE .....6 semester hours  
     PSC 122, PSY 100
3. Completion of 28 semester hours in major field:  
     PCT 101                      PCT 151                      PCT 217                      PCT 261  
     PCT 211  
     PCT 121                      PCT 201                      PCT 251                      PCT 271
4. Completion of semester hours in related field (Landscape):  
     LST 105                      LST 203                      LST 252  
     or  
     LST 206
5. 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
6. Completion of 4 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. Make formal application for the degree to the Registrar during the term in which 45 semester hours is earned.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

## COURSES OF INSTRUCTION PEST CONTROL TECHNOLOGY

- ENY 1007 (PCT 101) ECONOMIC 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 I.
- ENY 1220 (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.
- ENY 1102 (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. Prerequisite: PCT 101.
- ENY 2940 (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.
- ENY 2224 (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.
- ENY 2931 or PMA 2932 (PCT 217) SEMINAR** **2 credits**  
Analysis of selected current problem areas in Pest Control and related subjects. Term I.
- ENY 2227 (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. Term II.
- ENY 2011 (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. Term II.
- ENY 2943 (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 members. Research projects and written reports commensurate with the individual's career goals are required. Term II.

### **Pest Control—Seminars and Short Courses**

Throughout the year, seminars and short courses are offered which are oriented toward this industry. Contact Pest Control Technology for information.



## LANDSCAPE TECHNOLOGY (1)

### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
2) ENG	101 Composition .....3	BA	100 Intro. to Business .....3
BA	150 Business Math .....3	BA	121 Accounting Survey .....3
LST	104 Horticultural Botany .....4	LST	185 Horticultural Practices I .....3
LST	105 Subtropical Horticultural Science .....3	LST	150 Soils & Fertilizers .....3
LST	131 Landscape Plant Identification I .....3	LST	132 Landscape Plant Identification II .....3
HPR	Physical Education .....1	HPR	Physical Education .....1
Total semester credits .....17		Total semester credits .....16	

### *Term IIIA*

LST	270 Field Service .....3
Total semester credits .....3	

### SECOND YEAR

<i>Term I</i>		<i>Term II</i>	
PSC	121 or 122 Government .....3	BA	130 Salesmanship .....3
PSY	100 Human Relations in Business & Industry .....3	*LST	260 Plant Design .....4
LST	286 Horticultural Practices II .....3	LST	287 Landscape & Turf Business Administration .....3
LST	233 Advanced Landscape Plant Identification III .....3	LST	271 Field Service II .....3
LST	252 Plant Pest Control .....4	BA	260 Intro. to Management or
HPR	Physical Education .....1	BA	262 Prin. of Supervision .....3
Total semester credits .....17		HPR	Physical Education .....1
		Total semester credits .....17	

1) Credits may be applied toward a degree at certain out-of-state senior institutions.

2) ENG 095 will satisfy degree requirements.

\*Require a pre- or co-requisite—see course description in catalog.

## PEST CONTROL TECHNOLOGY

### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
1) ENG	101 Composition .....3	BA	100 Intro. to Business .....3
BA	150 Business Math .....3	BA	121 Accounting Survey .....3
LST	105 Subtropical Horticultural Science .....3	(2) LST	203 Turf Grass Management ..3
PCT	101 Economic Entomology ....3	PCT	121 Pesticides .....3
BIO	100 Biology .....3	PCT	151 Insect Identification .....3
HPR	Physical Education .....1	HPR	Physical Education .....1
Total semester credits .....16		Total semester credits .....13 or 16	

### Term IIIA

PCT	201 Field Service I	.....3
(3) LST	206 Weed Identification	.....3
Total semester credits		.....3 or 6

### SECOND YEAR

#### Term I

PSC	122 State & Local Govt.	.....3
PSY	100 Human Relations in Business & Industry	.....3
PCT	211 Household Pests & Control	.....4
LST	252 Plant Pest Control	.....4
PCT	217 Seminar	.....2
HPR	Physical Education	.....1

Total semester credits .....17

#### Term II

BA	130 Salesmanship	.....3
BA	260 Intro. to Management or BA 262 Prin. of Supervision	.....3
PCT	251 Wood Destroying Pests & Control	.....4
PCT	261 Pest Control Business Administration	.....3
PCT	271 Field Service II	.....3
HPR	Physical Education	.....1

Total semester credits .....17

\*Require a pre- or co-requisite—see course description in catalog.

- (1) ENG 095 will satisfy degree requirements.
- (2) LST 206 may be taken Term IIIA instead of LST 203.
- (3) LST 203 may be taken Term II instead of LST 206.

### DIVISION OF SOCIAL SCIENCES

**Anthropology**  
**Education**  
**Geography**

**History**  
**Military Science**  
**Political Science**

**Psychology**  
**Sociology**

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 School and Kindergartens, and Associate in Science Degree programs in Secretarial Teacher Aide, and Teacher Aide.

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.

## COURSES OF INSTRUCTION EDUCATION

- EDF 1120 (EDU 100) INFANT DEVELOPMENT AND BEHAVIOR (North Campus Only)** **3 semester hours**  
An overview of the physical, intellectual and social stages of development of the infant (0-3) and their implications for the child's interaction with his environment.
- EDF 1121 (EDU 101) CHILD DEVELOPMENT AND BEHAVIOR (North Campus Only)** **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.
- EEC 1204 (EDU 102) PRE-SCHOOL EDUCATION (North Campus Only)** **3 semester hours**  
Behavior and growth pattern 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.
- EEC 1301 (EDU 103) PRE-SCHOOL ACTIVITIES (North Campus Only)** **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.
- EEC 1303 (EDU 104) PRE-SCHOOL MATERIALS (North Campus Only)** **3 semester hours**  
Literary selections, story telling, puppets, dramatics and creative communications as related to pre-school child.
- EME 2101 (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, source of free and inexpensive materials, filmstrips, films, and recordings.
- EDF 1430 (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.
- EDF 2210 (EDU 251) EDUCATIONAL PSYCHOLOGY** **3 semester hours**  
Study of psychological principles relevant to effective teaching and learning.
- EDF 2005 (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.

## COURSES OF INSTRUCTION GEOGRAPHY

- GEO 1000 (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.

- GEA 2040 (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.
- GEA 2030 (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.

## COURSES OF INSTRUCTION HISTORY

- EUH 1000 (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 101) HONORS**
- The chronological period covered (in this honors course) is similar to HIS 101 (the Ancient Near East up to and including the Protestant Reformation). Student reports and papers will be emphasized along with regular tests. See page 53.
- EUH 1001 (HIS 102) WESTERN CIVILIZATION** **3 semester hours**  
Continuation of HIS 101 to the present with emphasis on expansion of the West.
- (\*HIS 102) HONORS**
- The period covered by this (honors) course is from the Age of Louis XIV up to the present, with an emphasis on the period from the French Revolution to the 1960's. Student reports and papers will be required along with regular tests. See page 53.
- WOH 1300 (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.
- LAH 1004 (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.

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

- LAH 1005 (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.
- AMH 2010 (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.
- AMH 2020 (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 New Deal. The U.S. as leader of the free world.



- AMH 2570 (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.
- REL 2601 (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.
- AMH 2420 (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.
- LAH 2021 (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.
- LAH 2022 (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 international relations, particularly with the United States.
- WOH 2240 (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.
- EUH 2572 (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.
- AMH 2374 (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, and monopolies, etc.
- HIS 2955 (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.

### **COURSES OF INSTRUCTION POLITICAL SCIENCE**

- POS 1041 (PSC 121) NATIONAL GOVERNMENT** 3 semester hours  
Study of theory, principles and institutions involved in the American National Government.
- POS 1112 (PSC 122) STATE & LOCAL GOVERNMENT** 3 semester hours  
Study of the principles and institutions of American State and Local Government.
- INR 2002 (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. This course will be offered only once each academic year.

## COURSES OF INSTRUCTION PSYCHOLOGY

- PSY 2931 (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.
- INP 1301 (\*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.
- CLP 1002 (\*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 2012 (PSY 201) GENERAL PSYCHOLOGY** **3 semester hours**  
Scientific approach to basic principles of human behavior, emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality.
- (PSY 201) GENERAL PSYCHOLOGY HONORS**  
Basic principles are pursued in depth through research studies appearing in scientific journals and other reference works. Lectures alternate with seminars. See page 53.
- PSY 2043 (\*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.
- DEP 2102 (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.
- DEP 2302 (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.
- INP 2101 (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.
- SOP 2002 (PSY 238) SOCIAL PSYCHOLOGY** **3 semester hours**  
Application to psychological principles to social problems and social relations. The topics studied include: the individual and the group, role and status, fads and fashions, attitudes, public opinion, propaganda, conflict and prejudice. Prerequisite: PSY 201.

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

## COURSES OF INSTRUCTION ANTHROPOLOGY

- ANT 2000 (ANT 225) INTRODUCTION TO ANTHROPOLOGY** **3 semester hours**  
An introductory study of the evolution and cultural development of man, his customs, his social

organization, and his institutions. Emphasis is placed upon the cultural aspects of anthropology, and the student is introduced to the major fields of study undertaken by anthropologists.

- ANT 2905 (BEH 224) 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.
- ANT 2511 (ANT 227) INTRODUCTION TO PHYSICAL ANTHROPOLOGY** **3 semester hours**  
A study of the biological origins of man, focusing upon human evolution, race, primatology and population genetics.
- ANT 2931 (ANT 230) INTRODUCTION TO THE HISTORY OF MAN** **3 semester hours**  
A study of the history of man in which innovation and discovery emerge as a natural activity, thus illustrating the ongoing process of cultural evolution.
- ANT 2100 (ANT 232) INTRODUCTION TO ARCHAEOLOGY** **3 semester hours**  
A study of man's past based upon archaeological evidence and the methods used to procure it. Prerequisite: ANT 225.
- ANT 2211 (ANT 235) INTRODUCTION TO WORLD ETHNOLOGY** **3 semester hours**  
A survey of cultures on differing levels of development, focusing upon subsistence, social organization, religion, art, and culture change. Prerequisite: ANT 225.
- ANT 2310 (ANT 240) INTRODUCTION TO THE NORTH AMERICAN INDIAN** **3 semester hours**  
A survey of the North American Indian tribes. Prerequisite: ANT 225.
- ANT 2930 (ANT 245) ANTHROPOLOGY FIELD SCHOOL** **1-6 credits**  
A course designed for study on various topics in cultural and physical anthropology. Study would be limited to field and/or laboratory projects. Prerequisite: ANT 225 and permission of the instructor.

## **COURSES OF INSTRUCTION SOCIOLOGY**

- SOC 2931 (BEH 223) 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.
- SOC 2000 (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 2422 (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 2020 (SOC 221) SOCIAL PROBLEMS** **3 semester hours**  
Study of the social and cultural aspects, incidence, and characteristics of selected social problems. Prerequisite: SOC 211.
- CCJ 2010 (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.

- CCJ 2500 (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 2740 (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.
- MAF 2501 (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

- MIS 1002 (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.
- MIS 1322 (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.
- MIS 2330 (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 post-1900 strategy and relationship to National Security. 2 clock hours per week.
- MIS 2333 (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 the 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

A certificate program designed to prepare personnel for employment in child care centers. Emphasis is placed on the overall understanding and management of the pre-school child. At the completion of at least 28 hours of prescribed courses with a grade of "C" or better in each course, a certificate will be awarded.

### PRE-SCHOOL AND DAY CARE CENTER CERTIFICATE PROGRAM

	<b>Semester Hours</b>
<b>EDU 101 Child Development and Behavior</b> .....	<b>3</b>
<b>EDU 102 Preschool Education</b> .....	<b>3</b>
<b>EDU 103 Preschool Activities</b> .....	<b>3</b>
<b>EDU 104 Preschool Materials</b> .....	<b>3</b>



ART	207 Art Appreciation Humanities .....	3
MUS	207 Fundamental Skills in Music .....	
	Music in Western Culture—Humanities .....	3
HPR	151 Personal Hygiene and Community Health .....	3
HPR	152 First Aid and Safety .....	3
SPE	100 Introduction to Speech Communication .....	3
		<hr/> 27

The following courses may be waived if competency test is passed.

ENG	093 Reading Communications .....	3
ENG	094 Fundamentals of Grammar, Usage, and Mechanics .....	3
ENG	095 Fundamentals of Writing .....	3

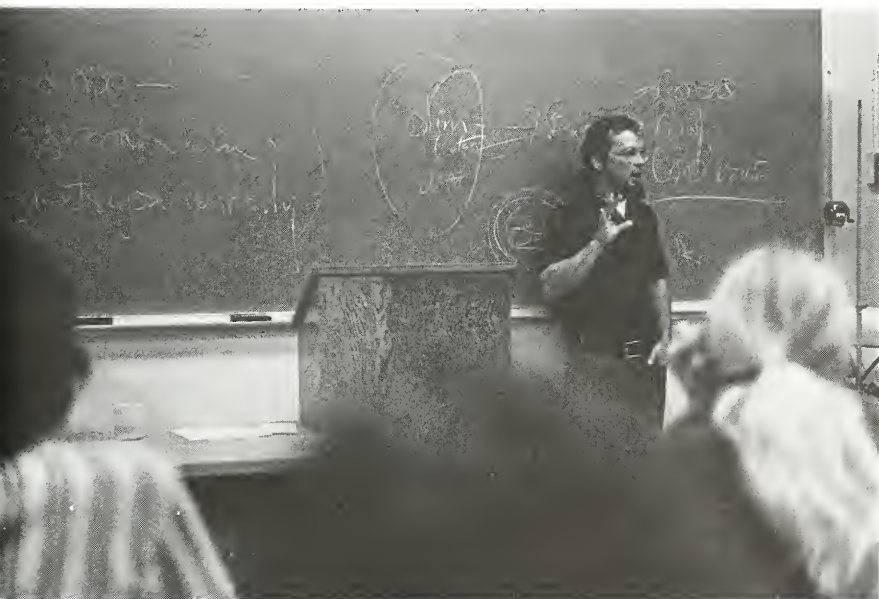
## SUGGESTED CHILD DEVELOPMENT PROGRAM

(A.A. Degree)

The Child Development Associate (CDA) Program is a national effort to train, evaluate and award a professional credential to persons who are working with, or who want to work with, young children.

The goal of the CDA is to meet the growing national needs for competent staff in child care programs.

The CDA training is a competency based program which prepares the CDA trainee to become a candidate and apply for assessment by the national CDA Consortium. Upon successful completion of the suggested Child Development Program a person will be fully prepared for the assessment procedure leading to the award of a CDA credential.





# 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), by working part-time while attending school full-time (Parallel Plan) or by working full-time for a single term (Internship 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:\*\*

- Students should have a 2.0 GPA and be in good academic standing.
- Students must plan to graduate from Broward Community College.
- 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:

- 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.
- The coordinator will conduct an in-depth interview with the student with regard to his career and possible cooperative assignments.
- 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 three different Cooperative Education plans offered at Broward Community College—the Parallel Plan, the Alternating Plan, and the Internship 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. The student works 15 to 20 hours per week year-round while attending school full-time. The student receives two semester hours 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.

\*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 approved by the Cooperative Education Department.

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. This assignment is usually shared by a pair of students on an alternating basis. While one student is working on the job, their 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 Internship Plan operates as follows: A full-time job, meeting the requirements of a student, is obtained by the Co-op Office. The student works for one term (usually the summer term). The student receives three credit hours (CWS 110) for the assignment which is selected to provide 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.

Co-op academic credit may be included as part of the degree requirements in many technical programs, and is transferable to all state-supported universities in Florida. Students may also use co-op credit as part of their Associate in Arts Degree programs. Students on Alternating and Internship work assignments are considered to be full time students by B.C.C.

## **COURSES OF INSTRUCTION COOPERATIVE EDUCATION**

- CWS 100 COOPERATIVE EDUCATION SEMINAR** **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** **3 semester hours**  
First in a series of courses designed to provide experience in a student's field of study through full-time work. Students are graded on the basis of learning objectives and employer evaluations. On the job experience is supplemented by three class sessions per term. Prerequisite: Co-op Department approval.
- CWS 202 WORK EXPERIENCE II** **3 semester hours**  
A continuation of CWS 201. Prerequisites: CWS 201 and Co-op Department approval.
- CWS 203 WORK EXPERIENCE III** **3 semester hours**  
A continuation of CWS 202. Prerequisites: CWS 202 and Co-op Department approval.
- CWS 204 WORK EXPERIENCE IV** **3 semester hours**  
A continuation of CWS 203. Prerequisites: CWS 203 and Co-op Department approval.

### **Parallel Plan Courses**

- CWS 101 CO-OP PRACTICUM I** **2 semester hours**  
First in a series of courses designed to provide practical experience in a student's field through part-time work. Students submit and are evaluated on the basis of learning objectives. On-the-job experience is supplemented by three class sessions per term. Corequisite: Full-time student status.
- CWS 102 CO-OP PRACTICUM II** **2 semester hours**  
A continuation of CWS 101. Prerequisites: CWS 101 and Co-op Department approval.
- CWS 103 CO-OP PRACTICUM III** **2 semester hours**  
A continuation of CWS 102. Prerequisites: CWS 102 and Co-op Department approval.
- CWS 104 CO-OP PRACTICUM IV** **2 semester hours**  
A continuation of CWS 103. Prerequisites: CWS 103 and Co-op Department approval.
- CWS 105 CO-OP PRACTICUM V** **2 semester hours**  
A continuation of CWS 104. Prerequisites: CWS 104 and Co-op Department approval.

**CWS 106 CO-OP PRACTICUM VI** 2 semester hours  
A continuation of CWS 105. Prerequisites: CWS 105 and Co-op Department approval.

### Internship Course

**CWS 110 CO-OP INTERNSHIP** 3 semester hours  
A course designed to provide on-the-job experience related to the student's major. Student works a minimum of 360 hours and submits a written report. Open to students in all majors. Prerequisite: Permission of the Cooperative Education Department.

### Additional Information

All special rules and regulations, having implications for students, employers, and the college are available through the Cooperative Education Department.

## CAREER PLANNING

The choice of career field is one of the most important decisions college students make.

In order to make a wise decision, a student needs to be aware of their own abilities and limitations as well as the vocational alternatives which are available to him.

The Career Planning Workshop is an important first step for the student who is seeking this information.

**CPW 100 CAREER PLANNING WORKSHOP** 1 semester hour  
This course is designed to help students decide upon an appropriate vocational choice. The student will be assisted in learning who he is, where he is, what he wants in life and why, what career fields may be compatible with his value system, and what he must learn to enter and progress in these fields.

Through the Counseling office and Career Center, career counseling is available throughout the student's stay at Broward Community College.

## SPECIAL SERVICES PROGRAM

The Special Services Program 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 SPECIAL SERVICES

**STD 0998 (SSS 999) SOCIAL SCIENCE (HUMAN DEVELOPMENT AND HUMAN RELATIONS)** 3 semester  
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.

**STD 0999 (SPS 999) PERSONAL AND SOCIAL PLANNING** 1 semester  
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.

**MAT 0999 (SMS 999) MATHEMATICS****3 semester**

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.

**ENG 0999 (SEC 999) ENGLISH****3 semester**

This course includes a study of basic grammar and usage as it applies to reading and discussions of relevant literature. It will also encompass a survey of the fundamentals of composition.

**BSC 0999 (SBS 999) NATURAL SCIENCE****3 semester**

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.

**REA 0999 (SRD 999) DEVELOPMENTAL READING****3 semester**

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.

**SPC 0999 (SSP 999) SPEECH****3 semester**

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.

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 is also required.

**OVERSEAS STUDY PROGRAM**

Broward Community College holds a strong commitment to the concept of international education. It is recognized that students will realize an added dimension to their education by participating in a foreign study experience. Beginning in 1974, the College has sent study groups to numerous foreign countries in Europe and Latin America. Students participating in these programs receive transferable college credit.

Currently, Broward Community College offers several foreign study tours to various overseas locations during the summer terms. In addition, an arrangement has been developed with Rockland Community College of New York whereby we can place Broward Community College students in any of their programs in Israel.

Interested students are directed to the Office of International Education.



# 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**

**Dental Assisting Technology**  
**Medical Assisting Technology**  
**Medical Laboratory Technology**  
**Nursing Technology**  
**Physical Therapist Assistant Technology**  
**Radiologic Technology**  
**Radiation Therapy Technology**  
**Respiratory Therapy Technology**  
**Emergency Medical Technology**  
**Continuing Education**  
**Group Living Homes Management**

### **ALLIED HEALTH COURSES**

**Nutrition**  
**Pharmacology**

### **REQUIREMENTS FOR ADMISSION TO ALLIED HEALTH PROGRAMS**

1. Fulfill general requirements for admission to the College.
2. Official High School transcripts:
  - a. Partial transcript before graduation
  - b. Complete transcript after graduation
3. Official transcripts from each College or program previously attended.
4. 2.0 cumulative grade point average on all college level courses attempted exclusive of developmental courses.
5. Satisfactory test scores or satisfactory completion of appropriate courses.
6. Other testing and/or counseling as recommended.
7. Acceptable letters of reference and recommendation.
8. Completed physical and dental examination forms.
9. Satisfactory personal interview where required.
10. Medical Laboratory students refer to Medical Laboratory Technology Program.

## **PROCEDURE FOR APPLYING FOR ADMISSION ALLIED HEALTH PROGRAMS**

1. Submit letter of application directly to appropriate Allied Health department. Student will receive appropriate forms and materials for admission.
2. Approval is based upon fulfillment of all admissions requirements. Student is responsible for completion and submission of all required forms and materials.
3. If a student is accepted into an Allied Health program but is unable to register because the class quota has been reached, the student must contact the Department Chairperson for approval to 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 education 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. Injuries incurred by student during student activities are the responsibility of the individual student.

## **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 test scores or satisfactory completion of appropriate courses.
4. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
5. Verification of academic qualifications by a Counselor or Academic 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.
9. Satisfactory completion of a typing competency examination.
10. Acceptable scores on the Dental Assisting Aptitude test.

Preliminary provisional approval status has been granted by the Commission on Accreditation of the American Dental Association. Approval of the program by the Commission 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).

### DENTAL ASSISTING TECHNOLOGY

Requirements for the Certificate of Achievement in Dental Assisting:

1. Completion of 39 semester hours of credit and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in all courses required for the Dental Assisting Certificate.
2. Completion of the following courses in General Education:
 

SPE 100 .....	.3 semester hours
ENG 101 .....	.3 semester hours
3. Completion of the following courses in related areas:
 

XR 101 .....	.2 semester hours
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 161, 165, 174, 176, 180, 185, 187, 188, 194, 198, 250 .....	.30 semester hours
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Requirements for the Associate in Science Degree in Dental Assisting:

1. Completion of 68 semester hours of credit and a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in all courses required for the Dental Assisting Degree.
2. Completion of the following courses in General Education:
 

ENG 101 .....	.3 semester hours
ENG 102, 103 or 104 .....	.3 semester hours
BA 150 Business Math .....	.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
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 161, 165, 174, 176, 180, 185, 187, 188, 194, 250, 295 .....	.33 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 judgment the student does not possess the personal qualifications necessary for success in a career in Dental Assisting.

### Degree Program of Study

<i>Term I</i>		<i>Term II</i>	
DA	161 Preclinical Orientation to D.A. ....3	DA	174 Clinical Pract. & Proc. I .....3
DA	165 Intro. to Dental Assisting .....1	DA	188 Dental Office Practice .....3
DA	198 Basic Anatomy & Physiology .....2	SPE	100 Speech .....3
DA	185 Dental Anatomy & Physiology .....3	DA	250 .....3
DA	187 Dental Materials .....3	NTR	210 Nutritional Diet Modif. ....3
DA	194 Oral Hygiene .....2	ENG	101 Composition .....3
XR	101 Dental Radiology .....2	DA	180 Allied Dental Theory .....3
Total Semester Hours .....16		Total Semester Hours .....16	

### *Term III-A*

DA	176 Clinical Pract. & Proc. II .....4
Total Semester Hours .....4	

<i>Term IV</i>		<i>Term V</i>	
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	102, 103 or 104 .....3	BA	150 Business Math .....3
PSY	201 General Psychology .....3	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

- EA 1020 (DA 161) PRECLINICAL ORIENTATION TO DENTAL ASSISTING** **3 semester hours**  
Designed to orient the student to the dental office and the use and sterilization of all instruments and equipment used in the practice of dentistry. Pre-clinical laboratory practicum is included.
- EA 1021 (DA 165) INTRODUCTION TO DENTAL ASSISTING** **1 semester hour**  
An overview of dentistry and the dental assisting profession including the history, ethical and legal aspects, duties and responsibilities of the dental health team, professional organizations, and proper conduct and grooming of the dental assistant.
- EA 1800 (DA 174) CLINICAL PRACTICES AND PROCEDURES I** **4 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.
- EA 1801 (DA 176) CLINICAL PRACTICES AND PROCEDURES II** **4 semester hours**  
Practicum phase is a continuation of DA 174 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.
- EA 1110 (DA 180) ALLIED DENTAL THEORY** **4 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. Essential material on the symptoms, treatment and equipment required to render adequate care for common office emergencies will be included. Lab fee \$5.00.
- ES 1000 (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.
- ES 1100 (DA 187) DENTAL MATERIALS** **3 semester hours**  
Designed to familiarize the student with the various types of materials, their physical properties and characteristics, proper manipulation and designed application in the practice of dentistry. Projects demonstrating proficiency in the technical application and proper manipulation of specified dental materials will be required. Lab fee \$10.00.
- EA 1220 (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 patients records and procedures for tax and health insurance forms. Typing proficiency must be demonstrated by the student for course completion.

- DEA 1300 (DA 194) ORAL HYGIENE** **2 semester hour**  
 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 198) BASIC ANATOMY & PHYSIOLOGY** **2 semester hour**  
 A basic anatomy and physiology course designed specifically to meet the needs of dental assisting students. Emphasis will be placed on the human body structure, functions of its components and associated diseases which affect the total care of the dental patient.
- DEA 2150 (DA 250)** **1 semester hour**  
 This course will offer material on the basic theories of psychology which enable the dental assistant to possess a greater understanding of why people act as they do. Included in the course are practical techniques for effective patient management and basic guidelines for establishing a better interpersonal relationship between the dental assistant, dental staff and the dental patient.
- DEA 2940 (DA 295) DENTAL PRACTICUM** **3 semester hour**  
 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.
- DEA 1200C (XR 101) DENTAL RADIOLOGY** **2 semester hour**  
 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.

### **MEDICAL ASSISTING PROGRAM**

The role of the Medical Assistant within the physician's office of today is becoming more varied, demanding and complex. Duties and responsibilities may encompass that of either an administrator, clinician or technician, and in many instances all three areas in addition to being a public relations expert at all times.

Taking into account the broad 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 test scores or satisfactory completion of appropriate courses.
4. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
5. Satisfactory interview—if requested by Department Head.

The Medical Assisting Program is approved by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Colleges of Podiatric Medicine.



Medical Assistants. Graduates are eligible to take the national Certification Examination for Medical Assistants immediately upon graduation.

## MEDICAL ASSISTING TECHNOLOGY

Requirements for the Associate in Science Degree in Medical Assisting:

1. Completion of a minimum of 65 semester hours of credit and a grade point average of 2.0 or higher.
2. Completion of the following courses in **General Education**: (22 hours)
 

ENG 101 .....	3 semester hours
EMT 183 or HPR 152 .....	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**: (10 hours)
 

BA 118, 119, 120, or BA 202, 203, 204	
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 hour
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**. (4 hours)
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 faculty 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.
11. 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 (A.S. DEGREE)

### A Suggested Sequence

### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
MA	110 Introduction to Medical Assisting .....	MA	116 Clinical Terminology .....
	2	MA	120 Administrative Office Procedures .....
MA	115 Medical Terminology ....		3

*BA	118, 119, 120 Intermediate Typing . . . . .	3	MA	220 Clinical Office Procedures . . . . .	3
ENG	101 Composition . . . . .	3	BIO	113, 14 Human Anatomy and Physiology . . . . .	4
BIO	105 Lab . . . . .	1	BIO	117 Lab . . . . .	1
BIO	111, 112 Physical Science & Microbiology . . . . .	4	HPR	Physical Education . . . . .	1
HPR	Physical Education . . . . .	1			
Total Semester Hours . . . . .			17	Total Semester Hours . . . . .	
				15	

#### Term III-A

**EMT	183 Emergency Medical Technology . . . . .	3
	Social Science Elective . . . . .	3
Total Semester Hours . . . . .		6

### SECOND YEAR

#### Term I

MA	210 Medical Office Laboratory Proc. . . . .	4
MA	240 Practicum in Medical Assisting . . . . .	5
BA	242 Transcribing Machines . . .	3
AH	166, 167 Pharmacology . . . . .	2
HPR	Physical Education . . . . .	1
Total Semester Hours . . . . .		15

#### Term II

MA	241 Advanced Practicum in Medical Assisting . . . . .	5
***BA	245 Business Comm. or ENG 103 or 104 . . . . .	3
BA	121 Accounting Survey . . . . .	3
PSY	201 Psychology . . . . .	3
NTR	210 Nutritional Diet Modifications . . . . .	1
HPR	Physical Education . . . . .	1
Total Semester Hours . . . . .		16

\*If student does not meet prerequisites, she/he will have to take qualifying typing courses. Students taking Intermediate typing should concurrently enroll in BA 118, 119, 120.

\*\*HPR 152 First Aid will also satisfy this requirement.

\*\*\*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

This program is designed solely for individuals who already possess basic business office skills and/or medical office experience, but who are desirous of improving or changing their employment opportunities.

Individuals who believe they qualify for acceptance into the certificate program should contact the Department Head. Work experience must be validated in writing by a previous employer who must send his statement directly to the Department Head.

Individuals seeking admission to the certificate program must fulfill the same admission requirements as those seeking the A.S. degree in Medical Assisting.

A certificate of achievement will be awarded upon completion of the courses listed below. Students should contact the Department Head during their final term to assure the prompt preparation of their Certificate. An appointment must also be made with an academic advisor for a formal evaluation of completion of certificate program requirements.

	Credits
MA 110 Introduction to M.A. ....	2
MA 115 Medical Terminology ....	3
MA 116 Clinical Terminology ....	3
MA 120 Admin. Office Procedures ....	3
MA 210 Med. Office Lab. Procedures ....	4
MA 220 Clinical Office Procedures ....	3
AH 166, 167 Pharmacology ....	2
EMT 183 Emergency Procedures ....	3
MA 240 Practicum in M.A. ....	5
MA 241 Advanced Practicum in M.A. ....	5
Total Credit Hours ....	33

## COURSES OF INSTRUCTION MEDICAL ASSISTING

**MEA 1001 (MA 110) INTRODUCTION TO MEDICAL ASSISTING** **2 semester hours**  
An overview of Medical Assisting and related health professions including duties, responsibilities, ethical and legal aspects of medicine, and history of medicine. Public relations and interpersonal relationships are also emphasized. Course offered Terms I & II.

**MEA 1010 (MA 115) MEDICAL TERMINOLOGY** **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 & III-A.

**MEA 1011 (MA 116) CLINICAL TERMINOLOGY** **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.

**MEA 1100 (MA 120) ADMINISTRATIVE OFFICE PROCEDURES** **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. Prerequisites/ Corequisites MA 110. Elementary Typing skill. Course offered Term II only.

**MEA 2300 (MA 210) MEDICAL OFFICE LABORATORY PROCEDURES** **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. Professional uniform is required attire. Fee \$10.00. Course offered Term I only.

**MEA 2200 (MA 220) CLINICAL OFFICE 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. Broward Community College approved uniform required. Prerequisites Corequisites M.A. 110, M.A. 115. Course offered Term II only.

**MEA 2800 (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. Fee \$8.50. 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.

**MEA 2810 (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 medical assisting should make an appointment with the Medical Assisting Department Head in order to apply for a practicum placement with a veterinarian. If a student completes VMA 240, and VMA 241 with a veterinarian, the A.S. degree will be granted in Veterinary Medical Assisting.

It should be clearly understood by all applicants that this is NOT an Animal Technician program and course work does not include any animal work other than in the practicum courses.

### **MEDICAL LABORATORY PROGRAM**

The Medical Laboratory Technician program of Broward Community College is open to graduates of Certified Laboratory Assistant programs approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Applicants must satisfy requirements for admission to the college, submit verification of graduation from an approved CLA Program and verification of CLA certification. Applicants whose CLA certification is pending will need the recommendation of their CLA instructor. CLA credentials must be approved by the Medical Laboratory Technology Department. Students who are on the waiting list for the Certified Laboratory Assistant program at Sheridan Vocational Center may be admitted to the MLT program at Broward Community College on verification by Sheridan Vocational Center that they have met the entrance requirements of their CLA program. These pre-CLA students may not take courses prefixed with MLT until they have completed the CLA program, but may take all other courses required for the MLT Associate Degree.

Upon meeting admission requirements and completing MLT 290, 292, and MLT 294 with a grade of C or better, CLA graduates will have the thirty (30) MLT 100 level credits awarded. Students must complete forty-four (44) semester hours credit to satisfy the Associate in Science degree requirements for graduation.



Once selected for admission into the Medical Laboratory Technician program, students may select one of the three (3) curriculum tracks toward the Associate Degree. Track I is designed essentially for students not interested in transferring to a University for further study. Track I contains (25) university parallel credits. Track II is designed for students desiring more university parallel credits than Track I. Track II contains thirty-one (31) 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. Track III is designed for the student who is not interested in acquiring career entry skills prior to earning a Baccalaureate Degree in Medical Technology.

## MEDICAL LABORATORY TECHNOLOGY

Requirements for the Associate in Science Degree in Medical Laboratory Technology:

1. Completion of 74 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, 294 .....	11 semester hours
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3. Completion of the following courses in related areas:
 

MLT 170, 171, 172, 173 .....	30 semester hours
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 These courses represent a 12-month approved Certificate Laboratory Assistant program and will be waived upon verification of certification as Certified Laboratory Assistant. These courses are not offered by the College.
4. Completion of the following courses in general education:
  - a. Tracks I and II
 

ENG 101 .....	3 semester hours
MTH 131 .....	3 semester hours
CHE 131, 132, 134 .....	7 semester hours
PSY 201 .....	3 semester hours
  - b. Track I only
 

BIO 105, 111, 112, 113, 114, 117 .....	10 semester hours
ENG 103 .....	3 semester hours
SOC 211 .....	3 semester hours
  - c. Track II only
 

ENG 102 (104) .....	3 semester hours
MTH 132 .....	3 semester hours
CHE 133, 135 .....	4 semester hours
BIO 105, 160, 161 .....	5 semester hours
5. Completion of two semester hours in Physical Education activities.
6. Completion of a minimum of twenty-four semester hours of residence at the College.
7. Remove all admission conditions.
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. Attend all official graduation exercises.
10. The Medical Laboratory Technology 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 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, 294	11 semester hours
ENG	101	3 semester hours
MTH	131 or 127-129 Intermediate Algebra	3 semester hours
CHE	131, 132, 134	7 semester hours
PSY	201	3 semester hours
HPR		2 semester hours

Students may elect from the following Tracks to complete their requirements:

### TRACK I

BIO	105, 111, 112, 113, 114, 117	10 semester hours
SOC	211	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	105, 160, 161	5 semester hours
ENG	102 (104)	3 semester hours
Total		44 semester hours

## COURSES OF INSTRUCTION MEDICAL LABORATORY TECHNOLOGY

### MLS 1010C (MLT 170) MEDICAL LABORATORY TECHNOLOGY I

**10 semester hours**

Orientation to a career in the clinical laboratory including ethical concepts. General skills and principles of machines and/or methods for the calculation, weighing and measuring of material needed for solution or reagent preparation. Blood specimen collection. Basic microscopy. Hematology to include hematopoiesis and factors of coagulation; quality control; manual counting of erythrocytes, leukocytes, platelets; principles, factors and tests dealing with hematopoietic conditions, both normal and abnormal; staining techniques principles of automated counting methods; semen and spinal fluid analysis; blood parasites. Immunology to include immunoglobulins (humoral and cellular); immunity; quality control; principles, techniques, factors and conditions (normal and abnormal) as tested routinely and by special request. Course includes experiences in the classroom and in a clinical facility.

### MLS 1210C (MLT 171) MEDICAL LABORATORY TECHNOLOGY II

**10 semester hours**

The urinary system; principles and techniques for use of the urinometer and refractometer; special urinary procedures; identification of urinary sediment. Anatomy and physiology, metabolism and conditions pertinent to biochemical testing; quality control; principles of manual and automated procedures to include procedures utilizing titration, colorimetry, spectrophotometry, kinetics (enzyme), flame photometry, gasometry and electrophoresis; calculations; factors affecting results. Course includes experiences in the classroom and in a clinical facility.

### MLS 1520C (MLT 172) MEDICAL LABORATORY TECHNOLOGY III

**5 semester hours**

Immunohematology to include basic genetics; quality control; principles, techniques and factors affecting testing for identification of immunoglobulins (natural and acquired); donor selection, phlebotomy and processing including legal aspects; blood components; compatibility testing and exchange transfusion. Course includes experiences in the classroom and a clinical facility.

**MLS 1021C (MLT 173) MEDICAL LABORATORY TECHNOLOGY IV**

**5 semester hours**

Basic EKG dealing with physiology, circulation of the heart and patient safety. Microbiology and parasitology quality control; principles, techniques and factors affecting: media preparation, biochemical testing, susceptibility testing, and staining; methods of concentrating specimens: inoculations, culturing and subculturing; special procedures; specimen collecting and handling; basic mycology and virology; identification of fecal parasites and conditions associated with parasitic infestation. Course includes experiences in the classroom and a clinical facility.

**MLS 2605C (MLT 290) ADVANCED INSTRUMENTATION**

**4 semester hours**

Operation and maintenance of the autoanalyzer, spectrophotometer, fluorometer, gasometer, densitometer, potentiometer, Coulter counter and microtitrator; minor mechanical troubleshooting; electrophoresis theory, principles of light and electricity. Preparation of data for acquisition equipment. Fee \$5.00.

**MLS 2610C (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 Advanced Instrumentation. In-depth study of hematopoiesis and abnormal hematology. Prerequisite: MLT 290. 4 laboratory, 2 lecture hours per week. Fee: \$10.00.

**MLS 2402C-pending (MLT 294) CLINICAL MICROBIOLOGY**

**3 semester hours**

Study of disease causing micro-organisms and their identification through microscopic, cultural, chemical and immunological methods, 2 lecture hours, 2 laboratory hours per week. Prerequisite: satisfactory completion of approved Certified Laboratory Assistant program and verification of certification. Fee: \$15.00.

**DEPARTMENT OF NURSING TECHNOLOGY**

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 24 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 test scores or satisfactory completion of appropriate courses.
4. Acceptable letters of reference from employers, where applicable and letters of personal recommendation.

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, is accredited by the National League for Nursing, and holds membership in the Associate Degree Council of the National League for Nursing.

## NURSING PROGRAM

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. No grade lower than "C" will be acceptable on all courses required in the Nursing Degree.
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 117, 118, 119, 120, 121, 122, 123, 124, 125, 226, 227, 228, 229, 230, 231, 232, 233 .....	.36 semester hours
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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 Nutritional Diet Modification .....	1 semester hour
AH 167 Pharmacology .....	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. 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.)
9. Attend all official graduation exercises.
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.

## 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
NTR 210 .....	1 semester hour
NUR 117 .....	2 semester hours
NUR 118 .....	2 semester hours
NUR 119 .....	2 semester hours
NUR 120 .....	2 semester hours
NUR 121 .....	2 semester hours
NUR 122 .....	2 semester hours



NUR 123	..2 semester hours
NUR 124	..2 semester hours
NUR 125	..2 semester hours
**NUR 226	..2 semester hours
**NUR 227	..2 semester hours
**NUR 228	..2 semester hours
**NUR 229	..2 semester hours
**NUR 230	..2 semester hours
**NUR 231	..2 semester hours
**NUR 232	..2 semester hours
NUR 233	..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

\*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.

\*Interchangeable courses in medical-surgical nursing. **Required instructor approval for enrollment.**

### **COURSES OF INSTRUCTION NURSING**

<b>NUR 117, 118, 119, 120 NURSING FUNDAMENTALS</b>	<b>2 semester hours each</b>
Courses encompassing theory and planned laboratory experiences to develop the fundamental knowledges and skills of nursing care for persons of all ages. Prerequisite or corequisites: PSY 201, BIO 111, 112, and BIO 105. Lab Fee \$10.00 for NUR 117 & NUR 119.	
<b>NUR 122, 123</b>	<b>2 semester hours each</b>
Concepts of mental hygiene, prevention, treatment and rehabilitation of the emotionally ill person.	
<b>NUR 124, 125</b>	<b>2 semester hours each</b>
Family centered nursing care of the mother and newborn infant.	
<b>NUR 121, 226, 227, 228, 229, 230, 231, 232</b>	<b>2 semester hours each</b>
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 117, 118, 119, 120 and instructor approval. Prerequisites or corequisites: PSY 211, BIO 113, 114 and BIO 117.	
<b>NUR 233</b>	<b>4 semester hours</b>
The role of the nurse in current patterns of health care delivery.	
<b>NUR 117 INTRODUCTION TO NURSING</b>	<b>2 semester hours</b>
Lab Fee \$10.00.	
<b>NUR 118 NURSE-PATIENT INTERACTION</b>	<b>2 semester hours</b>
<b>NUR 119 PRINCIPLES RELATED TO THE PREPARATION AND ADMINISTRATION OF MEDICATIONS</b>	<b>2 semester hours</b>
<b>NUR 120 PRE-OPERATIVE/ASEPSIS/POST-OPERATIVE</b>	<b>2 semester hours</b>

NUR 121	THE CHILD'S REACTION TO ILLNESS & HOSPITALIZATION	2 semester hours
NUR 122	PRINCIPLES OF PSYCHIATRIC NURSING	2 semester hours
NUR 123	NURSING MANAGEMENT OF PSYCHIATRIC ILLNESS	2 semester hours
NUR 124	MATERNITY NURSING I	2 semester hours
NUR 125	MATERNITY NURSING II	2 semester hours
NUR 226	NURSING CARE OF PATIENTS WITH GASTRO-INTESTINAL DISORDERS	2 semester hours
NUR 227	NURSING CARE OF PATIENTS WITH ENDOCRINE DISORDERS	2 semester hours
NUR 228	NURSING CARE OF PATIENTS WITH RESPIRATORY AND INFECTIOUS DISEASES	2 semester hours
NUR 229	NURSING CARE OF PATIENTS WITH ACUTE HEART DISEASE	2 semester hours
NUR 230	NURSING CARE OF PATIENTS WITH UROLOGICAL & GYNECOLOGICAL PROBLEMS	2 semester hours
NUR 231	NURSING CARE OF PATIENTS WITH PROBLEMS OF MOBILITY OR LOCOMOTION	2 semester hours
NUR 232	NURSING CARE OF PATIENTS WITH SENSORY IMPAIRMENT	2 semester hours
NUR 233	TRANSITION/MANAGEMENT/DISASTER & ACCIDENT	4 semester hours

Prerequisite: instructor approval. Lab Fee \$6.00.

### PHYSICAL THERAPIST ASSISTANT PROGRAM

The training and education of the Physical Therapist Assistant is a joint venture with the profession, the community, and Broward Community College. Men and women participating in carrying out skilled technical work in varied settings performing duties which are delegated to them by the supervising physical therapist, to aid the patient in the recovery of normal body functions by use of physical modalities.

Course work is provided for currently employed aides who wish to obtain an Associate Degree, as well as for those students entering the field, and for those wishing to transfer to a four year university.

Application for accreditation with the American Physical Therapy Association has been made. Licensing examinations are given by the Florida State Board of Professional Examiners at the completion of the two year program, and the Physical Therapist Assistant shall be eligible for an appropriate membership category in the American Physical Therapy Association.

Applicants must fulfill the general requirements for admission to the College and submit a letter of intent to the Physical Therapist Assistant 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 test scores 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.

Graduates will receive an Associate in Science in Physical Therapy Assisting.

### PHYSICAL THERAPIST ASSISTANT

Requirements for the Associate in Science Degree in Physical Therapist Assistant:

1. Completion of a minimum 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, 102 (103, 104) .....	.6 semester hours
PSY 201, 202 .....	.6 semester hours
BIO 105, 111, 112, 113, 114, 117 .....	10 semester hours
HPR 151 .....	.3 semester hours
3. Completion of the following courses in related areas:
 

MA 110, 115 .....	.5 semester hours
AH 166, 167 .....	.2 semester hours
EMT 183 .....	.3 semester hours
4. Completion of the following courses in major field: (No grade lower than "C" will be acceptable in Physical Therapist Assistant courses).
 

PT 160, 162, 164, 165, 170, 171, 280, 284, 290, 296, 298 .....	.35 semester hours
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5. Completion of four semester hours of 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. Completion of a minimum of twenty-four semester hours of residence at the College.
9. Attend all official graduation exercises.
10. The Physical Therapist Assistant faculty reserves the right to discontinue a students enrollment at any time during the program if in its judgment the student does not possess the personal qualifications necessary for a career as a Physical Therapist Assistant.

### PHYSICAL THERAPIST ASSISTANT

#### FIRST YEAR

##### *Term I*

PT 160 Introduction to  
Physical Therapy .....3

##### *Term II*

PT 170 Therapeutic Modalities ...3  
BIO 113, 114 Human Anatomy

BIO	111 Phys. Science & Microbiology	2	BIO	& Physiology	4	
BIO	112 Human Anatomy & Phys.	2	BIO	117 Paramedical Science Lab	1	
BIO	105 Modern Principles of Bio. Lab	1	AH	166, 167 Pharmacology	2	
MA	115 Medical Terminology I	3	MA	110 Intro. to M.A.	2	
ENG	101 Composition	3	PT	164 Anatomy for PTA I	2	
PSY	201 General Psychology	3	PT	165 Anatomy for PTA II	2	
*HPR	Physical Education	1	HPR	Physical Ed	1	
Total Semester Hours			18	Total Semester Hours		17

### Summer Term

PT	162 Disabilities & Therapeutic Procedures I .....	3
PT	171 Clinical Practice I .....	3
Total Semester Hours .....		6

## SECOND YEAR

### Term I

PT	280 Applied Kinesiology .....	3
PT	290 Clinical Practice II .....	4
PT	284 Disability and Therapeutic Procedures II .....	3
**ENG	102, 103, or 104 .....	3
HPR	151 Personal Hygiene & Community Health .....	3
HPR	Physical Education .....	1
Total Semester Hours .....		17

### Term II

PT	296 Rehabilitative Procedures .....	3
PT	298 Clinical Prac. III .....	6
EMT	183 Emerg. Med. Tech. ....	3
PSY	202 Advanced General Psychology .....	3
HPR	Physical Education .....	1
Total Semester Hours .....		16

\*HPR activity: It is recommended that students consider swimming, conditioning, and unarmed defense.

\*\*Students contemplating transfer to a university should complete English 101 and 102 or 104 since other English courses listed above may not be acceptable for transfer credit.

## COURSE DESCRIPTION

- PHT 1000 (PT 160) INTRODUCTION TO PHYSICAL THERAPY** **3 credit hours**  
The role of the assistant in relation to the patient, the physical therapist, and other members of the health team is discussed. The philosophy of rehabilitation and therapeutic modalities are described and demonstrated. Fee: \$3.00.
- PHT 1210 (PT 162) DISABILITIES AND THERAPEUTIC PROCEDURES I** **3 credit hours**  
Etiology, symptoms, and treatment of conditions encountered in Physical Medicine are discussed in detail. Orthopedic, medical and surgical problems are stressed.
- PT 164 ANATOMY FOR PHYSICAL THERAPIST ASSISTING I** **2 semester hours**  
Basic human anatomy with emphasis on skeletal system.
- PT 165 ANATOMY FOR PHYSICAL THERAPIST ASSISTING II** **2 semester hours**  
Basic human anatomy with emphasis on the structure and functions of skeletal muscle. Prerequisite: PT 164.
- PHT 1800 (PT 170) THERAPEUTIC MODALITIES** **3 credit hours**



Theories and skills of hydrotherapy, radiant therapy and electrotherapy are taught and applied in the clinical setting. Massage and therapeutic exercise is included.

- PHT 1801 (PT 171) CLINICAL PRACTICE I** 3 credit hours  
 Application of acquired knowledge and skills in a clinical setting under close supervision is provided.
- PHT 2120 (PT 280) APPLIED KINESIOLOGY** 3 credit hours  
 Develops the students skill in palpating anatomical structures. Gives a basic knowledge of the laws and techniques of body mechanics.
- PHT 2220 (PT 284) DISABILITIES AND THERAPEUTIC PROCEDURES II** 3 credit hours  
 The etiology, symptoms and treatment of neuromuscular diseases is emphasized. Psychiatric illness and its physical problems are discussed. Skills in therapy are developed.
- PHT 2810 (PT 290) CLINICAL PRACTICE II** 4 credit hours  
 Supervised affiliation in a clinical setting is provided with the application of accumulated techniques.
- PHT 2221 (PT 296) REHABILITATIVE PROCEDURES** 3 credit hours  
 Principles and practices of prosthesis and other appliances are detailed. Fitting and evaluation is taught. Skills in functional training are developed.
- PHT 2820 (PT 298) CLINICAL PRACTICE III** 6 credit hours  
 A practicum in hospitals and clinics and under expert supervision applying all learned knowledge and skills.

## **RADIOLOGIC TECHNOLOGY PROGRAM**

The Radiologic Technology Program prepares an individual to become an X-Ray Technologist. Clinical work is done in local hospitals toward the satisfactory completion of the 28-month course. The individual will be eligible to take the American Registry of Radiologic Technologists examination during the final month of internship. Registered radiologic technologists will find immediate employment in the many hospitals and clinics throughout the country.

Applicants must fulfill the general requirements for admission to the College 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 test scores 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**

Requirements for the Degree of Associate in Science in Radiologic Technology.

1. Completion of 69 hours of credit and a grade point average of 2.0 or better.

2. Completion of the following courses in General Education:  
 English Composition, ENG 101 and 104 (103) .....6 semester hours  
 Mathematics 171 (131 or 127-129) .....3 semester hours  
 Speech, SPE 111 .....3 semester hours  
 Psychology 201 .....3 semester hours
3. Completion of the following courses in related areas:  
 Medical Terminology, MA 115 .....3 semester hours  
 BIO 111, 112, 113, 114, 117 .....9 semester hours
4. Completion of the following courses in major field: (No grade lower than "C" will be acceptable in Radiologic Technology courses).  
 XR 100, 105, 115, 120, 125, 135,  
 140, 200, 205, 210, 212, 215, 216, 230 .....38 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. Completion of a minimum of twenty-four semester hours of residence at the College.
8. Remove all admission conditions.
9. Attend all official graduation exercises.
10. 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 (A.S. DEGREE)

### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
XR	100 Introduction to Radiologic Technology .....3	XR	115 Clinic A .....2
BIO	111 Physical Science/ Microbiology .....2	XR	120 Prin. of Radiologic Experience .....3
BIO	112 Human Anatomy & Physiology .....2	XR	125 Topographical Anatomy .....1
XR	200 Nursing Procedures .....2	MA	115 Medical Terminology .....3
*ENG	101 Composition .....3	*ENG	103 of 104 Composition .....3
*MTH	College Math 171 (131, 127-129) .....3	BIO	113, 114 Human Anatomy and Physiology .....4
HPR	Physical Education .....1	BIO	117 Lab .....1
	Total Semester Hours .....16	HPR	Physical Education .....1
			Total Semester Hours .....18

\*Completion of English 101, English 103 and MTH 171 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 and MTH 131 since the other English and math listed above may not be acceptable for transfer credit.

**SUMMER TERMS**

*Term III-A*

XR	105 Radiologic Science	.....3
XR	135 Clinic B	.....2
Total Semester Hours		.....5

*Term III-B*

XR	140 Clinic C	.....2
HPR	Physical Education	.....1
Total Semester Hours		.....3

**SECOND YEAR**

*Term I*

XR	205 Clinic D	.....2
XR	212 Radiologic Physics	.....3
XR	215 Radiotherapy	.....1
XR	216 Radioisotopes	.....2
SPE	111 Public Speaking	.....3
PSY	201 Psychology	.....3
HPR	Physical Education	.....1
Total Semester Hours		.....15

*Term II*

XR	210 Advanced Positioning & Special Procedures	.....4
XR	230 Internship	.....8
Total Semester Hours		.....12
Clinic Hours: 50 weeks, 40 hrs./wk. Total 2000		

**COURSES OF INSTRUCTION  
RADIOLOGIC TECHNOLOGY**

**RTE 1002 (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.

**RTE 1308 (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.

**RTE 1800L (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 within each procedure to provide interesting learning experience. Positioning classes are held during each procedure. Office procedure will also be included.

**RTE 1455 (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 tube rating 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.

**RTE 1720 (XR 125) TOPOGRAPHICAL ANATOMY**

**1 semester hour**

Stresses anatomical reference points, the relative position of organs to each other and to the skeletal system. Viewing radiographs of various areas of the body. Discussing tissue density and positioning. Review of circulation to various organs as used for special procedures.

Pertinent details of all of the body systems and functions are studied. Wherever applicable, pertinent pathological conditions demonstrable radiographically are discussed along with the anatomy of the involved area. Prerequisite: BIO 111, 112. Co-requisites: BIO 113, 114, 117.

- RTE 1810L (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.
- RTE 1840L (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.
- RTE 2123 (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.
- RTE 8501 (XR 205) CLINIC D (Positioning)** **2 semester hours**  
Involves student rotation into advanced radiographic operations. Diversification in the types of examinations in the Emergency, Operating and Fluoroscopic rooms, positioning, film critique, and technical factors run concurrently.
- RTE 568 (XR 210) ADVANCED 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.
- RTE 2615 (XR 212) RADIOLOGIC 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 171 or 131.
- RTE 2614 (XR 215) INTRODUCTION TO RADIATION THERAPY** **1 semester hour**  
Designed to give the diagnostic technologist an introduction to the field of radiation therapy. The student will explore the types of diseases which are receptive to radiation therapy and their treatment, while protecting the patient's total health. Includes the various radiation materials available, the necessity of treatment planning, and the special techniques required to deal successfully with these patients.
- NMT 2002 (XR 216) INTRODUCTION TO NUCLEAR MEDICINE** **2 semester hours**  
Designed to give the diagnostic and therapy technologist an introduction to nuclear medicine. Provides an overview of the diagnostic and therapeutic procedures involved in nuclear medicine. The student is shown how nuclear materials are obtained, why given properties of each make them valuable in specific examinations, and the protective measures necessary for both patient and technologist. The student learns the basic operation of the counters, scanners and cameras used in this area and observes the activities in the wet and dry labs.
- RTE 2805L (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-four (24) 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 68 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 250, 260 ..... 6 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 (103) ..... 6 semester hours  
 MTH 171 Technical Math (131) ..... 3 semester hours  
 SPE 111 Speech ..... 3 semester hours  
 PSY 201 General Psychology ..... 3 semester hours  
 EMT 183 Emergency Med. Tech. .... 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	250 Special Procedures	3 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 (131, 127-129)	3 semester hours
SPE	111 Public Speaking	3 semester hours
PSY	201 General Psychology	3 semester hours
EMT	183 Emergency Med. Tech.	3 semester hours
Credits awarded for ARRT		44 semester hours
Total		68 semester hours

## COURSES OF INSTRUCTION

### Special Degree Program in Radiologic Technology

#### **RTE 2564 (XR 250) SPECIAL PROCEDURES**

**3 semester hours**

A presentation of the methods and materials used for the radiographic study of organs and systems not routinely visualized.

#### **(XR 260) ADVANCED RADIOLOGIC TECHNOLOGY**

##### **SEMINAR**

**3 semester hours**

Seminars and lectures will be presented by radiologists, other physicians, 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.

### **RADIATION THERAPY TECHNOLOGY PROGRAM**

The Radiation Therapy program prepares an individual to assist the medical doctor specializing in this field with the management, control, and care of patients receiving radiation therapy. Clinical work is done in local hospitals. On completion of the 24 months course, the student will be eligible to take the American Registry of Radiation Therapy Technology examination.

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 test scores 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 recommendations.

The Radiation Therapy 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.

### **RADIATION THERAPY TECHNOLOGY**

Requirements for the Degree of Associate in Science in Radiation Therapy 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 (102, 103) .....	6 semester hours
Mathematics: MTH 171 (131, 127-129) and 136 .....	4 semester hours
Speech: SPE 111 .....	3 semester hours
Psychology: PSY 201 .....	3 semester hours
3. Completion of the following Allied Health Courses:

Medical Terminology: MA 115 .....	3 semester hours
Nuclear Medicine: XR 216 .....	2 semester hours
Anatomy & Physiology: BIO 111, 112, 113, 114, 117 .....	9 semester hours

4. Completion of the following courses in major field: (No grade lower than "C" will be acceptable in Radiation Therapy Technology courses.)  
RTT 160, 161, 163, 165, 166, 171,  
172, 281, 284, 291, 292 .....32 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. Completion of a minimum of twenty-four semester hours of residence at the College.
8. Remove all admission conditions.
9. Attend all official graduation exercises.
10. The Radiation 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 in a Radiation Therapy Technology career.

A brochure describing the Radiation Therapy Technology program is available on request from the Division of Allied Health.

## RADIATION THERAPY TECHNOLOGY (A.S. Degree)

### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
RTT	160 Intro. to Radiation Therapy .....3	RTT	161 Principles of Radiation Ther. ....2
RTT	165 Intro. to Radiation Physics .....1	RTT	163 Radiographic Procedures .....2
BIO	111 Physical Science/ Microbiology .....2	RTT	166 Radiation Physics .....2
BIO	112 Human Anatomy & Phys. I .....2	RTT	171 Clinic A .....2
ENG	101 Composition .....3	BIO	113 Anatomy & Physiology II .....2
MTH	171 Technical Math or 131 or 127-129 .....3	BIO	114 Anatomy & Physiology III .....2
MTH	136 .....1	BIO	117 Lab .....1
XR	216 Nuclear Medicine .....2	MA	115 Medical Terminology .....3
HPR	Physical Education .....1	HPR	Physical Education .....1
Total Semester Hours .....18		Total Semester Hours .....17	

### *Term III*

RTT	172 Clinic B .....5
HPR	Physical Education .....1
Total Semester Hours .....6	

## SECOND YEAR

<i>Term I</i>		<i>Term II</i>	
RTT	281 Advanced Radiation Physics .....4	RTT	284 Pathology & Radiobiology .....3
RTT	291 Clinic C .....2	RTT	292 Clinic D .....6
PSY	201 General Psychology .....3		
SPE	111 Public Speaking .....3		
*ENG	103 or 104 Composition .....3		
HPR	Physical Education .....1		
Total Semester Hours .....16		Total Semester Hours .....9	

\*Completion of English 101, English 103 and MTH 171 will satisfy the requirements for a degree in Radiation Therapy Technology at this institution. However, students contemplating transfer to a university should complete English 101 and 104, and MTH 131 since the other English and Math listed above may not be acceptable for transfer credit.

### RADIATION THERAPY TECHNOLOGY CERTIFICATE PROGRAM

The Radiation Therapy Technology certificate program prepares individuals who have certain qualifying factors to assist the Radiation Therapist with the management, control and care of patients receiving Radiation Therapy. Clinical work is done in local clinics and hospitals. On completion of the 12 month course the student will be eligible to take the American Registry of Radiation Therapy Technology examination.

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 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. Must be a Registered Nurse or Radiologic Technologist (A.R.R.T.) or have a baccalaureate degree in a related field.
3. Satisfactory interview with department faculty upon request.
4. Acceptable letters of reference from employers, where applicable, and letters of personal recommendations.

### RADIATION THERAPY TECHNOLOGY ONE YEAR PROGRAM

Requirements for a certificate in Radiation Therapy Technology.

1. Completion of 27 hours of credit and a grade point average of 2.0 or better.
2. Completion of MTH 136 and, in some instances, BIO 111, 112, 113, 114, and 117.
3. Completion of the following courses in major fields: (No grade lower than "C" will be acceptable in Radiation Therapy Technology courses.) RTT 160, 161, 181, 182, 190, 281, 284, and 295. Students other than R.T.'s (A.R.R.T.) will be required to complete RTT 163. Baccalaureate degree accepted students who have not had appropriate credits in Anatomy and Physiology must complete BIO 111, 112, 113, 114 and 117.



4. Remove all admission conditions.
5. The Radiation 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 in a Radiation Therapy Technology career.

A brochure describing the Radiation Therapy Technology program is available on request from the Division of Allied Health.

The Radiation Therapy 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.

### RADIATION THERAPY TECHNOLOGY CERTIFICATE PROGRAM

<i>Term I</i>		<i>Term II</i>	
RTT 160	Intro. to Radiation Therapy .....3	RTT 161	Principles of Radiation .....2
RTT 181	Clinic X .....4	RTT 182	Clinic Y .....4
RTT 190	Anatomy and Physiology Self-Study .....1	RTT 284	Pathology and Radiobiology .....3
RTT 281	Advanced Radiation Physics .....4		
MTH 136	Math with Machines .....1		
Total Semester Hours .....13		Total Semester Hours .....9	

#### *Term III*

RTT 295	Clinic Z .....5
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### COURSES OF INSTRUCTION RADIATION THERAPY PROGRAM

- RAT 1001 (RTT 160) INTRODUCTION TO RADIATION THERAPY** **3 semester hours**  
To introduce the student to the clinical institution and the department. Stresses the ethics of patient-radiologist-technologist relationship, nursing procedures and safety precautions necessary for therapy patients, and the keeping of records.
- RAT 1021 (RTT 161) PRINCIPLES OF RADIATION THERAPY** **2 semester hours**  
Examines the principles of Radiation Therapy, the rationale of treatment, radiosensitivity of various tissues and tumors and the radiations used for each showing the necessity of fractionation and protraction consistent with tissue tolerance.
- RAT 1111 (RTT 163) RADIOGRAPHIC PROCESS** **2 semester hours**  
The fundamentals of taking and processing a radiograph as related to radiation therapy.
- RAT 1611 (RTT 165) INTRODUCTION TO RADIATION PHYSICS** **1 semester hour**  
The study of the structure of matter and its interaction with radiation.
- RAT 1614 (RTT 166) RADIATION PHYSICS** **2 semester hours**  
The production of natural and artificial radiation. Properties and measurement of various types of radiation are studied. The necessity and means of protection are examined.

- RAT 1211 (RTT 190) ANATOMY AND PHYSIOLOGY** **1 semester hour**  
**SELF-STUDY**  
 Planned to review Anatomy and Physiology by means of film loops and cassettes. The program may be self-paced with knowledge and comprehension tested at various stages of the program.
- RAT 2618 (RTT 281) ADVANCED RADIATION PHYSICS** **4 semester hours**  
 Advanced physics of ionizing radiation including measurement, dosage, absorption, isodose curves, filters, radium, treatment units and planning. Prerequisite RTT 165, 166.
- RAT 2241 (RTT 284) PATHOLOGY AND RADIOBIOLOGY** **3 semester hours**  
 Introduces the various types of pathology that will be encountered in radiation therapy. Introduces radiobiology of the cell and the various cellular responses to radiation as well as the physiological responses of the patient.
- RAT 1800L (RTT 171) and 291** are practicum courses requiring a minimum of twelve clock hours per week in clinical experiences. RTT 172 and 292 require forty hours per week in clinical practice.
- RTT 171 CLINIC A** **2 semester hours**  
 Introduces the student to clinical training, working under direct supervision by registered therapy technologists. The student becomes involved in patient contact and patient care procedures.
- RAT 1810L (RTT 172) CLINIC B** **5 semester hours**  
 Continued experience in the clinical area, becoming more involved in the procedures and problems of patient care. Clinical techniques are acquired under direct supervision.
- RAT 2890L (RTT 291) CLINIC C** **2 semester hours**  
 Continued application of knowledge and skills with the acquisition of new techniques. Greater variety of opportunities and exposure to a variety of facilities and equipment are provided.
- RAT 2850L (RTT 292) CLINIC D** **6 semester hours**  
 Advanced clinical application providing a complete range of experiences in a concentration of clinical hours. The student becomes totally familiar with and competent in all aspects of radiation therapy technology including problem solving and decision making.
- RTT 181 and 182** are practicum courses requiring a minimum of 24 clock hours per week in clinical experience.
- RAT 1820L (RTT 181) CLINIC X** **4 semester hours**  
 Introduces the student to clinical training, working under direct supervision by registered therapy technologists. The student becomes involved in patient contact and patient care procedures.
- RAT 1830L (RTT 182) CLINIC Y** **4 semester hours**  
 Continued application of knowledge and skills with the acquisition of new techniques. Greater variety of opportunities and exposure to a variety of facilities and equipment are provided.
- RAT 2860L (RTT 295) CLINIC Z** **5 semester hours**  
 Advanced clinical application providing a complete range of experiences in a concentration of clinical hours. The student becomes totally familiar with and competent in all aspects of radiation therapy technology including problem solving and decision making.

## **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 National Board for Respiratory Therapy 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:

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 test scores 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 for Respiratory Therapy, The American College of Chest Physicians, the American Society of Anesthesiologists, and the American Thoracic Society.

### RESPIRATORY THERAPY TECHNOLOGY

Requirements for the Degree of Associate in Science in Respiratory Therapy:

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

English composition: ENG 101, 104 (103)	.....6 semester hours
Mathematics: 171 or 131	.....3 semester hours
Social Science elective	.....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	.....34 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 (or 131), CHE 115	.....7 semester hours
Pharmacology: AH 166, 168	.....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.

# PROGRAM FOR RESPIRATORY THERAPY TECHNOLOGY (A.S. Degree)

## FIRST YEAR

<i>Term I</i>		<i>Term II</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 Anatomy & Physiology .....4
BIO	111, 112 Anatomy & Physiology .....4	BIO	113, 114 Anatomy & Physiology .....4
CHE	107 Chem. for Gen. ....3	BIO	117 Lab .....1
MTH	171 or 131 Math .....3	CHE	115 Paramedical Science .....4
		*MA	115 Medical Terminology .....3
Total Semester Hours .....17		Total Semester Hours .....18	

## SUMMER TERMS

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

RSP	210 Practicum C .....3
HPR	Physical Education .....1
Total Semester Hours .....4	

\*Students with prior experience may, by permission of instructor, substitute MA 116 for MA 115.

## SECOND YEAR

<i>Term I</i>		<i>Term II</i>	
RSP	200 Cardiopulmonary Pathophysiology .....2	RSP	215 Respiratory Therapy Respiratory Care .....4
RSP	220 Practicum D .....3	RSP	225 Pulmonary Function .....3
Social Science	elective .....3	RSP	230 Respiratory Therapy Practicum E .....3
AH	166, 168 Pharmacology .....2	*ENG	103/104 Tech. Rep. ....3
RSP	120 Physiology of Respiration .....4	HPR	Physical Education .....2
*ENG	101 Composition .....3		
HPR	Physical Education .....1		
Total Semester Hours .....18		Total Semester Hours .....15	

\*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

### RET 1024 (RSP 100) INTRODUCTION TO RESPIRATORY THERAPY

3 semester hours

The student is introduced to basic American Heart Association cardiopulmonary resuscitation



techniques. Also, two fundamental units of study—infection control and patient assessment are covered followed by medical gas administration and humidity/aerosol therapy.

- RET 1824 (RSP 105) RESPIRATORY THERAPY—PRACTICUM A** **3 semester hours**  
The student is orientated to the hospital's environment and the health care team concept. The practicum provides an opportunity for "hand on experience" of topics being covered concurrently in the RSP 100 didactic course.
- RET 1274 (RSP 110) RESPIRATORY THERAPY** **3 semester hours**  
Intermittent positive pressure breathing, chest physiotherapy, airway care, and mechanical ventilation are covered. Aerosol medications commonly administered in conjunction with IPPB are covered in this course.
- RET 1825 (RSP 115) RESPIRATORY THERAPY—PRACTICUM B** **3 semester hours**  
Additional hospital experience is provided in conjunction with practice in administering IPPB, chest physiotherapy, oxygen therapy, airway care, and aerosol therapy, to non-critical patients. The practicum provides an opportunity to gain experience in administering respiratory therapy modalities being covered concurrently in the didactic course RSP 110.
- APB 1261 (RSP 120) RESPIRATORY PHYSIOLOGY** **3 semester hours**  
Alveolar ventilation, regulation of respiration, response to oxygen and oxygen lack, mechanical factors of breathing and other topics fundamental to the understanding of respiratory disorders and their treatment are covered in this course. Emphasis is placed on the respiratory care that may correct or improve specific respiratory problems.
- APB 2294 (RSP 200) CARDIO-PULMONARY PATHOPHYSIOLOGY** **2 semester hours**  
Basic pathological processes, such as inflammation, degeneration and neoplasms, are described. Specific diseases of respiration in the various sub-specialties; (pediatrics, obstetrics, surgery, internal medicine) are studied, with emphasis on pathophysiology.
- RET 2826 (RSP 210) RESPIRATORY THERAPY—PRACTICUM C** **3 semester hours**  
Experience with all types of respiratory care modalities is provided eight hours a day, four days a week for six weeks during the summer terms. The primary emphasis is on non-critical patients. However, an orientation to the environment of a critical care unit is provided in this course.
- RET 2284 (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.
- RET 2827 (RSP 220) RESPIRATORY THERAPY—PRACTICUM D** **3 semester hours**  
Clinical experience in the respiratory care treatment of critical patients emphasizing airway care, chest physiotherapy, tracheostomy care, and mechanical ventilation is covered in this practicum course. The practicum is designed to complement the cardiopulmonary pathophysiology course RSP 200 offered concurrently.
- RET 2414 (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.
- RET 2828 (RSP 230) RESPIRATORY THERAPY—PRACTICUM E** **3 semester hours**  
The last practicum course in the program, this course is designed to allow students to gain experience in clinical problem solving. Emphasis is placed on the assessment of patients with respiratory and cardiovascular disturbances and the formulation of a respiratory care plan.

## EMERGENCY MEDICAL TECHNOLOGY PROGRAM

Broward Community College has developed a three stage program in Emergency Medical Technology to meet the needs of the community. Satisfactory completion of the Basic course (EMT-185) will enable the student to write the State E.M.T. 1 examination. Satisfactory completion of the advanced courses (EMT-281 & 282) will enable the student to write the State EMT 11 examination. Those desiring an Associate in Science Degree may elect to take additional general academic and specialized E.M.T. courses.

Applicants to the Emergency Medical Technology program must fulfill the general requirements for admission to the college and submit a letter of intent to the Emergency Medical Technology 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 exclusive of developmental courses.
3. Acceptable test scores or satisfactory completion of appropriate courses.
4. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
5. Completed physical and dental examination forms.
6. Evidence of completion of an American Red Cross Standard First Aid Course. Certification must be valid and current.
7. Acceptable moral character.
8. Satisfactory personal interview with the Emergency Medical Technology Department Faculty.

Individuals awarded the State certificate of registration are eligible to apply to the Division of Allied Health Technologies for the course in Advanced Clinical Techniques, EMT 281. Enrollment in all EMT courses is limited. Courses may not be audited if State certification is contemplated, since a grade of "C" or better is required.

Admission requirements for the advanced courses (EMT-281 and 282) require the student to have three month experience as an EMT 1. All admission requirements are based on the eligibility requirements of the State of Florida to write the EMT 1 examination.

Requirements for the Associate in Science Degree in Emergency Medical Technology are:

1. Completion of seventy-five hours of credit and a grade point average of 2.0 or better.
2. Completion of all EMT courses with a grade of "C" or better.
3. Remove all admission conditions.
4. Completion of a minimum of twenty-four semester hours of residence at the college.
5. Completion of evaluations 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. Attend all official graduation exercises.
7. The Emergency Medical 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 for a career in Emergency Medical Technology.

## EMERGENCY MEDICAL TECHNOLOGY CERTIFICATION PROGRAM

This program is designed solely for individuals who desire credentials at the EMT 1 and/or EMT 11 level. Individuals seeking admission to the certificate program must contact the EMT Department for permission to register in EMT courses.

A priority for admission is given to the following individuals who serve in a "first response" capacity:

1. Ambulance attendant
2. Firefighter
3. Police officer
4. Lifeguard

Employment opportunities exist in the community for persons with either EMT 1 or EMT 11 credentials. A certificate of achievement will be awarded upon completion of the courses listed below:

EMT 185 Basic Emergency Medical Technology (EMT 1) .....	4 credits
EMT 281 Advanced Emergency Techniques (EMT 11—part 1) .....	4 credits
EMT 282 Clinical Emergency Medical Technology (EMT 11) .....	4 credits

### EMERGENCY MEDICAL TECHNOLOGY

#### A.S. DEGREE

#### A Suggested Sequence

#### FIRST YEAR

##### *Term I*

*BIO	111, 112 Integrated Science for Allied Health Tech .....	4
BIO	105 Prin. of Biology lab .....	1
ENG	101 Composition .....	3
MA	115 Medical Terminology ....	3
*EMT	185 Basic Emergency Medical Technology .....	4
HPR	Physical Education .....	1

Total semester credits .....16

##### *Term II*

*BIO	113, 114 Integrated Science for Allied Health Tech .....	4
*BIO	117 Integrated Sci. for Allied Health Tech Lab .....	1
*ENG	102 or 104 Composition .....	3
PSY	201 Gen Psychology .....	3
MTH	171 Technical Algebra or	
*MTH	131 Inter Algebra .....	3
*EMT	290 Crisis Intervention .....	3
HPR	Physical Education .....	1

Total semester hours .....18

#### *Term IIIA and IIIB*

SOC	211 Gen Sociology .....	3
*AH	166 Pharmacology I .....	1
*AH	167 Pharmacology II .....	1
*EMT	281 Advanced Emergency Medical Technology III .....	4
HPR	Physical Education .....	2
Total semester credits .....		11

## SECOND YEAR

<i>Term I</i>		<i>Term IIA</i>	
*EMT	282 Clinical Emergency Medical Technology IV .....4	*EMT	293 Endotracheal Preceptor/ Practicum .....1
*EMT	292 Care of Children .....3		
*EMT	291 Physical Assessment .....3		
*(1)EMT	260, 261 or 262 (Elective) .....3		
<hr/>			
Total semester credits .....13			
		<i>Term IIB</i>	
		*EMT	294 OB Preceptor/Prac. ....3
		<hr/>	
		Total semester credits .....13	
 <i>Term IIIA or IIIB</i>			
		*EMT	295 Rescue Internship/ Practicum .....5
		*EMT	296 Leadership/Practicum ....2
		<hr/>	
		Total semester credits .....7	

\*Requires a pre- or co-requisite—see course description in catalog.

(1)EMT Electives:	*EMT 261 Aquamedic Injury Management .....3
	*EMT 262 Emergency Care In Flight .....3
	*EMT 260 Emergency Respiratory Therapy .....3

### EMERGENCY MEDICAL TECHNOLOGY COURSES OF INSTRUCTION

- EMT 1190 (EMT 120) EMERGENCY MEDICAL TECHNICIAN REVIEW** **1 credit**  
 A twenty hour course designed to review the basic knowledge and skills of emergency care, and to introduce the student to current methods, use of new equipment and changes in medico-legal aspects of emergency medical care.
- EMT 1000 (EMT 180) EMERGENCY MEDICAL CARE** **3 credits**  
 Introductory survey of emergency medical services including medical/legal aspects; techniques of CPR; emotional trauma; laboratory application of skills and procedures involved in life threatening emergencies as seen in daily living. Designed to acquaint persons in the community with emergency medical techniques; does not qualify students for certification as an EMT.
- EMT 1051 (EMT 183) EMERGENCY MEDICAL TECHNOLOGY FOR ALLIED HEALTH** **3 credits**  
 Introductory survey of emergency medical services including medical/legal aspects; techniques of CPR; emotional trauma; laboratory application of skills and procedures involved in life threatening emergencies as seen in hospitals, medical and dental offices, and daily living. Designed to acquaint the student with emergency medical techniques; does not qualify the student for certification as an EMT. Registration for this course is limited to students enrolled in Allied Health programs.
- EMT 1000 (EMT 185) BASIC EMERGENCY MEDICAL TECHNOLOGY** **4 credits**  
 Introductory survey of emergency medical services including medical/legal/ethical aspects; techniques of CPR; emotional trauma and theoretical discussion of medical and surgical emergencies. Includes study and practical application of skills and procedures involving life threatening emergencies in the following clinical settings: Emergency room, respiratory care, and on rescue vehicles. Designed to meet the State's requirements for EMT I certification examination, and the American Heart Association standards for basic CPR approval. Admission to this course requires departmental approval. Liability insurance is required (fee \$8.50). Health insurance is recommended. Pre-requisite: American Red Cross Standard First Aid



Certificate. Co-requisite: completion of the National Safety Council Defensive Driving course. EMT 185 is designed and limited to those individuals actively working or intending to work in emergency service.

- EMT 2302 (EMT 281) ADVANCED EMERGENCY TECHNIQUES** **4 credits**  
Advanced course for the State certified emergency medical technician for instruction in clinical techniques of life supportive care. Under professional medical and nursing supervision, planned experiences in intravenous administration and the techniques of electronic monitoring and defibrillation are provided. The pharmacology of drugs used in emergencies, life-threatening arrhythmias and their treatment, the assessment of patients in shock, and their supportive management are covered. Prerequisite: EMT 185, EMT I certification, interview and/or testing as required.
- EMT 2822 (EMT 282) CLINICAL EMERGENCY MEDICAL TECHNOLOGY** **4 credits**  
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. Satisfactory completion requires written verification by the physician supervisor. A Certificate of Achievement will be awarded upon successful completion and provides eligibility for Broward County licensure and State EMT II certification. Prerequisite: EMT 281.
- EMT 290 CRISIS INTERVENTION** **3 credits**  
Deals with the emotional responses of persons in emergency situations as well as the emergency care of the mentally ill person. Includes the legal aspects of caring for the emotionally ill person. Prerequisites: EMT 185. Pre- or corequisite: PSY 201.
- EMT 291 PHYSICAL ASSESSMENT** **3 credits**  
Will develop skills in the psycho-social, history and physical assessment of the emergency patient. Prerequisite: EMT 185.
- EMT 292 EMERGENCY CARE OF CHILDREN** **3 credits**  
Deals with the emergency care of children with acute health problems, the effects of illness upon normal growth and development and the legal aspects of caring for children. Prerequisite: EMT 185.
- EMT 293 PRACTICUM/ENDOTRACHEAL PRECEPTOR** **5 credits**  
Practicum provides the opportunity for each student to receive physician-supervised instruction and clinical experience in endotracheal intubation. Conference meeting and rotations will be arranged with the course coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance is required. Prerequisites: EMT 185, EMT 281, and EMT 282.
- EMT 294 PRACTICUM/OBSTETRICAL PRECEPTOR** **5 credits**  
Practicum provides the opportunity for each student to receive supervised instruction and clinical experience in the care of the obstetrical patient. Conference meetings and rotations will be arranged with the course coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance is required. Prerequisites: EMT 185, EMT 281, and EMT 282.
- EMT 295 PRACTICUM/RESCUE INTERNSHIP** **5 credits**  
Practicum provides the opportunity for each student to serve as a member of an advanced life support team. This course is designed to enable the student to develop competency in the clinical skills expected of an emergency medical technician and to gain experience in clinical problem solving. Conference meetings and clinical rotations will be arranged with the course coordinator. Attendance at group orientation prior to assignment is mandatory. Professional liability insurance is required. Prerequisites: EMT 185, EMT 281, EMT 282. Corequisite: EMT 296.
- EMT 296 LEADERSHIP/PRACTICUM** **2 credits**  
Introduces the student to basic supervisory skills and teaching skills through lecture and case presentation. Prerequisites: EMT 185, EMT 281, EMT 282. Corequisite: EMT 295.

**EMT 260 EMERGENCY RESPIRATORY THERAPY****3 credits**

Instructs the student in the various modes of respiratory therapy applicable in the emergency situation including the use, indications, contraindications and complications of each. The operation, maintenance and safety considerations of the equipment used will be incorporated. Prerequisite: EMT 185, EMT 281. Corequisite: EMT 282.

**EMT 261 AQUAMEDIC INJURY MANAGEMENT****3 credits**

Provides theory and clinical experience in emergency management of aquatic injuries. Students must be NAUI certified divers. Prerequisite: EMT 185 and EMT 281. Prerequisite/corequisite: EMT 282.

**EMT 262 AIR TRANSPORT OF ACUTE EMERGENCIES****3 credits**

Discusses physiology of flight, effects of flight on persons with health problems and emergency care during air transportation of patients. Prerequisites: EMT 185 and EMT 281. Prerequisite/corequisite: EMT 282.

## **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**

**(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.

## **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 or disturbed 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

## COURSES OF INSTRUCTION GROUP LIVING HOME MANAGEMENT

### **ICA 1412 (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 person, management of medical problems, medical/legal aspects are studied as are communication skills and human relations.

### **ICA 1821 (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.

### **ICA 1411 (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.

## 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.

## NUTRITION

This course is designed specifically for students enrolled in Allied Health programs. Other students may enroll only by permission of the Division Chairman.

### **BIE 2202 (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, dental and medical assisting students. Pre-requisite/Co-requisite: BIO 111, 112, or 113, 114. Course offered Terms I, II, III-A.

## 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.

### **APH 166, 167, 168—**

Prerequisites: MA 115 and BIO 111, 112. Audiovisual aids are used for reference. Course designed to prepare Allied Health students in the fundamentals of pharmacology as related to their career fields.

### **APB 1600 (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.

**APB 1601 (AH 167) PHARMACOLOGY II**

**1 semester hour**

Pharmacological contraindications and reactions are described. The administration of medications is detailed.

**APB 1602 (AH 168) PHARMACOLOGY III**

**1 semester hour**

Specific therapy as applied in special allied health fields is surveyed. Required for Respiratory Therapy students.





**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

**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
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.
9. Most Engineering Technology programs are only offered on one campus. Students should check with Counseling for the campus location of their program.

\*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 or 127-129 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 134 instead of the technical courses, MTH 171 and 172; and Physics 201 and 203 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>Term I</i>	<i>Term II</i>
AER 115 Aeronautical Science .....3	AER 120 Meteorology .....3
AER 116 Navigation Science I .....3	ENG 102 Composition .....3
AER 171 Primary Flight .....3	Elective .....3
ENG 101 Composition .....3	PSC 121 National Govt. ....3
MTH 132 Pre-Calculus Math I .....3	MTH 134 Pre-Calculus Math II .....3
HPR Physical Education .....1	HPR Physical Education .....1
Total Semester Hours .....16	Total Semester Hours .....16

#### *Term III-A*

AER 260 Airport Management .....3
PSC 122 State and Local Government .....3
Total Semester Hours .....6

#### SECOND YEAR

<i>Term I</i>	<i>Term II</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
MTH 136 Math with Machines .....1	HPR Physical Education .....1
Total Semester Hours .....14	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 pilot certificates with instrument rating. The graduate of this course of study receives an Associate of Science Degree in Aerospace Technology. The average of the students' final grades in AER 115 and 116 must be 80 or more in order to be eligible to take the FAA written examination for private pilot. The average for final grades in AER 125, 140, and 205 must be 80 or more in order to be eligible to take the FAA written examination for commercial pilot. The average for final grades in AER 120, 200 and 210 must be 80 or more in order to be eligible to take the FAA written examination for an instrument rating.

### PROGRAM FOR CAREER PILOT (A.S. Degree)

#### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
AER	115 Aeronautical Science .....3	AER	120 Meteorology .....3
AER	116 Navigation Science I .....3	AER	125 Aerodynamics .....3
AER	171 Primary Flight .....3	AER	292 Intermediate Flight .....3
ENG	095 or ENG 101	Elective	.....3
	Composition .....3	MTH	172 Technical
MTH	171 Technical Algebra .....3		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>Term I</i>		<i>Term II</i>	
AER	200 Navigation Science II .....3	AER	210 Instrument Flight Theory .....3
AER	205 Aeronautical Science Safety .....3	AER	294 All Weather Flight .....3
AER	293 Advanced Flight .....3	PSC	121 National Govt. ....3
PHY	130 Physics .....3	Elective	.....3
PHY	131 Physics Lab .....1	MTH	136 Math with Machine .....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 is a four year co-operative education program to be taken at this college, at Florida International University, and with work periods at an FAA air Traffic Control facility. It is available to a limited number of selected students. After completion of approximately 30 semesters hours of work at BCC, the student will apply to the FAA for acceptance into the program. Selection will be on a competitive basis and students not selected should not continue the ATC program. Those selected will continue and begin taking courses at FIU as well as BCC. A minimum of two on-the-job training work periods are provided with the FAA, during which the student is paid at regular civil service rates by the U.S. Government. No actual flight training is required. Students are encouraged to take AER 171, Primary Flight, as an elective. Students should contact the co-operative education office during their first semester of enrollment. Upon satisfactory completion of the four year program the student receives an Associate in Science degree from this institution as well as a Baccalaureate degree from Florida International University.

### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
AER 115 Aero Science .....	3	AER 150 Introduction to Air	
AER 116 Nav. Science I .....	3	Traffic Mgmt. ....	3
ENG 101 Composition .....	3	ENG 104 Composition .....	3
PSC 121 National Govt. ....	3	MTH 171 Tech Algebra .....	3
Humanities Elective .....	3	MTH 136 Math with Machines .....	1
HPR Physical Education .....	1	Humanities Elective .....	3
		Elective .....	3
		HPR Physical Education .....	1
Total Semester Hours .....	16	Total Semester Hours .....	17

### SCREENING AND SELECTION BY FAA

After selection by the FAA the student will take courses at both FIU and BCC. The exact scheduling will vary according to the time of year. Additional courses required at BCC are as follows:

AER 120 Meteorology .....	3 semester hours
AER 125 Aerodynamics .....	3 semester hours
AER 200 Navigation Science II .....	3 semester hours
AER 205 Aero Science Safety .....	3 semester hours
AER 210 Instrument Flight Theory .....	3 semester hours
AER 227 Directed Studies in Air Traffic Control .....	3 semester hours
MTH 172 Trigonometry .....	3 semester hours
PHY 130 Physics .....	3 semester hours
PHY 131 Physics Lab .....	1 semester hour
SPE 100 Introduction to Speech .....	3 semester hours
CWS 201 Work experience .....	3 semester hours
HPR Physical Education .....	2 semester hours

Students can determine courses required for graduation at FIU from that institution. The Aerospace Department at BCC maintains a current list of the FIU required courses. The student should program so that all work at Broward is completed prior to commencing the final quarter at F.I.U.



## COURSES OF INSTRUCTION AEROSPACE

- ATT 1100 (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.
- ASC 1100 (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.
- ASC 1210 (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 the U.S. Weather Bureau maps, reports and forecasts. Prerequisite: AER 115, or private pilot's license.
- ASC 1550 (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.
- ASC 1610 (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, and anti-icing, heating and instrument systems, including sources of power for their operation. Prerequisite: AER 115 or private pilot license.
- ATT 1810 (AER 150) INTRODUCTION TO AIR TRAFFIC MANAGEMENT** **3 semester hours**  
History of the development of Air Traffic in the U.S. Federal Agencies concerned with Air Traffic and their functions. Federal Air Navigation Systems, Aircraft performances as related to traffic control. Aircraft recognition and characteristics. Communications related to traffic control. Pertinent regulations and publications.
- ATF 1100 (AER 171) PRIMARY FLIGHT** **3 semester hours**  
This course provides the flight training and experience required by the FAA for a Private Pilot Certificate. As a minimum it will provide the training required by par. 3 and 4 of Appendix A to Part 141 of the FAR. It will consist of a minimum of 50 flying hours, no more than 5 of which may have been in an FAA approved pilot ground trainer. Corequisite: AER 115 and 116. Fee: See section on student fees under General Information in this catalog.
- ASC 2110 (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 Enroute Low Altitude 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.
- ASC 2870 (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.
- ATT 2120 (AER 210) INSTRUMENT FLIGHT THEORY** **3 semester hours**  
Physiological factors involved with instrument flying. 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.

**AVM 2510 (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.

**ATT 2890 (AER 227) DIRECTED STUDIES IN  
AIR TRAFFIC CONTROL**

**3 semester hours**

This course is available only to Air Traffic Control students participating in a Cooperative Education Program with the Federal Aviation Administration. Students will be prepared for and take the Employer Indoctrination Course, Control Tower Operator, and the Limited Aviation-Weather Reporting Examinations. Credit will be based upon examination grades as reported by the Federal Aviation Administration to the Cooperative Education Department.

**ATF 2200 (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 293 or 294. Fee: See section on student fees under General Information in this catalog.

**ATF 2500 (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.

**ATF 2400 (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.

**AVM 2410 (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.

**AVM 2515 (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 flight agencies and freight forwarding companies and their relationships with scheduled airlines.

**ATF 2201C (AER 292) INTERMEDIATE FLIGHT**

**3 semester hours**

This course continues the training and experience begun in Primary Flight, and together with AER 293 and AER 294 provides the aeronautical experience required to qualify for the FAA Commercial Pilot Certificate with Instrument Rating. It will consist of a minimum of 45 flying hours, no more than 10 hours of which may have been in an FAA approved pilot ground trainer. Prerequisite: AER 171 or POI. Fee: See section on student fees under General Information in this catalog.

**ATF 2202C (AER 293) ADVANCED FLIGHT**

**3 semester hours**

This course continues the training and experience of Intermediate Flight. Together with AER 292 and AER 294 it provides the aeronautical experience required for the FAA Commercial Pilot

Certificate with Instrument Rating. During this course the student achieves qualification in high performance aircraft. It will consist of a minimum of 45 flying hours, no more than 10 hours of which may have been in an FAA approved pilot ground trainer, and will provide the instruction and practice required by par. (b)(3) and 3 (c)(3) of Appendix D to Part 141 of the FAR. Prerequisite: AER 292 or POI. Fee: See section on student fees under General Information in this catalog.

**TF 2306C (AER 294) ALL WEATHER FLIGHT** **3 semester hours**

This is the final of the series of courses designed to provide the aeronautical experience for a FAA Commercial Pilot Certificate with Instrument Rating. As a minimum it will provide the aeronautical experience, flying hours, and cover the subject matter specified in par. 3 of Appendix C to Part 141 of the FAR. In order to receive credit for this course the student must have accumulated a total of at least 190 hours of flight training, no more than 40 hours of which may have been in an FAA approved pilot ground trainer. Prerequisite: AER 293 or POI. Fee: See section on student fees under General Information in this catalog.

**PROGRAM FOR AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (A.S. Degree)**

This program is designed to give the post high school student the skills and knowledge for assisting the professional engineer in the design and application of equipment for residential and commercial systems.

Students can prepare for engineering technology design, job site supervision, equipment manufacturing, laboratory testing or system sales.

**AIR CONDITIONING TECHNOLOGY**  
**(A.S. Degree in Engineering Technology)**

**FIRST YEAR**

*First Term*

AIC	161 Introduction to Air Conditioning .....	3
ELS	100 Electrical Fundamentals I .....	3
MTH	171 Technical Algebra .....	3
ME	100/101 Mechanical Drawing .....	3
ENG	101 Composition .....	3
HPR	Physical Education .....	1
Total Semester Hours .....		16

*Second Term*

AIC	173 Fluid Dynamics .....	4
ELS	101 Electrical Fundamentals II .....	3
MTH	172 Technical Trigonometry .....	3
MTH	191 Slide Rule Operations .....	1
ENG	104 Composition .....	3
HPR	Physical Education .....	1
Total Semester Hours .....		15

*Term III-A*

AIC	172 Heat Transfer .....	4
AIC	174 Air Distribution Drafting .....	2
Total Semester Hours .....		6

**SECOND YEAR**

*First Term*

AIC	275 Conditioning Systems Design .....	3
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*Second Term*

AIC	276 Control Systems .....	3
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AIC	274 Centrifugal Refrigeration . . . . .	3	AIC	272 Estimating and System Troubleshooting . . . . .	3
ELS	270 Industrial Controls I . . . . .	4	AIC	277 Design Project . . . . .	3
PHY	130 Physics . . . . .	3	PSC	121 National Government . . . . .	3
PHY	131 Physics Lab. . . . .	1	HPR	Physical Education . . . . .	1
HPR	Physical Education . . . . .	1	Elective . . . . .		3
	Total Semester Hours . . . . .	15		Total Semester Hours . . . . .	16

## COURSES OF INSTRUCTION AIR CONDITIONING & REFRIGERATION

- EMT 1610 (AIC 161) INTRODUCTION TO AIR CONDITIONING** **3-0-3 semester hours**  
This course covers the basic science required in the study of air conditioning and refrigeration. The concepts of heat, temperature, heat transfer by radiation, conduction and convection absolute properties of pressure and temperature are discussed. Psychometric properties of air fluid flow, and basic refrigeration machinery pumps and blowers are studied. The course acquaints the student with areas that he will study in depth later. Prerequisite or corequisite MTH 092 or MTH 171.
- ETM 1231 (AIC 172) HEAT TRANSFER** **3-1-4 semester hours**  
Basic heat transfer is studied in steady state and nonsteady state conditions. The study of conduction through composite sections and circular cross sections is emphasized. Film coefficients, conductivity, convection (forced and natural) and their effect on heat transfer is discussed. Special emphasis is on building construction heat transfer coefficients and calculation of total effective temperature difference. Prerequisite:
- ETM 1310 (AIC 173) FLUID DYNAMICS** **3-1-4 semester hours**  
This course is the study of the flow of fluids and gases. Fan laws and pump laws are studied and velocity, turbulent, nonturbulent & uniform flow and the effects of temperature, density and viscosity on fluid flow are studied. Duct sizing, pipe sizing and special emphasis on refrigeration pipe sizing, velocity pressure, static pressure, and pressure drop are included. Prerequisite: AIC 172.
- ETD 1501 (AIC 174) AIR DISTRIBUTION DRAFTING** **1-2-2 semester hours**  
This course applies the techniques of duct sizing and air distribution studies in AIC 173. Practical layout of ducting and piping systems and use of industry standards will be presented. Selection and sizing of components will be included.
- ETM 2673 (AIC 272) ESTIMATING AND SYSTEMATIC TROUBLE ANALYSIS** **2-2-3 semester hours**  
Estimation of job costs from plans and specifications. Previous design projects for cost estimation will be used whenever possible. Determination of system malfunction from design considerations and also mechanical system malfunctions analysis using instrumentation and intuitive reasoning. Prerequisite: AIC 172.
- ETM 2723 (AIC 274) CENTRIFUGAL REFRIGERATION** **3-0-3 semester hours**  
Use of centrifugal refrigeration for large building and industrial refrigeration systems. Types of systems for economical usage, consideration of high velocity, dual duct systems, controls and mixing boxes are included. Use of plans to provide application of equipment.
- ETM 2750 (AIC 275) AIR CONDITIONING SYSTEM DESIGN** **1-3-3 semester hours**  
This course applies the information studied in AIC 161, 172, and 173. Selection of system components used in the mechanical systems of buildings. Calculation of building heat loads, sizing of ducts and piping based upon actual construction projects. The needs of the occupants of the building and the economics of alternate systems are considered.
- ETM 2790 (AIC 276) CONTROL SYSTEMS** **3-0-3 semester hours**  
Theory and operation of control used in refrigeration and air conditioning systems. Determination



of control media and measurement of temperature pressure, flow in closed and open loop system. Theory of basic servo-mechanisms and description of electrical, electronic and pneumatic systems are included. Prerequisites: AIC 275.

**ETM 2905 (AIC 277) DESIGN PROJECT** **1-4-3 semester hours**  
This course is a directed independent study project. The objective is to allow students as much freedom as possible in selection of an air conditioning problem or project. Visits to job sites, collecting of manufacturer's information and literature research will be included. Prerequisite: All required AIC Courses.

**ETE 1001 (ELS 100) ELECTRICAL FUNDAMENTALS I** **2-2-3 semester hours**  
Basic Circuit Theory, Magnetism, Capacitance, Inductance, Introduction to Alternating Currents. Prerequisite or corequisite: MTH 092 or MT 171.

**ETE 1020 (ELS 101) ELECTRICAL FUNDAMENTALS II** **2-2-3 semester hours**  
Electrical Machinery, Polyphase Circuits and Electricity for A/C and refrigeration. Prerequisite: ELS 100.

## 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.

## ARCHITECTURAL PROGRAM

### PROGRAM FOR ARCHITECTURAL TECHNOLOGY

(A.S. Degree)

#### FIRST YEAR

##### *Term I*

ARC	110 Architectural Drafting I	1
ARC	111 Architectural Drafting Lab I	2
ARC	215 Architectural Communications I	3
ENG	101 Composition	3
MTH	171 Technical Algebra	3
HPR	Physical Education	1
Total Semester Hours		13

##### *Term II*

ARC	216 Architectural Communications II	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
Total Semester Hours		17

##### *Term III-A*

ARC	212 Materials & Methods of Construction	3
CC	250 Surveying	1
CC	251 Surveying Lab	2
Total Semester Hours		6

## SECOND YEAR

<i>Term I</i>		<i>Term II</i>	
ARC	210 Architectural Drafting II .....1	ARC	230 Architectural Drafting III .....1
ARC	211 Architectural Drafting Lab II .....2	ARC	231 Architectural Drafting Lab III .....2
CC	200 Strength of Materials .....2	CC	240 Construction Planning & Estimating .....3
CC	201 Strength of Materials Lab .....1	CC	210 Mechanical & Electrical Systems .....3
**Electives	.....6	ME	204 Principles of Industrial Engineering .....3
MTH	136 Math with Machines .....1	PSC	122 State and Local Govt. ....3
HPR	Physical Education .....1	HPR	Physical Education .....1
Total Semester Hours .....14		Total Semester Hours .....16	

**\*Suggested Electives:**

- LST 260 Landscape Design
- ART 106 Basic Design
- BA 100 Introduction to Business

**\*\*Suggested Electives:**

- CC 292 Land Surveying
- CC 230 Structural Design
- ME 104 Safety & Health Standards

### COURSES OF INSTRUCTION ARCHITECTURAL TECHNOLOGY

- ARC 1120 (ARC 110) ARCHITECTURAL DRAFTING I** **1-0-1 semester hours**  
 This course offers the student basic knowledge of architectural drawing with emphasis placed on residential construction and building techniques. Methods of showing plans, elevations, sections, riser diagrams and dimensioning are covered. Zoning and local building codes are studied. Must be taken concurrently with ARC 111.
- ARC 1121-L (ARC 111) ARCHITECTURAL DRAFTING I LAB** **0-3-2 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 2122 (ARC 210) ARCHITECTURAL DRAFTING II** **1-0-1 semester hours**  
 Methods and techniques used in commercial buildings 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 2122-L (ARC 211) ARCHITECTURAL DRAFTING II LAB** **0-3-2 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 2140-C (ARC 212) MATERIALS AND METHODS OF CONSTRUCTION** **1-3-3 semester hours**  
 Introduction to materials and methods of construction with emphasis on wood, masonry, concrete and steel. The evaluation of materials, functional applications, and code requirements are stressed. Lab exercises include building of representative building systems and components with models. Field trips to building construction sites and fabricating plants are also included.
- ARC 2020-C (ARC 215) ARCHITECTURAL COMMUNICATIONS I** **1-3-3 semester hours**  
 Introduction to the theory and practice of perspective drawing and presentations. Develop techniques, language, graphics and models with exercises in graphic representation of space. The study of light, shades and shadows as they affect architectural forms is also emphasized.
- ARC 2021-C (ARC 216) ARCHITECTURAL COMMUNICATIONS II** **1-3-3 semester hours**  
 Emphasis is given to refinement of perspective drawing techniques. Specialized methods of presentations such as multi-media, photographic techniques and rendering methods are covered. Introduction of planning and design by participating in projects involving form, mass, nature and space. Prerequisite: ARC 215.
- ARC 2124 (ARC 230) ARCHITECTURAL DRAFTING III** **1-0-1 semester hours**  
 This course offers the student basic fundamentals and techniques of high rise construction. Special emphasis is placed on air conditioning, elevators, refuse disposal, parking and landscape. Prerequisite: ARC 210. Must be taken concurrently with ARC 231.
- ARC 2125-L (ARC 231) ARCHITECTURAL DRAFTING III LAB** **0-3-2 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.
- ARC 2030-L (ARC 270) ARCHITECTURAL DESIGN I** **0-6-3 semester hours**  
 Basic studies in the components of architecture, relating principles of design and solutions from research data obtained by the students. Prerequisite: ARC 216.
- ARC 2032-L (ARC 271) ARCHITECTURAL DESIGN II** **0-6-3 semester hours**  
 Improving perception and awareness of problems related to design and environment of architectural order. Prerequisite: ARC 270.

## 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

#### Term I

CC	100 Materials & Processes	....2
CC	101 Materials Testing Lab	....1
CC	111 Civil Drafting I	.....3
MTH	171 Technical Algebra	.....3
**Elective		.....3
HPR	Physical Education	.....1
Total Semester Hours		.....13

#### Term II

CC	210 Mech. & Elect. Systems	...3
CC	220 Water Supply	.....3
MTH	136 Math with Machines	.....1
MTH	172 Tech. Trig.	.....3
**Elective		.....3
HPR	Physical Education	.....1
Total Semester Hours		.....14

### Term III-A

CC	250 Surveying	.....1
CC	251 Surveying Lab	.....2
Social Science		.....3
HPR	Physical Education	.....1
Total Semester Hours		.....7

### SECOND YEAR

#### Term I

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

#### Term II

CC	230 Structural Design	.....3
CC	240 Estimating	.....3
*CC	Elective	.....3
ENG	103 Report Writing	.....3
PHY	130 Physics	.....3
PHY	131 Physical Lab	.....1
Total Semester Hours		.....16

#### \*CC Electives—Suggested

CC 231 Civil Drafting III  
 CC 292 Land Surveying  
 DP 101 Data Processing

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  
 BA 190 Introduction to Real Estate  
 GY 108 Florida Geology

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

- ETC 1250 (CC 100) MATERIALS AND PROCESSES** **2-0-2 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.
- ETE 1223-L (CC 101) MATERIALS TESTING LAB** **0-2-1 semester hours**  
 Introduction of A.S.T.M. procedures for testing concrete and reinforcing steel specimens. This course should be taken concurrently with CC 100.
- ETD 1121-C (CC 111) CIVIL DRAFTING I** **1-3-3 semester hours**  
 Introduces drafting techniques required for producing contract drawings related to foundations, concrete and steel structures, roof framing, etc. Emphasis is placed on linework, lettering and familiarity with all sections of the South Florida Building Code. Student is required to provide his own drafting tools. College provides drafting tables and blue-line print machine. Fee: \$5.00.



- ETG 2530 (CC 200) STRENGTH OF MATERIALS** 2-0-2 semester hours  
A study of statics and strength of materials without the use of advanced mathematics. Include properties of sections, stress, strain, shear and moment diagrams. Introduction to solving problems using an electronic calculator. Should be taken concurrently with CC 201.
- ETG 2530-L (CC 201) STRENGTH OF MATERIALS LAB** 0-1-1 semester hours  
Laboratory sessions emphasize standard procedures for testing soils, asphalt and building materials. This course should be taken concurrently with CC 200.
- BCN 2561 (CC 210) MECHANICAL AND ELECTRICAL SYSTEMS** 3-0-3 semester hours  
Acquaints student with mechanical and electrical equipment commonly used in high rise and commercial buildings. Presents fundamentals of air conditioning, heating, lighting, communicating and wiring for electrical equipment. Includes a study of specialty equipment such as elevators, dumbwaiters and moving stairways.
- ETD 2122-C (CC 211) CIVIL DRAFTING II** 1-3-3 semester hours  
Intermediate course in drafting with emphasis on detailing reinforced concrete and steel structures. Student is required to prepare complete contract drawings for a specific project. Fundamentals of graphical methods for stress analysis are included. Prerequisite: CC 111 or equivalent. Fee: \$5.00.
- ETC 2631 (CC 220) WATER SUPPLY AND WASTE WATER DISPOSAL** 3-0-3 semester hours  
A single course covering the sources, treatment and distribution of potable water; and the collection, treatment and disposal of wastewater. Field trips include inspection of local facilities.
- ETC 2410 (CC 230) STRUCTURAL DESIGN** 3-0-3 semester hours  
Simplified design of reinforced concrete structures including beams, columns, footing, retaining walls and pile foundations. Classification of soils and interpretation of borings from the standard penetration test. Student is required to perform design computation using an electronic calculator and prepare sketches specifying materials and dimensions. Prerequisite: CC 200 or equivalent.
- ETD 2123-C (CC 231) CIVIL DRAFTING III** 1-3-3 semester hours  
Final course in drafting stresses site planning including grading, drainage, utility and highway layout. Preparation of contract drawings for industrial plants, water and wastewater facilities. Piping layouts are studied and drawn. Prerequisite: CC 111 or equivalent. Fee: \$5.00.
- ETC 2030-C (CC 240) CONSTRUCTION PLANNING AND ESTIMATING** 1-3-3 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 to do pricing of labor and materials. Prerequisite: CC 111 or equivalent.
- ETC 2321 (CC 250) SURVEYING** 1-0-1 semester hours  
The theory of construction surveying including the use and care of surveying instruments. This course should be taken concurrently with CC 251.
- ETC 2321-L (CC 251) SURVEYING LAB** 0-3-2 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.
- ETC 2330-C (CC 260) ROUTE SURVEYING** 1-3-3 semester hours  
Highway surveying including horizontal and vertical curves. Traverse computations using the electronic calculator. Familiarization with advanced techniques such as Laser, Sonar, Tellurometer and Geodimeter equipment. Prerequisite: CC 250 or equivalent.

- ETC 2334 (CC 292) LAND SURVEYING** **3-0-3 semester hours**  
A study of the legal aspects of land surveying, including section surveys, metes and bounds descriptions, plat law, water boundaries and office procedures. Prerequisite: CC 250 or equivalent.

## **BUILDING CONSTRUCTION**

### **(A Certificate Program)**

This program is designed to provide on-going educational opportunities for existing and prospective members of the construction trades.

- BCN 1272 (BCN 163) BUILDING CONSTRUCTION PLANS INTERPRETATION** **2 semester hours**  
Develop the student's ability to quickly interpret working drawings. Emphasis is on architectural and structural details with limited coverage on mechanical and electrical aspects. (2 hr. lecture)
- BCN 1610 (BCN 164) BUILDING CONSTRUCTION ESTIMATING FUNDAMENTALS** **2 semester hours**  
An analysis and determination of building construction costs. Commences with the classification of materials, labor, and sub-contracted work into the smallest manageable units. Development of a simple estimate for a residential structure. (2 hr. lecture)
- BCN 1616 (BCN 165) BUILDING CONSTRUCTION ADVANCED ESTIMATING** **2 semester hours**  
Estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings. Includes indirect and overhead costs, the preparation of bid proposals and related documents. Prerequisite BCN 164 (2 hr. lecture)
- BCN 1930 (BCN 166) BUILDING CONSTRUCTION SPECIAL TOPICS** **2 semester hours**  
An introductory survey course for the student presently working in the building construction industry desiring to commence formal study. Subjects discussed include analysis of the building construction industry, building and safety codes, plan interpretation, construction specifications, estimating, management, human relations, job opportunities, wage scales, profits, and short and long range opportunities. (2 hr. lecture)
- BCN 1750 (BCN 167) BUILDING CONSTRUCTION FINANCING** **2 semester hours**  
A study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provisions, cost extras, performance and bid bonds, company profits, cash flow, and business loans. (2 hr. lecture)
- BCN 1721 (BCN 180) BUILDING CONSTRUCTION PLANNING AND COST CONTROL** **2 semester hours**  
A study of time-cost relationship for various building construction operations. Includes pre-planning and continuous scheduling of work flow and comparative analysis of actual and estimated costs for construction projects. (2 hr. lecture)
- BCN 1740 (BCN 181) BUILDING CONSTRUCTION LAW** **2 semester hours**  
A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and sub-contractor; materialmen, and mechanics lien law; bonds; labor law; and other statutes and ordinances regulating contractors. (2 hr. lecture)
- BCN 2704 (BCN 260) BUILDING CONSTRUCTION INSURANCE** **2 semester hours**  
Examines the different types of insurance required by law or contract for building construction projects and personnel engaged thereon, i.e., casualty, liability, and products insurance; workmen's compensation; and unemployment compensation. Also covers employee benefits and additional insurance available, i.e., group life and hospitalization, paid vacations, retirement benefits, profit sharing programs, etc. (2 hr. lecture)

**BCN 2230 (BCN 261) BUILDING CONSTRUCTION MATERIALS AND METHODS** **2 semester hours**  
 Designed primarily for the student with some work experience in the construction industry. Current construction methods are analyzed and classified with special attention given on how they evolved. Developments in new materials and systems are also discussed with emphasis on applications and future trends in South Florida.

**BCN 2712 (BCN 282) BUILDING CONSTRUCTION SUPERVISION** **2 semester hours**  
 Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel, and technical and professional individuals. Includes problems of delegation of authority, accountability morale, motivation, grievances, human relations, leadership, and incentives as encountered in building construction.

## 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 AA degree, the two-year AS degree, or the three semester certificate program. Both the curricula in the AS and certificate program train an individual as a programmer trainee or computer-programmer. However, if the student is contemplating going on to a senior college, the AA degree program is appropriate.

## 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 work according to the curriculum requirements of that particular college or university.

## DATA PROCESSING 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.

### TERM I

Course Number	Description	C	L	Hrs.
DP 101	Fundamentals of Data Processing .....	3	0	3
DP 102	Data Preparation Equipment .....	2	2	3
***ENG 101	Composition .....	3	0	3
BA 221	Principles of Accounting .....	3	0	3
Total .....				12

## TERM II

DP	104 Introduction to Programming Systems	2	2	3
DP	105 Computer Programming I	2	2	3
***ENG	102 or ENG 103 Composition	3	0	3
BA	222 Principles of Accounting	3	0	3
Total				12

## TERM III

DP	205 Computer Programming II	2	2	3
DP	221 System Development & Design	3	0	3
BA	150 Business Math or MTH 131	3	0	3
Social Science		3	0	3
Total				12

## TERM IV

DP	210 Contemporary Programming Practices	2	2	3
DP	225 Advanced Programming Techniques	2	2	3
DP	115 or DP 110	2	2	3
Total				9
Total Semester Hours				45

\*\*\*Completion of ENG 095 and ENG 103 will satisfy the requirements for a Certificate in Data Processing at this institution.

## PROGRAM FOR DATA PROCESSING TECHNOLOGY (A.S. Degree)

### Business Option

### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
DP	101 Fundamentals of Data Processing . . . . .3 0 3	DP	104 Introduction to Programming Sys. . . . .2 2 3
DP	102 Data Preparation Equipment . . . . .2 2 3	DP	105 Computer Program. I . . .2 2 3
ENG	101 Composition . . . . .3 0 3	ENG	102 or 103 Com. . . . .3 0 3
BA	221 Prin. of Acct. . . . .3 0 3	BA	222 Prin. of Acct. . . . .3 0 3
HPR	Physical Education . . . . .2 0 1	MTH	131 Intermediate Algebra or 132 or MTH 127-129 . . . . .3 0 3
		HPR	Physical Education . . . . .2 0 1
Total Semester Hours . . . . .13		Total Semester Hours . . . . .16	

### *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>Term I</i>		<i>Term II</i>	
BA	150 Business Math . . . . .3 0 3	DP	225 Advanced Programming



DP	210 Cont. Programming Practices . . . . .	2 2 3	DP	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	226 Field Project or CWS 201 . . . . .	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 . . . . .	16	HPR	Physical Education . . . . .	2 0 1
				Total Semester Hours . . . .	15 or 16

\*Suggested Elective (Approved by Advisor)

BA 260, BA 261, BA 100, Speech 100 or Humanities  
BA 221, BA 222 and ECO 251 are considered as part of the 36 semester hours required in the major field. BA 121 and BA 122, while not transferable, may 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

##### *Term I*

##### *Term II*

DP	101 Fundamentals of Data Processing . . . . .	3 0 3	DP	110 Fortran . . . . .	2 2 3
DP	102 Data Preparation Equipment . . . . .	2 2 3	DP	105 Computer Programming I . . . . .	2 2 3
ENG	101 Composition . . . . .	3 0 3	ENG	103 Tech. Report Writing . . .	3 0 3
MTH	131 Basic College Math . . . . .	3 0 3	MTH	132 Pre-Calculus Math I . . . .	3 0 3
Science	or MTH 127-129 . . . . .	3 0 3	Science	. . . . .	3 0 3
HPR	Physical Education . . . . .	2 0 1	HPR	Physical Education . . . . .	2 0 1
	Total Semester Hours . . . . .	16		Total Semester Hours . . . . .	16

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

DP	221 System Dev. & Design . . . . .	3 0 3
DP	205 Computer Programming II . . . . .	2 2 3
	Total Semester Hours . . . . .	6

#### SECOND YEAR

##### *Term I*

##### *Term II*

DP	104 Introduction Pro. . . . .	2 2 3	DP	225 Adv. Programming Techniques III . . . . .	2 2 3
DP	210 Cont. Programming Practices . . . . .	2 2 3	ECO	251 Principles of Economics . . . . .	3 0 3
MTH	134 Pre-Calculus Math II . . . .	3 0 3			

MTH	136 Math with Machines	.....1 0 1	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			Total Semester Hours		
14			14		

Suggested Electives: (Approved by Advisor)

SPE 100, STA 221, BA 221, BA 222, DP-212, CWS 201

## COURSES IN INSTRUCTION DATA PROCESSING TECHNOLOGY

### **COC 1300 (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 hexa-decimal number systems and programming techniques.

### **CRM 1010-C (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.

### **COP 1266-C (DP 104) INTRODUCTION TO PROGRAMMING SYSTEMS**

**2-2-3 semester hours**

An orientation to the terminology, procedures and use of electronic equipment in data processing. Business applications, related to punchcard and magnetic tape systems, are programmed in RPG (Report Program Generator) language. Prerequisites: DP 101 or Instructor approval.

\*DP-102 is offered on Central Campus only; all other courses may be taken on North or Central Campus.

### **COP 1120-C (DP 105) COMPUTER PROGRAMMING I**

**2-2-3 semester hours**

Cobol as a programming language is taught and utilizes the IBM/370. 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 disc files. Prerequisite: DP 101 or Instructor approval.

### **COP 1110-C (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.

### **COP 1130-C (DP 115) PL/I 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.

### **COP 2400-C (DP 205) COMPUTER PROGRAMMING II**

**2-2-3 semester hours**

IBM 270 Assembly language and the disc operating systems are utilized. Disc and tape files are used extensively through lectures and laboratory procedure involving programming and debugging techniques. Prerequisite: DP 105 or Instructor approval.

### **COP 2401-C (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.

- COP 2111-C (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 disc processing are presented through lecture-discussions alternating with problem solving laboratory periods. Prerequisite: an introductory Fortran course or instructor's approval.
- CAP 2001 (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.
- COP 2122-C (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 105 or instructor approval.
- CIS 2324-C (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.

**ELECTRICAL ENGINEERING TECHNOLOGY  
 (Industrial Electronics)**

This program is designed to provide the skills and knowledge needed for gainful employment in electrical/electronic areas other than communications (radio-TV). Emphasis is placed upon the industrial applications of electronic control systems. Both analog and digital control techniques are covered.

Graduates will have extensive knowledge of electronics and electricity and should find employment in manufacturing, research, sales and field services. 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.

**PROGRAM FOR ELECTRICAL ENGINEERING TECHNOLOGY**

**FIRST YEAR**

<i>Term I</i>	<i>Term II</i>
ELS 160 Direct Current Ckts .....4	ELS 162 Alternating Current Ckts .....4
MTH 171 Technical Algebra .....3	MTH 172 Technical Trigonometry .....3
ME 100 Mechanical Drafting .....1	ELS 274 Electronic Devices .....3
ME 101 Drafting Lab .....2	MTH 136 Math w/Machines .....1
ENG 101 Composition .....3	ENG 103 Technical Writing .....3
HPR Physical Education .....1	HPR Physical Education .....1
Total Semester Hours .....14	Total Semester Hours .....15
 <i>Term III</i>	
ELS 180 Networks and Filters .....3	
ELS 185 Linear Circuits .....3	
Total Semester Hours .....6	

## SECOND YEAR

<i>Term I</i>		<i>Term II</i>	
ELS	270 Industrial Elec. I .....4	ELS	272 Instrumentation .....3
DP	101 Fund. of Data Proc. ....3	PSC	Political Science .....3
ELS	275 Digital Circuits .....4	Elective	.....3
PHY	130 Physics .....3	Elective	.....3
PHY	131 Physics Lab .....1	ELS	191 Electromechanical Dev .....3
HPR	Physical Education .....1	HPR	Physical Education .....1
Total Semester Hours .....16		Total Semester Hours .....16	

### COURSES OF INSTRUCTION ELECTRICAL ENGINEERING TECHNOLOGY

- ETE 1010 (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.
- ETE 1020 (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.
- ELS 180 NETWORKS & FILTERS** **3-0-3 semester hours**  
 This course covers a variety of network analysis theorems, bridge circuits resonant circuits, bandwidth, two-port networks, frequency response of closely and loosely coupled transformers, constant K filters and band reject and band pass filters.
- ELS 185 LINEAR CIRCUITS** **3-0-3 semester hours**  
 The course covers the linear applications of amplifying devices. Bipolar junction transistor amplifiers, field effect transistor amplifiers, the properties of linear integrated circuits, regulated power supplies, differential amplifiers, integrated circuit amplifiers, operational amplifiers and oscillators.
- ETE 1510 (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.
- ETE 2311 (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.
- ETE 2312 (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.
- ETE 2141 (ELS 274) ELECTRONIC DEVICES (Elective)** **2-2-3 semester hours**  
 Vacuum tubes, photoelectric devices, semiconductors, integrated circuits, rectifiers, amplifiers, and oscillators.



**ELS 275 DIGITAL CIRCUITS**

**3-0-3 semester hours**

The student will study logic gates, Boolean Algebra, and the applications of solid state devices to non-linear control circuits. Topics include waveshaping techniques, solid state switching, logic gates, discrete and integrated regenerative switching circuits, integrated logic circuits and applications.

**ELECTRONIC TECHNOLOGY**

The electronics program prepares individuals to become technicians who assist the engineer in the building and testing of electrical or electromechanical devices and electronic systems. The student completing the course requirements for the A.S. Degree is qualified as a scientifically trained engineering technician. The prescribed courses should be taken in the order indicated.

**PROGRAM FOR ELECTRONIC TECHNOLOGY (A.S. Degree)**

**Digital or Communication Option**

**FIRST YEAR**

*Term I*

*EL	100 DC Circuit	3 1 4
MTH	171 Tech. Algebra	3 0 3
MTH	136 Math with Machines	1 0 1
ENG	101 Composition	3 0 3
PSC	121 National Government	3 0 3
HPR	Physical Education	0 1 1
Total Semester Hours		15

*Term II*

EL	218 Electronic Instrumentation	3 0 3
*EL	104 AC Circuits	3 1 4
MTH	172 Tech. Trig- onometry	3 0 3
ENG	103 Technical Report Writing	3 0 3
HPR	Physical Education	0 1 1
Total Semester Hours		14

*Term III-A*

EL	106 Active Electronic Devices	1 2 2
EL	209 Semiconductors I	3 1 4
Total Semester Hours		6

\*Advanced students, with the approval of their advisor, may take EL 101 (combines EL 100 and EL 104). These students will need to select an additional electronic elective (4 hours) to meet the 36 hours in their major field.

Students enrolled in the Cooperative Work Experience Program should enroll in one of the following courses during their work period: CWS 201 Work Experience I; CWS 202 Work Experience II.

**COMMUNICATION OPTION**

**SECOND YEAR**

*Term I*

EL	216 Semiconductors II	2 2 3
EL	102 Electronic Drafting	1 3 3

*Term II*

EL	212 Communications II	3 0 3
EL	223 T.V. Applied Circuit 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			Total Semester Hours		
15			16		

## DIGITAL OPTION SECOND YEAR

<i>Term I</i>			<i>Term II</i>			
EL	213 Digital Systems I . . . . .	3 1 4	EL	214 Digital Systems II . . . . .	3 0 3	
EL	216 Semiconductors II . . . . .	2 2 3	EL	220 Computers II . . . . .	2 2 3	
EL	102 Electronic Drafting . . . . .	1 3 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

- ETE 1001-C (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.)
- ETD 1614-C (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.)
- ETE 1020-C (EL 104) ALTERNATING CURRENT CIRCUITS** **3-1-4 semester hours**  
 Study of impedance, reactance, resonance, power, AC networks and transformers. Laboratory experience is made available in the construction and test of series and parallel reaction 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.)
- ETE 1130-C (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.)

- ETE 2143-C (EL 209) SEMI CONDUCTORS I** **3-1-4 semester hours**  
CE, CC, CB configurations, large signals, biasing, AC operation of junction and field effect transistors. This course is offered on Central Campus.
- ETE 2400-C (EL 211) COMMUNICATIONS I** **3-1-4 semester hours**  
This course covers areas of stereo amplifiers, FM, FM multiplex, tape recorders, record changers and intercoms.
- ETE 2401-C (EL 212) COMMUNICATIONS II** **2-1-3 semester hours**  
This course 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.)
- ETE 2633-C (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.)
- ETE 2662-C (EL 214) DIGITAL SYSTEMS II** **2-1-3 semester hours**  
This course covers data communications theory, systems facilities, and techniques. (This course is offered on Central Campus.)
- ETE 2145-C (EL 216) SEMICONDUCTORS II** **2-2-3 semester hours**  
Subject matter includes unijunction transistors, silicon controlled rectifiers, op amps, triac, and power supplies. (This course is offered on Central Campus.)
- ETE 2204-C (EL 218) ELECTRONIC INSTRUMENTATION** **2-1-3 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.)
- CDA 2040-C (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.)
- CDA 2041-C (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.)
- ETE 2435-C (EL 223) T.V. APPLIED CIRCUIT ANALYSIS** **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.)
- ETE 2930-C (EL 224 and EL 225), ETE 2931 (EL 266) 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 offered on Central Campus.)
- ETE 2906 (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

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>Term I</i>		<i>Term II</i>	
ME	100 Technical Drafting . . . . .1	ME	140 Tool Design I . . . . .1
ME	101 Technical Drafting Lab . . . . .2	ME	141 Tool Design Lab . . . . .2
MTH	171 Technical Algebra . . . . .3	ME	151 Die Design . . . . .1
ENG	101 Composition . . . . .3	ME	152 Die Design Lab . . . . .2
*Elective	. . . . .3	MTH	172 Tech. Trig. . . . .3
HPR	Physical Education . . . . .1	PHY	130 Physics . . . . .3
		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

<i>Term I</i>		<i>Term II</i>	
ME	202 Manufacturing Processes . . . . .3	CC	210 Mechanical and Electrical Systems . . . . .3
ME	240 Tool Design II . . . . .1	ME	204 Principles of Industrial Engineering . . . . .3
ME	241 Tool Design II Lab . . . . .2	ME	205 Statistical Quality Control . . . . .3
ME	270 Basic Hydraulics . . . . .2	PSC	121 National Govt. . . . .3
ME	271 Basic Hydraulics Lab . . . . .1	*Elective	. . . . .3
CC	200 Strength of Materials . . . . .2	HPR	Physical Education . . . . .1
CC	Strength of Materials Lab . . . . .1		
MTH	136 Man with Machines . . . . .1		
HPR	Physical Education . . . . .1		
Total Semester Hours . . . . .14		Total Semester Hours . . . . .16	

#### \*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

- ETD 1111 (ME 100) TECHNICAL DRAFTING** **1-0-1 semester hours**  
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.
- ETD 1111-L (ME 101) TECHNICAL DRAFTING LAB** **0-3-2 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.
- ETM 1590 (ME 102) DESIGN OF MACHINE ELEMENTS** **3-0-3 semester hours**  
Design principles are studied and calculations are made in determining size and shape of machine parts. The student will receive instruction in designing such elements as beams, bearings, clutches, brakes, bushings, screws, rivets, gears, springs, belts, and flywheels. Attention will be given to loads of various types, stresses, deformation, shrink fits, and other factors in the design of machine elements.
- ETI 1720 (ME 104) SAFETY AND HEALTH STANDARDS RELATED TO MAN AND HIS ENVIRONMENT AND FIRST AID** **3-0-3 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.)
- ETM 1520 (ME 140) TOOL DESIGN I** **1-0-1 semester hours**  
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.
- ETM 1520-L (ME 141) TOOL DESIGN I LAB** **0-3-2 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.
- ETM 1523 (ME 151) DIE DESIGN** **1-0-1 semester hours**  
Student studies die drawings to learn the style and techniques used in designing sheet metal dies. Blank nesting, pierce, form and flange dies analyzed. Prerequisites: ME 100 or equivalent. Must be taken concurrently with ME 152.
- ETM 1523-L (ME 152) DIE DESIGN LAB** **0-3-2 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.
- ETI 2411 (ME 202) MANUFACTURING PROCESSES** **3-0-3 semester hours**  
Course covers cold processing of materials by abrasion, cutting, and press working to obtain desired forms, dimensions, and surface finishes. Machines are described in detail and interpreted in terms of classifications, capacities, and versatility. 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.
- ETI 2600 (ME 204) PRINCIPLES OF INDUSTRIAL ENGINEERING** **3-0-3 semester hours**  
Course teaches the essential elements of good plant layout, materials, handling, and the principles of industrial engineering. It explains the setting up an efficient plant layout and

discusses fundamental factors influencing these operations. A comprehensive study is made of the specific methods and equipment used in the horizontal, vertical and overhead movement of materials. Problems in product protection, packaging, and storage are presented for analysis. Specific cases are studied to show the relationship between plant layout and efficient materials handling.

**ETI 2100 (ME 205) STATISTICAL QUALITY CONTROL 3-0-3 semester hours**

This course is designed to acquaint all technicians with the type of control charts used in production and inspection, based on simple statistical calculations. Sampling plans and assignable causes of out-of-control conditions are examined.

**ETM 2521 (ME 240) TOOL DESIGN II 1-0-1 semester hours**

Emphasis is put on jig design, methods of guiding tools in relation to the problems they have studied in fixture design. Techniques of measuring and maintaining surface finishes and tolerances are emphasized. Feeding devices, as they affect tooling, are discussed. Prerequisite: ME 140. Must be taken concurrently with ME 241.

**ETM 2521-L (ME 241) TOOL DESIGN II LAB 0-3-2 semester hours**

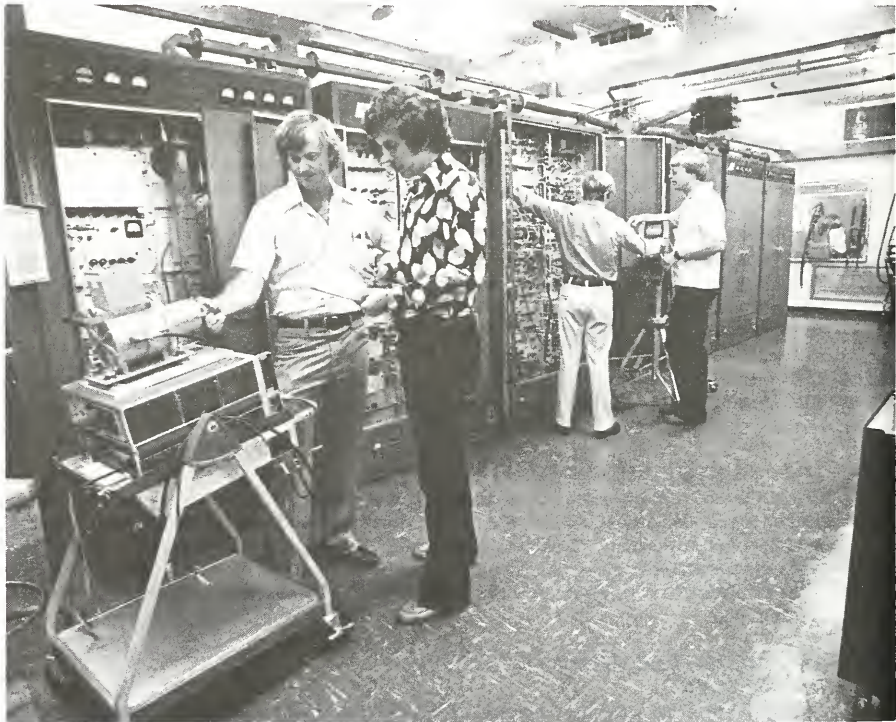
A multiple spindle drill press attachment is designed by each student to drill a part of their choice. Must be taken concurrently with ME 240.

**ETM 2313 (ME 270) BASIC HYDRAULICS 2-0-2 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 the application and design. Must be taken concurrently with ME 271.

**ETM 2313-L (ME 271) BASIC HYDRAULICS LAB 0-2-1 semester hours**

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.



## DIVISION OF PUBLIC SERVICES

**Public Administration  
Dietetic Technician  
Fire Science Technology  
Hotel-Restaurant-Institution Administration Program  
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

#### 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 109/127-129/131 (3)
3. Completion of the following requirements in related fields:
  - A. BUSINESS ADMINISTRATION ..... 3 hours
    - (1) BA 260 (3) or
    - (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.)
6. Electives must be selected from the following:  
 Business Administration, Fire Science, Police Science,  
 and Public Administration ..... 15 hours
7. Completion of requirements C, D, E, and F on Page

## COURSES OF INSTRUCTION PUBLIC ADMINISTRATION

- PAD 1003 (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.
- MAN 1340 (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.
- PAD 1404 (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.
- MAN 1730 (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.
- FIN 2710 (PA 205) MUNICIPAL FINANCE ADMINISTRATION** ..... 3 semester hours  
 This is *not* a course for city finance directors. It is a practical course in preparing and operating within a municipal budget and the various kinds of management approaches which can be undertaken to assure efficient and effective expenditures of budgeted funds. Designed for division/department heads and departmental fiscal control personnel, it will include new and innovative budget management techniques, including getting and using federal/state grants performance budgeting and program monitoring activities.
- MAN 2732 (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 close view of organization and management of administrative functions in a changing era.
- MAN 2733 (PA 210) MUNICIPAL PUBLIC WORKS ADMINISTRATION** ..... 3 semester hours  
 Course designed to relate public works to other municipal functions on a basis of measure 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.
- MAN 2734 (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.

**PRP 2000 (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.

**PAD 2410 (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.

**PAD 2534 (PA 214) GROWTH MANAGEMENT IN THE PUBLIC SECTOR** **3 semester hours**

This course is designed to be a study in the bases for and techniques of growth management. Emphasis will be placed on the legal aspects, the traditional and emerging techniques of growth management, and the relationship of politics, planning, and the public interest.

**PAD 2023 (PA 270) PA 271-272-273 CONTEMPORARY TOPICS IN PUBLIC ADMINISTRATION** **3 semester hours each**

These courses are designed to bring into focus those problems that are facing public administrators in Broward County each semester, and provide an opportunity to discuss these problems from the professional and academic viewpoint, working towards a better understanding of the problem and possible solutions. Each semester different topics will be reviewed and a decision made as to which subject to pursue according to public interests. The content will vary with local current issues. Different course numbers are used to denote the material is not repetitious, and the student may repeat the course.

## **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 the 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 67 semester hours credit and 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 106, 109, or BA 150)

## SOCIAL SCIENCE

- Any 3 Social Science courses ..... 9 semester hours
3. Completion of these courses from the related areas:  
PA 100, PA 213, and PA 270 ..... 9 semester hours  
Plus one 3 credit elective ..... 3 semester hours
4. Completion of Fire Science courses ..... 30 semester hours  
Required:  
FS 105, FS 101, 110, FS 112, 201, 210, 212, 214  
Select two of following:  
FS 100, 204, 207, 216, EMT 181 ..... 6 semester hours
5. Completion of four semester hours of  
Physical Education activities ..... 4 semester hours  
Not required of veterans or students 29 or older.
6. Cooperative Work Study program includes  
Fire Science students ..... 6 semester hours  
(May substitute 3 hours of co-op credit for PSY 100 or 201  
and may substitute 3 co-op hours for one 3 credit elective in  
area 3 above.
7. Completion of requirements C, D, E and F, page 57.

## 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	121 or 122	.....	.3 credits
FS	101 Fire Administration I	.....	.3 credits
FS	110 Fireground Tactics and Strategy	.....	.3 credits
FS	201 Fire Administration II	.....	.3 credits
FS	212 Hazardous Materials I	.....	.3 credits
FS	105 Fire Prevention Theory & Application	.....	.3 credits
FS	210 Application of Fireground Tactics	.....	.3 credits
Selection of any 3 Fire Science courses:			..... 9 credits
Total Semester Hours			..... 30

## COURSES OF INSTRUCTION FIRE SCIENCE TECHNOLOGY

- FFP 1000 (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.
- FFP 1120 (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.
- FFP 1202 (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 dust and chemicals.

<b>FFP</b>	<b>1431 (FS 110) FIREGROUND TACTICS &amp; STRATEGY</b>	<b>3 semester hours</b>
	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 fire fighting tactics.	
<b>FFP</b>	<b>1320 (FS 112) FIRE PROTECTION THROUGH BUILDING CONSTRUCTION</b>	<b>3 semester hours</b>
	Study of building codes in relation to fire protection. Community concepts in building construction; eliminating fire problems on the drawing board; the relationship between building departments and fire protection agencies; and the fire extension problems in modern and old building construction.	
<b>FFP</b>	<b>2121 (FS 201) FIRE ADMINISTRATION II</b>	<b>3 semester hours</b>
	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.	
<b>FFP</b>	<b>2240 (FS 204) ARSON AND FIRE INVESTIGATION</b>	<b>3 semester hours</b>
	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.	
<b>FFP</b>	<b>2600 (FS 207) FIRE APPARATUS AND PROCEDURES</b>	<b>3 semester hours</b>
	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.	
<b>FFP</b>	<b>2432 (FS 210) APPLICATION OF FIREGROUND TACTICS</b>	<b>3 semester hours</b>
	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.	
<b>FFP</b>	<b>2500 (FS 212) HAZARDOUS MATERIALS I</b>	<b>3 semester hours</b>
	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 of federal, state and local levels pertaining to such materials.	
<b>FFP</b>	<b>2501 (FS 214) HAZARDOUS MATERIALS II</b>	<b>3 semester hours</b>
	A continuation and expansion of FS 212 to include radioactive materials, corrosives, pesticides, rock propellants, and other related materials. Prerequisite FS 212.	
<b>FFP</b>	<b>2130 (FS 216) FIRE DEPARTMENT SUPERVISION</b>	<b>3 semester hours</b>
	Study of superior-subordinate relationship, motivation, leadership, morale, discipline, work planning and other material related to supervision in the Fire Department.	

## 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 an ethical and philosophical base. Judicious use of the practicum periods further enhance the value of the graduate to employers, allowing them 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 68 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education.
  - \*English Composition .....6 semester hours
  - English 101 and English 104
  - Social Science
  - PSY and Elective .....6 semester hours
  - Speech .....3 semester hours

3. Completion of 40 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	126 Engineering and Maint. Lab	.....1 semester hour
HRI	200 Organization and Personnel Management	.....3 semester hours
HRI	205 Financial Management OR	
FSA	204 Food Service Costing & Controls	.....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	225 Law and Insurance	.....3 semester hours
HMA	265 Seminar in Contemporary Problems in Administration	.....3 semester hours
FSA	102 Food and Beverage Purchasing	.....3 semester hours
FSA	170 Classical Cuisine	.....3 semester hours
FSA	204 Food Service Costing and Controls	.....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	130 Salesmanship	.....3 semester hours
BA	150 Business Mathematics	.....3 semester hours
BA	121 Accounting Survey	.....3 semester hours

5. Completion of four hours of Physical Education Activities.

6. Completion of requirements C, D, E, and F, on page

\*\*It is recommended that those students electing to transfer to FIU's 4 year program schedule BA 221, BA 222 & MTH 100 for these 9 credits along with HRI 205.



# **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 102 Food and Beverage Purchasing	3 semester hours
FSA 204 Food Service Costing and Controls	3 semester hours
FSA 225 Experimental Foods	3 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 126 Engineering Maintenance Lab	1 semester hour
HRI 200 Organization & Personnel Management	3 semester hours
HRI 215 Management & Control Practicum	6 semester hours
HRI 230 Marketing	3 semester hours
Total Semester Hours	31 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 Institutional Food Service Supervision	3 semester hours
FSA 250 Advanced Institutional Food Service Supervision	3 semester hours

## **FOR**

HRI 215 Management and Control Practicum	6 semester hours
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## **ALSO**

NTR 261 Nutrition in the Schools	3 semester hours
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## **FOR**

HRI 112 Volume Foods	3 semester hours
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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**

<b>HFT 1941 (HRI 105) OPERATIONS AND SERVICE PRACTICUM</b>	<b>6 semester hours</b>
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.	

<b>HFT 1210 (HRI 110) SUPERVISORY DEVELOPMENT</b>	<b>3 semester hours</b>
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.	

<b>FSS 1221 (HRI 112) VOLUME FOODS</b>	<b>3 semester hours</b>
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 lab period weekly.)	

- HFT 1320 (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 126 ENGINEERING AND MAINTENANCE LAB** **1 semester hour**  
 Two hours of laboratory weekly to be taken concurrently with HRI 125.
- HFT 2220 (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. Prerequisite HRI 110 or instructor approval.
- HFT 2460 (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. Prerequisite FSA 204, BA 121 or 221 or instructor approval.
- HFT 2942 (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.
- HFT 2500 (HRI 230) MARKETING** **3 semester hours**  
 How to sell and promote the many services the Food Service/Lodging Industries offer guests. How to secure business through a personal selling and all media of advertising and publicity. How to operate a sales and convention department. Prerequisite Sophomore standing.
- HFT 2600 (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.
- HFT 2290 (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.
- FSS 1120 (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.
- FSS 1240 (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 detail, participate in writing recipes, watching the correct serving techniques and tasting the prepared food. Prerequisite: HRI 112 or instructor approval.
- FSS 2500 (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.

- OS 2100 (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.
- SS 2242 (FSA 270) INTERNATIONAL CUISINE** **3 semester hours**  
**(Lecture and Demonstration)**  
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.

### **DIETETIC TECHNICIAN PROGRAM REQUIREMENTS FOR AN A.S. DEGREE MANAGEMENT OPTION/NUTRITION OPTION**

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. Twenty-four (24) semester hours are completed at Atlantic Vocational Center; the remainder at BCC. At the onset of the program, a student needs to confer with both an academic advisor and the Technician Program faculty member. Supervised field studies are required at both AVC and BCC. Program approval of the American Dietetic Association, the accrediting organization, is pending.

The Dietetic Technician functions at the management level performing supervisory responsibilities under the direction of the Registered Dietitian. 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.

Requirements for a degree in the Nutrition Option:

1. Completion of 73 semester hours of credit with a grade point average of 2.0 or better, plus 2 hours of physical education when required.
2. Completion of the following requirements in General Education:
 

<b>COMMUNICATIONS</b>	
ENG 101 and 104 .....	6 semester hours
(or ENG 095 and 103 will satisfy degree requirements)	
<b>MATH</b>	
MTH 129 or MTH 131 .....	3 semester hours
<b>SOCIAL SCIENCE</b>	
PSY 201 and SOC 211 .....	6 semester hours
<b>BIOLOGY</b>	
BIO 100 and 105 .....	4 semester hours
<b>CHEMISTRY</b>	
CHE 131, 132, 134 .....	7 semester hours
3. Completion of the following courses in the major field. Note: A grade of "C" or better must be earned in *each* course in this area.
 

NTR 160 Applied Nutrition .....	3 semester hours
NTR 262 Nutritional Care in the Community & Institution .....	3 semester hours
NTR 265 Nutrition Counseling and Education .....	3 semester hours
NTR 272 Dietetic Seminar .....	1 semester hour
HRI 267 Dietary Department Operations .....	2 semester hours
HRI 260 Health Care Facilities and Delivery Systems .....	3 semester hours

- |   |                  |
|---|------------------|
| NTR 161 Nutrition Clinical Practice II .....  | 3 semester hours |
| NTR 263 Nutrition Clinical Practice III ..... | 2 semester hours |
| NTR 266 Nutrition Clinical Practice IV .....  | 3 semester hours |
4. Completion of the following courses at Atlantic Vocational Center. This represents 5 months (full-time) or nine months (evenings) enrollment and is equivalent to 2 semester credits at BCC. These courses are not taught at Broward Community College:
 

DT 100 Work Simplification and Dietary Equipment Layout	
DT 102 Techniques of Food Preparation and Menu Planning	
DT 104 Introduction to Nutrition	
DT 106 Human Nutrition	
DT 110 Records, Reporting and Purchasing and Food Cost Control	
DT 112 Diet and Disease	
DT 114 Food Production	
DT 116 Field Experience	
  5. 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.
  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. Removal of all admission conditions.
  8. Attendance at all official graduation exercises.

Requirements for a degree in the Management Option:

1. Completion of 72 semester hours of credit with a grade point average of 2.0 or better plus two hours of physical education when required.
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 131 .....	3 semester hours
SOCIAL SCIENCE	
SOC 211 .....	3 semester hours
BIOLOGY	
BIO 100 and 105 .....	4 semester hours
CHEMISTRY	
CHE 131 .....	3 semester hours
3. Completion of the following courses in the major field. Note: A grade of "C" or better must be earned in each course in this area.
 

HRI 110 Supervisory Development .....	3 semester hours
FSA 204 Food Service Costing and Controls .....	3 semester hours
HRI 200 Organization and Personnel Management .....	3 semester hours
HRI 205 Financial Management .....	3 semester hours
NTR 160 Applied Nutrition .....	3 semester hours
NTR 272 Dietetic Seminar .....	1 semester hour
HRI 267 Dietary Department Operations .....	2 semester hours
HRI 260 Health Care Facilities and Delivery Systems .....	3 semester hours
HRI 111 Management Clinical Practice II .....	3 semester hours
FSA 205 Management Clinical Practice III .....	2 semester hours
HRI 206 Management Clinical Practice IV .....	3 semester hours



**SS 2500 (FSA 204) FOOD SERVICE COSTING AND CONTROLS** 3 semester hours  
A cost managing approach to the study of food and labor control. The relationship of food and labor costs to selling price; cost control procedures for recipes and menus; pre-cost 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 205) MANAGEMENT CLINICAL PRACTICE III** .....2 semester hours  
Supervised field experience to develop and test competencies in food and labor costing and controlling. Emphasis on forecasting food and labor requirements; purchasing of food and storeroom operations; food and labor standards.

**IFT 1210 (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 111) MANAGEMENT CLINICAL PRACTICE II** 3 semester hours  
Supervised field experience to develop and test competencies in employee supervision. Emphasis on job analysis and employee selection, interviewing, training and budgeting.

**IFT 2220 (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. Prerequisite HRI 110.

**HFT 2460 (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. Prerequisite FSA 204.

**(HRI 206) MANAGEMENT CLINICAL PRACTICE IV** 3 semester hours  
Supervised field experience to develop and test competencies in financial management. Emphasis on report analysis and evaluation; computation of tests for liquidity, solvency, etc.; computation and use of breakeven analysis.

**(HRI 260) HEALTH CARE FACILITIES AND DELIVERY SYSTEMS** 3 semester hours  
An overview of the varied types of health care facilities and health delivery systems operating in the United States, their purpose, organization, need in society; general functions and staffing. Facilities such as hospitals, nursing and rehabilitation centers, health maintenance organizations, private and public outpatient clinics, and neighborhood health care centers are analyzed and discussed.

**(HRI 267) DIETARY DEPARTMENT OPERATIONS** 2 semester hours  
A study of the organization and management of food service in health care facilities. Examines the role of the dietary department in relation to other departments of the institution. Trends in methods of food service in the hospitals and extended care facilities are studied.

**(NTR 160) APPLIED NUTRITION** 3 semester hours  
A further investigation of nutrition in diet therapy and its relationship to normal nutrition. Examination of the etiology, clinical manifestations and dietary treatment of many disease conditions. A study of the total nutritional care of the patient. Prerequisite: three semester credits of basic nutrition.

**(NTR 161) NUTRITION CLINICAL PRACTICE II** 3 semester hours  
Supervised field experience to develop and test competencies in diet history interviewing, assessment of nutrient intake and evaluation of dietetic services in relation to production and human resources. Corequisite: NTR 160.

**(NTR 262) NUTRITIONAL CARE IN THE  
COMMUNITY AND INSTITUTION**

**3 semester hours**

Examination of menu planning for patients requiring regular or modified diets and its implementation, both at home and in the institution. Review of community agencies involved in health care. Introduction to basic diet instruction skills. Prerequisite: NTR 160.

**HUN 2205 (NTR 263) NUTRITION CLINICAL PRACTICE III**

**2 semester hours**

Supervised field experience designed to develop and test competencies in utilizing diet manual and medical technology, incorporating dietary changes in menu patterns and in evaluating the role of diet therapy in the institutional setting. Corequisite NTR 262.

**(NTR 265) NUTRITION COUNSELING  
AND EDUCATION**

**3 semester hours**

Interviewing and instructional techniques in the application of diet therapy using video tapes and role playing. Educational methods and their application to nutrition. Study of various social and cultural influences on food habits; a review of the impact of food misinformation on the public. Prerequisite: NTR 262.

**(NTR 266) NUTRITION CLINICAL PRACTICE IV**

**3 semester hours**

Supervised field experience designed to develop and test competence in the application of nutrition knowledge and principles to individual patient care. Corequisite NTR 265.

**(NTR 272) DIETETIC SEMINAR**

**1 semester hour**

Study of current nutrition problems and recent findings. Content designed to meet needs and interests of students. Corequisite: NTR 265 or permission of instructor.

**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.

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)

- Completion of 63 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.
- Completion of the following requirements in General Education:
- A. Communications .....6 semester hours
    - (1) ENG 095 Fundamentals of Writing or  
ENG 101 Composition
    - (2) SPE 100 Speech Communication
    - (3) ENG 102 Composition or ENG 104 Composition or  
ENG 103 Technical Report Writing
  - B. Social Sciences .....6 semester hours
    - (1) PSC 121 or 122 Government
    - (2) PSY 100 Human Relations in Business & Industry or  
PSY 201 General Psychology or
    - (3) SOC 211 General Sociology
  - C. Mathematics and Science .....10 or 11 semester hours
    - (1) MTH 127-129, 131 (Intermediate Algebra).....3 hours  
MTH 171 Technical Algebra AND .....3 hours
    - (2) CHE 131 General Chemistry and .....3 hours  
CHE 132 General Chemistry and .....3 hours  
CHE 134 General Chemistry Lab OR .....1 hour
    - (3) BIO 107 Audiotutorial Biology and .....4 hours  
GY 105 Physical Geology .....3 hours  
GY 106 Physical Geology Laboratory .....1 hour
3. Completion of the following requirements in related fields .....15 semester hours
- A. Public Administration
    - (1) PA 100 Theories of Public Administration
    - (2) PA 211 Supervisory Methods in Municipal Administration
    - (3) PA 210 Municipal Public Works Administration
  - B. Business Administration
    - (1) BA 121 Accounting Survey I
    - (2) BA 231 Business Law I
4. Completion of 13 hours in the field of concentration .....13 semester 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 hour  
 They must be selected from the following areas.  
 A. Public Administration  
 B. Mathematics & Science  
 C. Cooperative Work Study
7. Completion of requirements C, D, E and F, on page 57.

### WATER CONTROL OPERATOR SPECIALIST CERTIFICATE PROGRAM

Course No.	Name	Credit Hours
SAN 100	Introduction to Water Plant Operations .....	4
SAN 102	Basic Hydraulics and Laboratory Tests for Water Plant Operations .....	3
SAN 104	Water Plant Operations Control .....	3
CWS 201	Cooperative Work Study I .....	3
CWS 202	Cooperative Work Study II .....	16
Total .....		16

### 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
CWS 201	Cooperative Work Study I .....	3
CWS 202	Cooperative Work Study II .....	3
Total .....		16

### COURSES OF INSTRUCTION POLLUTION PREVENTION AND CONTROL

- EVS 1233 (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.
- EVS 1234 (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.
- EVS 1233 (SAN 102) BASIC HYDRAULICS AND LABORATORY TESTS FOR WATER PLANT OPERATIONS** 3 semester hours  
 The student will perform mathematics 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.



- VS 1234 (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.
- VS 1235 (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.
- VS 1236 (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.
- VS 1238 (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 plan. Water distribution systems including water storage and transmission is thoroughly studied. Prerequisite: SAN 100, SAN 102 and SAN 104.
- VS 1239 (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 student take the Travel Agency I (Beginning) and Travel Agency II (Advanced) courses 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

<i>First Term</i>		<i>Second Term</i>	
**TIA	100 Intro. to Tourism Industries Administration . . . . .3	TIA	105 Tourism Industries Administration Operations Practicum . . . . .3
HRI	110 Supervisory Development . . . . .3	BA	121 Accounting Survey . . . . .3
BA	150 Business Mathematics . . . . .3	BA	113-115 Basic Typing . . . . .3
ENG	101 English Composition . . . . .3	ENG	104 Composition . . . . .3

HPR	Physical Education	.....1
	Total Semester Hours	.....13

HPR	Physical Education	.....1
	Total Semester Hours	.....13

#### *Term III-A*

HRI	200 Organization and Personnel Management	.....3
GEO	201 Geography	.....3
	Total Semester Hours	.....6

### **SECOND YEAR**

#### *First Term*

TIA	200 Tour Packaging	.....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
BA	261 Office Management	.....3
	Modern Foreign Language	.....3
HPR	Physical Education	.....1

Total Semester Hours .....13

#### *Term III-B*

HRI	230 Marketing	.....3
GEO	202 Geography	.....3
	Total Semester Hours	.....6

**\*\*It is recommended that the students take the Travel Agency I (beginning) and Travel Agency II (advanced) courses in the Adult and Vocational Division of the Broward County Schools before or concurrently with TIA 100.**

### **COURSES OF INSTRUCTION TOURISM INDUSTRIES ADMINISTRATION PROGRAM**

#### **HFT 1700 (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.

#### **HFT 1790 (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 200) TOUR PACKAGE** **3 semester hours**

How to create, develop and sell package tours. Methods of customizing tours through the proper matching of destinations with market segments. Prerequisite TIA 100 or instructor approval.

#### **HFT 2791 (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  
Corrections Academy**

The Criminal Justice Institute has been made possible by the financial support of the Law Enforcement Assistance Administration by 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, Biscayne College and Nova 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.

The Criminal Justice Institute holds a Florida Police Standards Board Training Certificate which authorizes the basic Police Academy, the Auxiliary Academy and Police Career Development courses.

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.

A Program in Crime Scene Technology is available as a specialty 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 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 ECO 251 (12)  
     PSC 121 or 122 (3)  
     HISTORY 101 and 102 (6)
- MATHEMATICS .....3 semester hours  
     MTH 109 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 or older.)
  5. Completion of at least 3 credits of electives to be taken from the following courses:  
     Social Sciences, Science, Economics  
     of 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 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 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 109 or higher level (3)  
     SOCIAL SCIENCE .....24 semester hours  
         PSC 121 or 122 (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 109 or higher level (3)  
SOCIAL SCIENCE .....18 semester hours  
PSC 121 or 122 (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 or 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 Associate in Science Degree in Police Science:**

- 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 103 (6)  
(Completion of ENG 095 and 103 will satisfy degree requirements.)

- SOCIAL SCIENCES .....15 semester hours  
     PSC 121 or 122 (3)  
     PSY 201 (3)  
     SOC 211, 222 and 225 (9)  
 MATHEMATICS .....3 semester hours  
     MTH 091 or 109 (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 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 or 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 209, and SPE 100 .....9 semester hours
7. Completion of a minimum of 24 semester hours of residence at Broward Community  
     College includes 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 109 or higher level (3)  
     SOCIAL SCIENCE .....15 semester hours  
         SOC 211, 222 and 225 (9)  
         PSY 201 (3)  
         PSC 121 or 122 (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 .....23 semester hours  
         CJ 100  
         POL 110  
         COR 101  
         COR 111  
         COR 201  
         COR 202  
         COR 210  
         COR 211

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)	
(Other Science courses may substitute.)	
MATHEMATICS .....	3 semester hours
MTH 109, 127-129 or 131 (3)	
SOCIAL SCIENCES .....	12 semester hours
PSC 121, 122 (3)	
PSY 201 (3)	
SOC 211 and 222 (6)	
3. Completion of Physical Education
 

Electives .....	4 semester hours
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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
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5. Completion of the following in the major field of concentration
 

.....	24 semester hours
CJ 100	
POL 101	
POL 110	
POL 111	
POL 201	
POL 211	
POL 212	
POL 213	
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.

## 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

## CORRECTIONS CERTIFICATE PROGRAM

PSC	121 or 122 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 Correctional Seminar	3 credits
SOC	211 General Sociology	3 credits
Total Hours		30

## 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 . . . . .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	109 Gen. Ed. College Math . . . . .3
HUM	. . . . .3
Total Semester Hours . . . . .6	



## SECOND YEAR

### *First 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

### *Second Term*

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*

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

#### *Second Term*

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 109 Gen. Ed. Col. Math	3
PSY 201 Gen. Psychology	3
Total Semester Hours	6

## SECOND YEAR

#### *First Term*

COR 201 Prob. & Parole	3
COR 202 Corr. Svcs. Comm.	3
Humanities	3
PSC 121 or 122	3
SOC 222 Criminology	3
HPR	1
Total Semester Hours	16

#### *Second Term*

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*

ENG 101 Composition	3
PSC 121 or 122	3
CJ 100 Intro. to Crim. Justice	3

#### *Second Term*

ENG 103 Technical Report Writing	3
POL 101 Police Adm. I	3

POL	110 Criminal Law	3	POL	111 Criminal Evidence	3
HPR		1	HPR		1
			SOC	211 Gen. Sociology	3
Total Semester Hours			13	Total Semester Hours	
				13	

#### Summer Terms

MTH	Elective	3
PSY	201 Gen. Psychology	3
Total Semester Hours		6

### SECOND YEAR

#### First Term

Elective	3
BA Elective	3
POL 102 Police Adm. II	3
POL 201 Crim. Investigation I	3
HPR	1
SOC 222 Criminology	3
Total Semester Hours	
16	

#### Second Term

SOC 225 Juv. Delinquency	3
Elective	6
POL 202 Traffic Problem & Administration	3
POL 211 Crim. Investigation II	3
HPR	1
Total Semester Hours	
16	

### SUGGESTED PROGRAM FOR CRIME SCENE TECHNOLOGY (A.S. Degree)

#### FIRST YEAR

##### First Term

ENG 101 Composition	3
CJ 100 Intro. to Crim. Just.	3
POL 201 Crim. Invest. I	3
POL 110 Crim. Law	3
HPR	1
Total Semester Hours	
13	

##### Second Term

ENG 103	3
POL 211 Crim. Invest. II	3
CHE 107 & 108	4
POL 111 Crim. Evidence	3
HPR	1
Total Semester Hours	
14	

#### Summer Term

MTH	109 Gen. Ed. College Math or 131	3
PSY	201 Gen Psychology	3
Total Semester Hours		6

### SECOND YEAR

#### First Term

POL 101 Pol Admin. I	3
PSC 121, 122	3
POL 212 Crime Scene Process I	3
BIO 100	3
SOC 211 Gen. Sociology	3
HPR	1
Total Semester Hours	
16	

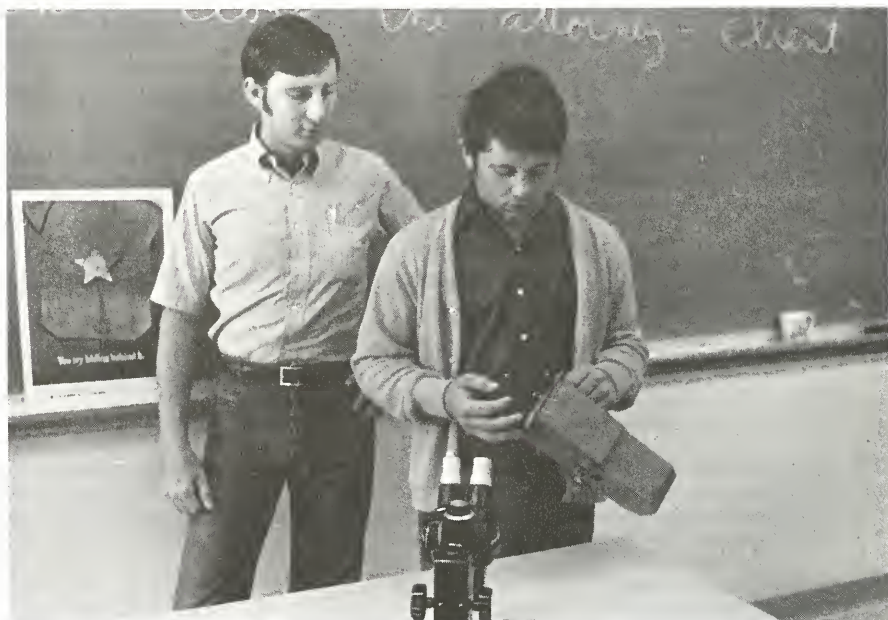
#### Second Term

SOC 222 Criminology	3
PHY 130	3
PHY 131	1
POL 213 Crime Scene Process. II	3
Elective	3
Elective	3
HPR	1
Total Semester Hours	
17	

## COURSES OF INSTRUCTION CRIMINAL JUSTICE

- CCJ 1020 (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.
- CCJ 1300 (COR 101) AMERICAN CORRECTIONS** **3 semester hours**  
An overview of American corrections system: its development, local problems, state prison and institutional procedures, treatment approaches, future trends, and related facilities and agencies.
- CCJ 1440 (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.
- CCJ 2330 (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.
- CCJ 2320 (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.
- CCJ 2350 (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.
- CCJ 2933 (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.
- CCJ 1410 (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.
- CCJ 1420 (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.)
- CCJ 1100 (POL 105) SURVEY OF LAW ENFORCEMENT** **3 semester hours**  
A survey course designed for recruit policemen at the Broward County Police Academy. The broad aspect of Law Enforcement are presented with various academic disciplines to acquaint police with their role in American society. Course will substitute for CJ 100.
- CCJ 1220 (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.
- CCJ 1230 (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.

- CJT 2100 (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.
- CJT 2420 (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.
- CCJ 2930 (POL 209) CURRENT TOPICS IN LAW ENFORCEMENT** **3 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 complete 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.)
- CJT 2110 (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.
- CJT 2120 (POL 212) FORENSIC PHOTOGRAPHY** **3 semester hours**  
This course will develop the specific skills with emphasis on photography, 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.
- CJT 2130 (POL 213) CRIMINALISTICS PRACTICUM** **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.





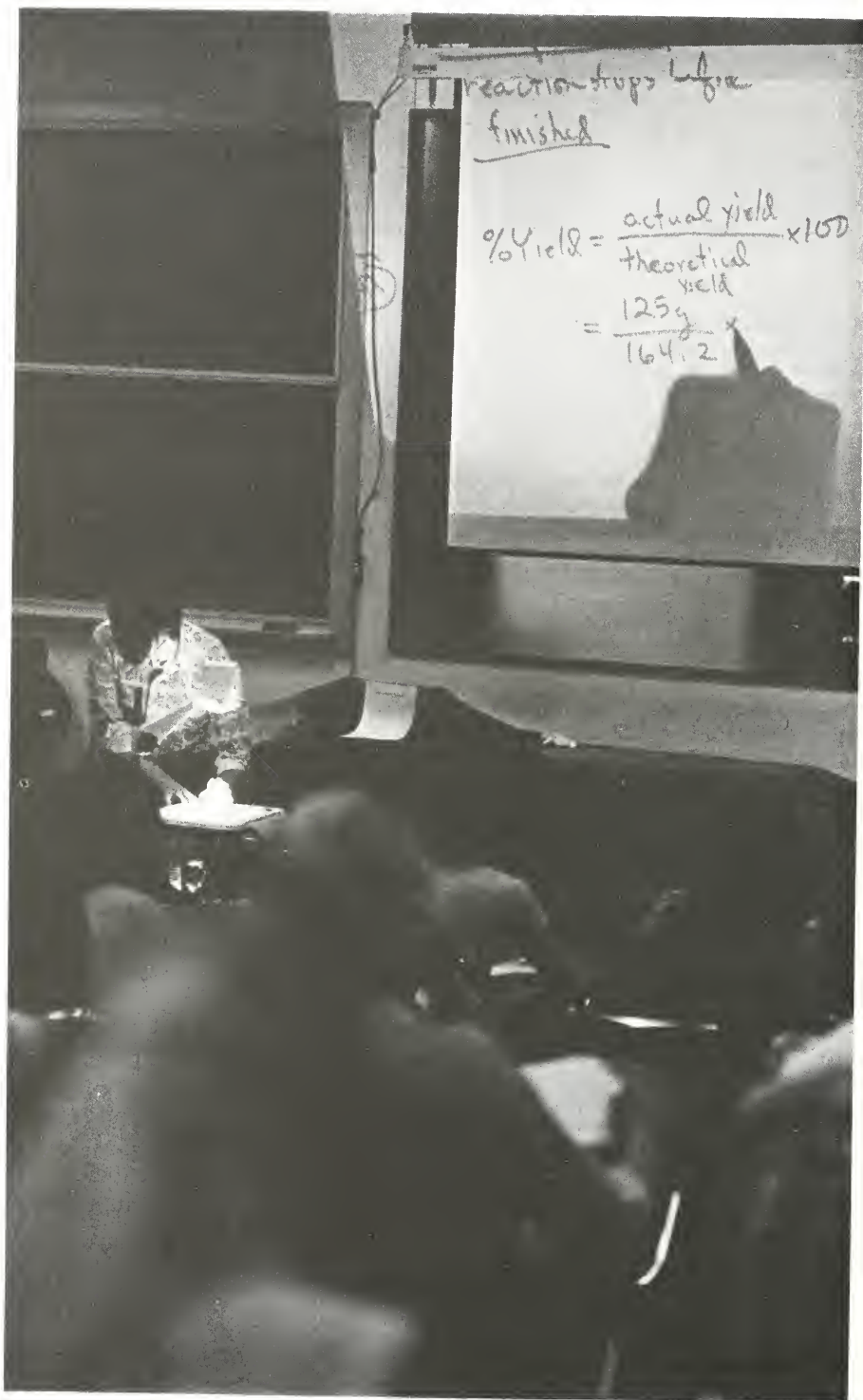
## VI

# SUGGESTED PROGRAMS

Programs listed in this section are to be used as a general guide for students seeking an A.A. degree and wishing to transfer to other colleges and universities for the purpose of obtaining a baccalaureate or other advanced degree. The students are encouraged to contact the specific institution to which he or she wishes to transfer regarding that institution's unique requirements. These program guides are not designed as a substitute for contacting appropriate counselors and advisors. Students are encouraged to contact the Counseling and Advisement Office for individual assistance in program planning.

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$$\begin{aligned}\% \text{Yield} &= \frac{\text{actual yield}}{\text{theoretical yield}} \times 100 \\ &= \frac{125\text{g}}{164.2} \times\end{aligned}$$



# 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 44 of this catalog)

This program enables the student to transfer to senior institutions that offer Bachelor's Degree in the various Business and Public Administrations.

### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
ENG	101 Composition .....3	*ENG	102 or 104 Composition .....3
(1) BA	113, 114, 115 Basic Typ. or	(2) BA	231 Business Law I .....3
DP	101 Fundamentals of	(3) Science	.....3-4
	Data Processing .....3	(4) Math	.....3
BA	100 Intro. to Business .....3	HPR	Physical Education .....1
Humanities	.....3		
HPR	Physical Education .....1		
Total semester credits .....13		Total semester credits .....13-14	

### *Term IIIA or IIIB*

(3) Science	.....3-4
Humanities	.....3
Total semester credits	.....6-7

### SECOND YEAR

<i>Term I</i>		<i>Term II</i>	
*BA	245 Business Comm. ....3	*BA	222 Prin. of Acct. II .....3
BA	221 Prin. of Acct. I .....3	*ECO	252 Prin. of Economics II ...3
ECO	251 Prin. of Economics I ....3	SPE	100 Intro. to Speech .....3
Social Science	.....3	(2) Elective	.....3
*STA	221 Elem. Statistics .....3	Social Science	.....3
HPR	Physical Education .....1	HPR	Physical Education .....1
Total semester credits .....16		Total semester credits .....16	

\*Requires a pre- or co-requisite—see course description in catalog.

- (1) Students with credit for high school typing should take DP 101. Students taking Basic Typing should concurrently enroll in BA 113, 114, 115.
- (2) Accounting and Finance majors should elect \*BA 232 Business Law II.
- (3) Many upper division colleges require a laboratory science.
- (4) Most upper division colleges recommend \*MTH 132 Pre-Calculus I and the Division of Business Administration recommend \*MTH 134 Pre-Calculus II.

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

(Must meet General Education requirements set forth on page 44 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 Pre-Calculus I or
HPR	Physical Education .....1	MTH	137 Finite Math .....3
	<u>                    </u>	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
	<u>                    </u>		<u>                    </u>
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 44 of this catalog)

## FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
Humanities	.....3	*ENG	102 or 104 Composition .....3
ENG	101 Composition .....3	Social Science	.....3
Social Science	.....3	*(1)BA	112 Shorthand II .....3
*(1)BA	118, 119, 120 Inter Typing...3	*BA	202,203,204 Expert Typing...3
HPR	Physical Education .....1	Mathematics	.....3
	<u>                    </u>	HPR	Physical Education .....1
Total semester credits	.....13	Total semester credits	.....16



*Term IIIA or IIIB*

(2)Science .....	3-4
Humanities .....	3
Total semester credits .....	6-7

**SECOND YEAR**

*Term I*

*Term II*

(2)Science .....	3-4	*BA	245 Business Comm. ....	3
BA 221 Prin. of Acct. I .....	3	BA	247 Business Machines .....	3
ECO 251 Prin. of Economics I ...	3	*BA	222 Prin. of Acct. II .....	3
(3)BA 211 Shorthand III .....	3	*ECO	252 Prin. of Economics II ...	3
HPR Physical Education .....	1	(4)SPE	100 Intro. to Speech or	
		PSY	201 Gen. Psychology .....	3
		HPR	Physical Education .....	1
Total semester credits .....	13-14	Total semester credits .....		16

\*Requires a pre- or co-requisite—see course description in catalog.

- (1)A student not meeting prerequisites will need to take qualifying course(s). A student taking Intermediate Typing may 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. Shorthand is not required for "broad field" teacher certification.
- (2)Many upper division colleges require a laboratory science.
- (3)Not to be taken before first term of second year.
- (4)Students transferring to Florida Atlantic University should take SPE 100.

**SUGGESTED PROGRAM FOR FASHION MERCHANDISING  
(A.A. Degree)**

(Must meet General Education requirements set forth on page 44 of this catalog)

**PROGRAM**

**FIRST YEAR**

*First Term*

*Second Term*

ENG 101 Composition .....	3	ENG 102 or 104 Composition .....	3
Humanities .....	3	Science .....	3
BA 135 Fashion Merchandising .....	3	Math .....	3-4
BA 173 Seminar I Marketing		BA 145 Fashion Sales Promotion .....	3
in Perspective .....	3	HPR Physical Education .....	1
HPR Physical Education .....	1		
Total Semester Hours .....	13	Total Semester Hours .....	13-14

*Term III-A or III-B*

Science .....	3-4
BA 147 Fashion in	
Contemporary Living .....	3
Total Semester Hours .....	6-7

## SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
BA 170 Principle of Marketing	.....3	ECO 252 Principle of Economics II	.....3
BA 205 Fashion Buying	.....3	BA 221 Prin. of Accounting I	.....3
Social Science	.....3	BA 206 Prin. of Fashion Coord.	.....3
ECO 251 Principle of Economics I	.....3	Humanities	.....3
Speech or Psychology	.....3	Social Science	.....3
HPR Physical Education	.....1	HPR Physical Education	.....1
Total Semester Hours	.....16	Total Semester Hours	.....16

### SUGGESTED PROGRAM FOR INTERIOR DESIGN (A.A. Degree)

(Must meet General Education requirements set forth on page 44 of this catalog)

#### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
ENG 101 Composition	.....3	*ENG 102 or 104 Composition	.....3
MTH 127-129 or		HIS 102 Western Civilization	.....3
*MTH 131 Inter Algebra	.....3	ART 101 Beginning Drawing	.....3
PSY 100 Human Relations in Business and Industry	.....3	Science	.....3
HIS 101 Western Civilization	.....3	Humanities	.....3
Science	.....3	HPR Physical Education	.....1
HPR Physical Education	.....1		
Total semester credits	.....16	Total semester credits	.....16

#### *Term IIIA or IIIB*

Humanities	.....3
ART 208 Art History I	.....3
Total semester credits	.....6

#### SECOND YEAR

<i>Term I</i>		<i>Term II</i>	
ART 209 Art History II	.....3	*ECO 252 Prin. of Economics II	.....3
ECO 251 Prin. of Economics I	.....3	ART 107 Design II	.....3
ART 106 Design I	.....3	SOC 211 Gen. Sociology	.....3
ANT 225 Anthropology	.....3	Elective	.....3
PSY 201 Gen. Psychology	.....3	HPR Physical Education	.....1
HPR Physical Education	.....1		
Total semester credits	.....16	Total semester credits	.....13

\*Requires a pre- or co-requisite—see course description in catalog.

The above program is applicable for Florida State University (F.S.U.).

Interior Design is in the School of Architecture at University of Florida and the School of Technology at Florida International University (F.I.U.).

Check the catalog of the institution that you plan to attend for specific requirements.

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

(Must meet General Education requirements set forth on page 44 of this catalog)

### FIRST YEAR

<i>Term I</i>	<i>Term II</i>
ENG 101 Composition .....3	*ENG 102 or 104 Composition .....3
*(1)MTH 132 Pre-Calculus I or	(2)Science .....3
MTH 137 Finite Math .....3	*(3)STA 221 Elem. Statistics .....3
BA 173 Seminar I: Marketing	*BA 283 Seminar II: Research
in Perspective .....3	in Marketing .....3
BA 170 Prin. of Marketing .....3	BA 130 Salesmanship .....3
HPR Physical Education .....1	HPR Physical Education .....1
Total semester credits .....13	Total semester credits .....16-17

### Term IIIA or IIIB

(2)Science .....3-4
DP 101 Fund Data Processing ....3
Total semester credits .....6-7

### SECOND YEAR

<i>Term I</i>	<i>Term II</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 284 Seminar III:	Humanities .....3
Marketing Management .....3	Social Science .....3
Social Science .....3	SPE 100 Intro to Speech or
Humanities .....3	PSY 201 Gen Psychology .....3
HPR Physical Education .....1	HPR Physical Education .....1
Total semester credits .....16	Total semester credits .....16

\*Requires a pre- or co-requisite—see course description in catalog.

- (1)Students who plan to enter Florida Atlantic University's DE Program may take MTH 109.
- (2)Many upper division colleges require a laboratory science.
- (3)Students who plan to enter Florida Atlantic University's DE Program may take an elective—BA 171, BA 271.

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

(Must meet General Education requirements set forth on page 44 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 Typing, Parts 4-6	3	Social Science	3	
BA	221 Prin. of Accounting I	3	*BA	112 Shorthand II	3
HPR	Physical Education	1	BA	202, 203, 204 Expert Typing, Parts 7-9	3
			HPR	Physical Education	1
Total Semester Hours			Total Semester Hours		
13			16		

### Term III-A or III-B

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

## SECOND YEAR

### First Term

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

†Not to be confused with specialized secretarial programs.

\*A student not meeting prerequisites will need to take qualifying course(s). Students taking Intermediate Typing may 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.

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

## SUGGESTED PROGRAM FOR ENGLISH

(A.A. Degree)

### FIRST YEAR

### First Term

ENG	101 Composition	3
SPE	100 Intro. to Speech Comm.	3
Social Science		3
Modern Foreign Language		3
HPR	Physical Education	1
Total Semester Hours		13

### Second Term

ENG	102 Composition	3
MTH	131 or 127-129 Intermediate Algebra	3
Science		3
Social Science		3
Modern Foreign Language		3
HPR	Physical Education	1
Total Semester Hours		16

### Summer Terms

Science	3
Total Semester Hours	3



## SECOND YEAR

### *First Term*

### *Second Term*

Elective.....	3	ENG 140 or JOU 100 .....	3
ENG 211 or 212 World Literature .....	3	ENG 222 British Literature .....	3
ENG 221 British Literature .....	3	Modern Foreign Language .....	3
PSY 201 General Psychology .....	3	PHY 260 Intro. to Philosophy .....	3
Modern Foreign Language .....	3	Elective.....	3
HPR Physical Education .....	1	HPR Physical Education .....	1
Total Semester Hours .....	16	Total Semester Hours .....	16

## RECOMMENDED ELECTIVES

EDU 250 Introduction .....	3	ENG 141 Creative Writing—Fiction .....	3
SPE 111 Introduction to Public Speaking .....	3	ENG 142 Creative Writing—Poetry .....	3
ART 207 Art Appreciation .....	3	ENG 143 Creative Writing—Script .....	3
PHI Ethics .....	3	ENG 144 Creative Writing—Articles .....	3
MU 207 Music Appreciation .....	3	ENG 245 Creative Writing Workshop .....	3
ENG 230 or 231 American Literature .....	3		
ENG 140 Introductory Creative Writing .....	3		

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

### FIRST YEAR

#### *First Term*

#### *Second Term*

ENG 101 Composition .....	3	ENG 102 Composition .....	3
HIS 101 World Civilization .....	3	HIS 102 World Civilization .....	3
Modern Foreign Language (level according to placement test) .....	3	Modern Foreign Language (in sequence) .....	3 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 or 15

#### *Summer Terms*

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

## SECOND YEAR

#### *First Term*

#### *Second Term*

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 109 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		ENG 221 British Literature	
EDU 250 Intro. to Education		ENG 222 British Literature	
SPE 100 Introduction to Speech		HIS 112 The Americas from 1815	
BA 101 Elementary Typing		ENG 110 Grammar	

### 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	.....4
Total Semester Hours	.....13	Total Semester Hours	.....14

#### *Summer Terms*

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

#### SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
Mathematics 109	.....3	French 201	.....3
French 102	.....4	History 212	.....3
History 211	.....3	HPR	.....1
Humanities	.....3	Humanities	.....3
HPR	.....1	Science	.....3
Spanish 201	.....3	Spanish 202	.....3
Total Semester Hours	.....17	Total Semester Hours	.....16

#### *Summer Terms*

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

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

### FIRST YEAR

#### *First Term*

#### *Second Term*

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

ENG 102 or 104 Composition .....	3
SPE 111 Public Speaking .....	3
HIS 101 World Civilization .....	3
*Foreign Language .....	3 or 4
DRA 225 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

#### *First Term*

#### *Second Term*

DRA 207 Theatre Western Culture .....	3
SPE 105 Intro. Argumentation and Debate .....	3
SPE 140 Intro. Oral Interp. ....	3
*Foreign Language .....	3
HPR Physical Education .....	1
Laboratory Science .....	4
Total Semester Hours .....	17

Humanities .....	3
(Suggest ENG 212 or 231)	
SPE 115 Phonetics .....	3
SPE 220 Intro. to Speech Correction .....	3
PSY 100-200-201 .....	3
*Foreign Language .....	3 or 4
HPR Physical Education .....	1
Total Semester Hours .....	16

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

### FIRST YEAR

#### *First Term*

#### *Second Term*

ENG 101 Composition .....	3
Lab Science .....	4
SPE 100 Intro. Speech Comm. ....	3
*Foreign Language .....	3
HPR Physical Education .....	1
Total Semester Hours .....	14

ENG 102 or 104 Composition .....	3
HIS 101 World Civilization .....	3
SPE 140 Intro. Oral Interpretation .....	3
SPE 110 Voice and Diction .....	3
*Foreign Language .....	3 or 4
HPR Physical Education .....	1
Total Semester Hours .....	16

### *Summer Terms*

BIO	160 General Zoology	4
Total Semester Hours		4

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

### **SECOND YEAR**

<i>First Term</i>	<i>Second Term</i>
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 109 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**

<i>First Term</i>	<i>Second Term</i>
ENG 101 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 or 17

### *Summer Terms*

DRA 207 Humanities	3
MATH	3
Total Semester Hours	6

### **SECOND YEAR**

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

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

#### FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
ART	106 Design I	ART	107 Design II
ART	101 Beginning Drawing	*ART	102 Life Drawing
ENG	101 Composition	*ENG	102 or 104 Composition
Math	.....3	ART	207 Art Appreciation
HPR	Physical Education		Humanities
	.....1	HPR	Physical Education
Total semester credits		Total semester credits	
.....13		.....13	

#### *Term IIIA or IIIB*

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

#### SECOND YEAR

<i>Term I</i>		<i>Term I</i>	
*Studio Art Elective	.....3	*Studio Art Elective	.....3
HIS	101 Western Civilization	HIS	102 Western Civilization
Science	.....3-4	ART	209 Art History
ART	208 Art History	Electives	.....6
Elective (Area 5)	.....3	HPR	Physical Education
HPR	Physical Education		.....1
	.....1	Total semester credits	
Total semester credits		Total semester credits	
.....16-17		.....16	

Requires a pre- or co-requisite—see course description in catalog.

Students planning to pursue a Bachelor of Arts degree should complete the intermediate level of a foreign language. The Bachelor of Fine Arts degree generally does not require a foreign language.

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

## FIRST YEAR

<i>Term I</i>		<i>Term II</i>	
ENG	101 Composition .....3	*ENG	102 Composition .....3
(1)DRA	254 Acting I .....3	*DRA	255 Acting II or
(1)DRA	251 Stagecraft .....3	DRA	261 Lighting for the Stage ...3
SPE	115 Phoetics of	DRA	260 Contemporary Drama ...3
	American English .....3		Psychology .....3
(2)DRA	101-108 Theatre Prod ....1-3	*(3)DRA	213 Ballet for the Stage .....2
(3)DRA	212 Ballet for the Stage .....2	(2)DRA	101-108 Theatre Prod ....1-3
		HPR	Physical Education .....1
Total semester credits .....15-17		Total semester credits .....16-18	
<i>Term IIIA</i>		<i>Term IIIB</i>	
Math	.....3	(3)DRA	211 Fencing for the Stage ....1
*(3)DRA	214 Ballet for the Stage .....2		Social Science .....3
HPR	Physical Education .....1		Science .....3
		HPR	Physical Education .....1
Total semester credits .....6		Total semester credits .....8	

## SECOND YEAR

<i>Term I</i>		<i>Term II</i>	
DRA	253 Makeup .....3	*DRA	258 Directing or
Social Science	.....3	*DRA	252 Set Design .....3
*DRA	256 Acting III .....3		Science .....3
DRA	265 History of Theatre or		Humanities .....3
*DRA	261 Lighting for the Stage ....3		Humanities .....3
(2)DRA	101-108 Theatre Prod ....1-3	(2)DRA	101 Theatre Productions ...1-3
HPR	Physical Education .....1		
Total semester credits .....14-16		Total semester credits .....13-15	

\*Requires a pre- or co-requisite—see course description in catalog.

- (1) All freshmen drama students are required to take Acting I and Stagecraft the first semester.
- (2) DRA 101-108 courses may not be taken for more than a total of six semester credits. A student must have drama faculty permission before registering for any theatre production course.
- (3) DRA 211 Fencing for the Stage and DRA 212, 213, 214 Ballet for the Stage do not satisfy the HPR activity credit requirement.

Many colleges offer a B.A., B.S., or B.F.A. degree in Drama and/or Theatre. Only the B.A. degree requires 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 FRESHMEN YEAR.**

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

### FIRST YEAR

#### *First Term*

ENG 101 .....	3
History and the Social Sciences (Select from #3, p. 44) .....	3
MUS 105 .....	4
MUS 180 Sequence .....	2
MUS 140 Sequence (or class voice or class piano) .....	1
Music Activity (Chorus, Band, etc.) .....	1
HPR Physical Education .....	1
Total Semester Hours .....	15

#### *Second Term*

ENG 102 or 104 .....	3
History and the Social Sciences (Select from #3, p. 44) .....	3
MUS 106 .....	4
MUS 190 Sequence .....	2
MUS 150 Sequence (or class voice or class piano) .....	1
Music Activity (Chorus, Band, Etc.) .....	1
HPR Physical Education .....	1
Total Semester Hours .....	15

### SECOND YEAR

#### *First Term*

Science (See #4, p. 44) .....	3
*Math 131 (or another Math course. See #4, p. 44) .....	3
MUS 205 .....	4
MUS 280 Sequence .....	2
MUS 240 Sequence (or class piano) .....	1
Music Activity (Chorus, Band, Etc.) .....	1
MUS 203 .....	3
HPR .....	1
Total Semester Hours .....	18

#### *Second Term*

Elective (See #5, p. 45) .....	3
MUS 206 .....	4
MUS 290 Sequence .....	2
MUS 250 Sequence (or class piano) .....	1
MUS 204 .....	3
Music Activity (Chorus, Band, Etc.) .....	1
*PHY 240 Acoustics (or another Science course. See #4, p. 44) ...	3
HPR .....	1
Total Semester Hours .....	18

\*Math 131 is prerequisite to PHY 240 Acoustics, which is available to music majors.

### CURRICULUM FOR PRE-MUSIC EDUCATION

#### *General Education*

ENG 101 & 102 or 104 .....	6
His. and Social Sciences *Select 6 hrs. from #3, p. 44 .....	6
Select 3 hrs. from #5, p. 45 .....	3
*Math & Science—select 9 hrs. from #4, p. 44) .....	9
HPR Physical Education .....	4
Total Semester Hours .....	28

#### *Music*

MUS 105, 106, 205, 206 .....	16
Principal Instrument—Sequence of 160, 170, 260 & 270 numbers ..	8
*Secondary Instrument—Sequence of 142, 152, 242, 252 (or piano class) .....	4
Music Activity (Chorus, Band, Etc.) .....	4
Technique Classes (3 selected from MUS 119, 120, 121, 122) .....	3
MUS 203, 204 .....	6
Total Semester Hours .....	41

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

\*\*PHY 240 Acoustics is available to music majors.

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

The Music Education Degree will follow the same outline as the Pre-Music Degree listed above with the following exceptions:

1. Add three hours of technique classes selected from MUS 119, 120, 121, 122. It is suggested that two be taken during the freshman year and the remaining be taken the second term of the sophomore year.
2. Instead of the MUS 180, 190, 280 and 290 sequences, the student should enroll in the 160, 170, 260 and 270 sequences.
3. The MUS 140, 150, 240 and 250 sequences should be in the area of piano or piano class unless the student's principal instrument is piano in which case he may take any other applied music other than piano or piano class.
4. The total hours for the Music Education Degree will be 69 hours.

**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 127-129 OR	
BIO 105 Modern Biology Lab .....	1	MTH 131 Basic College Math .....	3
*HIS 101 or PSC 121 .....	3	BIO 150 General Botany and	
Language .....	3	BIO 151 Botany Lab, OR	
HPR Physical Education .....	1	BIO 160 General Zoology and	
		BIO 161 Zoology Lab .....	4
		Language .....	3
		HPR Physical Education .....	1
Total Semester Hours .....	14	Total Semester Hours .....	14

*Term III-A or III-B*

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

**SECOND YEAR**

<i>First Term</i>		<i>Second Term</i>	
Humanities .....	3	Humanities .....	3
MTH 132 Pre-Calculus I .....	4	REL 142 New Testament	
REL 240 World Religions .....	3	History .....	3
Language .....	3	Elective .....	3
HPR Physical Education .....	1	Language .....	3
		PSY 201 General Psychology .....	3
Total Semester Hours .....	14	Total Semester Hours .....	15

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



**\*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	
BIO 105 Modern Biology lab .....	1	Education .....	3
MTH 131 OR		SPE 100 Introductory Speech .....	3
MTH 127-129 Intermediate Algebra ...	3	PSY 201 General Psychology .....	3
HPR Activity .....	1	HPR Activity .....	1
Elective .....	3		
Total Semester Hours .....	17	Total Semester Hours .....	16

**SECOND YEAR**

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

**SUGGESTED ELECTIVES**

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

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

**PHYSICAL EDUCATION**

**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 105 Modern Biology Lab .....	1	BIO 161 Bio Lab OR	
History OR Social Science .....	3	CHE 107 Chemistry for General	
HPR 150 Intro. to Phys. Educa. ....	3	Education AND	
**HPR 143,		CHE 108 Chemistry for General	
HPR Lab 147 Aquatics .....	1	Education Lab .....	4

HPR Lab 146 Tennis/Archery .....1

Social Science OR History .....3

HPR 152 First Aid & Safety .....3

HPR 153 Intro. to Recreation .....3

HPR 144 HPR Lab—

Folk, Social Dance .....1

Total Semester Hours .....15

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

SOC 211 General Sociology .....3

HPR 151 Personal & Community

Health .....3

HPR 239 HPR Lab—

Volleyball/Basketball .....1

Electives .....3

SPE 100 Intro. to Speech .....3

Total Semester Hours .....16

### Second Term

Humanities .....3

\*MTH 109 General Education

College Mathematics OR

MTH 131 OR

MTH 127-129 Inter. Algebra .....3

HPR 154 or 155 Sport Officiating ...3

\*\*HPR 247 HPR Laboratory—

Gymnastics .....1

Elective .....3

PSY 201 General Psychology .....3

Total Semester Hours .....16

## RECOMMENDED ELECTIVES

PSY 211 Child Psychology

PSY 212 Adolescent Psychology

SOC 231 The Family

EDU 299 Perspectives in Education

EDU 251 Educational Psychology

EDU 210 Audio Visual Aids

## SUGGESTED PROGRAM FOR EDUCATION

(A.A. Degree)

### PHYSICAL EDUCATION

#### FIRST YEAR

##### First Term

ENG 101 Composition .....3

BIO 100 Modern Biology .....3

BIO 105 Modern Biology Lab .....1

History OR Social Science .....3

HPR 150 Intro. to Phys. Education ....3

HPR 147 Lab Aquatics .....1

HPR 146 Lab Tennis/Archery .....1

Total Semester Hours .....15

##### Second Term

ENG 102 or 104 Composition .....3

BIO 160 General Zoology and

BIO 161 Bio Lab OR

CHE 107 Chemistry for General

Education AND

CHE 108 Chemistry Lab .....4

History or Social Science .....3

HPR 152 First Aid & Safety .....3

HPR 153 Intro. to Recreation .....3

HPR 144 Lab—Folk & Sq. Dance ....1

Total Semester Hours .....17

**SECOND YEAR**

*First Term*

*Second Term*

Humanities .....	3	Humanities .....	3
SOC 211 General Sociology .....	3	MTH 109 Gen. Educ. College Math OR	
HPR 151 Personal and Community		MTH 131 OR	
Health .....	3	MTH 127, 128 Inter. Algebra .....	3
Elective .....	3	HPR 154 or 155 Sports Officiating .....	3
SPE 100 Intro. to Speech .....	3	Elective .....	3
HPR 239 Lab—		PSY 201 General Psychology .....	3
Volleyball/Basketball .....	1	HPR 247 Lab Gymnastics .....	1
Total Semester Hours .....	16	Total Semester Hours .....	16

**SUGGESTED ELECTIVES**

PSY 211, 212  
 SOC 211  
 EDU 210, 251, 299

**RECOMMENDED  
 A/A DEGREE IN RECREATION**

ENG 101 Composition .....	3	ENG 102 or 104 Composition .....	3
SOC 211 Gen. Sociology .....	3	SOC 212 Social Org. ....	3
AST Astronomy .....	3	ART 200 Arts/Crafts .....	3
HPR 153 Intro. to Rec. ....	3	Elective .....	3
HPR 156 Group Leadership .....	3	GY 105 Phy. Geology .....	3
CWS 101 Rec. Co-op Practicum .....	2	CWS 102 Rec. Co-op Practicum .....	2
HPR Lab .....	1	HPR Lab .....	1
Total Semester Hours .....	18	Total Semester Hours .....	18

**SUMMER FIELD WORK**

CWS 201  
 40 Hrs. Wk.—3 hrs. Credit

DRA 251 Stagecraft .....	3	HPR 158 Outdoor Recreation .....	3
PSY 201 Gen. Psychology .....	3	PSY 211, 212, 238 .....	3
MTH 131 or		MUS 207 Music In West.	
MTH 127–129 Intermediate Algebra .....	3	Culture .....	3
HPR 154/155 Sports Officiating .....	3	HPR 152 First Aid .....	3
HPR 157 Special Group Rec. ....	3	SPE 100 Intro. to Speech .....	3
CWS 103 Rec. Co-op Practicum .....	2	CWS 104 Rec. Co-op Practicum .....	2
HPR Lab .....	1	HPR Lab .....	1
Total Semester Hours .....	18	Total Semester Hours .....	18

**ELECTIVES**

DRA 254  
 BA 221–222

## ASTRONOMY Suggested Program

### FIRST YEAR

<i>Term I</i>	<i>Term II</i>
ENG 101 Composition .....3	*ENG 104 Composition .....3
(1) Foreign Language .....3	Foreign Language .....4
Social Science .....3	*MTH 223 Calculus .....6
*MTH 134 Pre-Calculus II .....3	HPR Physical Education .....1
HPR Physical Education .....1	
Total semester credits .....13	Total semester credits .....14

### *Term IIIA or IIIB*

Humanities .....3
Social Science .....3
HPR Physical Education .....1
Total semester credits .....7

### SECOND YEAR

<i>Term I</i>	<i>Term II</i>
AST 101 Astronomy I .....3	AST 102 Astronomy II .....3
*PHY 210 Gen. Physics .....3	*PHY 211 Gen. Physics .....3
*PHY 212 Gen. Physics Lab .....1	*PHY 213 Gen. Physics Lab .....1
Foreign Language .....3	Foreign Language .....3
*MTH 224 Calculus .....6	*MTH 235 Differential Equations ....3
HPR Physical Education .....1	Humanities .....3
Total semester credits .....17	Total semester hours .....16

Failure to maintain a B average (3.0) will jeopardize a student's chances of completing the seven-year minimum course for an astronomer.

\*Require a pre- or co-requisite—see course description in catalog.

(1)Level determined by placement test.

## BIOLOGY Suggested Program

### FIRST YEAR

<i>Term I</i>	<i>Term II</i>
ENG 101 Composition .....3	*ENG 102 or 104 Composition .....3
*MTH 134 Pre-Calculus II .....3	*MTH 223 Calculus .....6
*CHE 131 Gen. Chemistry .....3	*CHE 132 Gen. Chemistry .....3
(1)Foreign Language .....3	*CHE 134 Gen. Chemistry Lab .....1
BIO 105 Biology Lab .....1	Foreign Language .....4
HPR Physical Education .....1	HPR Physical Education .....1
Total semester credits .....14	Total semester credits .....18



*Term IIIA*

*CHE 133 Gen. Chemistry	3
*CHE 135 Gen. Chemistry Lab	1
Humanities	3
Total semester credits	7

*Term IIIB*

Humanities	3
Social Science	3
Total semester credits	6

**SECOND YEAR**

*Term I*

*(2)CHE 221 Organic Chemistry	3
*CHE 223 Organic Chem. Lab	1
*BIO 150 Gen. Botany	3
*BIO 151 Gen. Botany Lab	1
*MTH 224 Calculus	6
Foreign Language	3
HPR Physical Education	1
Total semester credits	18

*Term II*

*CHE 222 Organic Chemistry	3
*CHE 224 Organic Chem. Lab	1
*BIO 160 Gen. Zoology	3
*BIO 161 Gen. Zoology Lab	1
Social Science	3
Foreign Language	3
HPR Physical Education	1
Total semester credits	15

\*Requires pre- or co-requisite—see course description in catalog.

(1)Level determined by placement test.

(2)PHY 201, 202, 203, 204 are also required, either Physics or Organic Chemistry may be taken as a sophomore course.

**CHEMISTRY  
Suggested Program**

**FIRST YEAR**

*Term I*

ENG 101 Composition	3
*CHE 131 Gen. Chemistry	3
*MTH 134 Pre-Calculus II	3
(1)Foreign Language	3
Social Science	3
HPR Physical Education	1
Total semester credits	16

*Term II*

*ENG 102 or 104 Composition	3
*CHE 132 Gen. Chemistry	3
*CHE 134 Gen. Chemistry Lab	1
*MTH 223 Calculus	6
Foreign Language	4
HPR Physical Education	1
Total semester credits	18

*Term IIIA*

*CHE 133 Gen. Chemistry	3
*CHE 135 Gen. Chemistry Lab	1
HPR Physical Education	1
Total semester credits	5

*Term IIIB*

Humanities	3
Social Science	3
Total semester credits	6

## SECOND YEAR

<i>Term I</i>	<i>Term II</i>
*CHE 221 Organic Chemistry .....3	*CHE 222 Organic Chemistry .....3
*CHE 223 Organic Chem. Lab .....1	*CHE 224 Organic Chem. Lab .....1
*MTH 224 Calculus .....6	*PHY 211 Gen. Physics .....3
*PHY 210 Gen. Physics .....3	*PHY 213 Gen. Physics Lab .....1
*PHY 212 Gen. Physics Lab .....1	Foreign Language .....3
Foreign Language .....3	Humanities .....3
	HPR Physical Education .....1
Total semester credits .....17	Total semester credits .....15

\*Requires a pre- or co-requisite—see course description in catalog.

(1)Level determined by placement test.

## ENGINEERING Suggested Program

The following program is designed for all Engineering Degree Majors, Electrical, Mechanical, Civil, etc.

### FIRST YEAR

<i>Term I</i>	<i>Term II</i>
ENG 101 Composition .....3	*ENG 102 or 104 Composition .....3
*CHE 131 Gen. Chemistry .....3	*MTH 223 Calculus .....6
*MTH 134 Pre-Calculus II .....3	*CHE 132 Gen. Chemistry .....3
*EGR 101 Engr. Drawing .....3	*CHE 134 Gen. Chemistry Lab ....1
Social Science .....3	*(1)EGR 105 Descriptive Geometry ...3
HPR Physical Education .....1	HPR Physical Education .....1
Total semester credits .....16	Total semester credits .....17

### *Term IIIA*

*CHE 133 Gen. Chemistry .....3
*CHE 135 Gen. Chemistry Lab .....1
Humanities .....3
Total semester credits .....7

## SECOND YEAR

<i>Term I</i>	<i>Term II</i>
*MTH 224 Calculus .....6	*MTH 235 Differential Equation ....3
*PHY 210 Gen. Physics .....3	*PHY 211 Gen. Physics .....3
*PHY 212 Gen. Physics Lab .....1	*PHY 213 Gen. Physics Lab .....1
*MTH 234 Linear Algebra .....3	Area 5 (other than F) .....3
Humanities .....3	DP 110 Fortran .....3
	HPR Physical Education .....1
Total semester credits .....16	Total semester credits .....14

*Term IIIA*

Social Science .....	3
*EGR 233 Engr. Mechanics .....	3
HPR Physical Education .....	<u>1</u>
Total semester credits .....	7

\*Requires a pre- or co-requisite—see course description in catalog.

(1)EGR 105 not required for some Engineering majors.

**GEOLOGY**  
**Suggested Program**

**FIRST YEAR**

*Term I*

ENG 101 Composition .....	3
MTH 127-129 OR .....	
*MTH 131 Inter. Algebra .....	3
*CHE 131 Gen. Chemistry .....	3
(1)Foreign Language .....	3
Humanities .....	3
HPR Physical Education .....	<u>1</u>
Total semester credits .....	16

*Term II*

*ENG 102 or 104 Composition .....	3
*MTH 132 Pre-Calculus I .....	3
*CHE 132 Gen. Chemistry .....	3
*CHE 134 Gen. Chemistry Lab .....	1
Foreign Language .....	4
HPR Physical Education .....	<u>1</u>
Total semester credits .....	15

*Term IIIA*

*CHE 133 Gen. Chemistry .....	3
*CHE 135 Gen. Chemistry Lab .....	1
*MTH 134 Pre-Calculus II .....	<u>3</u>
Total semester credits .....	7

*Term IIIB*

BIO 100 Gen. Biology .....	3
BIO 105 Gen. Biology Lab .....	1
Social Science .....	<u>3</u>
Total semester credits .....	7

**SECOND YEAR**

*Term I*

GY 105 Physical Geology .....	3
*GY 106 Physical Geology Lab .....	1
*PHY 201 Inter. Physics .....	3
*PHY 203 Inter. Physics Lab .....	1
Social Science .....	3
Foreign Language .....	3
HPR Physical Education .....	<u>1</u>
Total semester credits .....	15

*Term II*

*GY 110 Historical Geology .....	3
GY 111 Historical Geology Lab .....	1
*PHY 202 Inter. Physics .....	3
*PHY 204 Inter. Physics Lab .....	1
Humanities .....	3
Foreign Language .....	3
HPR Physical Education .....	<u>1</u>
Total semester credits .....	15

\*Requires a pre- or co-requisite—see course description in catalog.

(1)Level determined by Placement Test.

Florida State University recommends \*MTH 223 Calculus and DP 110 Fortran.

Florida Atlantic University recommends Biological Sciences—8 semester credits and \*MTH 223 Calculus.

University of Florida—Biology not required.

University of South Florida—Foreign Language not required.

## MATHEMATICS Suggested Program

### FIRST YEAR

<i>Term I</i>	<i>Term II</i>
ENG 101 Composition .....3	*ENG 102 or 104 Composition .....3
*MTH 134 Pre-Calculus II .....3	*MTH 223 Calculus .....6
(1)Foreign Language .....3	Foreign Language .....4
Social Science .....3	HPR Physical Education .....1
HPR Physical Education ..... <u>1</u>	
Total semester credits .....13	Total semester credits .....14

<i>Term IIIA or IIIB</i>
Social Science .....3
Humanities ..... <u>3</u>
Total semester credits .....6

### SECOND YEAR

<i>Term I</i>	<i>Term II</i>
*MTH 224 Calculus .....6	*MTH 235 Differential Equations .....3
*PHY 210 Gen. Physics .....3	*PHY 211 Gen. Physics .....3
*PHY 212 Gen. Physics Lab .....1	*PHY 213 Gen. Physics Lab .....1
Foreign Language .....3	Foreign Language .....3
*MTH 234 Linear Algebra .....3	Humanities .....3
HPR Physical Education ..... <u>1</u>	HPR Physical Education ..... <u>1</u>
Total semester credits .....17	Total semester credits .....14

\*Requires a pre- or co-requisite—see course description in catalog.

(1)Level determined by placement test.

University of Florida requires 6 semester credits in Biological Science.

Florida State University requires 1 year of Chemistry or Physics, also recommend 1 course in Data Processing.

Florida International University recommends 1 course in Data Processing.

University of South Florida recommends 1 year of French, German or Russian.



**PHYSICS**  
**Suggested Program**

**FIRST YEAR**

*Term I*

ENG 101 Composition .....	3
*CHE 131 Gen. Chemistry .....	3
*MTH 134 Pre-Calculus II .....	3
(1) Foreign Language .....	3
HPR Physical Education .....	1
Total semester credits .....	13

*Term II*

*ENG 102 or 104 Composition .....	3
*CHE 132 Gen. Chemistry .....	3
*CHE 134 Gen. Chemistry Lab .....	1
*MTH 223 Calculus .....	6
Foreign Language .....	4
Total semester credits .....	17

*Term IIIA*

*CHE 133 Gen. Chemistry .....	3
*CHE 135 Gen. Chemistry Lab .....	1
Social Science .....	3
Total semester credits .....	7

*Term IIIB*

Social Science .....	3
Humanities .....	3
HPR Physical Education .....	1
Total semester credits .....	7

**SECOND YEAR**

*Term I*

*MTH 224 Calculus .....	6
*PHY 210 Gen. Physics .....	3
*PHY 212 Gen. Physics Lab .....	1
Foreign Language .....	3
HPR Physical Education .....	1
Total semester credits .....	14

*Term II*

*MTH 235 Differential Equations .....	3
*PHY 211 Gen. Physics .....	3
*PHY 213 Gen. Physics Lab .....	1
Humanities .....	3
Foreign Language .....	3
HPR Physical Education .....	1
Total semester credits .....	14

\*Requires a pre- or co-requisite—see course description in catalog.

(1) Level determined by placement test.

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

**FIRST YEAR**

*First Term*

ENG 101 Composition .....	3
HIS 101, 111, 201 or PSC 121 .....	3
MTH 131 Basic College Math .....	3
ANT 225 Intro. to Anthro. ....	3
Language .....	3
HPR Physical Education .....	1
Total semester credits .....	16

*Second Term*

ENG 102 or 104 Composition .....	3
HIS 102, 112, 202, or PSC 122 .....	3
Language .....	3
ANT 227 Intro. to Physical Anthro. or	
ANT 235 Intro. to World Ethnology ....	3
SPE 100 or 111 .....	3
HPR Physical Education .....	1
Total semester credits .....	16

*Term IIIA or IIIB***NATURAL SCIENCE**

Recommended Biology or Geology .....	4
Total semester credits .....	4

*Term IIIB*

Anthro. Field School .....	6 hrs. (Elective)
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**SECOND YEAR***First Term*

PSY 201 General Psychology OR	
SOC 211 General Sociology .....	3
Natural Science (Biol. or Geo.) .....	4
ANT 240 No. American Indians OR	
ANT 230 Intro. to History of Man .....	3
Language .....	3
Philosophy OR English .....	3
HPR Physical Education .....	1
Total semester credits .....	17

*Second Term*

PSY or SOC .....	3
STA 221 Statistics .....	3
Elective (HIS, SOC, PSY, ANT) .....	3
Language .....	3
GEO 202 .....	3
HPR Physical Education .....	1
Total semester credits .....	16

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

**FIRST YEAR***First Term*

ENG 101 Composition .....	3
**HIS 101 or PSC 121 .....	3
MTH 109 General Education	
College Mathematics or	
MTH 127-129 or	
MTH 131 Basic College Math .....	3
Language .....	3
HPR Physical Education .....	1
MUS 200 .....	3
Total Semester Hours .....	16

*Second Term*

ENG 102 or 104 Composition .....	3
**HIS 102 or PSC 122 .....	3
BIO 100 Modern Biology .....	3
BIO 105 Modern Biology Lab .....	1
Language .....	3
HPR Physical Education .....	1
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 55 and 56 of this catalog.

**SECOND YEAR***First Term*

ART 207 Art Appreciation OR	
MUS 207 Music Appreciation .....	3
PSY 201 General Psychology .....	3
SPE 100 Intro. to Speech .....	3
EDU 299 Perspectives in Edu. ....	3
Humanities .....	3
HPR Physical Education .....	1
Total Semester Hours .....	16

*Second Term*

SOC 211 General Sociology .....	3
EDU 251 Education Psychology .....	3
Science .....	3-4
Humanities .....	3
Language .....	3
HPR Physical Education .....	1
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
BIO 100 Modern Biology	.....3	MTH 109 General Education	
BIO 105 Modern Biology Lab	.....1	College Mathematics OR	
Language	.....3	MTH 131 or 127-129 Inter. Algebra	...3
HPR Physical Education	.....1	PSY 201 General Psychology	.....3
		Language	.....3
		HPR Physical Education	.....1
Total Semester Hours	.....14	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 55 and 56 of this catalog.

**SECOND YEAR**

<i>First Term</i>		<i>Second Term</i>	
SOC 211 General Sociology	.....3	PHI 260 or 263 Philosophy	.....3
SPE 100 Intro. to Speech	.....3	ART 207 or MUS 207	.....3
EDU 299 Perspectives in Edu.	.....3	Elective	.....3
Science	.....3-4	SOC 221 Social Problems OR	
Language	.....3	SOC 231 The Family	.....3
HPR Physical Education	.....1	HPR Physical Education	.....1
		Language	.....3
Total Semester Hours	.....16-17	Total Semester Hours	.....16

**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 Western Civilization	.....3	HIS 102 Western Civilization	.....3
MTH 131 OR		SPE 100 Introductory Speech	.....3
MTH 127-129 Inter. Algebra	.....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 .....	<u>4</u>
Total Semester Hours .....	4

**SECOND YEAR**

*First Term*

HIS 201 History of the U.S. ....	3
Humanities .....	3
Language .....	3
Elective .....	3
Elective .....	3
HPR Physical Education .....	<u>1</u>
Total Semester Hours .....	16

*Second Term*

HIS 202 History of the U.S. ....	3
Humanities .....	3
Language .....	3
Elective .....	3
Elective .....	3
HPR Physical Education .....	<u>1</u>
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
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**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 requirements.

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

**FIRST YEAR**

*First Term*

Language .....	3
ENG 101 Composition .....	3
Mathematics .....	3
PSC 121 National Government .....	3
HPR Physical Education .....	1
Total Semester Hours .....	<u>13</u>

*Second Term*

Language .....	3
HIS 101 Western Civilization .....	3
ENG 102 Composition .....	3
Humanities .....	3
PSC 122 State & Local Gov't. ....	3
HPR Physical Education .....	<u>1</u>
Total Semester Hours .....	16

*Summer Terms*

HIS 102 Western Civilization .....	<u>3</u>
Total Semester Hours .....	3

## SECOND YEAR

### *First Term*

### *Second Term*

ANT 225 Intro. to Anthropology . . . . .3	HIS 201 History of the U.S. . . . .3
Science . . . . .3-4	PHI 263 Ethics . . . . .3
Language . . . . .3	ENG 222 English Literature . . . . .3
Humanities . . . . .3	Science . . . . .3-4
PHI 260 Intro. to Philosophy OR	Language . . . . .3
ENG 224 English Literature . . . . .3	PSY 201 General Psychology . . . . .3
HPR Physical Education . . . . .1	HPR Physical Education . . . . .1
Total Semester Hours . . . . .16-17	Total Semester Hours . . . . .16-17

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

### FIRST YEAR

#### *First Term*

#### *Second Term*

ENG 101 Composition . . . . .3	ENG 102 or 104 Composition . . . . .3
*HIS 101 or PSC 121 . . . . .3	*HIS 102 or PSC 122 . . . . .3
MTH 131 OR	BIO 100 Mod. Prin. of Bio. . . . .3
MTH 127-129 Intermediate Algebra . . .3	BIO 105 Mod. Principles of
Language . . . . .3	Biology Lab . . . . .1
HPR Physical Education . . . . .1	Language . . . . .3
	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*

### *Second Term*

SOC 211 Gen. Sociology . . . . .3	PSY 202 Adv. Gen. Psychology . . . . .3
ART 207 Art Appreciation OR	STA 221 Elementary Statistics . . . . .3
MUS 207 Mus. Appreciation . . . . .3	Science . . . . .3-4
PSY 201 General Psychology . . . . .3	Language . . . . .3
SPE 100 Intro. to Speech . . . . .3	Humanities . . . . .3
Language . . . . .3	HPR Physical Education . . . . .1
HPR Physical Education . . . . .1	
Total Semester Hours . . . . .16	Total Semester Hours . . . . .16-17

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



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

**FIRST YEAR**

<i>First Term</i>		<i>Second Term</i>	
ENG	101 Composition .....3	ENG	102 or 104 Composition .....3
**HIS	101 Western Civilization or	**HIS	102 Western Civilization or
HIS	111 The Two Americas	HIS	112 The Two Americas
	from 1493-1830 .....3		from 1830-Present .....3
MTH	131 or		Language .....3
MTH	127-129 Inter. Algebra .....3	CHE	107 General Chemistry or
HPR	Physical Education .....1	SCI	101 Physical Sciences .....3
		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**

<i>First Term</i>		<i>Second Term</i>	
Humanities	.....3	PHI	260 Introduction to
SOC	211 General Sociology .....3		Philosophy
PSY	201 General Psychology .....3	PHI	261 Ethics .....3
*Elective	.....3	**SOC	221 Social Problems .....3
Language	.....3	SOC	231 The Family .....3
HPR	Physical Education .....1	STA	221 Elementary Statistics .....3
			Language .....3
		HPR	Physical Education .....1
Total Semester Hours .....16		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 SOCIOLOGY  
(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	MUS	Music Appreciation .....3

MTH	131 Basic College Math	.....3	BIO	100 Mod. Prin. of Biology	.....3
SOC	211 General Sociology	.....3	BIO	105 Mod. Prin. of	
HPR	Physical Education	.....1		Biology Lab	.....1
			PSY	201 General Psychology	.....3
			HPR	Physical Education	.....1
<hr/>			<hr/>		
Total Semester Hours			Total Semester Hours		
.....13			.....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 Music Appreciation	.....3
HPR	Physical Education	.....1
HIS	102 or PSC 122 Electives	.....3
<hr/>		
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
Science		.....3
<hr/>		
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.

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

**FIRST YEAR**

*Term I*

ART	101 Beginning Drawing	.....3
ARC	110 Architectural Drafting I	.....1
ARC	111 Architectural Drafting I	
Lab		.....2
ARC	215 Architectural Comm. I	.....3
ENG	101 Composition	.....3
MTH	132 Cont. College Algebra	.....3
HPR	Physical Education	.....1
<hr/>		
Total Semester Hours		.....16

*Term II*

ARC	216 Architectural Comm. II	.....3
ENG	102 or 104 Composition	.....3
MTH	134 Pre-Calculus Math	.....3
Area 5 (other than f)*		.....3
HPR	Physical Education	.....1
<hr/>		
Total Semester Hours		.....13

*Term III-A*

ARC	212 Materials & Methods	
	of Construction	.....3
Social Science		.....3
<hr/>		
Total Semester Hours		.....6

## SECOND YEAR

<i>Term I</i>	<i>Term II</i>
MTH 223 Calculus .....6	PHY 202 Inter. Physics .....3
PHY 201 Inter. Physics .....3	PHY 204 Inter. Physics Lab .....1
PHY 203 Inter. Physics Lab .....1	Humanities .....3
Humanities .....3	Social Science .....3
**ARC 270 Architectural Design I ....3	ARC 271 Architectural Design II ....3
HPR Physical Education .....1	HPR Physical Education .....1
Total Semester Hours .....17	Total Semester Hours .....14

\*GEO 101, 201, PSY 101, 201, SOC 231, SPE 100, 111

\*\*PREREQUISITE: The student must have ARC 215 and ARC 216 before enrolling in ARC 270.

## SUGGESTED PROGRAM FOR PRE-BUILDING CONSTRUCTION (A.A. Degree)

### FIRST YEAR

<i>Term I</i>	<i>Term II</i>
CC 100 Materials and Processes .....2	ARC 110 Architectural Drafting I .....1
CC 101 Materials Testing Lab .....1	ARC 111 Architectural Drafting Lab ...2
ENG 101 Composition .....3	ENG 102 or 104 Composition .....3
MTH 132 Pre-Calculus I .....3	MTH 134 Pre-Calculus II .....3
Social Science .....3	Social Science .....3
HPR Physical Education .....1	HPR Physical Education .....1
Total semester credits .....13	Total semester credits .....13

### *Term IIIA*

Area 5 (other than f) .....3
CC 250 Surveying .....1
CC 251 Surveying Lab .....2
Total semester credits .....6

## SECOND YEAR

<i>Term I</i>	<i>Term II</i>
MTH 223 Calculus .....6	GY 105 Physical Geology .....3
PHY 201 Inter. Physics .....3	GY 106 Physical Geology Lab .....1
PHY 203 Inter. Physics Lab .....1	PHY 202 Inter. Physics .....3
ENG 103 Tech. Report Writing .....3	PHY 204 Inter. Physics Lab .....1
Humanities .....3	Humanities .....3
HPR Physical Education .....1	BA 221 Prin. of Accounting .....3
	HPR Physical Education .....1
Total semester credits .....17	Total semester credits .....15

**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 OR	
MTH	127-129 Intermediate Algebra	.....3
HPR	Physical Education	.....1
Total Semester Hours		.....17

*Second Term*

ENG	102 or 104 Composition	.....3
HIS	112 The Americas OR	
PSC	122 State & Local Gov't.	.....3
BIO	160 General Zoology	.....3
BIO	161 General Zoology Lab	.....1
SPE	100 Intro. to Speech	.....3
CHE	132 General Chemistry	.....3
CHE	134 Gen. Chem. Lab	.....1
Total Semester Hours		.....17

**SUMMER TERMS**

*Term III-A*

PHI	260 Intro. to Philosophy	.....3
HPR	Physical Education	.....1
Total Semester Hours		.....4

*Term III-B*

CHE	133 General Chemistry and Qualitative Analysis	.....3
CHE	135 Gen. Chem. and Qual. Analysis Lab	.....1
Total Semester Hours		.....4

**SECOND YEAR**

*First Term*

CHE	221 Organic Chemistry	.....3
CHE	223 Organic Chem. Lab	.....1
PSY	201 General Psychology	.....3
Humanities (Lit.)		.....3
ECO	190 Intro. to Economics	.....3
HPR	Physical Education	.....1
Total Semester Hours		.....14

*Second Term*

CHE	222 Organic Chemistry	.....3
CHE	224 Organic Chem. Lab	.....1
Humanities (Music)		.....3
SOC	211 General Sociology	.....3
Humanities (Art)		.....3
HPR	Physical Education	.....1
Total Semester Hours		.....14

TOTAL.....70

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

**See Suggested Program under Pre-Medical**

**SUGGESTED PRE-CHILD DEVELOPMENT IN HOME ECONOMICS  
(A.A. Degree)**

**FIRST YEAR**

*First Term*

Foreign Language . . . . .	3
ENG 101 English Composition . . . . .	3

*Second Term*

Foreign Language . . . . .	3
ENG 102 English Composition . . . . .	3

MTH	131 OR	CHE	107 Chemistry for General Education	3
MTH	127-129 Intermediate Algebra	GEO	201 World Regional Geography	3
BIO	100 Mod. Prin. of Biology	HIS	102 Western Civilization	3
BIO	105 Mod. Prin. of Biology Lab	HPR	Physical Education	1
HPR	Physical Education			1
HIS	101 Western Civilization			3
	Total Semester Hours		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
	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
	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-FOOD AND NUTRITION SCIENCE (A.A. Degree)

### FIRST YEAR

#### *First Term*

Foreign Language	3
ENG 101 English Composition	3
MTH 131 OR	
MTH 127-129 Intermediate Algebra	3
BIO 100 Mod. Prin. of Biology	3
BIO 105 Mod. Prin. of Bio. Lab	1
HPR Physical Education	1
	14

#### *Second Term*

Foreign Language	3
ENG 102 English Composition	3
CHE 131 General Chemistry	3
STA 221 Elementary Statistics	3
HIS 101 World Civilization	3
HPR Physical Education	1
	16



*Term III-A or III-B*

HIS	102 World Civilization	3
ENG	230 American Literature	
or		
ENG	231 American Literature	3
Total Semester Hours		6

**SECOND YEAR**

*First Term*

*Second Term*

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	
NTR 261 Nutrition in the Schools	3	MUS 207 Music in Western Culture or	
MTH 132 Pre-Calculus I	3	DRA 207 Theatre in Western	
HPR Physical Education	1	Culture	3
		PSY 201 General Psychology	3
		HPR Physical Education	1
Total Semester Hours	17	Total Semester Hours	14

**SUGGESTED PROGRAM FOR PRE-FORESTRY**

(A.A. Degree)

**MAJOR IN**

**FOREST PRODUCTS TECHNOLOGY**

**FIRST YEAR**

*First Term*

*Second Term*

ENG 101 Composition	3	ENG 102 or 104 Composition	3
CHE 131 General Chemistry	3	CHE 132 General Chemistry	3
MTH 132 Pre-Calculus I	3	CHE 134 Gen. Chemistry Lab	1
EGR 101 Engineering Drawing	3	EGR 105 Descriptive Geometry	3
HPR Physical Education	1	HPR Physical Education	1
SPE 100 Intro. to Speech	3	MTH 134 Pre-Calculus II	3
		Social Science	3
Total Semester Hours	16	Total Semester Hours	17

**SUMMER TERMS**

*Term III-A*

*Term III-B*

ECO 251 Economics	3	Humanities	3
CHE 133 General Chemistry	3	ECO 252 Economics	3
CHE 135 Gen. Chemistry Lab	1		
Total Semester Hours	7	Total Semester Hours	6

## SECOND YEAR

<i>First Term</i>			<i>Second Term</i>		
BIO	150 General Botany	3	Humanities		3
BIO	151 General Botany Lab	1	MTH	224 Calculus	6
MTH	223 Calculus	6	PHY	211 General Physics	3
PHY	210 General Physics	3	PHY	213 General Physics Lab	1
PHY	212 General Physics Lab	1	HPR	Physical Education	1
HPR	Physical Education	1	Social Science		3
Area 5 (Other than F)		3			
Total Semester Hours		18	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

<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	132 Pre-Calculus I	3	CHE	134 Gen. Chemistry Lab	1
BIO	150 General Botany	3	BIO	160 General Zoology	3
BIO	151 General Botany Lab	1	BIO	161 General Zoology Lab	1
HPR	Physical Education	1	HPR	Physical Education	1
BIO	105 Biology Lab	1	MTH	134 Pre-Calculus II	3
Total Semester Hours			Total Semester Hours		
15			15		

### SUMMER TERMS

<i>Term III-A</i>		<i>Term III-B</i>	
Humanities .....	3	STA Elementary Statistics .....	3
Social Science .....	3	Humanities .....	3
<hr/> Total Semester Hours .....		<hr/> Total Semester Hours .....	
	6		6

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

## SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
MTH	223 Calculus . . . . .6	ECO	251 Prin. of Economics . . . . .3
CHE	133 General Chemistry . . . . .3	PHY	202 Intermediate Physics . . . . .3
CHE	135 Gen. Chemistry Lab . . . . .1	PHY	204 Inter. Physics Lab . . . . .1
PHY	201 Intermediate Physics . . . . .3	SPE	100 Introductory Speech . . . . .3
PHY	203 Inter. Physics Lab . . . . .1	Social Science	. . . . .3
HPR	Physical Education . . . . .1	HPR	Physical Education . . . . .1
Total Semester Hours . . . . .15		Total Semester Hours . . . . .14	
Suggested Elective: Economics 252			

## SUGGESTED PROGRAM FOR PRE-HOUSING AND INTERIOR DESIGN (A.A. Degree)

### FIRST YEAR

<i>First Term</i>		<i>Second Term</i>	
ENG	101 English Composition .....3	ENG	102 English Composition .....3
HIS	101 World Civilization .....3	HIS	102 World Civilization .....3
MTH	131 OR	PSY	201 General Psychology .....3
MTH	127-129 Intermediate Algebra ....3	AST	101 Astronomy I .....3
PSY	100 Human Relations in Business and Industry .....3	Foreign Language	.....3
Foreign Language	.....3	HPR	Physical Education .....1
HPR	Physical Education .....1		
Total Semester Hours .....16		Total Semester Hours .....16	
<i>Term III-A</i>		<i>Term III-B</i>	
ART	208 Art History I .....3	Humanities .....3	
ENG	230 American Literature .....3		
Total Semester Hours .....6		Total Semester Hours .....3	

### SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
ART	209 Art History II .....3	ART	101 Beginning Drawing .....3
BIO	100 Modern Principles of Biology .....3	ART	106 Basic Design .....3
BIO	105 Mod. Prin. of Bio. Lab .....1	SOC	231 The Family OR
BA	251 Prin. of Economics .....3	SOC	211 General Sociology .....3
Foreign Language	.....3	BA	252 Prin. of Economics .....3
PHY	130 Physics .....3	Foreign Language	.....3
HPR	Physical Education .....1	HPR	Physical Education .....1
Total Semester Hours .....17		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 situation.

Law schools generally do not require any particular undergraduate major as long as the work completed has academic merit. However, experience has shown that certain preparation is more beneficial. The school to which a student applies may have particular preference or policy. Students should consult the pre-law advisor who will help construct a meaningful program which will meet the requirements of the senior college or university desired.

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

## FIRST YEAR

<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	223 Calculus .....6	MTH	224 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 223, or if the senior institution to which transfer is planned required 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 .....15		Total Semester Hours .....15	

# 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 and Local Govt. ....3
CHE	131 General Chemistry .....3	BIO	100 Principles of Biology .....3
MTH	131 or	BIO	105 Prin. of Biology Lab .....1
MTH	127-129 Intermediate Algebra ...3	CHE	132 General Chemistry .....3

HPR Physical Education .....	1	CHE 134 Gen. Chemistry Lab .....	1
Humanities .....	3	HPR Physical Education .....	1
Total Semester Hours .....	16	Total Semester Hours .....	15

### SUMMER TERMS

#### *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

#### *First Term*

BIO 150 General Botany .....	3
BIO 151 General Botany Lab .....	1
CHE 221 Organic Chemistry .....	3
CHE 223 Organic Chem. Lab .....	1
PHY 130 Physics .....	3
SOC 211 General Sociology .....	3
HPR Physical Education .....	1
Total Semester Hours .....	15

#### *Second Term*

BIO 160 General Zoology .....	3
BIO 161 General Zoology Lab .....	1
CHE 222 Organic Chemistry .....	3
CHE 224 Organic Chem. Lab .....	1
Elective .....	3
HPR Physical Education .....	1
Area 5 (other than F) .....	3
Total Semester Hours .....	15

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

#### FIRST YEAR

##### *First Term*

ENG 101 Composition .....	3
BIO 100 Principles of Biology .....	3
BIO 105 Prin. of Biology Lab .....	1
CHE 131 General Chemistry .....	3
MTH 131 or	
MTH 127-129 Intermediate Algebra .....	3
HPR Physical Education .....	1
Total Semester Hours .....	14

##### *Second Term*

ENG 102 or 104 Composition .....	3
BIO 160 General Zoology .....	3
BIO 161 General Zoology Lab .....	1
CHE 132 General Chemistry .....	3
CHE 134 Gen. Chemistry Lab .....	1
Social Science Elective .....	3
HPR Physical Education .....	1
Total Semester Hours .....	15

### SUMMER TERMS

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

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



## SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
PSY 201 General Psychology	.....3	PSY 211 Child Psychology	.....3
CHE 133 General Chemistry	.....3	PHY 130 Physics	.....3
CHE 135 General Chem. Lab	.....1	Electives	.....9
Electives	.....3	HPR Physical Education	.....1
Humanities	.....3		
HPR Physical Education	.....1		
Total Semester Hours	.....14	Total Semester Hours	.....16

### SUGGESTED PROGRAM FOR PRE-OCCUPATIONAL THERAPY (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 or		Social Studies	.....3
MTH 127-129 Intermediate Algebra	.....3	PHI 161 Logic	.....3
ART 106 Basic Design I	.....3	ART 107 Basic Design II	.....3
HPR Physical Education	.....1	HPR Physical Education	.....1
Social Studies	.....3		
Total Semester Hours	.....13	Total Semester Hours	.....13

#### SUMMER TERMS

GY 105 Physical Geology	.....3
GY 106 Physical Geology Lab	.....1
Total Semester Hours	.....4

#### SECOND YEAR

<i>First Term</i>		<i>Second Term</i>	
Humanities	.....3	Humanities	.....3
BIO 100 Modern Principles of Biology	.....3	BIO 160 General Zoology	.....3
BIO 105 Biology Lab	.....1	BIO 161 General Zoology Lab	.....1
ART 206 Crafts	.....3	PHY 130 Physics	.....3
PSY 201 General Psychology	.....3	PSY 211 or 212 Child Psychology or Adolescent Psychology	.....3
Elective	.....3	Electives	.....3
HPR Physical Education	.....1	HPR Physical Education	.....1
Total Semester Hours	.....17	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**

<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	132 Pre-Calculus I .....3	CHE	134 Gen. Chemistry Lab .....1
Social Science	.....3	MTH	134 Pre-Calculus II .....3
HPR	Physical Education .....1	Social Science	.....3
		HPR	Physical Education .....1
Total Semester Hours .....13		Total Semester Hours .....14	

**SUMMER TERMS**

CHE	133 General Chemistry .....3
CHE	135 Gen. Chemistry Lab .....1
Total Semester Hours .....4	

**SECOND YEAR**

The work for the second year should be planned on the basis of the senior institution to which transfer is planned; it will probably include PHY 201-202; BIO 160. Be careful that the general education requirements of this College are met.

**SUGGESTED PROGRAM PRE-PHARMACY  
(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 Modern Principles of BIO Laboratory .....1	CHE	132 General Chemistry .....3
CHE	131 General Chemistry .....3	CHE	134 Gen. Chemistry Lab .....1
*MTH	132 Pre-Calculus I .....3	MTH	134 Pre-Calculus II .....3
Social Science	.....3	BIO	150 General Botany .....3
HPR	Physical Education .....1	BIO	151 General Botany Lab .....1
		HPR	Physical Education .....1
Total Semester Hours .....14		Total Semester Hours .....15	

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

**SUMMER TERMS**

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

## 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	223 Calculus . . . . .6	BIO	160 General Zoology . . . . .3
PHY	201 Intermediate Physics . . . . .3	BIO	161 General Zoology Lab . . . . .1
PHY	203 Inter. Physics Lab . . . . .1	PHY	202 Intermediate Physics . . . . .3
HPR	Physical Education . . . . .1	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

<i>First Term</i>		<i>Second Term</i>	
ENG	101 Composition . . . . .3	ENG	102 or 104 Composition . . . . .3
MTH	131 or	MTH	132 Pre-Calculus I . . . . .3
MTH	127-129 Intermediate Algebra . . .3	CHE	132 General Chemistry . . . . .3
CHE	131 General Chemistry . . . . .3	CHE	134 Gen. Chemistry Lab . . . . .1
Social Science	. . . . .3	Social Science	. . . . .3
HPR	Physical Education . . . . .1	HPR	Physical Education . . . . .1
Elective	. . . . .3		
Total Semester Hours . . . . .16		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

<i>First Term</i>		<i>Second Term</i>	
Humanities	. . . . .3	Humanities	. . . . .3
BIO	100 Modern Principles of Biology . . . . .3	BIO	160 General Zoology . . . . .3
BIO	105 Biology Lab . . . . .1	BIO	161 General Zoology Lab . . . . .1
PHY	130 Physics . . . . .3	PSY	201 General Psychology . . . . .3
Elective	. . . . .3	PHI	161 Logic . . . . .3
HPR	Physical Education . . . . .1	HPR	Physical Education . . . . .1
Total Semester Hours . . . . .14		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	Pre-Calculus I	.....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 134	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 223	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

**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>Term I</i>		<i>Term II</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	127-129 or 131 or 132 .....3
HPR	Physical Education .....1	DP	105 Comp. Programming I .....3
		HPR	Physical Education .....1
Total Semester Hours .....13		Total Semester Hours .....16-17	

### *Term III-A and Term 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

<i>Term I</i>		<i>Term II</i>	
ECO	251 Prin. of Economics I .....3	ECO	252 Prin. of Economics II .....3
**DP	110 Fortran Programming .....3	DP	225 Adv. Programming .....3
Social Science	.....3	Humanities	.....3
PSY	201 General Psychology .....3	Social Science	.....3
STA	221 Statistics .....3	HPR	Physical Education .....1
HPR	Physical Education .....1		
Total Semester Hours .....16		Total Semester Hours .....13	

\*\*The University of West Florida prefers DP 110, other schools will accept DP 115-PL/1 Programming.

# PROGRAM FOR TOURISM INDUSTRIES ADMINISTRATION (A.A. Degree)

## FIRST YEAR

<i>First Term</i>		<i>Second Term</i>	
**TIA	100 Intro. to Tourism Industries Administration .....3	TIA	105 Tourism Industries Administration Operations Practicum .....3
HRI	110 Supervisory Development .....3	BA	221 Principles of Acct. I .....3
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
	<b>Total Semester Hours</b>	<b>.....7</b>

**SECOND YEAR**

*First Term*

*Second Term*

BA	222 Principles of Accounting II	.....3
	Humanities elective	.....3
MTH	elective	.....3
	Modern Foreign Language	.....3
HPR	Physical Education	.....1
	<b>Total Semester Hours</b>	<b>.....13</b>

TIA	215 Tourism Industries Administration Management Practicum	.....3
BA	230 Accounting for Travel Agents	.....3
HRI	230 Marketing	.....3
	Modern Foreign Language	.....3
	Science*	.....3 or 4
	<b>Total Semester Hours</b>	<b>.....15 or 16</b>

*Term III-A*

	Science**	.....3 or 4
	Economics elective	.....3
	<b>Total Semester Hours</b>	<b>.....6 or 7</b>

\*Many upper division colleges require a laboratory science.

\*It is recommended that the students take the Travel Agency, I (beginning) and Travel Agency II (advanced) courses in the Adult and Vocational Division of the Broward County Schools before or concurrently with TIA 100.

**SUGGESTED PROGRAM FOR PRE-LAW ENFORCEMENT**

**(A.A. Degree)**

**FIRST YEAR**

*First Term*

*Second Term*

NG	101 Composition	.....3
IS	101 World Civilization	.....3
SC	121 or 122	.....3
J	100 Intro. to Criminal Justice	.....3
IPR		.....1
	<b>Total Semester Hours</b>	<b>.....13</b>

ENG	102 or 104 Composition	.....3
HIS	102 World Civilization	.....3
POL	101 Police Adm. I	.....3
HPR	Physical Education	.....1
ECO	251 Economics	.....3
SOC	201 General Sociology	.....3
	<b>Total Semester Hours</b>	<b>.....16</b>

**SUMMER TERMS**

MTH	109 Gen. Ed. College Math	.....3
PSY	201 Gen. Psychology	.....3
	<b>Total Semester Hours</b>	<b>.....6</b>

## 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 .....3	SOC	211 Gen. Sociology .....3
HPR	.....1	HPR	.....1
Total Semester Hours .....13		Total Semester Hours .....13	

### SUMMER TERMS

MTH	109 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 .....17		Total Semester Hours .....16	

# VII

## 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
GEORGE W. YOUNG, B.S., M.S., Ph.D.	Vice President for Student Development
JOHN F. MORACK, B.S., B.A., M.Ed., Ph.D.	Vice President for Business Affairs
DAVID A. GROTH, B.S., M.S., Ph.D.	Vice President for Academic Affairs and Director of Community Services
THOMAS E. BROWN, B.A., M.P.A.	Director of Personnel
REX BRUMLEY, B.S., M.A.	Director of Athletics
ISAAC CALL, B.A., M.A.	Director of Learning Resources
BRUCE D. IVEY, B.S., M.Ed., Ph.D.	Assistant to the President
GRADY W. DRAKE, B.S., B.S. in L.S.	Director of Libraries
ALBERT FIELDS, B.S.B.A.	Director of Internal Auditing
DONALD HULMES, L.L.B., J.D.	Attorney
WILLIAM C. STUCKRATH, JR., B.S.	Director of Physical Plant
ALBERT ROBERTSON, B.A., M.Ed., Ed.S.	Director of Federal Programs and Development
GLEN A. ROSE, B.S., M.P.H.E., Ed.D.	Registrar
FRED L. SCOTT, B.S., M.Ed., M.A.	Director of Data Systems
CLETUS SIEFKER, B.S.	Director of Accounting
THEODORE TAYLOR, B.S., M.A., Ed.D.	Director of Special Services
MANTHA VALHOS, B.S., M.A.A., Ph.D.	Director of Institutional Research and Systems Planning
CAROL J. FINDLEY, B.S., M.A., Ed.S., Ed.D.	Director of Interinstitutional Relations
WALTER F. THOMASON, B.A., M.A.	Director of Cooperative Education
JOHN M. WYNN, B.A., M.A.	Director, Career Services and Financial Aid
W. HALL WHALEY, JR., B.S.	Comptroller
BETTY J. GREGORY, B.S.	Director of Purchasing
ANN ELLEN CHANDLER, B.S., M.A., D. Phil. et Litt.	Director of Cultural Affairs, Special Programs & Bailey Hall
JOSEPH J. DEBLASE, B.A.	Director of Auxiliary Services
EDEE GREEN	Director of College Relations
THOMAS RYAN, B.A., M.A.	Director of Student Activities

# CENTRAL CAMPUS ADMINISTRATION

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KATHARINE P. TYMESON, B.A., M.S.W.	Dean, Student Development

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 LAWRENCE ELLIS, B.A., M.A. ....Campus Librarian  
 ROBERT MEINHOLD, B.B.A., M.B.A. ....Registrar

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 ADRIAN MESA, B.S., M.S. ....Campus Librarian

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- Hamilton, Terry** .....*Biology*  
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M.A., Appalachian State Teachers College
- Handleman, Chester** .....*History, Political Science*  
A.B., M.A., Clark University  
Ed.M., Massachusetts State College  
Ed.D., Nova University
- Harner, Holt W.** .....*Department Head, Biological Science,  
Central Campus*  
B.S., West Virginia Wesleyan  
M.S., The Ohio State University
- Harper, Max W.** .....*Department Head, History, Geography,  
Political Science, Central Campus*  
B.A., M.A., University of Missouri
- Hart, Maureen** .....*Sociology*  
B.S., M.S., Iowa State University
- Hart, Michael J.** .....*Sociology*  
B.A., M.S., Iowa State University  
Ed.D., Nova University
- Hayes, Theresa O.** .....*Secretarial Science*  
B.S., College of William & Mary  
M.Ed., Florida Atlantic University
- Hays, John P.** .....*History*  
B.S., University of Georgia  
M.A., Emory University  
M.Ed., Temple University
- Heffernan, Mary L.** .....*School Nurse*  
A.S., Broward Community College  
B.S., Duquesne University
- Henderson, Luther J.** .....*Mathematics*  
B.S., Bethune-Cookman College  
M.S., Atlanta University
- Hernandez, Jose** .....*Contract & Civil Engineering*  
B.S., M.S.C.E., National University of Columbia, S.A.
- Hess, Kyra** .....*Art*  
B.F.A., Arizona State University  
M.F.A., Florida State University

- Hildebrand, Boyd** ..... *Behavioral Science*  
 A.B., University of Miami  
 M.A., Western Kentucky University
- Hill, Neda G.** ..... *English*  
 B.A., Blue Mountain College  
 M.A., Mississippi State University
- Hill, Richard D., Jr.** ..... *Chairperson, Division of Mathematics and Science, Central Campus*  
 B.S., Florida State University  
 M.Ed., University of Florida
- Hill, Sharan J.** ..... *Cooperative Education*  
 B.A., Mary Washington College  
 M.S., Radford College
- Holcombe, Willis N., II** ..... *Dean of Academic Affairs, Central Campus*  
 B.A., Baldwin-Wallace College  
 M.Ed., Ph.D., University of Florida
- Holmes, Lucille** ..... *Biology*  
 B.S., Eastern Michigan University  
 M.S., University of North Carolina
- Hoover, John J.** ..... *Business Administration*  
 B.S., Pennsylvania State University  
 M.B.A., Pace College
- Horton, Doris M.** ..... *Coordinator of the Fort Lauderdale Center*  
 B.S., M.S., Kansas State College of Pittsburg, Kansas  
 Ed.S., University of Florida
- Howell, Charles B., Jr.** ..... *Business Administration*  
 B.S., M.B.A., University of Florida
- Hughes, Frances P.** ..... *Nursing*  
 B.S.N., Seton Hall University
- Huttinger, Beverly** ..... *English*  
 B.A.E., University of Florida  
 M.S., Barry College
- Iddings, Eleanor M.** ..... *Business Administration*  
 B.S., Ball State University  
 M.A., Western Michigan University
- Inciardi, Frank E.** ..... *Business Administration*  
 B.A., Brooklyn College  
 L.L.B., Brooklyn Law School
- Ivey, Bruce D.** ..... *Assistant to President*  
 B.S., Florida State University  
 M.Ed., Ph.D., University of Florida
- Johnson, Gloria** ..... *English*  
 B.A., M.A., University of Miami
- Jones, Lee C.** ..... *Department Head, Behavioral Science, North Campus*  
 B.S., M.S., Mankato State University  
 Ed.D., Nova University
- Kapelinski, Kenneth** ..... *Drama*  
 B.A., Lewis University  
 M.F.A., Wayne State University
- Kempton, Willard R.** ..... *French*  
 B.A., Dartmouth College  
 M.A., Columbia University
- Kennedy, Joyce** ..... *Physical Education*  
 B.S., Kentucky State College  
 M.S., University of Wisconsin
- Kennedy, Marlene L.** ..... *Department Head, Secretarial Science Central Campus*  
 B.S., M.S., Florida State University

- Keys, Marva** .....*Nursing*  
B.S., St. Louis University
- Kidd, Rex C.** .....*Education*  
B.S., East Tennessee State College  
M.Ed., Duke University  
Ed.D., University of Florida
- King, Alma** .....*Physical Education*  
B.S., Miami University of Ohio  
M.Ed., Bowling Green State University
- King, Lawson** .....*Health, Physical Education and Recreation*  
B.S., University of Southwestern Louisiana  
M.S., University of Tennessee
- King, William B., M.D.** .....*Medical Director, Radiologic Technology*  
B.S., University of Notre Dame  
M.D., Indiana University
- Koch, Adolph M.** .....*Psychology*  
B.A., George Washington University  
M.A., Ph.D., Columbia University  
L.L.B., St. Johns University  
J.S.D., St. Lawrence University
- Koenig, Julie** .....*English*  
B.A., Northwestern University  
M.A., Michigan State University
- Kremp, Barbara** .....*Department Head, Medical Laboratory Technology,*  
B.S., Wayne State University *Central Campus*  
M.T., Woman's Hospital—Medical Technology
- Kruse, Barbara** .....*Nursing*  
B.S.N., University of Florida
- Landers, R. L.** .....*Chairperson, Division of Health,*  
B.B.A., M.E., Baylor University *Physical Education, and Recreation,*  
Ed.D., Nova University *Central Campus*
- Laschinski, George** .....*History and Political Science*  
B.S., University of Miami  
M.A., American University
- Lash, Neil A.** .....*Electronics*  
B.E.E., City College of New York  
M.A., New York University  
Ed.D., University of Missouri
- Ledford, James** .....*English*  
B.A., Harding College  
M.A., Ball State University
- Lee, G. Shelby** .....*Department Head, English North Campus*  
B.S.E., Arkansas State University  
M.S.C., Arkansas State University  
Ed.D., Nova University
- LeMaire, Alfred A.** .....*English*  
B.A., M.A., University of Oklahoma
- Linger, Neil B.** .....*Librarian*  
B.A., Stetson University  
M.L.S., Florida State University
- Little, Lowell** .....*Music*  
B.S., University of Illinois  
M.A., Colorado State College
- Lloyd, Marguerite** .....*Department Head, Casualty Insurance,*  
A.A., Miami-Dade *Central Campus*  
B.B.A., M.B.A., University of Miami



- Long, Letty** ..... *Librarian*  
 B.A., William Smith College  
 M.L.S., State University of New York
- Lubin, Lester** ..... *Department Head, Physical Therapy,*  
 B.A., M.A., New York University *Central Campus*
- Luck, Phyllis** ..... *English*  
 B.S., Auburn University  
 M.A., University of Alabama
- MacGregor, Douglas** ..... *Department Head, Corrections,*  
 B.S., Florida Southern College *Central Campus*  
 M.Ed., Florida Atlantic University
- Macnamara, Nancy** ..... *Physical Education*  
 B.S., M.A., George Peabody College  
 B.A., M.Ed., University of Florida  
 Ed.D., Nova University
- Makos, John J., III** ..... *Biology*  
 B.S., M.S., University of Massachusetts
- Maney, Margaret** ..... *English*  
 B.A., American University  
 M.A., State University of New York
- Marsee, Dwight** ..... *Physical Education*  
 B.S., Florida State University  
 M.S., Indiana University
- Martin, Joel M.** ..... *Astronomy*  
 B.S., M.A.E., University of Florida
- Matthews, Patricia** ..... *English*  
 B.A., M.Ed., Ed.S., Florida Atlantic University
- McCarthy, William P.** ..... *Police Science*  
 B.B.A., New York University
- McGarry, Edward G., M.D.** ..... *Medical Director, Medical Assisting*  
 A.A., B.S., M.D., George Washington University
- McGahee, Elaine** ..... *Librarian*  
 B.S., Florida Memorial College  
 M.L.S., Florida State University
- McGehee, William M.** ..... *Physical Education*  
 B.S., Tennessee Technological University  
 M.A., Middle Tennessee State University
- McGowan, James F.** ..... *Department Head, Police Science,*  
 B.S., Michigan State University *Central Campus*  
 M.A., St. Lawrence University
- McLean, David P. B.** ..... *Landscape Technology*  
 B.S., University of Miami
- Meadows, Paul, M.D.** ..... *Medical Director*  
 B.A., University of Iowa  
 M.D., Harvard Medical School
- Medusky, John W.** ..... *Mathematics*  
 B.S., U.S. Military Academy  
 M.S., University of California  
 M.S.T., University of Florida
- Meeker, Robert, Jr.** ..... *English*  
 B.S., M.S., University of Miami
- Meinhold, Robert** ..... *Campus Registrar, North Campus*  
 B.B.A., Hofstra University  
 M.B.A., St. Johns' University

<b>Mesa, Adrian</b> .....	<i>Librarian, South Campus</i>
B.S., University of Havana	
M.S., Kansas State Teachers College	
<b>Minicone, Lorena</b> .....	<i>Department Head, Contracting and Civil Engineering, Central Campus</i>
B.S.C.E., Columbia University	
<b>Mondin, Gordon</b> .....	<i>Contracting and Civil Engineering</i>
B.S., Florida State University	
<b>Montondo, Margaret</b> .....	<i>Librarian</i>
A.B., University of Kentucky	
M.S., Catholic University	
<b>Moore, Leon W.</b> .....	<i>Physical Education</i>
B.S., Grambling College	
M.S., University of Colorado	
<b>Moore, Mercy</b> .....	<i>English</i>
B.A., Florida A&M University	
M.A., Atlanta University	
<b>Morack, John</b> .....	<i>Vice President for Business Affairs</i>
B.S.B.A., Geneva College	
M.Ed., Duquesne University	
Ph.D., University of Pittsburgh	
<b>Morris, Clinton E.</b> .....	<i>Physical Education</i>
B.S., Livingston State	
M.A., George Peabody College	
<b>Moskowitz, Janet, C.D.A.</b> .....	<i>Dental Assisting</i>
A.S., Gulf Coast Community College	
<b>Mullikin, Mildred</b> .....	<i>Department Head, Drama, Central Campus</i>
B.A., Lander College	
M.A., University of Alabama	
<b>Murton, Curtis S., Jr.</b> .....	<i>Provost, Central Campus</i>
B.A., M.A., University of Michigan	
Ph.D., Michigan State University	
<b>Nance, Marshall</b> .....	<i>Real Estate</i>
J.D., Stetson University	
<b>Narel, Ronald A.</b> .....	<i>Counselor</i>
B.A., Hofstra University	
M.A., Colgate University	
Ph.D., Florida State University	
<b>Nash, Peggy</b> .....	<i>Behavioral Science</i>
B.A., M.A., Florida State University	
<b>Nelms, Ellen G.</b> .....	<i>Chemistry</i>
B.S., Georgia State College for Women	
M.Ed., University of Georgia	
<b>Nichols, Donald</b> .....	<i>Speech</i>
B.A., Westmar College	
M.A., Temple University	
<b>Nichols, Judith B.</b> .....	<i>English</i>
B.A., M.A., University of North Carolina	
<b>Nitka, Pearl M.</b> .....	<i>Department Head, Reading, North Campus</i>
B.A., Glassboro State College	
M.Ed., Florida Atlantic University	
<b>Nittel, Jenevieve</b> .....	<i>Business Administration</i>
B.A., M.Ed., Florida Atlantic University	
<b>Nixon, Robert</b> .....	<i>Aerospace</i>
B.S., University of Southern California	

<b>O'Brien, Linda</b> .....	<i>Nursing</i>
B.S., St. Anselm's College	
M.N., University of Florida	
<b>Oppenheimer, Samuel L.</b> .....	<i>Engineering Technology</i>
Newark College of Engineering	
M.B.A., New York Institute of Technology	
<b>Opperman, William</b> .....	<i>Science</i>
B.S., M.S., University of Florida	
<b>Overmeyer, Karon</b> .....	<i>Nursing</i>
B.S., M.Ed., Columbia University	
<b>Owen, Elsie E.</b> .....	<i>English</i>
B.A., M.A., University of Miami	
<b>Pactor, David E.</b> .....	<i>Art</i>
B.S., M.A., Ball State Teachers College	
<b>Palmer, Dudley A.</b> .....	<i>Department Head, Landscape and Pest Control</i>
B.S.A., University of Florida	<i>Technology, Central Campus</i>
<b>Parke, Janet E.</b> .....	<i>Physical Education</i>
B.S., Capital University	
M.S., Indiana University	
<b>Parker, Thomas F.</b> .....	<i>Counselor</i>
B.S.Ed., Northern Illinois University	
M.A., Roosevelt University	
<b>Pawlowski, John</b> .....	<i>Division Chairperson, Communications,</i>
B.A., Northern Illinois University	<i>Central Campus</i>
M.A., Ph.D., Northwestern University	
<b>Pennacchia, Susan</b> .....	<i>Nursing</i>
B.S.N., M.S.N., Catholic University of America	
<b>Perez, Raul C.</b> .....	<i>Department Head, Architectural Technology,</i>
B.A., University of Florida	<i>Central Campus</i>
<b>Perfect, Mary L.</b> .....	<i>Mathematics</i>
B.S., M.S., Florida State University	
<b>Peroff, Patricia</b> .....	<i>Nursing</i>
B.S., Villa Maria College	
<b>Perry, James, M.D.</b> .....	<i>Medical Director, Physical Therapist</i>
B.A., M.D., Marquette	<i>Assistant Program</i>
<b>Pharr, Jarrett C.</b> .....	<i>Modern Foreign Languages</i>
B.A., University of Chattanooga	
M.A., Instituto Tecnologico de Monterrey	
<b>Polcyn, Alyce R.</b> .....	<i>Nursing</i>
B.S., M.S., Ohio State University	
<b>Porter, Margaret F.</b> .....	<i>Department Head, Reading,</i>
B.A., Converse College, South Carolina	<i>Central Campus</i>
M.Ed., University of Virginia	
<b>Porterfield, William A.</b> .....	<i>Division Chairperson, Physical Education</i>
B.S., M.A., Middle Tennessee State College	<i>and Recreation, North Campus</i>
Ed.D., University of Alabama	
<b>Quianthy, Richard</b> .....	<i>Division Chairperson, Communication,</i>
B.A.E., M.Ed., University of Florida	<i>North Campus</i>
<b>Ratliff, Dale</b> .....	<i>Psychology</i>
B.A., Centre College	
Th.M., D.Min., Louisville Presbyterian Theological Seminary	
<b>Reagan, Robert P.</b> .....	<i>Physics</i>
B.S., U.S. Military Academy	
M.S., Ohio State University	

- Rebstock, James** .....*Sociology*  
B.S., M.S., Mankato State University
- Redding, John L., Jr.** .....*History*  
B.A., M.A., University of Kentucky  
M.A., University of Miami
- Redmond, Charles** .....*Department Head, Fire Science,  
Central Campus*  
B.S., Fordham University
- Reno, Eric E.** .....*English*  
B.A., Florida Atlantic University  
M.A., San Francisco State College
- Rhodes, C. E.** .....*Mathematics*  
B.A., M.A., University of Texas  
M.S., Florida Atlantic University
- Rhodes, Phyllis Jane** .....*Counselor*  
B.S., M.A., West Virginia University
- Rigg, Donald C.** .....*Coordinator, Hollywood Center*  
B.A., Yale University  
M.Ed., University of Florida  
Ed.D., Nova University
- Roberts, George** .....*Psychology*  
B.A., Mercer University  
M.A., Peabody College
- Roberts, Karen** .....*Department Head, Art, North Campus*  
B.Ed., University of Miami  
M.A., Michigan State University
- Roberts, Mary Pardee** .....*Librarian*  
B.A., Stetson University  
B.A. in L.S., Emory University
- Robertson, Albert** .....*Director of Federal Programs  
and Development*  
B.A., Duke University  
M.Ed., Ed.S., Florida Atlantic University
- Rocker, Sidney** .....*Department Head, Career Development,  
Central Campus*  
B.A., J.D., Cornell University
- Romaglia, Ann** .....*Department Head, Nursing, North Campus*  
B.A., Jersey City State College  
M.E., Florida Atlantic University
- Romance, Dennis J.** .....*Business Administration*  
B.S., State University of New York at Buffalo  
M.B.A., Arizona State University
- Rose, Glen A.** .....*Registrar*  
B.S., M.P.H., University of Florida  
Ed.D., Nova University
- Rosen, John F.** .....*Department Head, Science, North Campus*  
B.S., M.S., University of Illinois
- Roulston, Reyburn R.** .....*Business Administration*  
B.A., M.A., University of Minnesota
- Ryan, Thomas J., Jr.** .....*Director of Student Activities*  
B.S., Florida Southern College  
M.A., University of Alabama
- Sams, Doris L.** .....*Counselor*  
B.A., Seton Hall College  
M.Ed., University of Pittsburgh
- Scheer, Grace** .....*Coordinator of Honors Program*  
B.A., M.A., University of Miami

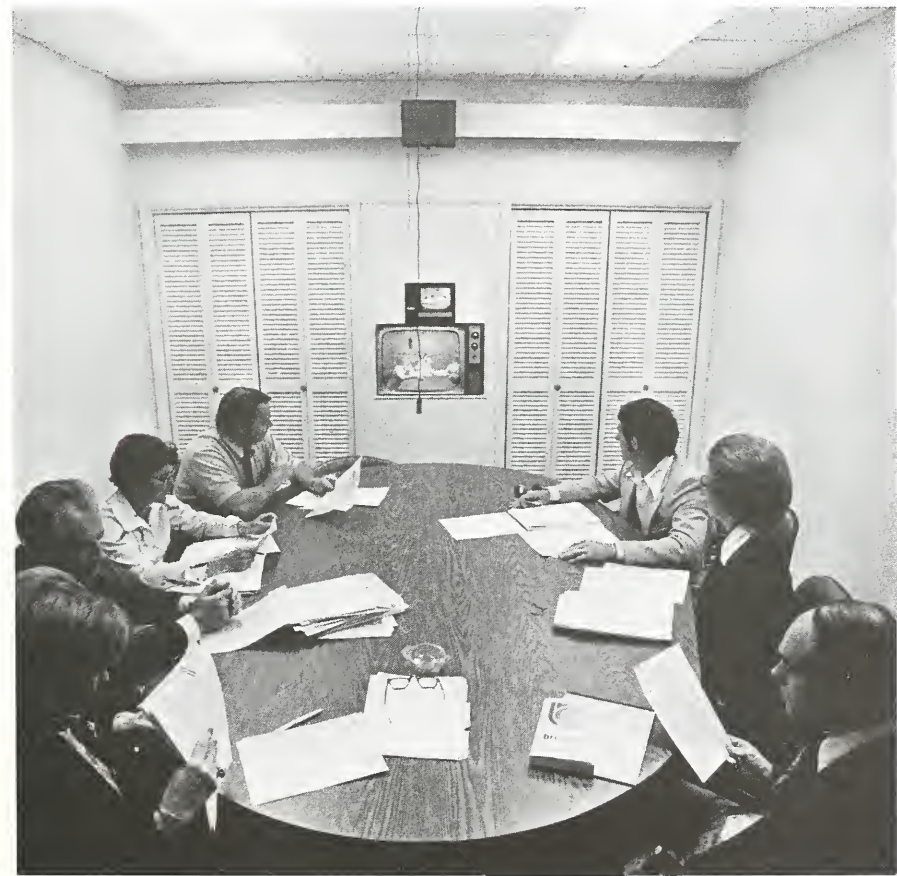
- Schenks, Maxine G.** ..... *Business Administration*  
 B.A., M.A., University of Kentucky
- Scherperel, Loretta** ..... *Music*  
 B.M., Greensboro College  
 M.M., Eastman School of Music
- Schindeler, Edward J. A.** ..... *Political Science*  
 B.S., M.S., Florida State University  
 Ed.D., University of Northern Colorado
- Schmerler, Oscar A.** ..... *Religion*  
 B.A., University of Leeds  
 M.A., Syracuse University
- Schultz, Donald** ..... *Police Science*  
 B.S., Long Beach State College  
 M.P.A., University of Southern California
- Schulz, Rex, Sr.** ..... *Police Science*  
 B.S., University of Nebraska  
 M.S., Nova University
- Schwartz, Audrey S.** ..... *Psychology*  
 B.A., Beaver College  
 M.A., Hunter College
- Scott, Fred L.** ..... *Director of Data Systems*  
 B.S., Miami University, Ohio  
 M.Ed., University of Florida  
 M.A., Rutgers
- Shaw, David Alan** ..... *English*  
 B.A., M.Ed., University of Florida
- Sheeks, John T.** ..... *Business Administration*  
 B.S., M.A., B.A., Ed.S., University of Minnesota
- Shekmar, Llewellyn** ..... *Librarian*  
 B.A., Georgia State College for Women  
 M.A., University of Georgia
- Sheldon, Russell** ..... *Aerospace*  
 F.A.A., Advanced Ground Instructor's License
- Shenosky, Peter S.** ..... *Business Administration*  
 B.S., Murray State Teachers College  
 M.A., Rollins College
- Siefker, Cletus** ..... *Director of Accounting*  
 B.S., Xavier University
- Sivik, Frank P.** ..... *Biology*  
 B.S., Providence College  
 M.S., University of Massachusetts
- Slepecky, Michael** ..... *Department Head, Police Training,  
 Central Campus*  
 B.S., Kent State University  
 M.Ed., Florida Atlantic University
- Smith, Patricia** ..... *Special Services*  
 B.A., M.A., Florida State University
- Smith, Susan Malter** ..... *Counselor*  
 B.A., M.Ed., University of Florida
- Snively, David** ..... *Music*  
 B.M., M.M., Eastman School of Music
- Spahn, George** ..... *Physics*  
 B.S., University of Dayton  
 B.S.C.E., Catholic University  
 M.S., Case Institute of Technology
- Spanton, Katherine** ..... *Speech*  
 B.A., M.A., Bowling Green State University



- Stebner, Norman S.** .....English  
B.S., Southern Methodist University  
M.A., St. Cloud State College
- Stills, Diane G.** .....Special Services  
B.A., Glassboro State College  
M.A., Kean College of New Jersey
- Struckrath, William C., Jr.** .....Director of Physical Plant  
B.S., State Teachers College, California, Pa.
- Stuut, Sharon P.** .....English  
B.A., M.A., University of Miami
- Sullivan, Gary H.** .....Mathematics  
B.A., M.A., City College of New York
- Tarullo, Daniel A.** .....English  
A.B., M.A., D.C.T., D.A., University of Miami
- Taylor, Theodore** .....Director, Special Services  
B.S., M.A., Florida A&M University  
Ed.D., Nova University
- Teague, Elizabeth** .....Nursing  
B.S., Duke University  
M.A., Wake Forest College
- Tenenbaum, Linda** .....Department Head, Nursing, Central Campus  
B.S., Adelphi College  
M.S., Hunter College
- Theriault, Harold John** .....History  
B.S., Massachusetts Maritime Academy  
M.S., Florida State University
- Thomason, Walter F.** .....Director of Cooperative Education  
B.A., M.A., University of South Florida
- Tobe, Lawrence** .....Department Head, Art, Central Campus  
B.S., M.A., University of Louisville
- Tracy, Betty J.** .....Reading  
B.A., Barry College  
M.Ed., University of Miami
- Trees, Philip L.** .....Chairperson, Division of Business Administration  
B.S., M.A., Ball State Teachers College and Economics, Central Campus
- Tymeson, Katharine P.** .....Dean, Student Development, Central Campus  
B.A., University of Maryland  
M.S.W., Columbia University
- Ullivarri, Phyllis** .....Drama  
B.A., M.Ed., Florida Atlantic University
- Van Alstyne, Judith** .....English  
B.A., Miami University, Oxford, Ohio  
M.Ed., Florida Atlantic University
- Van Arsdall, Charles S.** .....Mathematics  
B.S., Eastern Kentucky University  
M.A., Louisiana State University
- Vlahos, Mantha** .....Director of Institutional Research and  
B.S., M.A., Ph.D., Michigan State University Systems Planning
- Wagner, Aurelia** .....Counselor  
B.A., D'Youville College  
M.S., Barry College
- Walker, William** .....Psychology  
B.A., University of Florida  
M.A., Ph.D., University of Mississippi

- Wall, Carlton D.** ..... *Business Administration*  
 B.S., Belmont College  
 M.A., George Peabody College  
 Ph.D., Ohio State University
- Wallace, Mary E.** ..... *Art*  
 B.S., M.A., Ball State Teachers College
- Warwick, Lewis A.** ..... *Mathematics*  
 B.A., Asbury College, Kentucky  
 M.A., University of Michigan
- Watts, Leon** ..... *Counselor*  
 B.S., Florida A&M University  
 M.A., University of Michigan
- Weir, Judith E.** ..... *Librarian*  
 B.A., State University College  
 M.L.S., State University of New York at Albany
- Weldon, John C.** ..... *French*  
 B.A., M.A., University of Kentucky
- Wells, John D.** ..... *Philosophy*  
 B.A., M.A., Florida State University
- West, Barbara** ..... *Nursing*  
 B.S., Florida A&M University
- Wetmore, Loretta** ..... *Nursing*  
 B.S., Nazareth College
- Whaley, W. Hall, Jr.** ..... *Comptroller*  
 B.S., Florida State University
- Wheat, Leroy** ..... *Department Head, Aquatics, Theory and Recreation, Central Campus*  
 B.S., Northeast Missouri State  
 M.A., University of Missouri
- Whipple, Ormond** ..... *Chairperson, Division of Engineering Technology, Central Campus*  
 B.S., General Motors Institute  
 Ed.E., Nova University
- Wilkinson, Donna K.** ..... *English*  
 B.A., Muhlenberg College  
 M.A., George Peabody College
- Will, Albert A., Jr.** ..... *Biology*  
 B.L.A., M.S., University of Florida
- Williams, Hettie** ..... *Mathematics*  
 B.S., Florida A&M University  
 M.A., Morgan State College
- Wilson, James** ..... *Speech*  
 B.A., M.A., Kansas State Teachers College
- Wisnioski, Stanley W., Jr.** ..... *Director, Criminal Justice Institute*  
 B.G.S., M.E., University of Massachusetts
- Wong, Muriel** ..... *Nursing*  
 B.S., M.N., University of Florida
- Wood, Julianne** ..... *Speech*  
 B.A., University of South Dakota  
 M.A., University of Nebraska
- Woodle, Jimmy O.** ..... *Chairperson, Division of Humanities, Central Campus*  
 B.A., Furman University  
 M.M., Indiana University
- Wyatt, Danny** ..... *Cooperative Education*  
 B.S.E., Florida Atlantic University

- Wynn, John M.** ..... *Director, Career Services and Financial Aid*  
 B.A., Divine Word College  
 M.A., Divine Word Seminary  
 M.A., Catholic University
- Wynn, Pamela** ..... *Behavioral Science*  
 B.A., M.A., University of Texas
- Yater, Roy L.** ..... *English*  
 B.A., Mexico City College, Mexico  
 M.A., Florida State University
- Young, George W.** ..... *Vice President for Student Development*  
 B.S., M.S., Ph.D., Florida State University
- Ziel, Constance, R.D.A.** ..... *Department Head, Dental*  
 B.S., West Virginia University *Assisting, Central Campus*





# VIII

## 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:

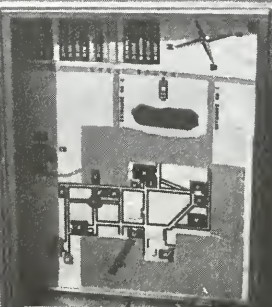
Mr. Gene A. Whiddon — 1973  
 Mr. James D. Camp, Jr. — 1977  
 Mr. Elmer E. Rasmuson — 1977







BROWARD COMMUNITY COLLEGE



ADMINISTRATION

IX

## FOUNDATION





## BROWARD COMMUNITY COLLEGE FOUNDATION, INC.

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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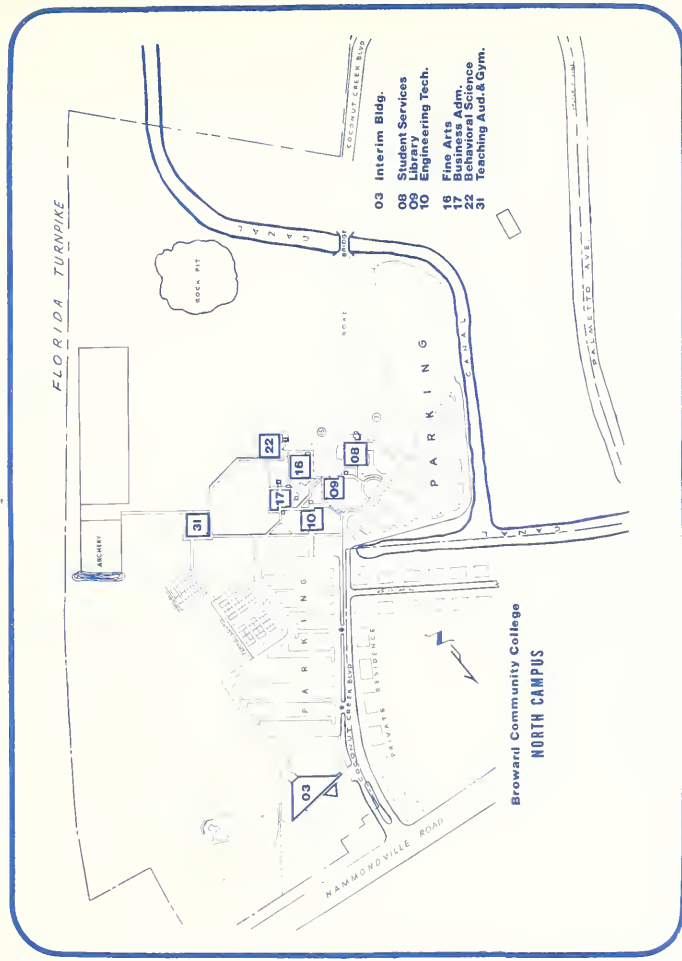
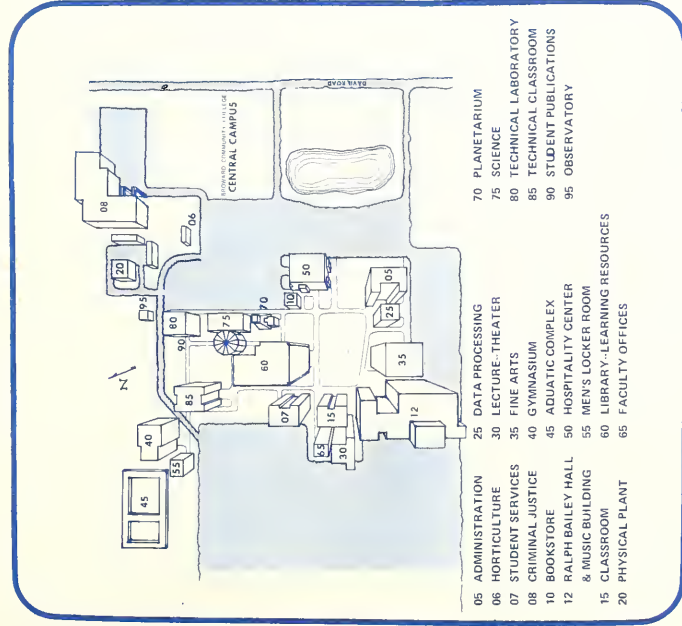
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