

**1983-1984**



**BROWARD COMMUNITY COLLEGE**  
Fort Lauderdale, Florida

## **Broward Community College**

*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 1983-84  
BROWARD COMMUNITY COLLEGE

**CENTRAL CAMPUS**

3501 Southwest Davie Road  
Davie, Florida 33314  
475-6500

**FORT LAUDERDALE CENTER**

College Administrative Offices  
225 East Las Olas Boulevard  
Fort Lauderdale, Florida 33301  
761-7400

**NORTH CAMPUS**

1000 Coconut Creek Boulevard  
Coconut Creek, Florida 33066  
973-2240

**JUDSON A. SAMUELS**

**SOUTH CAMPUS**

7200 Hollywood Boulevard  
Pembroke Pines, Florida 33024  
963-8835


**ACCREDITED BY**

Florida Department of Education  
The Commission on Colleges of the 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  
National Association of Student Financial Aid Administrators  
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

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# TABLE OF CONTENTS

	PAGE
COLLEGE CALENDAR .....	5-7
WHERE TO GO FOR HELP .....	8
FINAL EXAM SCHEDULE .....	9-10
<b>GENERAL INFORMATION</b>	
<b>SERVICES FOR ENTERING STUDENTS</b> .....	13
Admissions .....	13-16
Academic Advisement .....	17
Associate in Arts Degree .....	37
Placement Testing .....	17-18
Associate in Sciences Degree and Certificate Program .....	40
Associate in Science General Studies .....	42
Registration .....	17
Counseling .....	18
Financial Aid .....	18
Placement and Career Services .....	18
Types of Aid Possible .....	18
Bookstores .....	21
Honors Program .....	21
Orientation .....	21
Payment .....	32
Refunds (See "Student Fees") .....	32
Student Employment .....	18
<b>ACADEMIC REGULATIONS</b>	
Adding, Dropping or Changing Schedule .....	23
Conduct .....	23
Withdrawal and Refunds .....	23
Academic Load .....	23
Classification of Students .....	23
Semester System .....	23
Semester Hour .....	23
Ways to Complete Degrees Faster .....	24
Class Attendance .....	24
Examinations and Tests .....	24
Grading System .....	24-25
Academic Honors .....	25
Audit .....	25
Repeating Courses .....	25
Graduation Requirements .....	26
Graduation Honors .....	26
Transcripts .....	26
<b>OTHER SUPPORT SERVICES AVAILABLE</b>	
Library .....	27
Learning Resources .....	27
International/Intercultural Education .....	27-28
International Students .....	16
Food Service .....	28
Health Services .....	28
Southeast Florida Education Consortium .....	31
Student Activities .....	29
Sports .....	29
Transportation .....	29
Clubs, Organizations and Programs .....	30
Fine Arts and Cultural Affairs .....	31
Student Publications .....	31
<b>STUDENT FEES</b> .....	32-34
<b>STATE RULE 6A-10.30 (The Gordon Rule)</b> .....	36
<b>COLLEGE LEVEL ACADEMIC SKILLS PROJECT (CLASP)</b> .....	36
<b>COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)</b> .....	36

<b>PROGRAMS OF STUDY</b> .....	37
Associate in Arts Programs (A.A. Degree) .....	37-39
Specific A.A. Degree Programs Available .....	37-39
Requirements for University Parallel A.A. Degree .....	37-39
Associate in Science Program (A.S. Degree) .....	40
Associate in General Studies Program .....	42
Certificate Programs .....	40
Community Services .....	42
<b>ACADEMIC DIVISIONS</b> .....	
Division of Allied Health Technology .....	43
Continuing Education for Nurses .....	44
Dental Assisting Technology .....	44
Diagnostic Ultrasound Program .....	46
Dietetic Technician Program .....	47
Emergency Medical Technology .....	49
Medical Assisting Technology .....	51
Medical Laboratory Technology .....	53
Nursing Technology .....	54
Physical Therapist Assistant Technology .....	57
Radiation Therapy Technology .....	58
Radiologic Technology .....	59
Respiratory Therapy Technology .....	61
Division of Business Administration .....	63
Accounting .....	66
Airline Marketing .....	74
Banking .....	66
Data Processing .....	70
Hotel-Restaurant-Institution Administration .....	72
Insurance .....	68
Management .....	69
Marketing .....	74
Materials Management .....	70
Purchasing .....	70
Real Estate .....	67
Office Careers .....	76
Tourism Industries Administration .....	74
Division of Communications .....	84
English .....	84
Journalism & Publications .....	85
Modern Foreign Languages and English as a Second Language .....	85
Reading .....	85
Speech .....	86
Criminal Justice Institute .....	86
Corrections .....	88
Police Science .....	88
Criminal Justice .....	88
Crime Scene Technology .....	91
Fire Science Technology .....	91
Division of Engineering Technology .....	93
Transportation Technology .....	93
Automotive Technology .....	94
Aviation Administration .....	95
Air Traffic Controller .....	96
Aviation Maintenance Technology .....	97
Career Pilot .....	98
Architectural Technology .....	98
Civil Engineering .....	99
Landscape Technology .....	100
Pest Control Technology .....	101
Building Construction .....	102
Electronics Technology .....	104
Division of Health, Physical Education, Recreation; and Dance .....	105

Division of Humanities .....	106
Art .....	106
Drama .....	107
Music .....	108
Division of Mathematics and Science .....	111
Biological Science .....	111
Mathematics .....	112
Physical Sciences (Physical Science, Astronomy, Chemistry, Engineering, Geology & Physics) .....	112
Division of Social Sciences .....	113
Anthropology .....	122
Education .....	136
Geography .....	142
History .....	144
Human Services .....	113
Political Science .....	164
Pre-School and Day Care Center .....	114
Psychology .....	164
Sociology .....	169
Special Programs .....	114
Cooperative Education .....	114
Career Planning .....	115
Foreign Study Program .....	115
Open College .....	115
Special Services .....	115
Honors Program .....	21
<b>COURSE NUMBERING SYSTEM .....</b>	<b>116</b>
<b>COURSE DESCRIPTIONS .....</b>	<b>118</b>
<b>ADMINISTRATION AND FACULTY ROSTER .....</b>	<b>174-184</b>
<b>AWARDS .....</b>	<b>185</b>
<b>FOUNDATION .....</b>	<b>185</b>
<b>SCHOLARSHIP DONORS .....</b>	<b>186</b>
<b>DEFINITION OF TERMS .....</b>	<b>187</b>



# 1983

<b>AUGUST</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>SEPTEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
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# 1984

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# College Calendar 1983-1984

	TERM I Aug. 24-Dec. 20 Aug. 1, '83	TERM IA Aug. 24-Oct. 18 Aug. 1, '83	TERM IB Oct. 14-Dec. 20 Sept. 24, '83
<b>LATE APPLICATION FOR ADMISSION</b> Last day for new and returning students who have not been enrolled within the last two (2) years 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. Students returning after more than 1 year must update their residency affidavit at the time they register.			
<b>*ON LINE REGISTRATION AND ADVISEMENT (8:30 AM TO 8:00 PM)**</b>			
1. Currently enrolled students	Mar. 29-Aug. 18 May 9 Aug. 23	Mar. 29-Aug. 24 May 9 Aug. 23	Mar. 29-Oct. 18 May 9-Oct. 18
2. New Students as indicated on Notice of Admission			
3. All Spouses of Employees may begin registration	Mar. 29-Aug. 23 Aug. 20 & Aug. 27	Mar. 29-Aug. 23	Mar. 29-Oct. 18
4. Saturday Registration (9 AM-12)			
5. 60 years of age or older waiver (8:30 AM to 8:00 PM)	Aug. 31 Aug. 23	Aug. 31 Aug. 23	Oct. 21 Oct. 18
Last Day for 100% Refund for courses dropped or complete withdrawal			
<b>FACULTY REPORT DATE</b>	Aug. 23	Aug. 23	Oct. 19
<b>CLASSES BEGIN 8:00 AM</b>	Aug. 24	Aug. 24	Oct. 19
<b>***LATE REGISTRATION — DROP &amp; ADD (8:30 AM to 8:00 PM)</b>	Aug. 24-30	Aug. 24, 25	Oct. 19, 20
Schedule Change and adjustments: Advisor must sign the form to be processed. 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 and complete withdrawal.	Aug. 30	Aug. 25	Oct. 20
<b>HOLIDAY (Labor Day) No Classes Day or Evening</b>	Sept. 5	Sept. 5	
<b>FALL HOLIDAY, No Classes Day or Evening</b>	Sept. 16	Sept. 16	
Last Day for graduation evaluations and to pay Graduation Fees	Oct. 3		
<b>MIDTERM</b>	Oct. 21	Sept. 21	Nov. 17
<b>LAST DAY TO CHANGE FROM CREDIT TO AUDIT</b>	Oct. 31	Sept. 16	Nov. 21
<b>HOLIDAY (Veterans Day)</b>			
No Evening Classes	Nov. 10		Nov. 10
No Day or Evening Classes on	Nov. 11		Nov. 11
<b>HOLIDAY (Thanksgiving Day)</b>			
No Evening Classes on	Nov. 23		Nov. 23
No Evening or Day Classes on	Nov. 24, 25, 26		Nov. 24, 25, 26
<b>LAST DAY FOR STUDENTS TO WITHDRAW FROM ANY CLASS</b>	Dec. 2	Oct. 11	Dec. 13
<b>FINAL EXAMINATIONS</b>	Dec. 14-20	Last class meeting	Last class meeting
<b>TERM ENDS</b>	Dec. 20	Oct. 18	Dec. 20
<b>GRADES DUE IN THE CAMPUS</b>	Dec. 21	Oct. 19	Dec. 21
<b>REGISTRAR'S OFFICE BY 10:00 AM</b>			

\*There is a 100% refund only for students who register and withdraw before the term begins. (see: CLASSES BEGIN.)

\*\*Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursdays between 12:00-5:45 PM.

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

# College Calendar 1983-1984

	TERM II Jan. 4-April 27 Dec. 12, '83	TERM IIA Jan. 4-Mar. 1 Dec. 12, '83	TERM IIB Mar. 2-Apr. 27 Feb. 11, '84
<b>LATE APPLICATION FOR ADMISSION</b>			
Last day for new and returning students who have not been enrolled within the last year to file application for admission. The application must be in the Registrar's Office this date.			
Students returning after more than 1 year must update their residency affidavit at the time they register.			
<b>*ON LINE REGISTRATION AND ADVISEMENT (8:30 AM to 8:00 PM)**</b>			
1. Currently enrolled students	Oct. 24-Jan. 3	Oct. 24-Jan. 3	Oct. 24-Mar. 1
2. New Students as indicated on Notice of Admission	Nov. 1-Jan. 3	Nov. 1-Jan. 3	Nov. 1-Mar. 1
3. All spouses of employees may begin registration	Oct. 24-Jan. 3	Oct. 24-Jan. 3	Oct. 24-Mar. 1
4. 60 years of age or older waiver	Jan. 11	Jan. 11	Mar. 6
Last Day for 100% Refund for courses dropped or complete withdrawal	Jan. 3	Jan. 3	Mar. 1
<b>FACULTY REPORT DATE</b>	Jan. 3	Jan. 3	Mar. 2
<b>CLASSES BEGIN 8:00 AM</b>	Jan. 4	Jan. 4	Mar. 2
<b>***LATE REGISTRATION—DROP &amp; ADD</b>	Jan. 4-10	Jan. 4-5	Mar. 2, 5
Schedule Change and adjustments: Advisor must sign the form to be processed. 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 and complete withdrawal.			
Saturday Registration (9AM-12)	Jan. 10	Jan. 5	
<b>HOLIDAY (President's Day)</b>	Jan. 7		
No Day or Evening classes	Feb. 20	Feb. 20	
<b>LAST DAY FOR GRADUATION EVALUATIONS AND TO PAY GRADUATION FEES</b>	Feb. 24		
<b>MIDTERM</b>	Feb. 29	Feb. 1	Mar. 28
<b>LAST DAY TO CHANGE FROM CREDIT TO AUDIT</b>	Mar. 12	Feb. 3	Apr. 9
<b>STAFF DEVELOPMENT DAY</b>	Apr. 18		Apr. 18
No Day or Evening Classes			
<b>HOLIDAY (Spring Break)</b>	Apr. 18		Apr. 18
No Day or Evening Classes	Apr. 19, 20		Apr. 19, 20
<b>LAST DAY FOR STUDENT TO WITHDRAW FROM ANY CLASS</b>	Apr. 9	Feb. 22	Apr. 17
<b>FINAL EXAMINATIONS</b>	Apr. 23-27	Last class meeting	Last class meeting
<b>TERM ENDS</b>	Apr. 27	Mar. 1	Apr. 27
<b>GRADES DUE IN THE CAMPUS</b>	Apr. 30	Mar. 2	Apr. 30
<b>REGISTRAR'S OFFICE BY 10:00 AM</b>			
<b>Commencement Exercises</b>	April 30		April 30

\*There is a 100% refund only for students who register and withdraw before the term begins. (see: CLASSES BEGIN.)

\*\*Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursdays between 12:00-5:45 PM.

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



## College Calendar 1983-1984

LATE APPLICATION FOR ADMISSION	TERM III May 7-Aug. 3 Apr. 9, '84	TERM IIIA May 6-June 20 April 9, '84	TERM IIIB June 21-Aug. 3 June 4, '84
Last day for new and returning students who have not been enrolled within the last two (2) years to file application for admission. The application must be in the Registrar's Office this date. Students returning after more than 1 year must update their residency affidavit at the time they register.			
*ON LINE REGISTRATION AND ADVISEMENT (8:30 AM to 8:00 PM)**			
1. Currently enrolled students	Apr. 2-May 4	Apr. 2-May 4	Apr. 2-June 20
*2. New Students as indicated on Notice of Admission	Apr. 16-May 4	Apr. 16-May 4	May 21-June 20
3. All spouses of employees may begin registration	Apr. 2-May 4	Apr. 2-May 4	Apr. 2-June 20
4. 60 years of age or older-waiver	May 9	May 9	June 25
Last Day for 100% Refund for courses dropped or complete withdrawal	May 4	May 4	June 20
FACULTY REPORT DATE	May 7	May 7	June 20
CLASSES BEGIN 8:00 AM (See special note below for Friday evening meeting dates)	May 7	May 7	June 21
***LATE REGISTRATION—DROP & ADD Schedule Change and Adjustments Advisor must sign the form to be processed. 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 and complete withdrawal from College.	May 7-8	May 7-8	June 21-22
HOLIDAY (Memorial Day) No Classes Day or Evening	May 8 May 28	May 8 May 28	June 22
MIDTERM	June 19	May 25	July 13
LAST DAY TO CHANGE FROM CREDIT TO AUDIT	July 2	June 1	July 18
LAST DAY FOR STUDENT TO WITHDRAW FROM ANY CLASS	July 20	June 12	July 27
HOLIDAY (Independence Day) No Evening Classes No Classes Day or Evening	July 3 July 4		July 3 July 4
FINAL EXAMINATIONS	July 30-Aug. 3	Last class meeting June 19 June 20	Last class meeting Aug. 3 Aug. 6
TERM ENDS	Aug. 3		
GRADES DUE IN THE CAMPUS	Aug. 6		
REGISTRAR'S OFFICE BY 10:00 AM			

\* There is a 100% refund only for students who register and withdraw before the term begins. (see: CLASSES BEGIN.)

\*\* Times may vary during Holiday periods. Contact the Registrar's Office for specific information regarding times. There is no registration on Thursdays between 12:00-5:45 PM.

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

### SPECIAL NOTE:

TERM IIIA: Monday and Wednesday evening classes will meet on this schedule: May 11, May 25, June 8, 1984

Tuesday and Thursday evening classes will meet on this schedule: May 18, June 1, June 15, 1984

TERM IIIB: Monday and Wednesday evening classes will meet on this schedule: June 22, July 6, and July 20, 1984

Tuesday and Thursday evening classes will meet on this schedule: June 29, July 13, and July 27, 1984

## WHERE TO GO FOR HELP

Academic Standing, Probation, Suspension, Reinstatement .....	Registrar
Adding, Dropping or Changing Courses .....	Counseling—Advisement Office and Registrar
Admissions, Registration, and Academic Records .....	Registrar
Advisor or Counselor, and Assignment of .....	Counseling—Advisement Office
Alumni .....	Development Office
Books and Classroom Supplies .....	Bookstore
Payment of College Bills, Adjustments in College Bill .....	Bursar's Office
Career Information .....	Career Center and Counseling
Checking Out Books .....	Library
Closed Class Enrollment Form .....	Instructor, Division Chairperson and Campus Dean of Academic Affairs
Credit Overload Form .....	Counselor, Registrar, and Campus Dean of Academic Affairs
Evaluation of Permanent Records for Graduation .....	Counseling, Registrar
Gifts and Donations .....	Development Office
Help With Personal Problems .....	Counseling—Advisement Office
Illness .....	College Nurse
Loans, Scholarships .....	Financial Aid
Lost and Found .....	Counseling—Advisement Office
Parking Permit .....	Student Services Building
Part Time Jobs .....	Career Center
Permission to Organize a Club .....	Vice-President for Student Development Director of Student Activities
Public Relations, including News Releases, Brochures, Guest Speakers, and	
Promotional Events and Publicity .....	Director of College Relations
Reading Help .....	Campus Reading Labs
Reporting Matters Needing Attention on Campus and in Buildings .....	Vice-President for Business Affairs
Student Activities, General .....	Student Activities Office
Student Work on Campus .....	Financial Aid
Test Results and Interpretation .....	Counselor
Transfer (In or Out) Admissions .....	Registrar and Director of Admissions
Waiver of Requirements Form .....	Counselor, Division Chairperson, and Campus Dean of Academic Affairs
Withdrawal from College .....	Registrar
IN CASE OF ACCIDENT REPORT TO: .....	Instructor, College Nurse, or Security Officer
For Reservations and Special Events in Hospitality Center .....	Campus Provost
Women's Concerns .....	Special Assistant for Women's Affairs or Campus Women's Center

# **BROWARD COMMUNITY COLLEGE**

## **1983-84**

### **FINAL EXAMINATION SCHEDULE FOR CLASSES IN TERM I**

All examinations will be held in regular classrooms unless students are notified to the contrary by the Instructor. Term I and IB Examinations may have room conflicts. Please double-check with Instructor.

#### **WEDNESDAY, DECEMBER 14, 1983**

8:00 - 10:00 a.m. for classes meeting on Monday at 8:00 a.m.  
10:10 - 12:10 p.m. for classes meeting on Monday at 11:00 a.m.  
12:20 - 2:20 p.m. for classes meeting on Monday at 1:00 p.m. (1:30 at No. & So.)  
2:30 - 4:30 p.m. for classes meeting on Monday at 2:00 p.m. (2:30 at No. & So.)

#### **THURSDAY, DECEMBER 15, 1983**

8:00 - 10:00 a.m. for classes meeting on Tuesday at 8:00 a.m.  
10:10 - 12:10 p.m. for classes meeting on Tuesday at 11:00 a.m.  
12:20 - 2:20 p.m. for classes meeting on Tuesday at 12:30 p.m.  
2:30 - 4:30 p.m. for classes meeting on Tuesday at 3:30 p.m.

#### **FRIDAY, DECEMBER 16, 1983**

8:00 - 10:00 a.m. for classes meeting on Wednesday at 9:00 a.m.  
10:10 - 12:10 p.m. for classes meeting on Wednesday at 10:00 a.m.  
12:20 - 2:20 p.m. for classes meeting on Wednesday at 12 Noon (M&F Classes at No. & So.)  
2:30 - 4:30 p.m. for classes meeting on Wednesday at 3:00 p.m. (3:30 at No. & So.)

#### **SATURDAY, DECEMBER 17, 1983**

9:00 - 12:00 p.m. for classes meeting on Saturday.

#### **MONDAY, DECEMBER 19, 1983**

8:00 - 10:00 a.m. for classes meeting on Thursday at 9:30 a.m.  
10:10 - 12:10 p.m. for classes meeting on Thursday at 9:00 a.m.  
12:20 - 2:20 p.m. for classes meeting on Thursday at 1:00 p.m.  
2:30 - 4:30 p.m. for classes meeting on Thursday at 2:00 p.m.

#### **TUESDAY, DECEMBER 20, 1983**

8:00 - 10:00 a.m. for classes meeting on Mon., Wed. & Fri. 4:00 p.m. (4:30 at No. & So.)  
10:10 - 12:10 p.m. for classes meeting on Tues. & Thurs. 12 Noon  
12:20 - 2:20 p.m. for classes meeting on Tues. & Thurs. 10:00 a.m.  
2:30 - 4:30 p.m. for classes meeting on Tues. & Thurs. 3:30 p.m.

**TERM IB, 1983-84** The last class meeting is for final examinations.

**NIGHT EXAMINATIONS WILL BE HELD DURING EXAMINATION WEEK AT THE NORMAL CLASS HOUR.**

**ANY CLASSES NOT COVERED BY THE ABOVE SCHEDULE WILL HAVE THEIR EXAMINATION TIME DESIGNATED BY THE INSTRUCTOR.**



**BROWARD COMMUNITY COLLEGE**  
**1983-84**

**FINAL EXAMINATION SCHEDULE FOR CLASSES IN**  
**TERM II**

All examinations will be held in regular classrooms unless students are notified to the contrary by the Instructor. Term II and IIB examinations may have room conflicts. Please double-check with Instructor.

**MONDAY, APRIL 23, 1984**

8:00 - 10:00 a.m. for classes meeting on Monday at 8:00 a.m.  
10:10 - 12:10 p.m. for classes meeting on Monday at 11:00 a.m.  
12:20 - 2:20 p.m. for classes meeting on Monday at 1:00 p.m. (1:30 at No. & So.)  
2:30 - 4:30 p.m. for classes meeting on Monday at 2:00 p.m. (2:30 at No. & So.)

**TUESDAY, APRIL 24, 1984**

8:00 - 10:00 a.m. for classes meeting on Tuesday at 8:00 a.m.  
10:10 - 12:10 p.m. for classes meeting on Tuesday at 11:00 a.m.  
12:20 - 2:20 p.m. for classes meeting on Tuesday at 12:30 p.m.  
2:30 - 4:30 p.m. for classes meeting on Tuesday at 3:30 p.m.

**WEDNESDAY, APRIL 25, 1984**

8:00 - 10:00 a.m. for classes meeting on Wednesday at 9:00 a.m.  
10:10 - 12:10 p.m. for classes meeting on Wednesday at 10:00 a.m.  
12:20 - 2:20 p.m. for classes meeting on Wednesday at 12 Noon (M & F Classes at No. & So.)  
2:30 - 4:30 p.m. for classes meeting on Wednesday at 3:00 p.m. (3:30 at No. & So.)

**THURSDAY, APRIL 26, 1984**

8:00 - 10:00 a.m. for classes meeting on Thursday at 9:30 a.m.  
10:10 - 12:10 p.m. for classes meeting on Thursday at 9:00 a.m.  
12:20 - 2:20 p.m. for classes meeting on Thursday at 1:00 p.m.  
2:30 - 4:30 p.m. for classes meeting on Thursday at 2:00 p.m.

**FRIDAY, APRIL 27, 1984**

8:00 - 10:00 a.m. for classes meeting on Mon., Wed. & Fri. 4:00 p.m. (4:30 at No. & So.)  
10:10 - 12:10 p.m. for classes meeting on Tues. & Thurs. 12 Noon  
12:20 - 2:20 p.m. for classes meeting on Tues. & Thurs. 10:00 a.m.  
2:30 - 4:30 p.m. for classes meeting on Tues. & Thurs. 3:00 p.m.

**SATURDAY, APRIL 28, 1984**

9:00 - 12:00 p.m. for classes meeting on Saturday

**TERM IIB, 1983-84** The last class meeting is for final examinations.

**NIGHT EXAMINATIONS WILL BE HELD DURING EXAMINATION WEEK AT THE NORMAL CLASS HOUR.**

**ANY CLASSES NOT COVERED BY THE ABOVE SCHEDULE WILL HAVE THEIR EXAMINATION TIME DESIGNATED BY THE INSTRUCTOR.**

## General Information

### The College

Broward Community College is one of twenty-eight community colleges in the Florida system. Its programs and services are designed to help meet the needs for education and training in Broward County.

The College District Board of Trustees is the legal governing body for the operation of the College. It is constituted as a corporate body with all powers necessary and proper for governance and operation. Members of the Board of Trustees are appointed by the Governor, approved by three members of the Cabinet, and confirmed by the Florida State Senate. The College operates under statutory authority and rules of the State Board of Education. The State Community College Coordinating Board (SCCCB), which is subject to the overall supervision of the State Board of Education, exercises responsibility for statewide leadership in overseeing and coordinating the individually governed public community colleges.

### History

In 1959 the Florida State Legislature authorized the establishment of the Junior College of Broward County. With the appointment of a local Advisory Committee under State Board of Education Regulations in October of that year, the College began to develop. Dr. Joe B. Rushing undertook his responsibilities as the first President on April 7, 1960, and the following autumn the College opened its doors to 701 students in buildings formerly used by the Naval Air Station at the Fort Lauderdale/Hollywood International Airport. Beginning with this initial term, the College has continuously experienced solid growth in facilities, number of students, and quality of programs.

On the completion of the first permanent buildings in August 1963, the College moved to its present Central Campus location on Southwest Davie Road in Davie.

Dr. Rushing resigned as President in 1965 and was succeeded by Dr. Myron Blee. When Dr. Blee resigned in 1968, Dr. A. Hugh Adams became the third President, assuming his duties on April 15, 1968.

The following month, May 1968, the College changed its name to Broward Junior College to be compatible with State terminology. Two months later, in July, the 1968 Florida Legislature, in Special Session, withdrew the state junior colleges from the governance of the boards of public instruction. Thus the Advisory Board of Broward Junior College became the governing District Board of Trustees. In September 1970, the Board changed the name of the college to Broward Community College — a name that more aptly represents the comprehensive nature of the college programs.

Broward Community College currently has three main campuses, several centers, and numerous off-campus facilities. In addition to Central Campus on Southwest

Davie Road in Davie, the College has North Campus on Coconut Creek Boulevard in Coconut Creek — which opened for classes in August 1971 — and the Judson A. Samuels South Campus on Hollywood Boulevard in Pembroke Pines — which opened for classes in a temporary location at Pines Plaza in Term I, 1977, and began classes in the permanent location in Term I, 1980.

The College also has several centers. The Fort Lauderdale Center has been the site of the College Administrative Offices since they were moved from Central Campus in 1973. Pines Center, on Hollywood Boulevard in Pembroke Pines, which opened in 1977 as a temporary site for South Campus, continues to operate even though the permanent Judson A. Samuels South Campus is established. Moreover, the Great Value Annex, east of Pines Center, opened in 1978 in response to a need for more classrooms and instructors offices. The Von D. Mizell Center, on Sistrunk Boulevard in Fort Lauderdale, opened in 1982 for classes and counseling/advisement.

In addition to these Centers, the College holds classes and advises students at various off-campus sites. Among them is Tigertail Lake, on Ravenswood Road in Fort Lauderdale, which the College has been leasing from the County since 1976 for various instructional and recreational purposes.

Furthermore, the College has been conducting study-travel tours to foreign countries since 1974, and with the establishment of the Division of International/Intercultural Education in 1977, the College offers students the opportunity to study for a semester in various countries, such as Spain, England, and Israel.

Thus Broward Community College, beginning with a small university-parallel program, has expanded its curricula to include many technical and occupational areas, as well as additional university-parallel courses which are offered not only at numerous locations in Broward County but also in other parts of the world.

### 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 purposeful, gratifying, and useful lives 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 study programs designed to fit the needs of students with varying educational and vocational goals and programs 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/her 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 Commission of the Southern Association of Colleges and Schools. It is also accredited by the Florida Department of Education.

## **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 and equal educational opportunity, as well as participation in programs and activities, are guaranteed consonant with appropriate laws without regard to race, religion, color, national origin, sex, age, handicap, veteran status, 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.

## **Sites and Buildings**

Central Campus, which is located west of the Florida Turnpike and south of State Road 84 on Southwest Davie Road in Davie, covers approximately 150 acres. Currently, Central Campus has thirty-two buildings that include a planetarium, an observatory, and the Ralph R. Bailey Concert Hall. Central Campus also has an aquatic complex and athletic fields. The grounds are landscaped, and parking spaces are adequate to handle current enrollments. A perimeter road aids in keeping traffic problems to a minimum.

North Campus, which is adjacent to the Florida Turnpike at Exit 20 and south of Coconut Creek Parkway in Coconut Creek, covers approximately 113 acres. North Campus has eleven buildings that include the multi-purpose OMNI. Landscaping and site improvements continue as the campus expands. A project is currently underway to provide 1500 new parking spaces, an improved entrance, and a perimeter road for the campus.

The Judson A. Samuels South Campus, which is located west of the Florida Turnpike on Hollywood Boulevard at 72nd Avenue in Pembroke Pines, covers approximately 103 acres. The campus has two buildings, with a library scheduled to be completed in June 1983. The twenty acres of land facing Hollywood Boulevard are landscaped to create a park-like setting, and improvements continue as expansion occurs. Parking spaces are adequate for current enrollments. Leased facilities used for classes and offices are located at the Pines Center east of 72nd Avenue on Hollywood Boulevard and at the Great Value Annex east of Pines Center.

The Fort Lauderdale Center, which is located on East Las Olas Boulevard in downtown Fort Lauderdale occupies about 20,000 square feet in the old Landmark First National Bank building. It houses the Administrative Offices, classrooms, and seminar rooms.

The Von D. Mizell Center offers classes and counseling/advisement at its location on Sistrunk Boulevard in Fort Lauderdale.



# Services for Students Entering Broward Community College

## Admissions

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.

The steps in applying for admission to Broward Community College are as follows:

1. Contact any Campus Registrar's Office for the official application forms.
2. Complete all forms according to instructions given, and return them to the Campus Registrar's Office or mail to address on the application form.
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/her admission.
4. 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 the College's ideals of scholarship and standards of conduct might be put in jeopardy by such admission.

## General Admissions Requirements

1. Applicants must properly complete the Application for Admission form.
2. Applicants must have graduated from an approved high school or have received an equivalency diploma (GED). To earn a GED, a person must make an average score of 45 with no score less than 40. Applicants interested in taking the GED should contact one of the Broward County Adult/Vocational Centers. These Centers are part of the School Board of Broward County, not Broward Community College. Individuals not meeting the above requirements may qualify for SPECIAL STUDENT ADMISSION. (See section on SPECIAL STUDENT ADMISSION.)
3. Applicants must submit an Affidavit of Residency, if a legal Florida resident, as stated in Rule 6A-14.52(1) 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 has domicile in and who shall have resided in the State of Florida for at least twelve (12) consecutive months immediately preceding the first day of classes of the academic term in which the student enrolls.

In determining residency, the community college, may require evidence such as voter registration, drivers license, automobile registration, location of

bank account, rent receipts, or any other relevant materials as evidence that the applicant has maintained continuous residency.

(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/her 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 classification as a Florida student under the terms and conditions prescribed for citizens, residents, and domiciliaries of the State of Florida. Claims to "Florida Student" classification must be supported by evidence, as stated in Rule 6A-14.52 (1), if requested by the registering authority.

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/she is under eighteen years of age, his/her 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/her 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 legal domicile in the State.

Changes in classification are made effective at the student's next registration, not retroactively. Legal papers proving guardianship, if appropriate, must accompany the application. Documentation for reclassification must be received prior to the last date to register for the term.

4. Applicants must pay the \$10 Application Fee (for credit and audit students enrolling in credit course). This fee is non-refundable.
  5. Students whose attendance at the College is interrupted may apply for readmission and, if readmitted, will be subject to the rules and regulations that are in effect at the time they apply for readmission. Students out for more than one year must update their residency affidavit at the time of registration.
- The College Calendar lists registration dates. Students who enroll in a course after instruction has begun are at a distinct disadvantage. They are responsible for assignments and instructions missed. They should consult the College Calendar for the last date to register.
6. Official transcripts of all educational records are re-

quired from every applicant who plans to earn a degree or certificate at Broward Community College.

- a. High school graduates (no previous college) must submit an official transcript from their high school indicating their graduation date.
  - b. Transfer students who have attended another college or university must submit all transcripts from all institutions of higher education attended.
7. Students not planning to earn a degree or certificate at Broward Community College are not required to submit official transcripts of their educational record. These students must meet the general admissions requirements as noted above, and if they have previously attended a college or university, they must be eligible to return. The students indicating they are non-degree seeking on the application are affirming that they meet these requirements when they sign the official Broward Community College Application for Admission. Non-degree students may change their status by a written request submitted to their campus Registrar's office. When this situation occurs, all transcripts required, as noted above in No. 6, must be in the Registrar's Office prior to the degree-seeking student's next registration.

8. Complete information on the Application for Admission is required. Incomplete information will cause rejection of the application. False information will subject applicants to immediate dismissal without refund of fees paid.

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.

### **Special Admissions Situations Students Still in High School**

Superior high school students who meet the following requirements may attend Broward Community College prior to their high school graduation:

**DUAL ENROLLMENT** — Superior high school students who have completed the 11th grade and lack only a very few courses to graduate may be admitted if they have earned an overall high school grade point average of at least 2.8 and have the written approval of the high school principal and the guidance director. These stu-





dents attend their high school and Broward Community College during the same term or terms.

**EARLY ADMISSION** — Superior high school students who have completed the 11th grade, have an overall high school grade point average of at least 3.0 and have obtained the written recommendation of both their high school principal and guidance director may be admitted to the early admission program. This admission is contingent upon the successful completion of at least twenty-four (24) semester hours of credit with an overall grade point average of at least 2.0 for two consecutive terms and the high school's conferring a diploma recognizing graduation from high school.

Please note: Policy No. 5106 of the School Board of Broward County stipulates that a student must complete 2 consecutive terms of at least 12 semester hours each with an average of "C" or higher in order to receive a High School diploma.

### **Special Student Admission (Students with No High School Diploma or General Equivalency Diploma)**

Special students not eligible under any of the above conditions who are 18 years old or older may be provisionally admitted on probation. This probation condition remains until they have completed 12 semester hours credit (usually 4 courses) and have earned at least a "C" average. Meeting this requirement is considered by the College as sufficient evidence of equivalency to a high school diploma or the General Equivalency Diploma. Upon successful completion of this requirement, the students' special status will be changed to that of regular students, while those not making the "C" average on their first 12 hours will be suspended for at least one term. Students suspended under this policy may apply for readmission to the College after one term and may be readmitted to specific college programs as prescribed by Florida Statute 240.321. Students may contact a campus counselor/advisor for the details of the alternatives available for readmission.

### **Students Fulfilling Requirements For Another College (Transient Students)**

Students attending colleges or universities who wish to earn credits to transfer to those institutions may be admitted to the College as transient students. These students must present an official statement from the institution they have been attending which certifies that they are in good standing, and that the credits they earn at this College will be accepted as part of their programs there. Such students are not required to file transcripts of their previous college credits.

### **Transfer Students**

1. Transfer students planning to earn a degree or certificate at Broward Community College must submit

official transcripts from all colleges or universities attended. These official transcripts must be submitted during the first term of attendance. Registration for an additional term will only be allowed when all required transcripts have been submitted to the College. Upon request through the Campus Counseling Office, these records will be evaluated.

2. Courses submitted that are not parallel with courses listed in the College Catalog will be evaluated, and credit toward graduation will be granted as approved by the Registrar.
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 students to loss of all credit earned. Suspension may result.
5. Transfer students will not be admitted to the College if they are not eligible for readmission where they have been attending college. Students transferring from other institutions or providing advanced 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. Credits earned in another college during suspension from Broward Community College will not be honored.

### **Allied Health Students**

Admission requirements:

1. 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 required.
7. Acceptable letters of reference and recommendation.
8. Satisfactory medical and dental forms.
9. Satisfactory personal interview where required.

Admission Procedures:

1. Students must submit letter of application directly to appropriate Allied Health department. Students will receive appropriate forms and materials for admission.
2. Approval is based upon fulfillment of all admissions requirements. Students are responsible for completion and submission of all required forms and materials.
3. If a student is accepted into an Allied Health pro-

gram but is unable to register because the class quota has been reached, the student must contact the department chair for approval to register for the next incoming class.

### **Uniforms:**

Uniforms that meet the approval of the appropriate Allied Health faculty must be furnished by the students. Information regarding their purchase is given to each applicant following admission to a program.

### **Liability Insurance:**

All Allied Health Technology students are required to carry Professional Liability Insurance each term that they are in a clinical setting. The fee for this insurance is due at the beginning of each term and payable at the time of registration.

### **Accident Insurance:**

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

## **International Students**

Broward Community College is committed to cooperating in advancing the educational endeavors of international students, particularly those in the Caribbean and 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 education opportunities and experiences in the United States. Basically, students must have the equivalent of a high school diploma and have the potential to be academically successful along with written verification that they are proficient enough in oral and written English to do satisfactory work in the English language.

All international 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 applicants for admission from foreign countries are evaluated in accordance with the general regulations governing admission.

1. Students must submit a completed Application for Admission and the special International Student form.
2. 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).
3. 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) (minimum score of 500) administered by the Educational Testing Service, Princeton, New Jersey; or appropriate scores certified by an English Language Institute is required prior to admission.

4. 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. Approximate cost is \$8,000-\$9,000 per year.
5. Transfer students from other institutions of higher education in the United States must follow these procedures:
  - a. Meet the requirements above in Nos. 1, 2, and 3.
  - b. Submit a completed application for admission and the special student form.
  - c. Submit the Immigration Form I-538 signed by the appropriate official in the institution they originally enrolled for or are attending.
  - d. Submit a letter of good standing if currently enrolled.
  - e. Submit official final transcript verifying they have been enrolled as a full-time student and have earned at least a 2.0 grade point average.

Students provisionally accepted who do not meet the above requirements will be administratively withdrawn from Broward Community College and their money refunded.

6. International 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 1 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. Students must maintain a 2.0 grade point average.
  - f. If a student does not conform to any of the above regulations, Broward Community College will deny admission for the following term.
7. 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.

Broward Community College has limited financial aid



available for foreign students. Therefore, applicants must demonstrate the ability to finance their education in the U.S. by completing the "Statement of Finances."

## Degrees and Programs of Study

An Associate in Arts—A.A. degree, Associate in Science—A.S. degree, an Associate in General Studies—A.G.S. degree, and Certificates are offered. For detailed information on Degrees, Certificates, and Programs of Study, see Programs of Study, Section VI, of the Catalog.

A Community Services program description is also contained in Section VI.

## Registration

After students complete the scheduling of classes through either counseling or self-advisement, the next step is registration. The requested schedule of courses is entered through an on-line computer. The completed registration slips are then given to the students with a total of fees and a date that payment is due. Fees may be paid immediately, or by date shown on the registration slip.

Schedule may be changed as often as necessary at no charge to students, if done before the term starts. They should check dates of registration in the College Calendar.

## Academic Advisement

Academic advisement is available to all students during registration for each term at Broward Community College. Academic Advisors and Counselors help students plan their program of study, select individual courses, and assess their progress as they continue their studies.

New students must see an Academic Advisor or Counselor before they register. Transfer and returning students are encouraged to seek advisement in order to review their former records. Test scores and academic records are reviewed and a future program of studies is planned. Students may self-advise for ensuing semesters but are encouraged to return for advisement if they encounter academic problems, plan a change in educational goals, or desire to consult periodically with an Academic Advisor or Counselor on the accuracy of their self-advisement. Students must return for graduation evaluation prior to their last term at Broward Community College.

## Who Shall Be Assessed:

1. All first-time-in-college degree-seeking students shall be assessed as to their communication and computation competencies (English, Reading and Mathematics). This includes students who identify themselves as seeking the following degrees: Associate in Arts — A.A., Associate in Science — A.S. and Certificates.
2. Returning and transfer students who are not planning to seek a degree, who seek admissions counseling, will be encouraged to take appropriate courses

that will enable them to meet their academic and personal goals.

## Assessment Procedures:

All degree-seeking students who have not had previous college experiences as determined by their application forms will receive an appointment for assessment and registration in the Counseling Department. All returning, transfer and non-degree-seeking students will be advised to contact the Counseling Department for assistance in the registration process.

1. If there are previous academic records available for the student at the time of the advisement appointment, these records will be used in the assessment process. Such records include: high school transcripts, S.A.T., A.C.T. data and the results of other nationally-normed tests.

If the student does not feel his/her placement in courses, based on the academic records and discussion with the counselor or advisor is accurate, the student must take appropriate tests in English Composition, Reading and Mathematics for verification of placement in those courses.

2. If there are no academic records available at the time of the advisement appointment, the Self-Assessment Questionnaire for English Composition, Reading and Mathematics placement will be completed by the student. If the student and the counselor or advisor determine the student should register for developmental courses in English and Reading, these courses will be so scheduled. Mathematics placement will be determined by the Self-Assessment procedure. If the student does not feel he/she needs developmental courses or does not agree with the mathematics placement, the student must take tests in the appropriate areas to determine proper placement in mathematics. Students who do not accept the advisement recommendations may appeal to the Dean of Student Development. Criteria are being developed to define and identify high-risk students. High-risk students must register for those courses recommended by the advisor without variation.
3. Tests utilized in the assessment process: Cut off scores for all tests have been determined by the appropriate Academic Departments and are based on national normative data.
  - a. English Composition — "Written English Expression Placement Test" — prepared by the Comparative Guidance and Placement Program of the College Entrance Examination Board.
  - b. Reading — "Nelson-Denny Reading Test" — Form "C".
  - c. Mathematics — "Arithmetic" — prepared by the Comparative Guidance and Placement Program of the College Entrance Examination Board. "Algebra" — prepared by the Mathematical Association of America Tests — BA/1, AA/1.

Students with previous foreign language experience will be able to take placement tests in the Counseling Office to determine the level of study they will begin in college. Placement testing for students who have English as their second language is provided by the English as a Second Language (ESL) Department on Central Campus.

## **Counseling**

Broward Community College considers students to be uniquely talented human beings with individual abilities, potentials, interests, needs, and life styles. College years are vital stepping stones to the future and the major decisions students must make are foundations on which life will be built.

The Counseling Center provides opportunities for students to grow as "whole" persons to explore their attitudes and interests as they affect emotional and academic life and to accept responsibilities as mature, healthy individuals. Students 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 students' effectiveness as students and as persons. 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 population and invites mid-life men and women, minorities, over 60's, and all others to discuss their particular needs.

## **Career Planning**

The Career Planning course offered by the Cooperative Education Department is an important first step for the student who is seeking this information.

SLS 1321 Career Planning Workshop is a two-semester-hour course designed for students who desire help in choosing a career. Students will learn the on-going process of life/career planning through self-exploration and exploration of the world of work.

SLS 1341 Employability Skills is a one-semester-hour course designed to teach the process of locating, applying for, and keeping a job.

## **Career Planning and Placement Services**

Career planning and placement services are available to all students and alumni of Broward Community College as well as to residents of Broward County. Centers are located at Central Campus on the second floor of John Payne Hall (Student Services Building), at North Campus on the second floor of Building 48 (Student Services Building), and at Judson A. Samuels South Campus on the first floor of Schlesinger Hall. The Career Centers provide students with information about full- and part-time job openings, assistance in choosing and planning a career, career information, and information about other

colleges and universities. A career-information library, a cooperative education program, and specialized testing are included in the Career Centers.

## **Financial Aid, Veterans Affairs & Handicap Services**

### **Financial Aid**

The purpose of the financial aid program at Broward Community College is to provide needed funds and financial counseling to students who can benefit from further education but who cannot afford to attend college without financial assistance.

The priority deadline date is April 1st for the following academic year. Applications received after April 1st will be considered on the basis of available funds. Students must reapply for funds each year.

All students applying for financial aid must complete a BCC Financial Aid Application. Students applying for any of the Federal and State programs must complete a CSS Financial Aid Form (FAF).

Financial aid application packets containing the required forms are available in each campus Financial Aid Office and at all Broward County high school guidance offices.

Full time students with a minimum 3.0 cumulative GPA, who wish to apply for a scholarship, may complete an Academic Scholarship Application. These applications are also available in campus Financial Aid Offices.

## **Types of Aid Available**

### **FEDERAL PROGRAMS**

(Based on financial need)

PELL GRANTS (formerly called Basic Grants) provide free money to eligible students who are enrolled for 6 credit hours or more. As it is the base upon which all other aid is awarded, every student is required to apply for a Pell Grant.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG) are available on a very limited basis to eligible students. Priority is given to full-time students with the greatest financial need.

COLLEGE WORK STUDY (CWS) is a program which provides part-time jobs for students to enable them to earn part of their college expenses while gaining valuable experience. Normally students work 15 hours per week and receive minimum wage, in a variety of jobs both on and off campus. Priority is given to full-time students.

GUARANTEED STUDENT LOANS (GSL) are low-interest loans made directly by participating banks, credit unions, or other lenders. Loans are available to students taking at least 6 credits, up to a maximum of \$2500 per year. Repayment on new loans will begin 6 months after graduation or withdrawal from school at 9 percent interest.

NURSING STUDENT LOANS (NSL) are 6 percent loans provided for needy students who are accepted in the Associate of Science degree in Nursing at BCC.



## STATE PROGRAMS

(Based on financial need and academic standing)

**FLORIDA STUDENT ASSISTANCE GRANTS (FSAG)** are awarded by the State of Florida to needy students using equal amounts of State and Federal money. Residents of Florida, applying before the April 1st deadline, may apply by checking the appropriate box on the FAF and adding the correct processing fee so that the data will be sent to the Florida Department of Education in addition to Broward Community College. Students will receive their award determination directly from Tallahassee.

**THE FLORIDA COLLEGE CAREER WORK EXPERIENCE PROGRAM (CCW)** provides challenging part-time employment opportunities with outside employers and agencies to eligible needy students. Full-time students who have graduated from a Florida high school are eligible for consideration. Students must complete a BCC Financial Aid Application and CSS Financial Aid Form (FAF).

**FLORIDA ACADEMIC SCHOLARS FUND.** Residents of Florida who have demonstrated outstanding high school achievement may receive a \$500 scholarship. Applications are available in high school guidance offices and BCC Financial Aid Offices.

### PRIVATE SOURCES DONOR SCHOLARSHIPS

Many civic and professional organizations in Broward County donate scholarship funds to BCC. Normally these scholarships require a minimum 3.0 grade point average and full time attendance. The awards usually range from \$100 to \$600. Interested students should complete a BCC Academic Scholarship Application Form and submit it to the Financial Aid Office.

### BCC FINANCIAL ASSISTANCE PROGRAMS

(Based on academic standing, talents, or need)

**BCC STUDENT ASSISTANTS PROGRAM (BSA)** provides part-time jobs for students in various departments on each campus. Students must be enrolled for at least 12 credits, and maintain a minimum 2.0 grade point average. Normally students work 15 hours per week and receive minimum wage.

**SHORT TERM LOANS** are available on a limited basis in cases of financial emergency up to a maximum of \$100 per term. Application must be made at a campus Financial Aid Office. Repayment must be made before the end of the term in which the loan is made.

### BROWARD COMMUNITY COLLEGE TUITION WAIVER PROGRAMS

Students demonstrating academic excellence, proving high financial need, performing service to the College, or experiencing a financial hardship, may qualify for a waiver of matriculation fees. Fee waivers may be granted on a term-by-term basis and up to a maximum of 32 semester hours per academic year (unless otherwise noted), provided students meet the eligibility requirements of the specific fee waiver category. Most fee waivers are limited to full-time students (minimum 12 semester hours.)

Unless otherwise stipulated, all fee waivers are limited to

a maximum of 5 consecutive major terms. All students must meet financial aid standards of satisfactory progress and maintain a minimum 2.0 GPA. All waivers are awarded each year on the basis of available funds budgeted for such purpose.

## Waiver Categories Are as Follows:

### ATHLETIC SERVICE AWARDS

Qualified members of BCC athletic teams who maintain a minimum 2.0 cumulative GPA are eligible to be recommended for a waiver of their matriculation fees by the campus Athletic Director. Recipients of Athletic Service Awards may also receive an allowance for books and supplies based on financial need.

### PRINCIPAL'S HONORS SCHOLARSHIPS

Broward Community College annually awards one Principal's Honors Scholarship to each high school and adult center in Broward County upon the recommendation of the school principal. Eligible students must maintain a minimum 3.0 term GPA and complete a minimum of 12 semester hours per major term, not to exceed 5 consecutive major terms. Interested students should contact their high school guidance counselor.

### BCC SCHOLARS PROGRAM AWARDS

Students qualifying for this program must have graduated from a Broward County high school and ranked in the upper 10 percent of their class. Selections are made by the BCC Scholars Program Selection Committee on the basis of academic excellence. Scholars must maintain a minimum 3.25 term GPA and complete a minimum of 12 semester hours per major term, not to exceed 5 consecutive major terms. This scholarship may be transferable to FIU or FAU for upper division courses if eligibility requirements are met. Interested students should obtain application materials from their high school guidance counselor.

### DIVISIONAL HONORS

Full-time sophomores who have maintained a minimum 3.0 cumulative GPA, are eligible to be recommended by a Division Director for a Divisional Honors Scholarship based on academic excellence and commitment to their field of study. Students should apply directly to the directors of the following divisions: Allied Health, Public Services, Math and Science, Communications, Criminal Justice, Business Administration, Fine Arts, Social Sciences, Engineering Technology and Physical Education.

### DEPARTMENTAL HONORS

Students who demonstrate academic excellence, artistic contribution or service to the college, are eligible for a waiver of their fees based on the recommendation of a Department Chairman. Students must complete at least 12 semester hours per major term and maintain a minimum 3.0 cumulative GPA. Based on available funding, waivers are available in the following areas: Music, Art, Drama, Journalism, Secretarial Science, Radio and TV.

### TRUSTEE AWARDS

Matriculation fees may be waived by individual members of the Board of Trustees for deserving students of their choice. Selection is based on financial need or academic promise.



**HENRY T. MINARD AWARD**

Matriculation fees may be waived for a criminal justice student based on the recommendation of the Chairman of the Criminal Justice Department. First priority is given to children of police officers.

**EARL NIGHTINGALE AWARD**

Matriculation fees may be waived for a student demonstrating academic excellence in the area of marketing or sales, based on the recommendation of the Chairman of Business Administration.

**STUDENT LEADERSHIP AWARDS**

Students selected by the Director of Student Activities may have their matriculation fees waived based on their contribution to student activities programs.

**PRESIDENT'S ENSEMBLE AWARDS**

Members of the President's Jazz Ensemble may receive a waiver of their matriculation fees upon the recommendation of the President of BCC.

**SPECIAL RISK WAIVERS**

Any dependent child of a special risk member (FS 121.021) shall have matriculation and tuition fees waived, if the special risk member was killed in the line of duty. Students are eligible until their 25th birthday.

**INMATE WAIVERS**

Students who are incarcerated in a Broward County correctional facility are eligible for a waiver of matriculation fees.

**MERIT WAIVERS**

High achievement students may be granted merit waivers based on their academic accomplishments, talents, skills, promise, or service to the College, on the basis of recommendations and available funds.

**EXTENUATING CIRCUMSTANCE WAIVERS**

Disadvantaged students who need financial assistance in order to attend BCC may receive an extenuating circumstance waiver. Eligible students must maintain a minimum 2.0 GPA and demonstrate financial need. Students must apply directly to the Financial Aid Office to have eligibility determined.

**FIRE SCIENCE WAIVERS**

In consideration of the establishment of the Judson A. Samuels Campus at North Perry Airport, eligible Broward County Aviation Division employees are entitled to matriculation fee waivers for fire rescue training.

**SENIOR CITIZEN WAIVERS**

Florida residents who are 60 years old or older are eligible for a waiver of application and matriculation fees on a space available basis. Qualified senior citizens may register for classes after the end of the drop and add period of any term registration. This privilege shall only apply to courses for which there are no established selective admissions criteria. Applications are available in the Registrar's Office on each campus.





## Scholarship Library

Central Campus offers a library of scholarship source books for students interested in seeking out additional sources of assistance.

## Veterans Benefits at BCC

Broward Community College is approved for veterans' training in Associate Degree programs only. Veterans are subject to the College's scholastic standards as outlined in the College Catalog and Veterans Administration standards of progress. Payment of benefits will not be continued after student is placed on academic probation for two consecutive terms. All Broward Community College veterans should contact a Veterans Affairs advisor concerning VA paperwork, problem solving, and benefit counseling.

## Handicapped Student Services

As an Equal Access/Equal Opportunity Community College, BCC seeks to comply with all relevant laws enacted at every level of government to provide services for students with special needs. Handicapped students are assured participation in all College activities and services. An office on each campus assists students with special needs. Individuals who plan to attend BCC should contact the Handicapped Services Advisor on the campus they wish to attend. These students will be assisted in adapting to the college environment, and information will be given on how to utilize most effectively all facets of Broward Community College. Some of the services available are note-taking, specialized testing, interpreters for the deaf, and readers for the visually impaired. Specialized equipment is also available to assist handicapped students in pursuing their academic objectives.

Students receiving assistance from Vocational Rehabilitation or Blind Services must also fill out a Financial Aid Application at Broward Community College.

Handicapped Services Advisors can be contacted on Central Campus at 475-6527, on North Campus at 973-2313, and on South Campus at 963-8868.

## Women's Center

The Women's Centers, located on all three campuses, help women explore career and educational options through self-assessment; assertiveness training; career investigation; and training in decision making, resume writing, and job-seeking and job-keeping skills.

## Open College

Open College is an academic unit of Broward Community College offering opportunities for academic work to persons who find it difficult to attend regularly scheduled classes on campus. Courses are presented by television, radio, newspaper and independent study in the students' own homes or in the learning laboratory center on each campus. Most Open College courses require only two visits to campus, for mid-term and final examina-

tions. Open College courses are academically equivalent to courses taken on campus. Students may take Open College courses alone or in combination with regular on-campus classes. Open College courses are applicable to all Associate in Arts, Associate in Science, Associate in General Studies, and Certificate Degrees, as well as Teacher Certification. These courses also will transfer to four-year colleges and universities. Information can be obtained by calling 475-6603 at Central Campus.

## Honors/Scholars Program

Broward Community College offers an Honors Program to superior students who can benefit from special courses that emphasize in-depth studies, independent research, and creative approaches to problem-solving. Those eligible to apply include entering freshmen who graduated in the top 10 percent of their high school class and current college students who have at least a 3.0 grade point average. Honors Program Coordinators located on all three campuses assist eligible students in planning their courses of study. The *Honors Certificate* is awarded to students who complete 15 hours of course work (including the Interdisciplinary Seminar) in the Honors Program.

Broward Community College provides many scholarships to students in the Honors Program, and upon graduation many universities offer scholarships to recipients of the *Honors Certificate*.

## Orientation

The Orientation Program is designed to assist students in making an adjustment to college. The program provides the students with information about campus facilities, activities, and services in addition to introducing the Administration and Staff. Broward Community College rules and regulations are discussed, and the responsibilities of the students 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 Terms II and III. The Student Handbook and Intramural Handbook are available in the Student Activities Office.

## Bookstores

The Broward Community College Bookstores are owned and operated by the College and function as a service to the faculty, students, administration, and staff by providing the necessary tools of education.

The Bookstores offer a complete line of textbooks, both new and used, and a large selection of paperbacks. College supplies include art and engineering supplies, college jewelry, soft goods, stationery items, and other merchandise. Extra services include special orders for books not normally carried as basic stock, film processing, and buy-back of used books.

Prices are established according to appropriate policies typically found in other colleges and universities.

The Central Campus Bookstore is located in Building 18 (next to the Hospitality Center).

The North Campus Bookstore is located in Building 48 (Hospitality Center).

The South Campus Bookstore is located in Schlesinger Hall.

The Bookstores are normally open from 7:45 a.m. to 7:15 p.m. on Mondays through Thursdays and from 7:45 a.m. to 3:30 p.m. on Fridays. Extended hours are in effect at the beginning of each term. Hours during the summer months are from 7:45 a.m. to 3:30 p.m.



# Academic Regulations

## Standards of Conduct

Broward Community College students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Students, through the act of registration at Broward Community College, obligate themselves to obey all rules and regulations which the institution formulates including those contained in the College Catalog and the Student Handbook. Copies of the College Catalog may be obtained in all Registrar's Offices, and copies of the Student Handbook, which contains specific disciplinary rules and regulations as well as procedures followed in the case of infractions, may be obtained in all campus Student Activities offices. It is the responsibility of students to obtain these publications and to be thoroughly familiar with their contents.

## Dropping, Adding, or Changing Schedule

Students who preregister and need to change their schedule prior to the term beginning may do so at no cost during the normal registration periods posted at each campus Registrar's Office.

Information regarding the procedure to initiate a schedule change after the term begins can be obtained from the campus Registrar's Office. Students are expected to continue in class attendance and participation until they have complied with procedures outlined by the Registrar's Office. Schedule changes are possible early in the first week in the term when absolutely necessary.

## Withdrawals and Refund Policies

1. Under the following conditions students 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, students who register in advance through on-line registration procedures.
  - b. At the time they are administratively withdrawn, students who registered and are later determined to have been ineligible to register for academic reasons.
  - c. Students who register for a particular course which is cancelled (refund of fees paid for that course).
  - d. Students entering the Armed Forces on a regular and extended tour of active duty. (Students must present an official copy of their Armed Forces orders to the Registrar to receive refund.)
  - e. Students who die or who withdraw for health or medical reasons, as certified by a licensed medical doctor, on or before the date of the first scheduled class of college term. (Parents, legal guardians, executors of estates or trustee of trust fund may receive refund.)

2. Under the following conditions students may receive an 80% refund of matriculation, tuition, and laboratory fees:

- a. Students who officially withdraw from the College on or before the last date listed in the College calendar for withdrawing with such refund.
- b. Students who have attended classes in a given College term and who die or withdraw 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, students must have completed the proper forms as prescribed by the Registrar on or before the designated date. For further information on withdrawals see section on Class Attendance.

## Term System (Semester 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 (Semester Hour)

The unit of credit is the semester hour, each representing 15-16 hours of instruction. Generally, two hours of laboratory work count as one hour of class work. The schedules in Terms I-A, I-B, II-A, II-B, III-A, and III-B are adjusted to include the same time equivalent as are used in the longer terms.

## Academic Load

To be considered full-time, students must carry a minimum load of 12 hours. Usually the offices of Social Security, Railroad Retirement, and Veterans Administration consider 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.

## Classification of Students

A student who has earned 25 or more semester hours credit is classified as a sophomore.

## Ways to Complete Degree Faster

Several options are available to students to accelerate the completion of their programs: Advanced Placement; College Level Examination Program; Dual Enrollment (see *Admissions*); Early Admission (see *Admissions*); Term Combinations; and Credit for Experiential Learning.

## Advanced Placement

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

## College Level Examination Program (CLEP)

Students who score at the 50th 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.

## Term Combinations

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

## Credit For Experiential Learning

The Experiential Learning Program, developed primarily for working adults, is designed to recognize the academic value of what students have learned through their experiences outside the college classroom by awarding academic credit. This learning — referred to as *prior experiential learning* — may result from such activities as work-experience, employment-related training programs and seminars, volunteer work, military service or intensive self-directed study. In short, it is a way of recognizing learning regardless of the circumstances under which it was acquired.

Students should contact the Office of Cooperative Education and Experiential Learning for details.

## Cancellation of Previous Unsatisfactory Record

Students seeking an A.S. degree or Certificate who have a previous unsatisfactory academic record which is two or more years old may have the record cancelled under an established policy for students in these special programs. Students interested in having this policy applied in their cases should contact a Counselor and the Dean of Academic Affairs for further information and details.

## 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 6 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 18 semester hours per regular term.

## Class Attendance 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.

## 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 midterm 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.

## Grades and Records Policy

A. Final grades for each term are recorded and preserved. Reports are submitted to students at the close of term.



B. Grade points are earned and recorded as follows:

Grade Points per Semester Hour		Hour
Grades		
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, Special Services, Specialized B.A. courses and Allied Health Care courses and self paced courses) .....	0
NR	Grade not received .....	0

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

Grade point averages for graduation and honors are calculated only on academic work, exclusive of all 080 and 090 series courses, and Special Service courses.

C. An "I" grade may be assigned when students fail to complete course requirements because of emergencies such as serious illness. To have such grade removed, students must appeal in writing to the respective instructor for permission to make up the work. If permission is granted, then the student must follow through; and the instructor must submit an official grade change.

D. No student may change courses 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

To complete certificate and degree programs, students must average at least C (2.0) on all academic work attempted.

When students' term averages are less than 2.0, those students will receive an *academic warning*. During any subsequent term, they will be placed on *academic probation* if they have attempted (final grades of F, D, C, B, A) 12 or more hours but have earned less than a 2.0 cumulative grade average.

Students on academic probation will receive an *academic suspension* at the end of any term thereafter if they have 20 or more quality points below a C (2.0) cumulative average. Students on academic probation who do not successfully complete 50 percent of the total hours attempted for any two consecutive terms will re-

ceive an *academic suspension* for one term. However, no students maintaining a 2.0 average will be suspended.

On returning after academic suspension, students will be on probation while they have 20 or more quality points below the 2.0 average. After any academic suspension, students are *required* to discuss their academic progress and scheduling needs with a *counselor* before registering again. If students fail to maintain a 2.0 average during that probationary period, they will be *dismissed* for twelve (12) months. To reapply following a twelve-month dismissal, students must petition the Academic Standards Committee with sound reasons for readmittance.

Transfer students are subject to these same academic regulations. In addition to these regulations, students on scholarships or federal, state, or other financial aid programs are subject to the special regulations associated with the respective program.

Hours attempted are calculated at the end of drop-and-add and include A, B, C, D, F, and W. Incomplete grades (I) and audit grades (AU) will not be included in the calculation of hours attempted.

## Audit

Students must complete a card requesting to audit a course at the time they register.

Students who are 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. Students may take a course previously audited for credit at a later date but they may not petition for credit on the basis of the previous audit.

## Repeating Courses

Responsibility for loss of credit because of duplication of courses rests with the students. Repetition of a course removes the previous grade from students' records only for the purpose of calculating grade point average. The original grade remains, and only 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 for the purpose of changing students' grade point averages after the A.S. and A.A. degrees are awarded.

## Academic Honors

The College recognizes scholastic achievement at the end of each regular term.

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

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

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

## Graduation and Degree Requirements

Students planning to earn a degree or certificate at Broward Community College must contact a campus academic advisor and make an appointment for a preliminary evaluation for graduation at least one term prior to their anticipated graduation. Students are encouraged to see an academic advisor each term prior to their registration, but degree-seeking students must do this prior to their registration for the term they plan to graduate. A copy of this preliminary evaluation for graduation must be submitted to the Campus Registrar's Office. This preliminary evaluation will be processed by the College Registrar's Office, and students will be mailed an "eligibility to graduate form" to allow them to pay their graduation fee. Diplomas are ordered in accordance with the date established in the College Catalog. Late payment will result in the late ordering of the diploma.

There is *no ceremony* for Term I and Term III graduates. Their diplomas will be mailed to them *after* a final graduation check is made by the Registrar's Office to confirm that they have successfully completed their graduation requirements for their degree as stated in the College Catalog. Students not meeting their degree requirements will be contacted by the Registrar's Office.

There is a **FORMAL** graduation ceremony for Term II May graduates. Only diploma covers will be issued for this ceremony. Diplomas will be mailed to those who have successfully completed their degree requirements after the final graduation check is made by the Registrar's Office. Those not meeting their degree requirements will be contacted by the Registrar's Office.

The degree requirements are as follows:

- A. Earn at least 60 semester hours of approved credit excluding 4 hours of HPRD 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 Special Services and 0997 courses.
- C. Complete 24 credit hours at Broward Community College, including the last 12.
- D. Pay graduation fee and participate in the formal graduation. (The graduation fee is not refundable.)

Honors are computed on a minimum of 40 academic hours earned at Broward Community College. All hours attempted at all institutions attended are used in calculating the GPA for honors.

*Hours and grade points earned in 0997 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.

Students may graduate either under the catalog in effect when they first enrolled if attendance has been consecutive, or the one in effect at the time of their graduation. If attendance has been broken, students must meet the requirements of the catalog in effect when they reenrolled, provided attendance has been consecutive, or the one in effect at the time of graduation.

Students who are 29 years old or older when they begin their study at BCC or who have had previous military experience, or who are exempted upon medical certification are not required to take HPRD activity courses. Medical certification must specify the term or terms for the exemption.

**STUDENTS SHOULD SEE PAGE 32 FOR STATE CLAST REQUIREMENTS.**

## Graduation with Honors

Students must complete a minimum of 40 semester hours at Broward Community College to be eligible for graduation with honors. The calculation of the grade point average for honors includes not only the Broward Community College record but any previous credit transferred to Broward Community College.

Students may graduate with honors in three grade-point categories:

### Honors

Cumulative grade point average of 3.250-3.499.

### High Honors

Cumulative grade point average of 3.500-3.749.

### Highest Honors

Cumulative grade point average of 3.750-4.000.

Students who earn the Honors Certificate are also recognized at graduation. The Honors Certificate requires 15 credits of Honors course work.

## Transcripts (NO CHARGE)

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 who have not fully satisfied admission requirements. A request for 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.



## Other Support Services and Activities Available

### Libraries

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 academic research is maintained in the reading rooms which house the principal book collections on shelves open to students. Hours that each of the libraries is open are posted; libraries are generally closed on legal and academic holidays. Students must show BCC library card to borrow material. These cards are issued at the libraries only upon presentation of current paid fees receipt. *The Library Handbook*, available for purchase in the bookstore, contains additional information on the use, policies, and regulations of each campus library.

The Library staff encourages students and faculty to make suggestions for the improvement of service to the College community and also appreciates recommendations for titles of books to be added to the collection. In most instances books added reflect primarily the courses of instruction given at each campus. Broward Community College students may use and borrow from any or all of the three campus libraries.

All campus libraries conduct a library orientation program, usually toward the beginning of each term in conjunction with some English classes; however, any student wishing to attend this orientation session may do so by speaking with a librarian. Times of the sessions are posted in each library.

The Central Campus Library, on the second floor of Building 17, is conveniently located in the center of the campus. It has a book collection of 127,000 volumes and about 4,000 new volumes are added each year.

The North Campus Library is located on the ground floor of Building 49, in close proximity to the classrooms, offices, and student center. This library has 55,500 volumes and about 3,000 are added each year.

The South Campus Library is located on the north end of the west wing of the Pines Center temporary campus. There are about 32,000 volumes in this collection and the annual additions number about 2,000.

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.

Construction of the South Regional Library, a joint effort by the College and the Broward County Library System, is presently underway on the South Campus. This building is planned to house 250,000 volumes eventually and will provide service to BCC students and the general public in this area of Broward County.

### Consortium Library Privileges

Currently registered students, faculty, and staff may use

the library on any of the nine campuses of Broward Community College, Florida International University, and Miami-Dade Community College, including having access to periodicals and other materials not on open shelves. Some materials are placed on reserve to restrict their use. Each library has the periodical lists of the other consortium campuses. *Students* may borrow materials from any of the consortium campuses through inter-library loan arranged at their home campus library. *The procedure for arranging an inter-library loan is as follows: students* present a valid fee receipt or student ID for the current registration period; *faculty* present current staff identification.

### Learning Resources

Broward Community College offers a continually broadening program of Learning Resources support services to staff and students. These services are divided into four distinct categories:

#### 1. Audiovisual Services

This area of service concerns the acquisition, cataloging, scheduling, distribution, and maintenance of audiovisual materials and equipment used in supplementing classroom instruction.

#### 2. Media Production

Learning Resources is adequately equipped to design and produce a wide variety of instructional materials including black and white photographs, color slides, overhead transparencies, and audio and video tapes.

#### 3. Closed Circuit Television

A closed circuit television network interconnecting all classrooms on each of the College's campuses is capable of conveying several simultaneous live or prerecorded color TV programs for supplementing classroom instruction. College personnel to produce many of their own supplemental videotape materials in a color production studio.

#### 4. Learning Laboratories

Direct service to students is provided through a Learning Laboratory on each of the BCC campuses. Each of these is equipped with the necessary audiovisual materials and equipment for providing remedial, supplemental, and enrichment instructional experiences to students.

### International/Intercultural Education

Broward Community College recognizes the importance of providing for students an international and intercultural dimension. As citizens of the United States and as inhabitants of planet Earth, today's students will be confronted throughout their lives with issues that transcend national boundaries. So interconnected is the political and economic world that some understanding of



current issues and the events that shape them, as well as an appreciation for other cultures and customs throughout the world, is now basic to good citizenship. This has become an essential aspect of today's curriculum.

It is further recognized that community colleges have a major responsibility in providing an international/intercultural dimension because of the increasing numbers of students for whom the community college will provide their only college-level educational experience. Moreover, the nature of the community college and its emphasis on serving a local constituency require that the global agenda be addressed.

It is the policy of Broward Community College to encourage and support the development of the many aspects of international/intercultural education which include: (1) structured process for the involvement of the community and the College; (2) study abroad programs; (3) international curricula; (4) proper and effective programming of international students on campus; (5) programs of an international/intercultural nature for the community; (6) student, faculty, and staff exchange programs; (7) consultant and support services with foreign institutions; and (8) staff and program development activities.

## Student Government

Informal Student Government organizations operate on North, Central, and South 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.

## Health Services

Medical and hospital facilities are not provided. In case of accident or illness, students should report to the Health Center which, on Central Campus, is located on the first floor of Building 7, and on North Campus, on the first floor of Building 48.

## Food Services

The College's Hospitality Center, (the Robert E. Ferris 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 (Building 19). On North Campus, the student lounge and food facility are located in Building 48 (Student Services Building). On the South Campus, the stu-



dent lounge and food facilities are located in Schlesinger Hall.

## 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.

## Handicapped Affairs Program

The Handicapped Affairs Program assists the disabled students in making an effective transition into the college environment. Staffing is available at each campus location to provide students with the wide range of supportive services suited to their individual needs. Students seeking assistance should contact the specialist on North Campus at 973-2313, Central Campus at 475-6527, and South Campus at 963-8868.

## Student Activities

Student Activities embrace projects, functions, sports 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. The Hospitality Center Programs offer the students entertainment of a broad, contemporary nature both on and off campus.

## Sports — Athletics

The Intercollegiate Athletics Program at Broward Community College offers opportunities for men and women

seeking higher levels of competition beyond the high school years.

The College is a member of the Florida Community College Activities Association and the National Junior College Athletic Association. Broward Community College began the Intercollegiate Athletic Program in 1962 at Central Campus, and at North Campus in 1972. Intercollegiate athletics offered are baseball, basketball M/W, golf M/W, tennis M/W, swimming/diving M/W, volleyball, softball and soccer. No student shall, on the basis of race, age, sex, or any other 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.

## 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. The Intramural Department selects activities which will provide enjoyment and physical recreation during students' college careers, contribute to students' physical well being, improve recreational skills for leisure time use, and aid in the development of sound emotional and social qualities.

Participation is entirely voluntary, and all students are invited to participate. Among the activities included in the program are basketball, half court basketball, flag football, table tennis, tennis, softball, volleyball, roller skating, swimming, golf, miniature golf, bowling, racquetball, ice skating, skeet shooting, billiards, cross country, soccer, sailing, canoeing, and recreational games. An Intramural Sports Program is offered at all three campuses.





## Student 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. Intercollegiate athletics
4. Intramurals
5. Extramurals
6. Student Union
7. Interclub Council (All Clubs)
8. Greek Council (Fraternities and Sororities)
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.

Any group of students consisting of six or more may start a club pertaining to their particular interest by obtaining a "Petition for Registration" at the Student Activities office.

### Interest Clubs

Adventure Games Club  
Anthropology Club  
Black Awareness Club  
Black Student Union  
Broward Collegiate Art Society  
Cheering Club  
Chess Club  
Ice Hockey Club  
International Club  
Karate and Judo Club  
Los Banditos  
Media Club  
P'an Ku Club (literary)  
Progressors  
Sailing Club  
Young Democrats and Young Republicans

For any information concerning these clubs, call the Student Activities Office.

### Service Clubs

F-Troop—Student Activities Activists  
Circle K (co-ed)—College branch of the Kiwanis Club  
SOS (Student Orientation Service)

### Religious Clubs

Bahai Club

Christian Student Union  
Cornerstones  
Hillel—Jewish Student Union

For any information concerning these clubs, call the Student Activities Office.

### Scholastic Honorary Groups

Delta Psi Omega—Honor group for Drama  
Phi Rho Pi—National Honor Society for Forensics  
Phi Theta Kappa—a National Scholastic Honor 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 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  
Debate  
B.U.S.H. (Horticulture Society)  
ETA PI Chapter—Alpha Eta Rho  
(International Aviation Fraternity)  
H.S.M.A. of BCC (Hotel & Sales Manager Association)

### 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 Interfraternity Council and the Panhellenic Council. Students are urged to start new clubs according to their interests. The Student Activities office personnel assist in the formation of new clubs.

### Alumni Association

The College's interest in its students does not end upon 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. The main objective of this Association is to be a service as well as socially-oriented organization. The Alumni Association's newest service program, P.A.L.S., Participating Alumni Liaison Service, has been established so that alumni volunteers from various occupational fields may lend assistance to incoming and present students on a one-to-one basis. Students are welcome to contact the Alumni Office at the Fort Lauderdale Center about the Association, its activities, and services.

## Fine Arts and Cultural Affairs

**MUSIC** — 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, and Broward Community College Symphonette are presented for various College and community events.

**THEATRE** — Plays and/or musicals are staged each term by the Theatre Department faculty, students, and community members who wish to participate. A summer theatre workshop provides additional performance opportunities. The BCC Children's Theatre performs either an original children's play or a children's classic each spring in the Central Campus Lecture Theatre. This production then tours to Broward County schools.

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

**ADDITIONAL PROGRAMS** — Aside from the above-listed music, drama and art activities, many speakers are presented each year, and the members of the College community 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 Office and College Performing Arts Facilities

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 numerous cultural performances throughout the year. Running, the full artistic and theatrical gamut from ballet to flamenco, from Broadway musicals to opera, magic shows to folk ensembles, the Cultural Affairs season offers something for everyone.

Performances are held at the College's Bailey Hall and OMNI, Parker Playhouse, War Memorial Auditorium, and other community locations.

The College maintains two magnificent performing arts

centers: the beautiful 1200 seat Ralph R. Bailey Concert Hall on Central Campus; and the 600- to 2100-seat, acoustically superb OMNI on North Campus. Both are equipped with rehearsal, audition, and choral practice rooms used by more than 30 of BCC's performing groups. Both buildings and their facilities are available to all organizations in the county at a minimal rental.

### Student Publications

Collegewide: *P'an Ku*, the literary magazine.

Central Campus: The *Phoenix* newspaper.

North Campus: The *Polaris* newspaper.

South Campus: The *New Horizons* newspaper.

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.

### Southeast Florida Educational Consortium

Broward Community College, Miami-Dade Community College, and Florida International University are charter members of the Southeast Florida Educational Consortium established in 1977. Since that date, other public and private institutions have joined the Consortium. The organization links the member institutions in planning, maintaining, and evaluating cooperative efforts in academic programs, student services, and administrative support services. The overall objectives of the Consortium are to:

1. Increase and improve educational opportunities.
2. Ensure smooth transition from the community college to the university.
3. Provide easy access to institutional services for students and faculty.
4. Effectively utilize human and fiscal resources.

The office of the Consortium is located at 11011 S.W. 104th Street, Miami, Florida 33176.

Descriptions of specific cooperative arrangements between the Consortium campuses — and student/faculty procedures — are given in the appropriate sections of this Catalog.





# Student Fees

## Student Fees and Charges

Fees (matriculation, tuition, registration, and 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. Students are required to re-register, as schedule is voided when not paid in full by the assigned due date.

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.

## Fees and Charges for Noncredit Courses

The College, through the Community Service Office and other academic departments, offers noncredit 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, and I-B, or II, II-A, and II-B, or III, III-A, and III-B

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

	Matriculation	Tuition	Per Semester Hour
Florida Students	\$18 per semester hour	\$0	\$18
Non-Florida Students	\$18 per semester hour	\$22 per semester hour	\$40

(Fees subject to change)  
Matriculation fees include those funds required to support a comprehensive student activities program.

## ATF Courses

Fees for ATF 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 Transportation Technology Department can advise at any given time what the fee is for any course with a particular contractor for the current term.

Course #		*Special fee
ATF 1100	Primary Flight	\$25
ATF 2201C	Intermediate Flight	50
ATF 2202C	Advanced Flight	50
ATF 2306C	All-Weather Flight Training	75

ATT 2600	Flight Simulator Training - SE	75
ATT 2630	Flight Simulator Training - ME	100

\*Flight Simulator lab fee.

## ATM Courses

Students will register for the following ATM Courses as a block during the particular term. Enrollments for individual ATM Courses will not be permitted.

Course #	*Special Fee
FAA General Curriculum (ATM 1001, 1071, 1011, 1091, 1061)	\$545
FAA Airframe Curriculum (ATM 1331, 1311, 1351, 1461, 1431)	563
FAA Airframe Curriculum (ATM 1411, 1451, 1401, 1371)	423
FAA Powerplant Curriculum (ATM 2111, 2121, 2151)	474
FAA Powerplant Curriculum (ATM 2501, 2202, 2551, 2101)	525

Full-time/  
Part-time  
Student  
Special fee

APB 1150L	Modern Principles of Biology Lab	10
APB 1229	Allied Health II Lab	10
ARC 1126C	Architectural Drafting I	5
ARC 2020C	Architectural Communications I	5
ARC 2021C	Architectural Communications II	5
ARC 2122C	Architectural Drafting II	5
ARC 2140C	Materials and Methods of Construction I	5
ART 1202C	Design II	8
ART 1330C	Life Drawing	25
ART 2110C	Ceramics I	25
ART 2401C	Beginning Printmaking	25
ART 2402C	Advanced Printmaking	25
ART 2600C	Photography I	15
ART 2610	Photography II	15
ART 2650C	Video Art	30
ART 2701C	Sculpture	15
ART 2932C	Special Topic Ceramics	25
BCN 2742	Contractor's License Preparation	7
BOT 1010L	General Botany Lab	10
CAP 2030	Field Project	12
CDA 2040	Computers I	10
CDA 2041	Computers II	10

CHM 1042L	General Chemistry and Qualitative (expanded) Analysis Lab	10	ETD 2123C	Civil Drafting III	5
CHM 1045L	General Chemistry Lab I	10	ETE 1010C	DC Circuits	10
CHM 1046L	General Chemistry Lab II	10	ETE 1020C	AC Circuits	10
CHM 2210L	Organic Chemistry Lab	15	ETE 2141C	Electronic Devices I	10
CHM 2211L	Organic Chemistry Lab	15	ETE 2145C	Electronic Devices II	10
CJT 2110	Criminal Investigation II	5	ETE 2400C	Communications I	10
CJT 2120	Forensic Photography	5	ETE 2633C	Digital Techniques	10
CJT 2130	Criminalistics Practicum	5	FOS 2201	Applied Food Service Sanitation	25
COC 1300	Fundamentals of Data Processing	3	FRC 2004	Subtropical Fruit Culture	2
COC 1930	Introduction to Data Systems	5	FRE 1000	French Language Lab	5
COP 1110	FORTTRAN Programming	12	FRE 1100	French Language Lab	5
COP 1120	Computer Programming I	12	FRE 1101	French Language Lab	5
COP 1170	Programming in BASIC	12	FRE 2240	French Language Lab	5
COP 1266	Introduction to Programming System	12	GER 1000	German Language Lab	5
COP 2111	Advanced Topics in FORTRAN Programming	12	GER 1100	German Language Lab	5
COP 2122	Advanced Programming Techniques III	12	GER 1101	German Language Lab	5
COP 2400	Computer Programming II	12	GER 2240	German Language Lab	5
COP 2401	Contemporary Programming Practices	12	GLY 1010L	Physical Geology Lab	7
DEA 1022C	Preclinical Orientation	15	GLY 1100L	Historical Geology Lab	5
DEA 1800C	Clinical Practices and Procedures I	15	HPRD Activity Fee for the following HPRD courses: DAA 1160, DAA 1161, DAA 1200, DAA 1374, DAA 1376, DAA 1560, DAA 1600, DAA 2162, DAA 2201, DAA 2601, DAA 2700, PEL 1041, PEL 1121, PEL 1211, PEL 1321, PEL 1341, PEL 1420, PEL 1441, PEL 1621, PEL 2342, PEL 2442, PEM 1102, PEM 1107, PEM 1121, PEM 1131, PEM 1146, PEM 1201, PEM 1403, PEM 1405, PEM 1431, PEM 1432, PEM 1433, PEM 1434, PEM 1461, PEM 2132, PEM 2190, PEM 2462, PEN 1121, PEN 1122, PEN 1151, PEN 2113, PEN 2123, PEO 1341, PEO 2321C, PEP 2201, PEQ 1101, PEQ 2115, DAA 1300, DAA 1561, PEM 2202, PEN 1231, PEN 2232, PEN 2236.		
DEA 1804C	Clinical Practices and Procedures II	10	ITA 1000	Italian Language Lab	5
DEA 1820C	Expr. Functions I	10	JOU 2600	Photographic Journalism Techniques	10
DEA 1821C	Expr. Functions II	10	LIT 2100	The Film as Literature	8
DES 1100	Dental Materials	10	MEA 2200	Clinical Practices and Procedures	5
DES 1210C	Dental Radiology	10	MEA 2300	Basic Medical Lab Techniques	10
EMS 1119L	Skills EMT Lab	10	MEA 2800	Externship in Medical Assisting	5
EMS 2219L	Term Ed. Lab I	10	MEA 2810	Adv. Externship in Medical Assisting	5
EMS 2229L	Paramedic Lab	10	MLS 2402C	Clinical Microbiology	15
ENC 1000	Fundamentals of Composition (Writing Lab)	5	MLS 2605C	Adv. Instrumentation	10
ENC 1101	Composition (Writing Lab)	5			
ETD 1614C	Electronic Drafting	10			
ETD 1121C	Civil Drafting I	5			
ETD 2122C	Civil Drafting II	5			



MLS 2610C	Advanced Medical Lab Techniques	15
MTB 1304	Mathematics and Machines	6

## Applied Music

### Voice

MVV 1211	50
MVV 1311; 1411	100
MVV 2221	50
MVV 2321; 2421	100

### Piano

MVK 1211; 2224	50
MVK 1311; 1411; 2324	100
MVK 2221	50
MVK 2321; 2421	100

### Organ

MVK 1213	50
MVK 1313; 1413	100
MVK 2223	50
MVK 2323; 2423	100

### Harpsichord

MVK 2222	50
MVK 2322	100

### Woodwinds

MVW 1211; 1215	50
MVW 1314; 1315; 1411; 1413	100
MVS 2224	50
MVW 2323; 2421	100

### Brass

MVB 1215	50
MVB 1314; 1315; 1411; 1412	100
MVB 2223; 2225	50
MVB 2321; 2322; 2422; 2423	100

### Percussion

MVP 1211	50
MVP 1311; 1411	100
MVP 2221	50
MVP 2321; 2421	100

### Strings

MVS 1211; 1213; 1216	50
MVS 1311; 1312; 1316; 1412; 1414; 1416	100
MVS 2221; 2223; 2226	50
MVS 2321; 2322; 2326; 2424; 2426	100
MVS 2227 Electric Bass	50
MVS 2228 Jazz Guitar	50
MVS 2327 Electric Bass	100
MVS 2328 Jazz Guitar	100

### Accordion

MVO 1211; 2221	50
MVO 1311; 1411; 2321; 2421	100

NUR 1020C, 1022C Nursing	10
NUR 2210C Nursing	15
ORH 2021 Plant Propagation	5
PEL 1141 2142 Archery	5
PEL 1111 Beginning Bowling	31
PEL 2112 Intermediate Bowling	31
PEL 2442 Intermed. Racquetball	31
PEM 1341 Beginning Rollerskating	26
PEN 2136A Scuba Diving	37

PHT 1000	Introduction to Physical Therapy	5
PHY 1002L; 2053L; 2054L; 2048L; 2049L	Physics Lab	7
RAT 1800L	Clinic A	4
RAT 1810L	Clinic B	4
RAT 2840L	Clinic C	4
RAT 2850L	Clinic D	4
RAT 1820L	Clinic X	4
RAT 1830L	Clinic Y	4
RAT 2860L	Clinic Z	4
REA 1105	Developmental Reading	5
REA 1205	Advanced Developmental Reading	5
REA 2931	Special Topics Speed Reading	5
REE 1040	Florida Real Estate Commission I	5
REE 2041	Florida Real Estate Commission II	5
RMI 1090	Solicitor's Qualifications Course	10
RUS 1100	Russian Language Lab	5
RUS 1101	Beginning Russian Continued	5
SES 2151	Word Processing: Magnetic Typing I	4
SES 2152	Word Processing: Magnetic Typing II	4
SES 2153	Word Processing: Magnetic Typing III	4
SPN 1000	Spanish Language Lab	5
SPN 1100	Spanish Language Lab	5
SPN 1102	Spanish Language Lab	5
SPN 2240	Spanish Language Lab	5
ZOO 1013L	General Zoology Lab	10

### Miscellaneous Fees (Not Refundable):

Allied Health Liability Insurance	5
(All Allied Health students who enroll in one or more courses that have a clinical component must pay a liability insurance fee. This fee is due at the time of registration each term.)	
Application	10
*Checks returned and not honored	5
Duplicate Fee Card (Except when completely withdrawing from all College classes)	1
Graduation	7
Special Requests for Diplomas	10
FAA Examination Administration	
*(per sitting)	10
*Fines, lost books, and reprocessing books	As required
Lost HPRD locks	.85
Lost HPRD towels	Per current year's contract

### \*Traffic violation and penalties:

1. No valid parking decal — 1st violation is \$3, 2nd is \$5, and 3rd is \$7.

2. All parking violations (same as above).
3. All moving violations—Ignoring stop signs, speeding, reckless driving, and driving on walkways, etc. are \$5.

Persons receiving a traffic or parking citation must report with violation notice within 3 days to the Security Office. Failure to report within 3 days will result in a \$3 assessment being added to the fine, and failure to report after 10 days will result in another \$5 being added to the fine.

\*Students must pay fines prior to any subsequent registration or prior to release of their records.

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.

## Credit for Experiential Learning

Portfolio Orientation (Includes	
Advisement, Workshop, Catalog)	\$5
Portfolio Evaluation	7 per sem. hour
Licenses, Certificates (not	
requiring faculty evaluation)	3 per sem. hour
College Level Examination Program	
General Exam (\$30)	1 per sem. hour
Subject Exam (\$15)	1 per sem. hour
Departmental Final Exams	
(Key Scored)	5 per sem. hour
Proficiency Tests and/or	
Evaluations	5 per sem. hour
Site Visitations	7 per sem. hour
Assessment requiring any	
combination of above up to	7
Clinical Evaluations	7
Advanced Placement (for each	
separate report from ETS	
when credits granted)	5

## Withdrawals & Refund Policies

1. Under the following conditions students may re-

ceive 100 percent 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, students who registered in advance through on-line registration procedures.
  - b. At the time they are administratively withdrawn, students who registered, and, it is later determined, were not eligible to register for academic reasons.
  - c. Students who register for a particular course which is canceled (refund of fees paid for that course).
  - d. Students entering the armed forces on a regular and extended tour of active duty. (Students must present an official copy of their armed forces orders to the Registrar to receive refund.)
  - e. Students who die or who completely withdraw 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. Under the following conditions students may receive an 80 percent refund of matriculation, tuition, and laboratory fees:
    - a. Students who are officially withdrawn from the College on or before the last date listed in the College Calendar for withdrawing with such refund.
    - b. Students who have attended classes in a given college term and who die or withdraw for health or medical reasons, as certified by a licensed medical doctor, before the middle of that term. (Parents, legal guardians, 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. For further information on withdrawals students should see section on: *Class Attendance*.



## STATE RULE 6A-10.30 (THE GORDON RULE)

State Rule 6A-10.30, otherwise known as the Gordon Rule, requires that students graduating with an Associate in Arts degree must meet the following provisions:

All students seeking an Associate in Arts degree must complete 6 hours of instruction in writing and must write 12,000 words in the areas of instructed composition. For most students, this portion of the requirement can be satisfied by taking ENC 1101 and ENC 1102 or ENC 1240. Secondly, students must write an additional 12,000 words during the remainder of their freshman and sophomore years.

At Broward Community College the courses that will satisfy the 12,000 word practice writing requirement will be designated by a "W" on the class schedule, and will be listed as part of Area 9 of the General Education Requirements for graduation. In each of the courses designated as "W," the students will be required to write 3,000 words. Thus, in order to complete the graduation requirement, each student must write 12,000 words under

guided instruction, and write 12,000 words in four courses designated as "W." In all of the above courses, a grade of "C" or better is required to meet the AA degree requirement.

The mathematics requirement for State Rule 6A-10.30 states that students must complete 6 hours of college level algebra or above. Area 4 in the Catalog states the AA General Education Requirement mandated by the Gordon Rule. For most students, this requirement may be met by taking MAT 1033 and MGF 1202, with a grade of "C" or better.

Meeting the requirements of State Regulation 6A-10.30 is required of all students whether they be at State universities or community colleges, and must be completed by the end of the sophomore year. For more information regarding academic requirements of the Gordon Rule, contact either the English or Mathematics Department. For graduation requirements, see the requirements for an AA degree in the College Catalog.

## COLLEGE LEVEL ACADEMIC SKILLS PROJECT (CLASP)

### WHAT IS IT?

In 1979 the Florida Legislature enacted CS/HB 1689, a bill designed to improve the quality of education in Florida. There were two goals of the bill:

1. To assure that students entering their freshman year are correctly placed so that they can acquire essential college-level skills in communications and computations.
2. To assure that students entering the junior year have acquired those skills that are essential to success in the upper division schools.

### HOW WILL IT WORK?

After students apply to Broward Community College, they will be assessed for placement (including testing) so that they may register in the correct level of a communications or mathematics class — developmental, regular, or advanced/honors.

Just prior to graduation, students will be given an exit test on the skills that are considered essential before they can enter the junior year at any Florida state university.

## COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

### WHAT KIND OF EXIT TEST WILL IT BE?

The State of Florida has developed a test of college-level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is required by Florida statutes and rules of the State Board of Education.

The CLAST is administered toward the end of the sophomore year to community college students who are completing Associate of Arts degree programs and to community college students who are completing Associate of Science degree programs and are seeking admission to upper division programs in state universities in Florida, as well as to university students who are completing their sophomore year. **STUDENTS WHO DO NOT TAKE THE TEST WILL NOT BE AWARDED THE ASSOCIATE OF ARTS DEGREE, NOR WILL**

**THEY BE ADMITTED TO UPPER DIVISION STATUS IN STATE UNIVERSITIES IN FLORIDA.**

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges.

Effective for any term beginning after August 1, 1984, the State Board of Education will establish minimum CLAST score standards for the award of the Associate of Arts degree and for admission to upper division status in state universities in Florida. Prior to August 1, 1984, the use of CLAST scores is limited to student counseling and to curriculum improvement.

The Counseling office located on each campus can tell students how and when to apply to take the CLAST. The Counseling office can provide a list of CLAST skills and can tell where the communication and computation skills are taught in the curriculum.

Counseling Office telephone numbers are the following:

475-6520 Central Campus  
973-2300 North Campus  
963-8875 South Campus

# Associate in Arts Degree

## What is it?

The Associate in Arts Degree provides the courses of study equivalent to those offered to the freshman and sophomore students in the lower division of Florida's state universities. If students receive the Associate in Arts Degree from Broward Community College, their degree will, in most cases, meet the lower division requirements of a university and will admit them to the junior-level status. The degree requirements consist of the general education requirements which parallel the universities' requirements and electives in preparation for a major area of study.

Students are encouraged to contact the specific institution to which they wish to transfer regarding that institution's unique requirements. Specific information concerning transfer to the following Florida state universities is available in the Counseling and Advisement Office.

**SPECIAL NOTE:** The required calendar change for the state universities from the quarter to the semester calendar may result in significant number changes this year. Students should check with the university they plan to attend about possible course number changes.

F.A.M.U.	— Florida A and M University
F.A.U.	— Florida Atlantic University
F.I.U.	— Florida International University
F.S.U.	— Florida State University
U.C.F.	— University of Central Florida (Formerly F.T.U.)
U.F.	— University of Florida
U.N.F.	— University of North Florida
U.S.F.	— University of South Florida
U.W.F.	— University of West Florida

*Program Sheets* recommending courses for specific majors and programs are available in the Counseling and Advisement offices on Central, North, and South campuses, in the following areas. Students are encouraged to contact the Counseling and Advisement Office for individual assistance in program planning.

The AA Programs are as follows:

- Agricultural Sciences
- Anthropology
- Architecture
- Art
- Astronomy
- Biology
- Building Construction
- Business Administration
- Business Education
- Chemistry
- Chiropractic
- Corrections
- Criminal Justice
- Data Processing—Computer Systems/Science
- Drama
- Elementary Education
- Engineering
- English

- Food and Nutrition
- Foreign Languages
- Geology
- History
- Human Services
- Interior Design
- Journalism
- Law
- Law Enforcement
- Liberal Arts (undecided major)
- Marketing Management
- Mathematics
- Medical-Dental
- Medical Technology
- Music
- Music Education
- Nursing
- Occupational Therapy
- Oceanography
- Optometry
- Pharmacy
- Physical Education
- Physical Therapist Assistant
- Physics
- Political Science
- Psychology
- Radio-Television
- Recreation
- Religion
- Secondary Education
- Social Welfare
- Sociology
- Speech
- Speech Pathology-Audiology
- Tourism Industries Administration
- Veterinary Medicine

**STUDENTS SHOULD SEE PAGE 32 FOR STATE CLAST REQUIREMENTS.**

## Philosophy of General Education

General education is that combination of college-level courses and other activities considered essential for the effective participation of students as citizens in their community. General education serves as a foundation for the academic and technical programs at the community college and for further education at the senior institution. The total experience, therefore, should include appropriate academic subjects and supplementary activities whereby students achieve an awareness of citizenship with a better understanding of themselves and a higher regard for others.

## Requirements for Associate in Arts Degree

(University Parallel)

To graduate, students must complete 60 semester hours of academic credit as well as four semester hours of physical education activity courses with a grade-point aver-



age of at least 2.0. Of the 36 hours required for general education (Areas 1-6), 6 credits of those 36 hours must be approved International/Intercultural courses. Excluded are special technical courses and courses beginning with the number "0," Special Services courses, and courses carrying institutional credit only. In selecting among Broward Community College's general education offerings and elective courses, students would be wise to consider catalog suggestions of the upper-level institution to which they intend to transfer.

**STUDENTS SHOULD SEE PAGE 32 FOR STATE CLAST REQUIREMENTS.**

Area 1. English Composition ..... 6 semester hours  
(Required of all students)  
ENC 1101 COMPOSITION I and ENC 1102 COMPOSITION II or  
ENC 1240 COMPOSITION II: PRE-PROFESSIONAL WRITING

Area 2. Humanities ..... 6 semester hours  
(Do not choose more than *ONE* course from any category A, B, C, D, E, F, or G)

- A. LIT 2030 GR IDEA POETRY, LIT 2020 LIT SHORT STRY, LIT 2311 LIT SC FICTION, LIT 2301 CON ISSUES ART, LIT 2100 FILM AS LIT, LIT 2410 2390 MAL/FEM IMG LT, LIT 2350 CONT BLACK LIT, LIT 2341 MYSTERY FICT, LIT 2110 WORLD LIT, LIT 2120 WORLD LIT, ENL 2013 BRITISH LIT, ENL 2023 BRITISH LIT, AML 2012 AMERICAN LIT, AML 2030 AMERICAN LIT, ENL 2330 INTRO TO SHAKESPEARE, LIT 2935 SEMINAR IN LITERATURE, LIT 2950 thru 2955 TRAVEL/SEMINAR IN LITERATURE.
- B. FRW 2100 ST FRENCH LIT, FRW 2101 ST FRENCH LIT, GEW 2010 ST GER LIT, GEW 2011 GER LIT & CULT, SPW 2010 ST SPA LIT, SPW 2011 ST SPANISH LIT
- C. ARH 2000 ART APPREC
- D. THE 2002 THEATRE W CULT
- E. MUH 2111 MUS HIS LIT, MUH 2112 MUS HIST LIT, MUL 2011 MUS WEST CULT
- F. PHI 2010 INTRO TO PHIL, PHI 2600 ETHICS
- G. REL 2010 INTRO RELIGION, REL 2300 WORLD RELIGION

Area 3. Social and Behavioral Sciences ..... 6 semester hours  
(Select *two* courses from any *one* category: A, B, C, D, or E)

- A. WOH 2240 TWENTIETH CENTURY, EUH 1000 WESTERN CIV., or EUH 1001 WESTERN CIV.
- B. AMH 2010 US HISTORY, AMH 2020 US HISTORY
- C. LAH 1004 TWO AMERICAS, LAH 1005 TWO AMERICAS

- D. POS 1041 NATIONAL GOVT, POS 1112 ST/LOC GOVT, or INR 2002 INTERNATIONAL REL
- E. ANT 2000 INTRO TO ANTHRO, SOC 2000 GENERAL SOC, SOC 2422 SOCIAL ORGNZTN, SOC 2020 SOCIAL PRBLMS

(any two)

Area 4. Science and Mathematics ..... 12 semester hours  
(Be certain you have proper prerequisites)

- A. Science—any 6 hours from the following areas: physical science, astronomy, biology, chemistry, geology, or physics, except courses beginning with the number "0" and courses especially designed for technical education curricula. (Many upper division require a laboratory science.)
- B. Mathematics ..... 6 semester credits  
Six (6) semester credits from the following list provided that MGF 1202 (or its sub-courses) and STA 2013 are not both included: MAT 1033, MGF 1202 (MGF 1204, 1205, 1206), STA 2013, MAC 1132, MAC 1133, MAC 2311 (MAC 2301, 2302), MAC 2312 (MAC 2303, 2304), MAS 2103, MAP 2302. A grade of "C" or better in the courses must be achieved to satisfy the requirement.

Area 5. Additional Requirements ..... 9 semester hours  
According to requirements in a respective field, any courses from A through H.

- A. Modern Foreign Languages  
(Most colleges of arts and sciences in upper division institutions require completion of the intermediate level of a foreign language as part of their lower division program.)
- B. CLP 1000 PSY OF ADJ, PSY 2012 GENERAL PSY, PSY 2043 ADV GEN PSYCH, DEP 2102 CHILD PSYCH, DEP 2302 ADOLESCENT PSY, INP 2101 APPLIED PSYCH, SOP 2002 SOCIAL PSYCH, DEP 2102, DEP 2302, DEP 2402, DEP 2481
- C. MAF 2501 FAMILY
- D. ECO 2013 PRIN ECO I, ECO 2023 PRIN ECO II
- E. SPC 1024 INTRO SPE COMM, SPC 1600 PUB SPEAKING
- F. GEO 1000 INTRO TO GEO, GEA 2040 WESTERN WORLD, GEA 2030 NON WEST REG
- G. MUT 1121 THEORY I, MUT 1122 THEORY II
- H. Areas 2, 3, 4 (any course from Areas 2, 3, or 4 above)

Area 6. Physical Education (Activities) ..... 4 semester hours

(No more than 4 activity courses may be counted toward a degree). Students who are 29 years old or older, or who have had previous military experience, or who are exempt upon medical certification are not required to take HPRD activity courses. Medical certification must specify the term or terms for the exemption.

**Area 7. Electives ..... 21 semester hours**

Any combination of courses from the general education offerings (Business Administration, Cooperative Education, Communications, Humanities, Health, Physical Education, and Recreation, Mathematics and Science, and Social and Behavioral Science) except courses that carry only Institutional Credit (these courses begin with the number "0"), Physical Education activity courses, and courses designed especially for technical education curricula. When choosing electives, students should give careful attention to their major field of study and to the requirements of the institution to which they plan to transfer. Certain technical/occupational courses can be used to satisfy this area requirement.

**Area 8. International/Intercultural**

Education ..... 6 semester hours  
Of the 36 hours required for general education requirements (Areas 1-6), 6 credits of those 36 hours must be approved International/Intercultural courses. Any combination of courses from the general education offerings that contain a major international or intercultural content and emphasis including appropriate courses taken under Areas 2, 3, 5, and 7 may be used to satisfy this requirement. Only courses certified as international/intercultural may be

used to satisfy this requirement. Following are the approved courses:

ANT 2310, ANT 2320, ANT 2920, ANT 2921, ANT 2922, ANT 2923, ARH 2004, ART 2890-2895, BAN 2500, CPO 2140, LIT 2950-2955, ENL 2013, ENL 2023, EUH 1000-1001, EUH 2311-2312, EUH 2572, FRE 1000, FRE 1100-1101, FRE 1170, FRE 2200-2201, FRE 2240, FRE 2400-2401, FRW 2100-2101, GER 1000, GER 1100-1101, GER 1170, GER 2200-2201, GER 2240, GEW 2010-2011, GEA 2030, GEA 2040, HIS 2955, HUM 2700, INR 2002, INR 2956, INR 2957, LAH 1004-1005, LAH 2021-2022, LIT 2110, LIT 2120, MAF 2510, MAR 2240, MAR 2955, MUH 2001, ORH 2950, REL 2601, REL 2300, REL 2600, RUS 1100-1101, RUS 2200-2201, SOC 2940, SOC 2941, SOC 2942, SPN 1100-1101, SPN 1130, SPN 1170, SPN 2200-2201, SPN 2400-2401, SPW 2010-2011, SPN 2240, WOH 1300, WOH 2240, ANT 2000, ANT 2212, HIS 2956, ECO 2002, SPN 1000, ITA 1000, JAP 1100-1101, ARA 1110-1111, SSI 1212, CCJ 2631, ISC 1451, MKA 2955-2956, CHN 1100-1101, HBR 1170-1171, POR 1100-1101.

**Area 9. Humanities Writing Requirement**

Any combination of courses from Areas 2, 3, 5, and 7 having a "W" indicated on the term schedule. Students shall write a minimum of 3,000 words per course in a variety of assignments germane to the content of the course. A grade of "C" or higher in the courses must be achieved to satisfy this requirement. Twelve (12) semester credits are required. Students shall not be allowed to register for "W" courses unless they have completed successfully or are concurrently enrolled in ENC 1101.



# Associate in Science Degree

## What Is It?

Students may be interested in earning an Associate in Science Degree at BCC. The College offers several programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a four-year degree. BCC offers many Associate in Science Degree programs. They range from secretarial science programs to health-related programs such as dental hygiene and registered nursing.

When students make the decision to follow an Associate in Science Degree program, they are not necessarily preparing themselves for transfer to a state university. They should understand that their decision will result in their earning a degree which should lead to a productive career for them. If later they decide to attend a university, they may be required to do additional work at the freshman or sophomore level in order to earn enough credit hours to transfer.

In the Associate in Science Degree program which students choose, they will take courses in two basic areas. One area will be their specialized courses. For instance, if they are going to be students in Electronics or Data Processing, they will be taking specialized courses in electronics and data processing.

The second major area of courses which they will take at BCC will be general education. General education courses are designed to help students develop as well-rounded individuals capable of thinking and acting as a mature, educated, and enlightened citizens. It is believed that these courses in general education, such as English Composition, will enhance their overall employment potential since it will broaden their knowledge.

Associate in Science Degree programs are described in the Academic Sections. Students can learn additional information about the courses by visiting with counselors or advisors in the Counseling Offices or by contacting the department chairs who work with the programs. Some Associate in Science Degree programs are restricted to one campus.

**FINAL RESPONSIBILITY FOR MEETING THE REQUIREMENTS FOR GRADUATION FOR AN ASSOCIATE IN SCIENCE DEGREE RESTS WITH THE STUDENTS. THEY MUST COMPLETE ALL OF THE COURSES AS SPECIFIED IN THE PROGRAM FOR THE DEGREE.**

Most A.S. or certificate programs are not transferable to another college or university without the completion of additional academic courses. If students wish to transfer, he or she should discuss this with a counselor or advisor to make certain the program is transferable. **(THESE STUDENTS SHOULD ALSO SEE TABLE OF CONTENTS FOR STATE CLAST REQUIREMENTS).**

Program sheets are available for all Associate in Science and Certificate programs in the Counseling and Advisement Office on Central, North and South campuses and are described in the Academic Division Sections within this Catalog.

## Associate in Science Degree Programs

Accounting	BUS
Airline Marketing Careers	BUS
Air Traffic Controller	ENG
Architectural Technology	ENG
Automotive Technology	AUT
Aviation Administration	ENG
Aviation Maintenance	ENG
Banking	BUS
Business Administration—General	BUS
Career Pilot	ENG
Commercial Art	HUM
Contracting and Civil Engineering	BCN
Corrections	CJI
Court and Conference Reporting	BUS
Crime Scene Technology	CJI
Criminal Justice	CJI
Data Processing (Business Option)	ENG
Data Processing (Engineering Scientific Option)	ENG
Dental Assisting	AHT
Dietetic Technician	
(Management, Nutrition Options)	PST
Electronic Technology	ENG
Emergency Medical Technology	AHT
Fashion Marketing	BUS
Fire Science Technology	PST
General Studies	
Home Furnishings Marketing	BUS
Hotel-Motel Administration	PST
Human Services	
Insurance Careers	BUS
Interior Design	HUM
Landscape Technology	MTH
Law Enforcement	CCJ
Management—General	BUS
Marketing Management	BUS
Materials Management	BUS
Medical Assisting	AHT
Medical Laboratory Technology	AHT
Nursing	AHT
Office Careers	
Airlines Specialist	BUS
Administrative Assistant	BUS
Legal Secretary	BUS
Medical Secretary	BUS
Office Specialist	BUS
Information/Word Processing	BUS
Pest Control Technology	MTH
Physical Therapy Assistant	AHT
Purchasing Management	BUS
Radiation Therapy Technology	RAT
Radiologic Technology	RTE
Radiologic Technology	
Special Program for Degree	RTE
Real Estate	BUS
Restaurant and Food Service Administration	FSS

Respiratory Therapy  
 Tourism Industries—Administration  
 Transportation and Traffic Management

AHT  
 PST  
 BUS

Pre-school and Daycare Center  
 Radiation Therapy Technology  
 Secretarial  
 Secretarial, Advanced  
 Secretarial, Certified Professional  
 Small Business Administration  
 Technical Report Writing  
 Traffic Management  
 Diagnostic Medical Sonography  
 (ultrasound)

SOC  
 RAT  
 BUS  
 BUS  
 BUS  
 BUS  
 ENC  
 BUS  
 SON

### Certificate Programs — Specialized Areas:

Accounting  
 Air Traffic Controller  
 Building Construction  
 Clerk Typist  
 Corrections  
 Data Processing  
 Dental Assisting  
 Drafting  
 Electronics  
 Emergency Medical Services  
 Fire Science  
 Food Service  
 Income Tax Preparation  
 Medical Assisting  
 Paramedic  
 Police Science

BUS  
 ENG  
 ENG  
 BUS  
 C J I  
 ENG  
 AHT  
 ETD  
 ENG  
 EMT  
 PST  
 PST  
 BUS  
 AHT  
 EMT  
 C J I

### Division Codes

(Code represents division  
 responsible for programs listed above)

AHT Allied Health Tech.  
 BUS Business Administration  
 CJI Criminal Justice Institute  
 ENG Engineering Tech.  
 HUM Humanities  
 MTH Math and Science  
 PST Public Service Tech.  
 SOC Social Science



# ASSOCIATE IN SCIENCE IN GENERAL STUDIES DEGREE

## What Is It?

The Associate in Science in General Studies Degree is awarded to students who desire to pursue a self-determined course of study. The *degree is not a transfer degree* and students who desire specific transfer information should seek counseling assistance on the campus. Credits may be earned in a wide variety of university parallel and technical courses which may range from literature to electronics, or in a concentrated program of study in particular subject areas. The degree will enable students to exercise a maximum of freedom in determining the course content of the degree. If students elect to complete the General Education requirements adopted for the Associate of Arts degree, the Associate in Science in General Studies degree will carry the "General Education Requirements Fulfilled" notation.

## Degree Requirements

1. Complete the admission process and be accepted to the College.
2. Complete 64 or more credits in courses numbered 1000-2999 in the College Catalog.
3. Earn a 2.0 grade point average or better in the 60 or more academic credits presented for graduation.
4. Complete ENC 1101, or its equivalent through test performance or transfer.
5. Complete 24 credit hours at BCC, including the final 12 credits.
6. Complete a graduation evaluation, apply for graduation, and pay the graduation fee consistent with published College deadlines.
7. Fulfill all financial obligations to the College.
8. Students who have received or are eligible for the AA or AS degree may not be awarded the Associate in General Studies Degree.

## DIVISION OF CONTINUING EDUCATION/COMMUNITY SERVICES

Continuing Education/Community Services is a vital element of the total program at Broward Community College. The division has the primary purpose of emphasizing the community—its needs, its desires, its people. With a director located at each campus (North, Central and South) the Division of Continuing Education/Community Services extends the College into the community through credit and noncredit offerings and outreach programs which reach beyond the traditional limits of the College.

Continuing Education/Community Services Programs are designed to provide: Opportunities for individuals wanting to upgrade their present skills or to explore new occupational fields; Cultural and Community Enrichment Studies for groups and individuals seeking to enhance the quality of living in the community; Personal Enrichment and Recreation for individuals wishing to explore new activities for personal growth and enjoyment; and Resources for Industry, Government, and Professional Groups desiring to supplement their own training and development programs. Programs are offered as Short Courses, Seminars, Forums, Workshops, and Institutes. The structure of a program is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations. Programs are offered at various locations for your convenience.

They are held on the BCC campuses or may be brought to condominium clubhouses, civic centers, libraries, or wherever the target group has an available facility. Courses are also conducted at business, industry, or government facilities.

Continuing Education/Community Services Programs are offered on a credit and noncredit basis. Registration procedures are simplified to meet group or individual needs. Instructors are professional men and women from the Broward Community College faculty and other educators with outstanding background and experience in their fields. Fees are in keeping with the community college concept of providing quality instruction at minimal cost.

There are ongoing programs at each campus of the College. Courses and programs designed to meet the needs of contemporary women are available through Women's Centers. Project SEE (Senior Enrichment Experiences) provides stimulating lectures and discussions for senior citizens.

For specific information on any of these programs, call the Community Services office on your campus.

North	973-2205
Central	475-6600
South	963-8815

## Division of Allied Health Technology

Continuing Education—NUR, RET  
Dental Assisting Technology—DEA, DES  
Dietetic Technology—DIE  
Emergency Medical Technology—EMT  
Medical Assisting Technology—MEA  
Medical Laboratory Technology—MLS  
Nursing Technology—NUU, NUR  
Physical Therapist Assistant Technology—PHT  
Radiation Therapy Technology—RAT  
Radiologic Technology—NMT, RTE  
Diagnostic Ultrasound Program—SON  
Respiratory Therapy—APB, RET

### Allied Health Programs

Requirements for Admission to Allied Health programs:

1. Fulfill general requirements for admission to the College.
2. Submit 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. Have 2.0 cumulative grade point average on all col-

lege level courses attempted exclusive of developmental courses.

5. Submit satisfactory test scores or document satisfactory completion of appropriate courses.
6. Meet any other requirements for testing and/or counseling.
7. Provide acceptable letters of reference and recommendation.
8. Complete physical and dental examination forms.
9. Have satisfactory personal interview when required.

Medical Laboratory students refer to Medical Laboratory Technology Program.

Suggested program sheets are available in all programs.

### Procedure for Applying for Admission

#### Allied Health Programs

1. Applicants must submit letter of application directly to appropriate Allied Health department. They will receive appropriate forms and materials for admission.





2. Approval is based upon fulfillment of all admissions requirements. Applicants are responsible for completion and submission of all required forms and materials.
3. If applicants are accepted into an Allied Health program but are unable to register because the class quota has been reached, they must contact the department chair for approval to register for the next incoming class.

### **Uniforms:**

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

### **Liability Insurance:**

All Allied Health Technology students are required to carry Professional Liability Insurance each term that they are in a clinical setting. This fee is due at the beginning of each term 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.

## **Continuing Education For Health Related Professions**

This Continuing Education Program provides educational opportunities for health related professionals who desire to increase their knowledge and skill based on a continuum. The program supports and assists in implementing the philosophy and purpose of the College, primarily through continuing education offerings for health care providers including registered nurses, licensed practical nurses, medical and dental assistants, dietitians, radiographers, respiratory and physical therapists, social workers and counselors, EMTs and paramedics.

The Department of Continuing Education for Health Related Professionals is an approved provider of courses designed for: Dental Assistants and Dental Hygienists, approved by the Florida State Board of Dentistry, Provider number P00020; Radiologic Technologists, approved per course by the Radiologic Health Services Provider number 3200006; and for licensed Practical and Registered Nurses by the Florida State Board of Nursing Provider number 27C0093. Approved courses by the American Medical Assistants are also offered.

Broward Community College Continuing Health Education believes in appropriate interprofessional collaboration in programming that fosters interaction among health care practitioners in order to provide improved quality health care. The concept of learning as a continuous process of formal and informal educational learning experiences is supported. Continuing Education is viewed as supplemental to formal education and there-

fore most appropriate as short-term, noncredit offerings. Offerings are available at all Broward Community College campus sites and off campus sites as well. Day, Evening, and Saturday offerings are scheduled to provide opportunity for continuing education through seminars, workshops, short- and long-term courses and special educational programs. Credit courses and Home Study courses are also available. Contracted instructional services are available to meet the special needs of individual institutions, agencies, or groups.

Noncredit courses are announced to the community in the publication *Continuing Education For Nurses and Health Related Professions* and by additional brochures for individual offerings.

For information regarding this program contact the Continuing Education Department in the Allied Health Division, 475-6768.

## **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 require knowledge of the basic dental sciences, proficiency in office management procedures, and practical 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. Satisfactory high school and college transcripts, including a 2.0 grade point average in all college courses previously attempted.
2. Acceptable scores on a designated reading test.
3. Acceptable letters of reference from employers, where applicable, and letters of personal recommendation.
4. Completed physical and dental examination forms.
5. Satisfactory personal interview with Dental Assisting Department faculty.

The Dental Assisting Program is fully accredited by the Commission on Accreditation of the American Dental Association. Accreditation of the program by the Commission grants the necessary eligibility for the graduates of the one-year certificate program to take the Dental Assisting National Board Examination.

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).

#### Requirements for the Certificate of Achievement in Dental Assisting:

1. Completion of 48 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:

			Semester Credits
SPC	1024	Introduction to Speech .....	3
ENC	1101	Composition .....	3

3. Completion of the following courses in major field (no grade lower than "C" will be acceptable):

			Semester Credits
DEA	1022C	Preclinical Orientation to Dental Assisting .....	7
DEA	1000	Introduction to Dental Assisting .....	1
DES	1020C	Dental Anatomy and Physiology .....	3
DES	1100C	Dental Materials .....	3
DES	1300	Preventive Dentistry .....	2
DES	1003	Basic Anatomy and Physiology .....	2
DEA	1800C	Clinical Practices and Procedures I .....	4
DEA	1804C	Clinical Practices and Procedures II .....	6
DEA	1820C	Expanded Functions I .....	2
DEA	1821C	Expanded Functions II .....	2
DES	1210C	Dental Radiology .....	2
DEA	1130	Allied Dental Theory .....	4
DES	2300	Dental Psychology .....	1
DEA	1200	Practice Administration of the Dental Office .....	2
DEA	1302	Nutrition in Dentistry .....	1

Total Semester Hours .....42

#### Requirements for the Associate in Science Degree in Dental Assisting:

1. Completion of 77 semester hours of credit and 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:

		Semester Credits
ENC	1101 .....	3
ENC	1102, 1210, 1240 .....	3
MTB	1103 .....	3
SOC	2000 .....	3
SPC	1024 .....	3
PSY	2012 .....	3
APB	1150L, 1220, 1221, 1229, 1224, 1225 .....	10

3. Completion of the following courses in major field: (no grade lower than "C" will be acceptable in Dental Assisting courses):

DCA	1022C, 1000, 1300, 1820C, 1821C, 1800C, 1130, 1200, 1302, 1804C, 2940	
DES	1020C, 1100C, 1003, 1210C, 2300 .....	45

4. Completion of four semester hours in Physical Education activities.
5. Completion of a minimum of 24 semester hours at the College.
6. Completion of evaluation of graduation requirements in the Advisement office at time of advisement/registration for the final term. Students are responsible for completing all graduation requirements.
7. Removal of all admission conditions.
8. Attendance at all official graduation exercises.

The Dental Assisting staff reserves the right to discontinue students' enrollment at any time during the program if in its judgment, the students do not possess the personal qualifications necessary for success in a career in Dental Assisting.

### Dental Assisting (A.S. Degree)

Enrollment in Dental Assisting courses requires an acceptance letter from the Dental Assisting Department at Broward Community College. Applicants should refer to the requirements for admission.

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 a second year of general education studies (Terms IV and V).

#### FIRST YEAR Term I

*DEA	1022C	Pre-Clinical Orien. ....	7
*DEA	1000	Intro to Dental Asst .....	1
*DES	1020C	Dent Anat and Physio .....	3
*DES	1100C	Dental Materials .....	3
*DEA	1300	Preventive Dentistry .....	2
*DES	1003	Basic Anat and Physio .....	2
*DES	1210C	Dental Radiology .....	2



*DEA 1820C	Expanded Functions I	2
Total Semester Hours		22
<i>Term II</i>		
*DEA 1800C	Clinical Pract and Procd I	4
*DEA 1130	Allied Dental Theory	4
*DES 2300	Dental Psychology	1
*1DEA 1200	Practice Admin of the Dental Office	2
SPC 1024	Intro to Speech	3
ENC 1101	Composition	3
*DEA 1821C	Expanded Functions II	2
DEA 1302	Nutrition in Dentistry	1

Total Semester Hours 20

#### *Term IIIA*

*DEA 1804C	Clinical Practices and Procedures II	6
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Total Semester Hours 6

### SECOND YEAR

#### *Term I*

*2ENC 1102	or ENC 1240 Composition or	
ENC 1210	Tech Report Writing	3
SOC 2000	Gen Sociology	3
APB 1150L	Prin of Bio Lab	1
APB 1220	Integrated Sci for	
1221	Allied Health Tech	4
PSY 2012	Gen Psychology	3
Physical Education Activities		2

Total Semester Hours 16

#### *Term II*

*DEA 2940	Dental Practicum	3
APB 1224	Integrated Science for	
1225	Allied Health Tech	4
APB 1229	Integrated Science for	
	Allied Health Tech Lab	1
MTB 1103	Business Math	3
Physical Education Activities		2

Total Semester Hours 13

The Dental Assisting courses will be programmed by the Department for the student.

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

<sup>1</sup>Satisfactory completion of a typing competency examination is necessary for course completion.

<sup>2</sup>Students contemplating transfer to another institution should complete \*ENC 1102 or \*ENC 1240. \*ENC 1210 will satisfy degree requirements at BCC.

## Ultrasound

### (Diagnostic Medical Sonography)

The Diagnostic Ultrasound Certificate Program prepares individuals meeting certain qualifications to work

with the medical practitioner in the management, control and care of patients referred for these studies.

Clinical education is done in local clinics and hospitals. On completion of the 12-month course, students will be eligible to take the American Registry of Diagnostic Medical Sonographers' examinations.

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 general requirements for admission to Allied Health programs. (See requirements for admission to Allied Health programs and procedure for applying for admission.) The letter of intent should be submitted to the Department of Radiologic Technology, Central Campus. In addition, the applicant must be a Registered Nurse or Radiologic Technologist (A.R.R.T.) or have a baccalaureate degree which includes extensive biology and human anatomy.

Requirements for a Certificate in Ultrasound:

1. Completion of 27 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses (no grade lower than "C" will be acceptable): SON 2111, 2112, 2121, 2122, 2131, 2132, 2211, 2212, 2841L, 2851L, 2861L, 2871L.

Enrollment in the Ultrasound program requires approval and notice of acceptance from the Department of Radiologic Technology at Broward Community College. Applicants should refer to requirements for admission. The program is sequential and full time.

#### *Term I*

SON 2211	Medical Sonographic Physics I	1
SON 2111	Abdominal Sonography I	2
SON 2121	OB/GYN Sonography I	2
SON 2131	Heart/Chest Sonography I	2

#### *Term I-A*

SON 2841L	Clinic A (16 hrs/week)	1
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#### *Term I-B*

SON 2851L	Clinic B (24 hrs/week)	2
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Total Semester Hours 10

#### *Term II*

SON 2212	Medical Sonographic Physics II	1
SON 2112	Abdominal Sonography II	2
SON 2122	OB/GYN Sonography II	2
SON 2132	Heart/Chest Sonography II	2
SON 2851	Clinic C (32 hrs/week)	3

Total Semester Hours 10

#### *Term III*

SON 2141	Carotid, Thyroid, Eye, Breast Sonography	2
SON 2871L	Clinic D (40 hrs/week, extended)	3

Total Semester Hours 5

## Dietetic Technician Program Requirements for an A.S. Degree Management Option/Nutrition Option

The Dietetic Technician Program prepares students to function at the management level of dietetic care under the supervision of the Registered Dietitian. Typical duties include supervision of employees, menu planning, patient interviewing, diet instruction for routine modifications, employee training, food purchasing, and supervision of food production. The dietetic technician is an integral member of the health care team in an occupation offering both personal and financial rewards.

The Dietetic Technician Program accepts 12 transfer credits from Atlantic Vocational Center for students completing the Dietetic Assistant Program. Students should refer to the following course requirements for a description of those courses waived. Upon completion of the Dietetic Technician Program, students may apply for technician membership in The American Dietetic Association. Program approval from this association has been granted for both the nutritional care and the management options. At program entrance, students need to confer with the Coordinator of the Technician Program.

Applicants to the Dietetic Technician Program must fulfill the general requirements for admission to the college and complete the application process at the Dietetic Technician 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 2.0 grade point average in all college courses previously attempted.
3. Acceptable letters from employers, where applicable, and letter of personal recommendation.
4. Satisfactory personal interview with the Program Director of the Dietetic Technician Program.

### Nutrition Option

Requirements for a Degree in the Nutrition Option

1. Completion of 62-63 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:

	Semester Hours
<b>COMMUNICATIONS</b>	
ENC 1000 and ENC 1210 .....	6-7
For those students wishing to transfer to an upper level university (or ENC 1101 and ENC 1240 will satisfy degree requirements)	
<b>MATH</b>	
MAT 1013 or MAT 1033 or MGF 1113 .....	3
<b>SOCIAL SCIENCE</b>	
PSY 2012 and SOC 2000 .....	6

### BIOLOGY

APB 1150 and APB 1150L .....	4
†ELECTIVES .....	6
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.	
*HUN 1201 Essentials of Nutrition .....	3
DIE 2412 Nutrition Counseling and Education .....	3
DIE 1270 Nutrition Clinical Practice II .....	3
DIE 2222 Nutrition Care in the Community and Institution .....	3
DIE 2271 Nutrition Clinical Practice III .....	3
DIE 2243 Applied Nutrition .....	3
DIE 2272 Nutrition Clinical Practice IV .....	4
*FSS 2307 Dietetic Seminar .....	1
*HFT 1210 Supervisory Development .....	3
*FSS 1221 Volume Foods .....	3
HCA 2422 Health Care Facilities and Delivery Systems .....	3
HFT 2220 Organization and Personnel Management .....	3
*FSS 2301 Dietary Department Operations .....	2

\*These courses are waived for the student completing the Dietetic Assistant Program at Atlantic Vocational Center.

†Students planning to transfer to a four-year dietetic curriculum should consult program faculty in choosing appropriate electives.

4. Completion of a minimum of 24 semester hours of residence as a degree-seeking student at Broward Community College, including the last 12 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. Removal of all admission conditions.
7. Attendance at all official graduation exercises.

### FIRST YEAR Term I

*HUN 1201 Essentials of Nutrition .....	3
*APB 1150 Principles of Biology .....	3
*APB 1150L Biology Lab .....	1
*DIE 2412 Nutrition Counseling and Education .....	3
ENC 1101 Composition or .....	3
ENC 1000 Fund of Writing .....	4
Physical Education activity .....	1
Total semester credits .....	14-15



Term II		
*ENC 1240	Composition or	3
*ENC 1210	Occupational Writing	3
<sup>2</sup> HFT 1210	Supervisory Development	3
	Elective	3
* <sup>1</sup> DIE 1270	Nutrition Clinical	
	Practice II	3
PSY 2012	General Psychology	3

Total Semester Hours ..... 15

Term IIIA		
HCA 2422	Health Care Facilities	3
MAT 1013	Elementary Algebra or	
*MAT 1033	Intermediate Algebra or	
MGF 1113	General Ed College Math	3

Total Semester Hours ..... 6

## SECOND YEAR

Term I		
* <sup>1</sup> DIE 2222	Nutritional Care in	
	Community and Institutions	3
* <sup>1</sup> DIE 2271	Nutrition Clinical	
	Practice III	3
<sup>2</sup> FSS 1221	Volume Foods	3
<sup>2</sup> FSS 2301	Dietary Dept. Operations	2
	Elective	3
	Physical Education Activity	1

Total Semester Hours ..... 15

Term II		
* <sup>2</sup> FSS 2307	Dietetic Seminar	1
* <sup>1</sup> DIE 2243	Applied Nutrition	3
* <sup>1</sup> DIE 2272	Nutrition Clinical	
	Practice IV	4
SOC 2000	General Sociology	3
*HFT 2220	Organization and Personnel	
	Management	3

Total Semester Hours ..... 14

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

<sup>1</sup> Courses must be taken concurrently.

<sup>2</sup> These courses are waived for students completing the dietetic assistant program at Atlantic Vocational Center.

## Management Option

Requirements for a degree in the Management Option:

1. Completion of 62 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:

	Semester Hours
COMMUNICATIONS	
ENC 1000 and ENC 1210	6-7

For those students wishing to transfer to an upper-level university ENC 1101 and ENC 1240 will satisfy degree requirements.

## MATH

MAT 1033 or MGF 1113 or	
MAT 1013	3

## SOCIAL SCIENCE

SOC 2000	3
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## BIOLOGY

APB 1150 and APB 1150L	4
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†ELECTIVES	6
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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.

*HFT 1210	Supervisory	
	Development	3

FSS 1302	Management Clinical	
	Practice II	4

*FSS 1221	Volume Foods	3
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HFT 2220	Organization and	
	Personnel	
	Management	3

HFT 2460	Financial	
	Management	3

FSS 2306	Management Clinical	
	Practice IV	2

HCA 2422	Health Care Facilities	
	and Delivery	
	Systems	3

*FSS 2301	Dietary Department	
	Operations	2

FSS 2500	Food Service Costing	
	and Controls	3

FSS 2304	Management Clinical	
	Practice III	4

FOS 2100	Experimental Foods	3
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*HUN 1201	Essentials of	
	Nutrition	3

DIE 2222	Nutritional Care in the	
	Community and	
	Institution	3

*FSS 2307	Dietetic Seminar	1
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\* These courses are waived for the student completing the Dietetic Assistant Program at Atlantic Vocational Center.

† Students planning to transfer to a four-year dietetic curriculum should consult program faculty in choosing appropriate electives.

4. Completion of a minimum of 24 semester hours of residence as a degree seeking student at Broward Community College, including the last 12 semester hours.

5. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement-registration for the final term. Students are responsible for completing all graduation requirements.

6. Removal of all admission conditions.

7. Attendance at all official graduation exercises.

## FIRST YEAR

### Term I

*HUN 1201	Essentials of Nutrition	3
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<sup>1</sup> APB 1150	Principles of Biology	3
APB 1150L	Biology Lab	1
ENC 1101	Composition or	3
ENC 1000	Fund. of Writing	4
Elective		3
Physical Education Activity		1

Total Semester Hours 14-15

#### Term II

<sup>1,2</sup> HFT 1210	Supervisory Development	3
<sup>*1</sup> FSS 1302	Management Clinical Practice II	4
<sup>*</sup> ENC 1240	Composition or	3
<sup>*</sup> ENC 1210	Occupational Writing	3
<sup>2</sup> FSS 1221	Volume Foods	3
SOC 2000	General Sociology	3

Total Semester hours 16

#### Term IIIA

HCA 2422	Health Care Facilities	3
MAT 1013	Elementary Algebra or	
<sup>*</sup> MAT 1033	Intermediate Algebra or	
MGF 1113	General Ed College Math	3

Total Semester Hours 6

### SECOND YEAR

#### Term I

<sup>*</sup> DIE 2222	Nutritional Care In Community and Institutions	3
<sup>1</sup> FSS 2500	Food Service Costing and Controls	3
<sup>1</sup> FSS 2304	Management Clinical Practice III	4
<sup>2</sup> FSS 2301	Dietary Dept. Operations	2
<sup>*</sup> HFT 2220	Organization & Personnel Management	3

Total Semester Hours 15

#### Term II

<sup>1</sup> HFT 2460	Financial Management	3
<sup>1</sup> FSS 2306	Management Clinical Practice IV	2
<sup>2</sup> FSS 2307	Dietetic Seminar	1
FOS 2100	Experimental Foods	3
Elective		3
Physical Education Activity		1

Total Semester Hours 13

<sup>\*</sup> Requires a pre- or co-requisite — see course description.

<sup>1</sup> Courses must be taken together.

<sup>2</sup> These courses are waived for students completing the dietetic assistant program at Atlantic Vocational Center.

## Emergency Medical Technology Program

Broward Community College has developed a three-

stage program in Emergency Medical Technology to meet the needs of the community. Certificate programs for the EMT and Paramedic are included in the two-year Associate of Science degree program. Satisfactory completion of the Basic EMT Certificate Program will enable the student to take the Florida State EMT examination. These courses are EMS 1119 - Lecture, EMS 1119L - Lab, EMS 1431 - Clinical.

Satisfactory completion of the advanced courses in the Paramedic Certificate program will enable students to take the Florida State Paramedic examination. These courses are the following:

Paramedic I	Paramedic II
EMS 2219	EMS 2229
EMS 2219L	EMS 2229L
EMS 2435	EMS 2436

Those desiring an Associate in Science Degree may elect to take additional general academic and specialized EMT courses.

Applicants to the Emergency Medical Technology program must fulfill the general requirements for admission to the college and complete the application process at 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 letter of personal recommendation.
5. Completed physical and dental examination forms.
6. Freedom from any physical or mental defects or diseases which might impair candidate's ability to care for a sick or injured person.
7. Freedom from any addiction to alcohol or any harmful drug.
8. Satisfactory personal interview with the Emergency Medical Technology Department faculty.

Florida State certified EMTs are eligible to apply for the Paramedic Certification Program. Enrollment in all EMT courses is limited. Courses may not be audited if State certificate is contemplated, since a grade of "C" or better is required. All admission requirements are based on the eligibility requirements of the State of Florida to take the certification examinations.

Requirements for the Associate in Science Degree in Emergency Medical Technology are the following:

1. Completion of 77 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. Removal of all admission conditions.



4. Completion of a minimum of 24 semester hours at the College.
5. Completion of evaluations of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. Students are responsible for completing all graduation requirements.
6. Attendance at all official graduation exercises.

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 and/or Paramedic level. Individuals seeking admission to the certificate program must contact the EMT Department for permission to register in EMT courses.

A priority for admission into the EMT Certificate Program is given to the following individuals who serve in a "first response" capacity:

1. Fire Department Personnel
2. Ambulance Personnel
3. Police Personnel
4. Lifeguard Personnel
5. EMS Personnel

All other interested individuals will be assigned class space as available.

Eligibility for admission into the Paramedic Certificate Program requires that applicants hold current certification as EMTs in the State of Florida.

A priority for admission into the Paramedic Certificate Program is given to individuals who

1. Have been *active* members of an emergency/rescue squad for a minimum of one year as EMT-Ambulance Attendants.
2. Have acceptable recommendations from their present ambulance administrator and/or medical advisor.
3. Have for at least one year demonstrated the ability to function in emergency situations as ambulance attendants, firemen, military corpsmen, emergency department or intensive care unit technicians or nurses (critical care).
4. Are associated with an ambulance or rescue service, emergency department, or intensive care unit that is equipped or will be equipped in the near future for advanced emergency care, such as hospital/vehicle radio communications, cardioscope/defibrillator, intravenous supplies, and drugs.

All other interested individuals will be assigned class space as available.

Employment opportunities exist in the community for persons with either EMT or Paramedic credentials. A

certificate of achievement will be awarded upon completion of the certificate programs.

### EMT CERTIFICATE PROGRAM

		Semester Hours
EMS 1119	Emergency Medical Technician, Basic ..	6
EMS 1119L	EMT Skills Laboratory .....	1
EMS 1431	EMT Clinical .....	2

### PARAMEDIC CERTIFICATE PROGRAM

EMS 2219	Paramedic I .....	6
EMS 2219L	Paramedic I, Skills Laboratory ..	1
EMS 2435	Paramedic I, Clinical .....	2
EMS 2229	Paramedic II .....	6
EMS 2229L	Paramedic II Skills Laboratory ..	1
EMS 2436	Paramedic II, Clinical .....	2

Students must have liability insurance coverage for courses which include clinicals of any kind.

### EMERGENCY MEDICAL TECHNOLOGY (77 Hours Total)

Enrollment in Emergency Medical Technology courses requires academic approval and notice of acceptance from the Allied Health Department at Broward Community College. Applicants should refer to requirements for admission.

ENC 1101	Composition .....	3
*ENC 1102	or 1240 Composition .....	3
PSY 2012	General Psychology .....	3
MAT 1013	Elementary Algebra .....	3
SOC 2000	General Sociology .....	3
MEA 1010	Medical Terminology .....	3
APB 1150L	Principles of Biology Lab .....	1
*APB 1220 1221	Integrated Science for Allied Health Tech .....	4
*APB 1224, 1225	Integrated Science for Allied Health Tech .....	4
*APB 1229L	Integrated Science for Allied Health Tech Lab .....	1
*APB 1600, 1601	Pharmacology I and II .....	2
	Physical Education activities .....	4
*EMS 1119	Emergency Medical Technician — Basic .....	6
*EMS 1119L	Emergency Medical Technician — Skills Lab .....	1
*EMS 1431	Emergency Medical Technician — Clinical .....	2
*EMS 2513	Crisis Intervention .....	3
*EMS 2219	Paramedic I .....	6
*EMS 2219L	Paramedic I — Skills Lab .....	1

*EMS 2435	Paramedic I — Clinical	2
*EMS 2229	Paramedic II	6
*EMS 2229L	Paramedic II — Skills Lab	1
*EMS 2436	Paramedic II — Clinical	2
*EMS 2514	Emergency Medical Technician Assessment	3
*EMS 2421	Rescue Internship/Practicum	5
*EMS 2311	Leadership/Practicum	2
<sup>3</sup> Elective		3

Total ..... 77 Hours

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

<sup>1</sup> Prerequisite: Defensive Driving Certificate.

<sup>2</sup> Prerequisite: Florida State EMT I Certification.

<sup>3</sup> EMS Electives: \*EMS 2361 Aquamedic Injury Management

\*EMS 2331 Emergency Care in Flight

\*EMS 2511 Emergency Respiratory Therapy

\*EMS 2515 Emergency Care of Children

\*EMS 2512 Endotracheal Preceptor/Practicum

\*EMS 2517 OB Preceptor/Practicum

## Medical Assisting Program

The role of the Medical Assistant within the physician's office is becoming more varied, demanding, and complex. Duties and responsibilities may encompass those skills of administrator, clinician, or technician. In many instances, the medical assistant functions in all three areas while being a public relations specialist.

The Medical Assisting Program is a two-phase curriculum. The first year of study constitutes the basic medical 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. The optional program is designed to meet the individual needs of students.

The placement of students in Externship offices offers

maximum flexibility and has been especially designed to meet the individual needs of the students, thus allowing for the development of specific skills within a chosen interest or specialty area. Students enrolled in Externships 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 Program. 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 chairperson.
6. Evidence of 35 wpm typing skill.
  - a. Applicants must submit an original copy of a typing test verifying a 35 wpm proficiency. This should be signed and dated by the instructor administering the test.
  - b. Applicants without signed typing test should go to the Business Administration Department (Central Campus) and make arrangements to take this test in the typing lab.
  - c. Applicants meeting all admission criteria except the typing skill may receive a preliminary acceptance until proof of their typing skill is on file with the Medical Assisting Department.

The Medical Assisting Degree Program is AMA/CAHEA\*/AAMA accredited. Graduates are eligible to take the National Certification Examination for Medical Assistants immediately upon graduation.

\*Committee on Allied Health Education and Accreditation. Accreditation of the ten-month certificate program is pending.





## Medical Assisting (Associate in Science Degree)

Requirements for the Associate in Science Degree in Medical Assisting:

1. Completion of 68 semester hours of credit and grade point average of 2.0 or better. No grade lower than "C" will be acceptable in all courses designated as MEA.
2. Completion of the following courses in General Education:
 

ENC 1101 .....	3
PSY 2012 .....	3
APB 1150L, 1220, 1221, 1229, 1224, 1225 .....	10
ENC 1313, 1423 or	
SES 2335 .....	3
3. Completion of the following courses in related areas:
 

EMS 1031 .....	3
ACC 1001 .....	3
SES 1110, 1111, 1112 .....	3
SES 2361 .....	3
4. Completion of the following courses in major field:
 

MEA 1010, 1002, 1100, 2200, 1812, 1103, 1101, 2201, 2202, 1104, 1011, 1813, 2800, 2810, 2300, 2301 ..	33
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5. Completion of four semester hours in Physical Education activities.
6. Completion of a minimum of 24 semester hours at the College.
7. Completion of evaluation of graduation requirements in the Advisement office at time of advisement/registration for the final term. The student is responsible for completing all graduation requirements.
8. Removal of all admission conditions.
9. Attendance at all official graduation exercises.

The Medical Assisting staff reserves the right to discontinue a student's enrollment at any time during the program if, in its judgment, the student does not possess the personal qualifications necessary for success in a career in Medical Assisting.

### FIRST YEAR

#### Term I

MEA 1010	Medical Terminology .....	3
SES 1110, 1111, 1112	Typing II .....	3
EMS 1031	EMT for Allied Health .....	3
MEA 1002	Introduction to Medical Assisting .....	1
MEA 1100	Medical Receptionist Skills .....	1
MEA 2200	Clinical Practices I .....	1
*MEA 1812	Pharmacology for the Medical Assistant .....	1
MEA 1103	Administrative Office Procedures .....	1
MEA 1101	Medical Law and Ethics .....	1
MEA 2201	Clinical Practices II .....	1
MEA 2202	Introduction to Non-Invasive Cardiology Procedures .....	1

MEA 1104	Medical Insurance .....	1
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Total Semester Hours ..... 19

#### Term II

MEA 1011	Clinical Terminology .....	3
SES 2361	Medical Transcribing .....	3
MEA 1813	Radiology for the Medical Assistant .....	3
MEA 2800	Externship .....	5
MEA 2300	Medical Office Lab Procedures I .....	2
MEA 2301	Medical Office Lab Procedures II .....	2

Total Semester Hours ..... 18

#### Term IIIA

MEA 2810	Advanced Externship .....	5
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Total Semester Hours ..... 5

### SECOND YEAR

#### Term I

ENC 1101	Composition .....	3
PSY 2012	General Psychology .....	3
APB 1150L	Principles of Biology Lab .....	1
APB 1220, 1221	Integrated Science for Allied Health Tech .....	4
	Physical Education Activities .....	2

Total Semester Hours ..... 13

#### Term II

*2SES 2335	Business Comm or	
*ENC 1210	Occupational Writing or	
ENC 1240	Composition .....	3
ACC 1001	Acct Survey I .....	3
APB 1224, 1225	Integrated Science for Allied Health Tech .....	4
APB 1229	Integrated Science for Allied Health Tech Lab .....	1
	Physical Education Activities .....	2

Total Semester Hours ..... 13

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

1. Students who do not meet prerequisites will have to take qualifying typing courses. Students taking Intermediate Typing should concurrently enroll in SES 1110, 1111, 1112.
2. Completion of ENC 1101 and ENC 1210 or SES 2335 will satisfy the requirements for a degree in Medical Assisting Technology at this institution. However, students contemplating transfer to a university should complete ENC 1101 and ENC 1240 since the other English courses listed above may not be acceptable for transfer credit.

## Medical Assisting Certificate of Achievement

Requirements for the Certificate of Achievement in Medical Assisting:

Completion of 42 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 designated as MEA.

MEA 1010	Medical Terminology	3
SES 1110 1111,	1112 Typing II	3
EMS 1031	EMT for Allied Health	3
MEA 1002	Introduction to	
	Medical Assisting	1
MEA 1100	Medical Receptionist Skills	1
MEA 2200	Clinical Practices I	1
*MEA 1812	Pharmacology for the	
	Medical Assistant	1
MEA 1103	Administrative Office	
	Procedures	1
MEA 1101	Medical Law and Ethics	2
MEA 2201	Clinical Practices II	1
MEA 2202	Introduction to Non-Invasive	
	Cardiology Procedures	1
MEA 1104	Medical Insurance	1
*MEA 1011	Clinical Terminology	3
*SES 2361	Medical Transcribing	3
*MEA 1813	Radiology for the	
	Medical Assistant	3
*MEA 2800	Externship	5
*MEA 2300	Medical Office Lab	
	Procedures I	2
*MEA 2301	Medical Office Lab	
	Procedures II	2
*MEA 2810	Advanced Externship	5

Total Semester Hours ..... 42

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

Students who do not meet prerequisites will have to take qualifying typing courses. Students taking Intermediate Typing should concurrently enroll in SES 1110, 1111, 1112.

Credits may be applied toward a degree at various senior institutions if students are interested in advanced administration and/or teaching in the health care field.

Employment opportunities readily exist in physicians' offices and related medical facilities.

## Medical Laboratory Program

The Medical Laboratory Technology Associate Degree Program (MLT-AD) was developed specifically to enable the Medical Laboratory Technician-Certificate (MLT-C)\* to continue his/her education and qualify for higher level positions in the clinical laboratory field. MLT-AD graduates will be able to work with less direct supervision and perform more difficult procedures than would be expected of the MLT-C. They will be eligible to take the national certifying examination for Medical Laboratory Technician and the Florida State Licensure examination for Clinical Laboratory Technologist.

The Medical Laboratory Technology-AD program of Broward Community College is approved by CAHEA through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and is open to graduates of one year MLT-C programs approved by CAHEA.

The MLT-C Program at Sheridan Vocational-Technical Center is affiliated with this program. Applicants must satisfy requirements for admission to the College and submit verification of graduation from an approved MLT-C Program within the previous five years. Applicants whose MLT-C graduation is pending will need the recommendation of their MLT-C instructor. MLT-C credentials must be approved by the Medical Laboratory Technology coordinator.

The program reserves the right to require applicants who are not recent graduates of the approved program at Sheridan Vocational-Technical Center to take a series of examinations covering all clinical laboratory areas to demonstrate knowledge and skills at least equivalent to minimum requirements for current Sheridan MLT-C graduates. Students with limited areas of insufficient competence will be able to take supplemental courses at Sheridan Vocational-Technical Center to raise their knowledge and skills to the required entry level for the MLT-AD program. When competencies are demonstrated in all areas on retesting, the student will be accepted into the program. Graduates of medical laboratory programs which are not accredited by CAHEA (NAACLS) who are interested in pursuing entrance into the MLT-AD program should contact the Experiential Learning Department on Central Campus to determine eligibility for credits at the MLT-C level. Students who are on the waiting list for the MLT-C program at Sheridan Vocational-Technical Center may be admitted to the MLT-AD program at Broward Community College on verification by Sheridan that they have met the entrance requirements of the MLT-C program. These students may not take courses prefixed with MLS until they have completed the MLT-C program, but may take all other courses required for the MLT Associate Degree.

Upon acceptance into the program, MLT-C graduates may have the 30 MLT-C level credits awarded (fee \$30). Students must complete 40 or 45 semester hours credit at the community college to satisfy the Associate in Science degree requirements for graduation. Once accepted into the Medical Laboratory Technology program, students may select one of two 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 26 university parallel credits. Track II has more university parallel credits for students who plan to eventually apply them toward earning a Baccalaureate Degree in Medical Technology or a related science. Track II contains 30 university parallel credits.

Students who are not interested in acquiring career entry skills prior to earning a Baccalaureate Degree in Medical Technology should take the Pre-Medical Technology (A.A. Degree) program (see Counseling Program Sheet). The A.A. Degree does not require the first year in the MLT-C program.

\*Formerly: Certified Laboratory Asst (CLA)

## Medical Laboratory Technology

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



1. Completion of 70 or 75 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 MLS courses):

**Semester  
Credits**

MLS 2605C, 2610C, 2402C, 2360C..... 10

3. Completion of the following courses in related area:  
MLS 1010C, 1210C, 1520C, 1021C..... 30  
These courses represent a 12-month CAHEA approved MLT-C program and will be awarded upon verification of successful completion of the MLT-C program within the last five years. (Fee \$30). These courses are not offered by the College.

4. Completion of the following courses in general education:

a. Tracks I and II

ENC 1101..... 3

\* MAT 1033 or MAC 1132..... 3

CHM 1045, 1045L, 1046, 1046L..... 8

APB 1150L..... 1

PSY 2012..... 3

b. Track I only

APB 1220, 1221, 1224,  
1225, 1229..... 9

ENC 1210..... 3

SOC 2000..... 3

c. Track II only

ENC 1102 or 1240..... 3

\* MAC 1132 or 1133..... 3

ZOO 1013, 1013L..... 4

\* Students not requiring MAT 1033 may take MAC 1132 and for Track II add MAC 1133 to meet the mathematics requirements of the program.

5. Completion of two semester hours in Physical Education activities.
6. Completion of a minimum of 24 semester hours at the College.
7. Removal of all admission conditions.
8. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. Students are responsible for completing all graduation requirements.
9. Attendance at all official graduation exercises.

The Medical Laboratory Technology staff reserves the right to discontinue a student's enrollment at any time during the program if, in its judgment, the student does not possess the qualifications necessary for a career in Medical Laboratory Technology.

## Medical Laboratory Technology

Enrollment in Medical Laboratory Technology courses requires verification of graduation from an (CAHEA) approved MLT-C program. Applicants should submit transcript to the Medical Laboratory Technology coordinator. (Refer to requirements for admission.) Applicants

who have been accepted to the College or are currently completing the MLT-C program should contact the MLT coordinator to ascertain eligibility for the Associate Degree Program.\*\* MLT-C graduates must complete 40 or 45 credits at the College to satisfy the Associate in Science degree requirements for graduation. The MLT-C graduate is awarded 30 MLS credits for their MLT-C courses.

Students may select one of two curriculum tracks toward the Associate in Science Degree. (See preceding "Medical Laboratory Program" section for explanation of tracks.)

Students must complete the following courses:

**Semester  
Credits**

MLS 1010C, 1210C, 1520C,

1021C (MLT-C) ..... 30

\*MLS 2605C, 2610C, 2402C, 2360C ..... 10

ENC 1101 ..... 3

\*MAT 1033 or MAC 1132 ..... 3

\*CHM 1045, 1045L, 1046, 1046L ..... 8

APB 1150L ..... 1

PSY 2012 ..... 3

Physical Education Activities ..... 2

Students may elect one of the following tracks to complete their requirements for the A.S. Degree:

Track I

APB \*1220, \*1221, 1224

\*1225, \*1229 ..... 9

SOC 2000 ..... 3

\*ENC 1210 ..... 3

Total ..... 75

Track II

\*MAC 1132 (or MAC 1133 if MAT

1033 not required) ..... 3

APB \*ZOO 1013, \*ZOO 1013L ..... 4

\*ENC 1102 or \*ENC 1240 ..... 3

Total ..... 70

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

\*\* Students who desire to work toward the A.S. Degree prior to completion of the MLT-C program may take any of the general education courses in the program. Students may not take MLS 2000 level courses until they have successfully completed the MLT-C program (or equivalent) or have permission of the MLT Coordinator.

## 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.

Students are scheduled for both day and evening clinicals throughout the program. It is expected that students will have made arrangements to meet these hours. Students are responsible for their own transportation between the College and health agencies.

Applicants must fulfill the general requirements for admission to the College and submit to the Nursing Department a completed Student Data sheet, which includes the following:

1. Acceptable assessment test scores in reading and arithmetic as established by the Nursing Department.
2. Proof of satisfactory completion of APB 1150L and APB 1220 or equivalent (minimum grade of "C" required).
3. Acceptable letters of personal recommendation.

The selection is based upon the following additional factors:

1. Evidence of good physical and mental health.
2. Satisfactory high school and college transcripts including 2.0 cumulative grade point average in college or nursing programs previously attempted.

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 for any course required for the Nursing Degree.
2. Completion of the following courses in General Education:

	Semester Credits
English Composition	
ENC 1101 and 1102 or 1240 or 1210 .....	6
and	
Social Science Elective .....	3
SOC 2000 .....	3
PSY 2012 .....	3
DEP 2102 .....	3
or	
DEP 2004	
3. Completion of courses in major field .....	36

4. Completion of the following courses in related areas: Biology ..... 10  
APB 1150L, 1120, 1221, 1224, 1225, 1229  
HUN 1201 Essentials of Nutrition and Diet Therapy ..... 3  
APB 1601 Pharmacology ..... 1
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. Students are responsible for completing all graduation requirements prior to registration for the final term. Closed class card will be issued by Department Chairman upon receipt of the evaluation. Students are responsible for completing all graduation requirements and course work prior to NUU 2210.
7. Removal of all college obligations.
8. Completion of a minimum of 24 semester hours of residence at the College, of which 15 hours must be in nursing. (8 of these must be 2000 level courses.)

## NURSING STUDENTS SHOULD BE AWARE OF THE FOLLOWING

1. Students receiving a "W" or grade of less than "C" in any nursing course will not be permitted to continue in the program without the approval of the respective Nursing department chairman.
2. *Audit*: No students may audit any nursing module without the permission of the Nursing Technology Department Chairman on the campus where the course is offered.
3. *Intracollege Transfers*: All students are encouraged to complete the entire Nursing Program at a single campus of the College. No transfers will be permitted during the last semester of the program. Also, no students may transfer halfway through a sequential set of modules. When students are allowed to transfer from one campus to another, no special conditions will transfer without the written consent of the Nursing Technology Department Chairman who makes the decision to accept the students.
4. *One Unsatisfactory Grade*: Students who receive a "D" or "F" in a nursing module must receive departmental approval to continue in the Nursing Program. This approval will be the decision of the Department Chairman.
5. *Two Unsatisfactory Grades*: The second "D" or "F" may be the result of failing one module twice or two different modules once. Any failed nursing module is recognized as such for the duration of the Nursing Program.
6. Students who fail a nursing course will not be permitted to CLEP the failed course. The students must register and repeat the course.
7. *Readmission/Transfer*: Students seeking readmission or transfer to the Nursing Program must submit a request, in writing, to the Executive Committee. The Executive Committee, consisting of the



three Department Chairmen of Nursing, will consider the students' requests, the students' records, and the nursing faculty's recommendations in determining the eligibility and conditions for readmission or acceptance.

8. Students who are readmitted or transfer from another nursing program must challenge all nursing courses previously passed with a "C" or better. If any challenge examination is failed, the students will enroll in the course.
9. Students who are readmitted or transfer from another nursing program must enroll in a credit module for clinical testing. If the students fail, they must enroll in the course in which the failure occurred.
10. Plans for testing must be made one full term before anticipated enrollment. Examinations must be scheduled and are subject to change.
11. *Withdrawal:* Students who withdraw from a nursing module must contact the Department Chairman of Nursing at the time of withdrawal.
12. Students who have withdrawn and wish to return will be required to update information including, but not limited to, physical and mental health, letters of recommendation, and testing scores.
13. Students in the Nursing Program who have been convicted of a felony charge may be denied the opportunity to write the State Board Examination by the Florida State Board of Nursing. Clarification on this issue is the responsibility of the students. Inquiries should be directed to the Florida State Board of Nursing.
14. Students who fail the nursing program may be afforded one additional opportunity to enroll. Readmission requests will be reviewed by the Executive Committee. If readmitted, students must follow recommendations such as retesting reading skills, auditing selected courses, and pre-entrance preparatory courses. Readmission in a nursing course will be dependent upon space available. Students are expected to re-enter and pass the course which was failed before taking the next course.
15. 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)

Enrollment in Nursing courses requires academic approval and notice of acceptance from the Department of Nursing Technology of Broward Community College. (Refer to the Admission Requirements and Procedures).

The Nursing Technology 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 practice with both day and evening experience. A *grade of "C" or*

*better is required in all course work.* The Associate in Science in Nursing Technology degree meets the academic requirements for eligibility to write the Florida State Board of Nursing examination for licensure as a registered nurse. 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.

Each student must complete the following courses:

ENC	1101	Composition	3
*ENC	1240	(ENC 1102, 1210)	
		Composition	3
SOC	2000	General Sociology	3
Social Science		Elective	3
PSY	2012	General Psychology	3
*DEP	2102	Child Psychology	3
	or		
*DEP	2004	Principles of Developmental Psychology: A Life Span Approach	3
		Physical Education activities	2
APB	1150L	Principles of Biology Lab	1
*APB	1220, 1221	Integrated Science for Allied Health Tech	4
*APB	1224, 1225	Integrated Science for Allied Health Tech	4
*APB	1229L	Integrated Science for Allied Health Tech Lab	1
<sup>3</sup> HUN	1201	Essentials of Nutrition and Diet Therapy	3
<sup>3</sup> APB	1610	Pharmacology II	1
*NUR	1020C,	1031C, 1022C, 1021C, 1121C, 1311C, 1320C, 1133C, 1110C, 2242C, 2241C, 2246C, 2243C, 2240C, 2244C, 2245C, NUU 2210C	36

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

<sup>1</sup> Completion of English 1101 and English 1210 will satisfy the requirements for a degree in Nursing Technology at this institution. However, students contemplating transfer to a university should complete English 1101 and 1102 (or 1240) since the other English course listed above may not be acceptable for transfer credit.

<sup>2</sup> HUN 1201 should be taken after APB 1150L and APB 1220.

<sup>3</sup> HUN 1201 and APB 1601 are to be taken with Nursing courses.

\* Nursing courses must be taken after admission letter and instructions are received from the Nursing Department.

## Physical Therapist Assistant Program

The training and education of Physical Therapist Assistants is a joint venture with the profession, the community, and Broward Community College. Men and women participate in carrying out skilled technical work in varied settings and perform 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.

The program is fully accredited by the American Physical Therapy Association. 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 Physical Therapist Assistant 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 Therapist Assistant.

### 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. No grade lower than "C" in Physical Therapist Assistant courses.
3. Completion of four semester hours of Physical Education activities.
4. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. Students are responsible for completing all graduation requirements.
5. Removal of all admission conditions.
6. Completion of a minimum of 24 semester hours at the College.

7. Attendance at official graduation exercises is required.
8. The Physical Therapist Assistant 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 as a Physical Therapist Assistant.

Enrollment in Physical Therapy courses requires academic approval and notice of acceptance from the Allied Health Department at Broward Community College. Applicants should refer to requirements for admission.

### FIRST YEAR

#### Term I

*PHT 1000	Intro to Physical Therapy <sup>3</sup>	3
*APB 1220,	1221 Integrated Science for Allied Health Tech	4
APB 1150L	Prin of Biology Lab	1
MEA 1010	Medical Terminology	3
ENC 1101	Composition	3
PSY 2012	Gen Psychology	3
Physical Education Activity <sup>1</sup>		1

Total Semester Hours ..... 18

#### Term II

*PHT 1800	Therapeutic Modalities <sup>3</sup>	3
*APB 1224, 1225	Integrated Science for Health Tech	4
*APB 1229	Integrated Science Allied Health Tech Lab	1
*APB 1600, 1601	Pharmacology I and II	2
MEA 1002	Intro to Med Asst	1
PHT 1103 1104	Anatomy for P.T. Assistant <sup>3</sup>	4
Physical Education Activity <sup>1</sup>		1
MEA 1101,	Med. Law and Ethics	2

Total Semester Hours ..... 18

#### Term IIIA or IIIB

*PHT 1210C	Disabilities and Therapeutic Procedures I <sup>3</sup>	3
*PHT 1801	Clinical Practice I <sup>3</sup>	3

Total Semester Credits ..... 6

### SECOND YEAR

#### Term I

*PHT 2120C	Applied Kinesiology <sup>3</sup>	3
*PHT 2810	Clinical Practice II <sup>3</sup>	4
*PHT 2220C	Disabilities and Therapeutic Procedures II <sup>3</sup>	3
* <sup>2</sup> ENC 1102 or 1240	Composition or	
*ENC 1210	Occupational Writing	3
HES 1000	Personal Hygiene & Community Health	3
Physical Education Activity <sup>1</sup>		1

Total Semester Hours ..... 17

#### Term II

*PHT 2221C	Rehabilitative Procedures <sup>3</sup>	3
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*PHT 2820	Clinical Practice II <sup>3</sup>	6
*PSY 2043	Advanced Gen Psych	3
EMT 1051	Emergency Medical Tech	3
Physical Education Activity <sup>1</sup>		1

Total Semester Hours ..... 16

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

<sup>1</sup>Physical Education Activity: It is recommended that students consider swimming, conditioning, and unarmed defense.

<sup>2</sup>Students contemplating transfer to a university should complete ENC 1101 and 1102 or 1240 since other English courses listed above may not be acceptable for transfer credit.

<sup>3</sup>Requires Admission to Physical Therapist Assistant Program.

<sup>4</sup>Requires corequisite or prerequisite of APB 1220, 1121, 1150L.

<sup>5</sup>Requires corequisites or prerequisite of APB 1224, 1225, 1229.

### Radiation Therapy Technology Program (A.S. Degree)

The Radiation Therapy Technology program prepares individuals to assist the medical doctor specializing in this field with the management, control, and care of patients receiving radiation therapy. Clinical education is done in local hospitals. On completion of the 24-month course, students will be eligible to take the American Registry of Radiation Therapy Technology examination.

Applicants must fulfill the general requirements for admission to Allied Health programs. (See Requirements for Admission to Allied Health Programs and Procedure for Applying for Admission.) Letters of intent should be submitted to the Department of Radiation Therapy Technology, Central Campus.

A degree in Associate in Science in Radiation Therapy Technology requires students to complete successfully 66 hours of credit as listed with grade point average of 2.0 or better. No grade lower than a "C" will be acceptable in Radiation Therapy Technology courses. 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 Department of Radiation Therapy Technology, Central Campus.

The Radiation Therapy Technology program is approved by the Committee on Allied Health Education and Accreditation, and the Joint Review Committee on

Education in Radiologic Technology.

### Radiation Therapy Technology (A.S. Degree)

Enrollment in Radiation Therapy Technology courses requires academic approval and notice of acceptance from the Department of Radiation Therapy Technology at Broward Community College. Applicants should refer to requirements for admission.

#### FIRST YEAR

##### Term I

RAT 1001	Intro to Radiation Therapy	3
RAT 1611	Intro to Radiation Physics	1
*APB 1220 1221	Integrated Science for Allied Health Tech	4
ENC 1101	Composition	3
MAT 1013	Elementary Algebra or	
*MAT 1033	Inter Algebra	3
MTB 1304	Math with Machines	1
Physical Education Activity		1

Total Semester Hours ..... 16

##### Term II

RAT 1021	Prin of Radiation Therapy	2
RAT 1111	Radiographic Process	2
RAT 1614	Radiation Physics	2
RAT 1800L	Clinic A	2
*APB 1224, 1225	Integrated Science for Allied Health Tech	4
*APB 1229L	Integrated Science for Allied Health Tech Lab	1
MEA 1010	Medical Terminology	3
Physical Education Activity		1

Total Semester Hours ..... 17

##### Term III

RAT 1810L	Clinic B	5
Physical Education Activity		1

Total Semester Hours ..... 6

#### SECOND YEAR

##### Term I

*RAT 2618	Advanced Radiation Physics	4
RAT 2840L	Clinic C	2
RAT 1023	Oncology	2
PSY 2012	Gen Psychology	3
SPC 1600	Public Speaking	3
*ENC 1210	Occupational Writing or	
*ENC 1240	Composition	3
Physical Education Activity		1

Total Semester Hours ..... 18

##### Term II

RAT 2241	Pathology and Radiobiology	2
RAT 2850L	Clinic D	6
RAT 2619	Dosimetry	1

Total Semester Hours ..... 9

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

<sup>1</sup> Completion of ENC 1101, ENC 1210 and MAT 1013 will satisfy the requirements for a degree in Radiation Therapy Technology at this institution. However, students contemplating transfer to a university should complete ENC 1101 and 1240, and MAT 1033 since other English and Math courses listed above may not be acceptable for transfer credit. It should also be noted that the program includes no humanities. These are frequently required by an upper division school prior to the students transferral from the Community College.

## Radiation Therapy Technology One-Year 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 education is done in local clinics and hospitals. On completion of the 12-month course, students will be eligible to take the American Registry of Radiation Therapy Technology examination.

Applicants must fulfill the general requirements for admission to Allied Health Programs. (See requirements for Admission to Allied Health Programs, and Procedures for Applying for Admission). Letters of intent should be submitted to the Department of Radiation Therapy Technology, Central Campus. In addition, the Certificate Program (one year) requires the applicants to be a Registered Nurse, or Radiologic Technologist (A.R.R.T.) or have a baccalaureate degree in a related field.

The Radiation Therapy Technology program is approved by the Committee on Allied Health Education and Accreditation, and the Joint Review Committee on Education in Radiologic Technology.

A certificate in Radiation Therapy Technology requires the students to complete successfully 29 hours of credit as listed with a grade point average of 2.0 or better. In some instances APB 1220, 1221, 1224, 1225, 1229L and RAT 1111 may also be required.

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 Department of Radiation Therapy.

## Radiation Therapy Technology

Enrollment in Radiation Therapy Technology courses requires academic approval and notice of acceptance from the Department of Radiologic Technology at Broward Community College. Applicants should refer to requirements for admission.

## CERTIFICATE PROGRAM

### Term I

RAT	1001	Intro to Radiation Therapy	3
RAT	1820L	Clinic X	4
RAT	1211	Anatomy and Physiology	
		Self-Study	1
RAT	1023	Oncology	2
*RAT	2618	Advanced Radiation Physics	4
MTB	1304	Math with Machines	1
Total Semester Hours			15

### Term II

RAT	1021	Prin. of Radiation	2
RAT	1830L	Clinic Y	4
RAT	2619	Dosimetry	1
RAT	2241	Pathology and Radiobiology	2
Total Semester Hours			9

### Term III

RAT	2860L	Clinic Z	5
Total Semester Hours			5

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

## Radiologic Technology Special Program for Degree (A.S. Degree)

This program is designed as a course of study exclusively for currently registered radiologic technologists. The program provides continuing education leading to the Associate in Science Degree.

Admission to this special program requires verification of current ARRT registration. A copy of the ARRT Certificate, Registration Card and transcripts from the Radiography Program attended must be submitted with the application to this program. Upon admission to the program students will be awarded 44 credits for their current registration. Students must complete an additional 21 credits at Broward Community College with a grade point average of 2.0 or better to satisfy the Associate in Science degree requirements for graduation.

## Special Program in Radiologic Technology

Semester  
Hours

1.	Germain Credits awarded	44
2.	Completion of the following courses in General Education:	
	ENC 1101 and *1240 (*1210)	
	English Composition	6
MAT	1013 Elementary Algebra or	
*MAT	1033 Intermediate Algebra	3
SPC	1600 Public Speaking	3
EMT	1051 EMT for Allied Health	3
COP	1300 Fundamentals of	
	Data Processing	3



Total Semester Hours ..... 65

Completion of evaluation for graduation in the Counseling Department at the time of advisement/registration for the final term. Students are responsible for making this appointment and completing all graduation requirements.

\* Completion of ENC 1101, ENC 1210 and MAT 1013 will satisfy the requirements for a degree in Technology at this institution. However, students contemplating transfer to a university should complete ENC 1101 and 1240, and MAT 1033 since other English and Math courses listed above may not be acceptable for transfer credit. It should also be noted that the program includes no humanities. These are frequently required by an upper division school prior to the students' transfer from the Community College.

## Radiologic Technology Program (A.S. Degree)

The Radiologic Technology Program prepares individuals for an exciting career as Radiographers. Clinical Practice is performed in local hospitals toward the satisfactory completion of the 24 month course. Individuals will be eligible to write the exam of the American Registry of Radiologic Technology and be certified by the State of Florida as a CRT (Advanced) upon completion of the program. Employment opportunities exist on a national scale.

Applicants must fulfill the general requirements for admission to Allied Health programs (see Requirements for Admission to Allied Health Programs and Procedure for Applying for Admissions). Letters of intent should be submitted to the Department of Radiologic Technology, Central Campus.

A degree of Associate in Science in Radiologic Technology requires the students to complete successfully 90 hours of credit as listed with a grade point average of 2.0 or better. No grade lower than a "C" (C=2.0=75), will be acceptable in Radiologic Technology courses. 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 Department of Radiologic Technology, Central campus.

The Radiologic Technology Program is approved by the Committee on Allied Health Education and Accreditation and the Joint Review Committee on Education in Radiologic Technology.

Enrollment in Radiologic Technology courses requires academic approval and notice of acceptance from the Department of Radiologic Technology at Broward Community College. Applicants should refer to requirements for admission.

## Radiologic Technology Program (Associate in Science Degree)

### FIRST YEAR

#### Term I

RTE 1526C	Radiographic Anatomy and Positioning I .....	3
RTE 1003	Radiologic Technology I .....	3
RTE 1418C	Principles of Imaging I .....	3
RTE 1111	Nursing Procedures .....	1
RTE 1804L	Clinical Education I .....	2
APB 1220	Integrated Science .....	2

Total Semester Hours ..... 14

#### Term II

RTE 1510C	Radiographic Anatomy and Positioning II .....	3
RTE 1457C	Principles of Imaging II .....	3
MAT 1033	Intermediate Algebra (or) .....	
MAT 1013	Elementary Algebra .....	3
MEA 1010	Medical Terminology .....	3
RTE 1814L	Clinical Education II .....	2
APB 1221	Integrated Science .....	2

Total Semester Hours ..... 16

#### Term III

RTE 1512C	Radiographic Anatomy and Positioning III .....	3
RTE 1614	Radiographic Physics I .....	3
RTE 1827L	Clinical Education II .....	2
EMT 1051	EMT for Allied Health .....	3
APB 1224, 1225	Integrated Science .....	4
	Physical Education Activity .....	1

Total Semester Hours ..... 16

### SECOND YEAR

#### Term I

RTE 2527C	Radiographic Anatomy and Positioning IV .....	3
ENC 1101	Composition .....	3
COP 1300	Fundamentals of Data Processing .....	3
RTE 2847L	Clinical Education IV .....	3
	Physical Education Activity .....	1
SPC 1600	Public Speaking .....	3

Total Semester Hours ..... 16

#### Term II

RTE 2546	Radiologic Anatomy and Positioning V .....	3
RTE 2225	Radiographic Quality Assurance .....	2
RTE 2616	Radiographic Physics II .....	3
ENC 1240	Composition .....	3
RTE 2857L	Clinical Education V .....	3
	Physical Education Activity .....	1

Total Semester Hours ..... 15

#### Term III

RTE 2570	Survey of Imaging Modalities .....	2
PSY 2012	General Psychology .....	3

RTE 2241	Radiation Biology and Pathology .....	3
RTE 2869	Clinical Education VI .....	3
APB 1229L	Paramedical Science Laboratory .....	1
Physical Education Activity .....		1
Total Semester Hours .....		13
Total for Two Years		90 Semester Hours

## Respiratory Therapy Program

Respiratory Therapy is a specialty dealing with the diagnosis, treatment and rehabilitation of patients with cardiorespiratory diseases.

Graduates of this program will receive an Associate in Science Degree in Respiratory Therapy. The degree satisfies the requirements established by the National Board of Respiratory Therapy which qualify the graduate as a candidate for the national registry examinations.

Requirements for Admission to Respiratory Therapy:

1. Be admitted to the College—this is a separate application.
2. Achieve a cumulative 2.0 grade point average on all college courses attempted.
3. Complete the application procedure for the Respiratory Therapy program.
4. Enroll in the Term I Respiratory Courses. (All applicants to the Respiratory Therapy Program will be allowed to do so.) These courses are the following:  
RET 1026C Respiratory Therapy  
Equipment  
APB 1260 Pulmonary Anatomy  
and Physiology

Acceptance into the Respiratory Therapy Program is granted when the two courses have both been completed with a grade of "C" or better.

Requirements for the Degree of Associate in Science in Respiratory Therapy:

1. Completion of 70 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:

	Semester Hours
English Composition: ENC 1101, 1240 .....	6
MAT 1013, MAT 1033 .....	3
Social Science Elective .....	3

3. Completion of the following courses in major field: (No grade lower than "C" will be acceptable in Respiratory Therapy courses):

RET 1026C, RET 1264C, RET 1714, RET 1834,  
RET 1835, RET 2284, RET 2286, RET 2414, RET  
2418, RET 2601, RET 2836, RET 2837, APR 1294,  
APB 2296

Total ..... 38

4. Completion of the following courses in related areas: (no grade lower than "C" will be accepted).

Biology: APB 1150L, 1220, 1221, 1224L, 1225, 1229 .....	10
Medical Terminology: MEA 1010 .....	3
Chemistry: CHM 1040 or CHM 1020 .....	3
Pharmacology: APB 1601, 1602 .....	2

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. Students are responsible for completing all graduation requirements.
7. Removal of all admission conditions.
8. Attendance at official graduation exercise.
9. Completion of a minimum of 24 semester hours at the College including the last 12 hours.

The Respiratory Therapy staff reserves the right to discontinue a student's enrollment at any time during the program if, in its judgment, the student's actions or behavior are deemed potentially detrimental to patients' safety and well being.

Continuation in the program is contingent upon attaining at least a "C" grade in all Respiratory Therapy classes attempted. Failure to attain a "C" in two attempts in a course will result in permanent expulsion from the program.

## Respiratory Therapy Technology (Associate in Science Degree)

All prospective applicants to the Respiratory Therapy program must complete an application to the Respiratory Therapy Department.

### FIRST SUMMER TERM

#### Term IIIA

MEA 1010	Medical Terminology .....	3
*APB 1150L	Prin of Bio Lab .....	1
*APB 1220	Integrated Science for Allied Health Tech .....	2

Total Semester Hours ..... 6

#### Term IIIB

*APB 1221	Integrated Science for Allied Health Tech .....	2
<sup>1</sup> MAT 1013	Elementary Algebra or	
<sup>1</sup> MAT 1033	Intermediate Algebra .....	3

Total Semester Hours ..... 5

Students are encouraged to take the above listed courses as preparation for the course work which follows. However, those courses are *not* prerequisite and students who have not taken them will not be denied entry into the program.

### FIRST YEAR

#### Term I

APB 1260	Pulmonary Anatomy and Physiology .....	3
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RET 1026C	Respiratory Therapy Equipment	4
*APB 1224, 1225	Integrated Science for Allied Health Tech	4
*APB 1229	Integrated Science for Allied Health Tech Lab	1
	Physical Education Activity	<u>1</u>
Total Semester Hours		13

*Term II.*

*APB 1294	Intro to Cardiopulmonary Disease	3
*RET 1264C	Mechanical Ventilation	4
*RET 1834	Clinic I and/or	
*RET 1835	Clinic II	3-6
APB 1601, 1602	Pharmacology	2
	Physical Education Activity	<u>1</u>
Total Semester Hours		13-16

**SECOND SUMMER TERM**

*RET 2414	Pulmonary Function	2
*RET 1714	Pediatric Respiratory Care	2
*RET 1835	Clinic II and/or	
*RET 2836	Clinic III	3-6
CHM 1040	General Chemistry or	
CHM 1020	Chem for Gen Ed	<u>3</u>
Total Semester Hours		10-13

**SECOND YEAR**

*Term I*

ENC 1101	Composition	3
Social Science Elective		3
*APB 2296	Adv Cardiopulmonary Pathophysiology	2
*RET 2418	Cardiopulmonary Diagnostics	2
*RET 2836	Clinic III	3
	Physical Education Activity	<u>1</u>

Total Semester Hours 14

*Term II*

*ENC 1102	or 1240 Composition	
or		
*ENC 1210	Occupational Writing	3
*RET 2284	Respiratory Care	3
*RET 2286	Intensive Care Management	2
*RET 2837	Clinic IV	3
*RET 2601	Hospital Interactions	1
	Physical Education Activity	<u>1</u>

Total Semester Hours 12

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

<sup>1</sup>Students interested in transferring to a four year university should complete MAT 1033.

## DIVISION OF BUSINESS ADMINISTRATION

Education for business prepares students academically and vocationally while developing the social and economic attitudes which are essential for success in a democratic economic system. It offers an understanding of business, knowledge of business methods, competency in skills, and the development of character and personality that will help students adapt to a dynamic economic system.

The Division of Business Administration consists of six departments. These departments are: Business Administration, Data Processing, Hospitality, Insurance, Marketing, and Office Careers. Each department is responsible for several instructional disciplines and programs.

The Department of Business Administration offers programs in the following areas:

- Accounting
- Banking
- General Business
- Legal Assisting
- Management
- Materials Management
- Purchasing Management
- Real Estate

The Department of Data Processing Technology provides programs leading to a career in computer programming. These programs are:

- Data Processing Computer Systems/Science
- Data Processing Technology-Business Option
- Data Processing Technology-Scientific Option

The Department of Hospitality offers programs in the following areas:

- Hotel-Motel Administration
- Restaurant/Food Services
- Tourism

The Department of Insurance offers programs in the following areas:

- General Insurance
- Property and Casualty Insurance
- Agents Qualification (License Examination 2-20)

The Department of Marketing offers programs in the following areas:

- Airline Marketing Careers
- Fashion Marketing
- Home Furnishings Marketing
- Marketing

The Office Careers Department offers programs in the following areas:

- Administrative Assistant
- Airline Specialist
- Business Teacher Education
- Clerk-Typist
- Court Reporting
- Legal Secretary
- Medical Secretary
- Office Specialist
- Word Processing

The programs of study offered by each department are of three categories. These are the following:

**ASSOCIATE IN ARTS** degree programs covering suggested courses for the first two years of a four-year university program leading to a Bachelor's degree. Program sheets are available from the Office of Student Development.

**ASSOCIATE IN SCIENCE** degree programs offer specialized courses to develop or improve skills that enable students to enter the job market upon completion. These programs normally require two years of full-time study. Program sheets are available from the Office of Student Development.

**CERTIFICATES** are granted for specialized one-year programs. Special programs may be developed for groups of students with specific requirements. Program sheets are available from the Office of Student Development.

Day and evening classes are offered for the convenience of the student. The employed student can select courses to attain higher skills, knowledge and understanding in an area of study. Students with extensive business background may be eligible to receive academic credit for such experience. For more information, contact Cooperative Education and Experiential Learning Departments on any campus.



## ASSOCIATE IN ARTS DEGREE PROGRAMS

The Associate in Arts (A.A.) degree programs provide the first two years of study leading to a four-year degree. Programs are designed based on specific majors and the requirements of the university that the student plans to attend. Specific information concerning transfer to the State of Florida University System is available in the Counseling and Advisement Office. Students are strongly encouraged to seek individual assistance in program planning from the Counseling and Advisement Office.

The Associate in Arts (A.A.) Program in the Department of Business Administration enables students to seek a four-year degree in the following areas:

- Accounting
- Economics
- General Management
- Human Resources Management
- International Business
- Management Science and Systems
- Pre-Law
- Real Estate

The Associate in Arts (A.A.) Program in the Department of Data Processing enables students to seek a four-year degree in the following areas: Computer Science and Information Systems.

The Associate in Arts (A.A.) Program in the Department of Hospitality enables students to seek a four-year degree in Tourism Industries Administration.

The Associate in Arts (A.A.) Program in the Department of Insurance enables students to seek a four-year degree in Insurance.

The Associate in Arts (A.A.) Program in the Department of Marketing enables students to seek a four-year degree in the following areas: Distributive Education, Fashion Marketing, and Marketing.

The Associate in Arts (A.A.) Program in the Department of Office Careers enables students to seek a four-year degree in Business Teacher Education.

To receive an Associate in Arts degree or become a junior in a state university, students are required to take the COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST). The test is an achievement instrument of the communication and computation skills described in the State Board of Education Rule GA-10.31, Florida Administrative Code.

Beginning with August 1, 1984, students are required to have an acceptable CLAST score to receive an Associate in Arts degree and/or be accepted as a junior in the State of Florida University System. Criteria for passing scores have not been set at this time.

Students are responsible for obtaining information about, applying for, preparing for, and taking CLAST at the time and place assigned by the college. Further information is available from Special Services.

### Department of Data Processing Technology

To help meet the needs of industry in the field of Data

Processing in the Broward County and South Florida area, Broward Community College has adopted a program of studies for employed persons as well as for full-time students.

The curriculum comprises a succession of courses designed to provide an understanding of the concepts, principles, and technique 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 IBM/4341, TRS 80 Microprocessors, DEC PDP 11/34 and VAX 750 computer systems.

### Data Processing Computer Systems Science (Associate in Arts) SUGGESTED PROGRAM

		Semester Hours
<i>Term I</i>		
ENC 1101	Composition .....	3
Humanities	.....	3
COP 1300	Fund of Data Processing .....	3
COP 1170C	Programming in BASIC .....	3
ACC 2001	Principles of Accounting I .....	3
Physical Education Activity	.....	1
Total Semester Hours .....		16
<i>Term II</i>		
*ENC 1102 or 1240	Composition .....	3
Science	.....	3
*MAT 1033	Intermediate Algebra or	
*MAC 1132	Pre-Calculus I .....	3
*COP 1120	COBOL I .....	3
*ACC 2021	Principles of Accounting II .....	3
Physical Education Activity	.....	1
Total Semester Hours .....		16
<i>Term IIIA or IIIB</i>		
Science	.....	3
*COP 2400	Assembler Language .....	3
Total Semester Hours .....		6
SECOND YEAR		
<i>Term I</i>		
PSY 2012	General Psychology .....	3
*ECO 2013	Principles of Economics I .....	3
Social Science	.....	3
*STA 2013	Statistics .....	3
*COP 2122	COBOL II .....	3
Physical Education Activity	.....	1
Total Semester Hours .....		16
<i>Term II</i>		
Humanities	.....	3

*ECO 2023	Principles of Economics II	3
Social Science		3
COP 1110	FORTTRAN Programming	3
Physical Education Activity		<u>1</u>

Total Semester Hours	<u>13</u>
Total Program Semester Hours	<u>67</u>

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



## Associate in Science Degree Programs

The Associate in Science degree (A.S.) programs are designed for students who intend to seek immediate employment upon completion of degree or desire advancement in their present employment.

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers. The student is referred to the alphabetical cross-listing of departments under which courses are offered.

### Banking (Associate in Science)

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 Certificate to students. Students following this program may earn an A.S. Degree in addition to receiving A.I.B. Certificates. Requirements include the following:

1. Earning a grade point average of 2.0 or better.
2. Completion of the following Foundation of Banking Courses:

			Semester Hours
ACC	2001	Principles of Accounting I OR	
ACC	1009	Accounting Survey I .....	3
*ACC	2021	Principles of Accounting II OR	
*ACC	1029	Accounting Survey II .....	3
BAN	2210	Analyzing Financial Statements .....	3
GEB	1011	Intro. to Business .....	3
FIN	1100	Personal Finance .....	3
COC	1300	Fund. of Data Processing .....	3
BUL	2111	Business Law I .....	3
ECO	2220	Money and Banking ..	3
BAN	1100	Principles of Banking .....	3
ECO	2013	Principles of Economics I .....	3
Total Semester Hours .....			30

3. Completion of the following Banking Functions Courses:

BAN	1150	Bank Public Relations and Marketing .....	3
BAN	2240	Installment Credit .....	3
BAN	2500	International Banking .....	3
BAN	2401	Trust Department Organization or	
BAN	2400	Trust Business .....	3

4. Completion of the following Management and Supervision Courses:

BAN	1720	Bank Management ...	3
MAN	2342	Principles of Supervision OR	
MAN	2343	Women in Supervision .....	3

Total Semester Hours .....

5. Completion of the following Language and Communication Courses:

SES	2335	Business Communications ...	3
*ENC	1101	Composition .....	3

Total Semester Hours .....

6. Completion of the following General-Elective Courses:

INP	1301	Human Relations in Business and Industry .....	3
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Banking Elective  
(see Banking Electives below.) .....

Total Semester Hours .....

7. Completion of Physical Education Activities .....

Total Program Semester Hours .....

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

\*SES 1210, SES 1100, \*SES 1101, \*SES 1102, MAR 1101, MTB 1103, \*ACC 2109, \*ACC 2149, ACC 2409, ACC 2509, SES 2321, MAN 2000, MAN 2012, MAN 2343, BAN 2200, MKA 2102, BAN 2230, BAN 2303, \*REE 1040, \*ECO 2023.

Banking Electives: BAN 2240, BAN 2724, BAN 1204, BAN 1205, BAN 1206, BAN 1201, BAN 1932, BAN 2402.

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

## Department Of Business Administration

### Business Administration (Associate in Science)

The Associate in Science in Business Administration has five career options. These are the following:

#### Accounting

The Accounting program is designed for those students who intend to seek immediate employment in the accounting field and for those who are presently employed

in accounting and desire advancement. Some of the careers which this sequence may lead to are accounting, banking, real estate, sales and general business management.

## General Business

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

## Insurance

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.

## Real Estate

This degree is designed for students interested in a career in Real Estate. Successful completion of the first course, REE 1040, satisfies the educational requirement of the State Board of Real Estate, as a prerequisite to sitting for the Real Estate Salesman's examination.

## Transportation and Traffic Management

Traffic Management is one of the most vital supporting activities of a firm's operation. Materials coming into the firm and finished products going on their way to the marketplace form the primary focus of traffic management. Students desiring to enter the field of Traffic Management and veteran employees will gain a professional academic background directly related to their field.

### 1. CORE COURSES: (required for all options)

		Semester Hours
*ENC	1101	Composition .....
*ENC	1240	Composition .....
SPC	1600	Public Speaking .....
*MAT	1033	Intermediate Algebra or
MTB	1103	Business Math .....
*MAN	2000	Intro. to Management or
GEB	1011	Intro. to Business .....
FIN	1100	Personal Finance .....
ACC	2001	Principles of Acct. I .....
*ACC	2021	Principles of Acct. II .....
BUL	2111	Business Law I .....
*BUL	2122	Business Law II .....
ECO	2013	Principles of Eco. I .....
COC	1300	Fund. of Data Proc. or
COP	1170C	Intro. to Basic Programming .....
		Physical Education Activities .....

Total Core Course Semester Hours ..... 40

### 2. ONE OF THE FOLLOWING SPECIALIZATION OPTIONS:

#### OPTION #1 - ACCOUNTING

*ACC	2109	Inter. Acct. I .....	3
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*ACC	2149	Inter. Acct. II or	
*ACC	2409	Cost Accounting** .....	3
ACC	2509	Income Tax I .....	3
*ACC	2529	Income Tax II .....	3

Total Option Semester Hours ..... 12

#### OPTION #2 - GENERAL BUSINESS

MAR	1011	Prin. of Marketing .....	3
MAN	2342	Prin. of Supervision .....	3
*SES	2335	Business Communications .....	3
INP	1301	Human Relations in	
		'Business .....	3

Total Option Semester Hours ..... 12

#### OPTION #3 - INSURANCE

Credit  
Hours

One course to be selected			
from the CPCU courses .....			3
*RMI	2010	Prin. of Risk and	
		Insurance .....	3
*RMI	2219	Property and Marine	
		Insurance .....	3
*RMI	2112	Casualty, Health and	
		Life Insurance .....	3

Total Option Semester Hours ..... 12

#### OPTION #4 - REAL ESTATE

	REE 1040	F.R.E.C. I .....	4
***REE	1101	Real Estate Appraisal or	
***REE	1100	S.R.E.A. Course I .....	3/4
*REE	1200	Real Estate Finance .....	3
*REE	2041	F.R.E.C. II or	
	REE 2302	Prin. of Real Estate	
		Investment .....	3

Total Option Semester Hours ..... 13-14

#### OPTION #5 - TRANSPORTATION AND TRAFFIC MANAGEMENT

TRA	1030	Intro to Transportation	
		and Traffic Management .....	3
*TRA	1100	Transportation and	
		Traffic Management I .....	3
*TRA	2110	Transportation and	
		Traffic Management II .....	3
*TRA	2120	Transportation and	
		Traffic Management III .....	3
TRA	2230	Warehousing, Distribution	
		and Material Handling .....	3

Total Option Semester Hours ..... 15

### 3. BUSINESS ELECTIVES

Any 6 credit hours taken from the specialization options of any of the Associate in Science degree programs of the Division of Business Administration or selected from the following courses:

MAN	2001	Management in a	
		Changing World .....	3
MAN	2100	Management and	
		Human Resources .....	3



MAN 2810	Managerial Decision Making	3
MAN 2500	Production Management	3
*REE 2140	S.R.E.A. Appraisal II	4
REE 2270	Mortgage Broker in Mortgage Lending	2
4.	ELECTIVES. See Department Chairman for approval of courses.	6
5.	TOTAL PROGRAM SEMESTER HOURS	64-66
* Requires a pre- or co-requisite. See course description in catalog.		
** Students in the non-certified accounting area may wish to take Intermediate II as opposed to Cost Accounting in the specialty option.		
*** Students taking REE 1101 do not qualify to take the State Appraisal Examination.		
**** SREA I is offered in cooperation with the Society of Real Estate Appraisers and requires a special fee. This course is offered in Term I only and qualifies those completing the course to take the State Appraisal Exam.		
(1)	Students that have substantive exposure and have been or are employed in business administration are recommended to take MAN 2000.	
(2)	Students enrolled in this program are required to take only 3 credits of business electives.	

The Division of Business Administration strongly recommends that the core courses and electives be taken in the following sequence:

		Credit Hours
<b>FIRST YEAR</b>		
<i>Term I</i>		
ENC 1101		3
MAT 1033	or MTB 1103	3
(A) GEB 1011	or MAN 2000	3
ACC 2001		3
Elective		3
HPRD Course		1
Total Semester Hours		16
<i>Term II</i>		
ENC 1240		3
ACC 2021		3
ECO 2013		3
BUL 2111		3
Elective		3
HPRD Course		1
Total Semester Hours		16

		Credit Hours
<b>SECOND YEAR</b>		
<i>Term I</i>		
SPC 1600		3
BUL 2112		3
(B) Specialization Options		6

(C) Business Elective	3
HPRD Course	1
Total Semester Hours	16
<i>Term II</i>	
FIN 1100	3
COC 1300	3
Specialization Options	6
(C) Business Elective	3
HPRD Course	1
Total Semester Hours	16

#### NOTES:

- Students that have substantive exposure and have been or are employed in business administration are recommended to take MAN 2000.
- Accounting major must take Intermediate Accounting I and Income Tax I.
- Transportation and Traffic Management students are required to substitute a business elective for a specialty option course.

## Insurance Careers Program

### Insurance (Associate in Science)

This program is designed for students interested in insurance sales, adjusting, underwriting, or management; and allows them to specialize in one of the following areas of concentration:

- Agents Qualification
- Chartered Property and Casualty Underwriter Requirements include the following:

#### 1. CORE COURSES: (required for all options)

		Credit Hours
*ENC 1101	Composition	3
*ENC 1210	Occupational Writing OR	
*ENC 1102	Composition OR	
*ENC 1240	Composition	3
SPC 1024	Intro. to Speech OR	
SES 2335	Business Communications	3
RMI 1001	Intro. to Risk and Insurance	3
INP 1301	Human Relations in Business and Industry or	
PSY 2012	General Psychology	3
MFG 1113	General Education College Math OR	
*MAT 1033	Intermediate Algebra OR	
*MAC 1132	PreCalculus Math I OR	
MTB 1103	Business Math	3
Physical Education Activities		4
**Business Electives		12

Total Core Semester Hours 34

- IN ADDITION TO THE CORE COURSES, THE STUDENT MUST COMPLETE 30 SEMESTER HOURS OF INSURANCE COURSES IN ONE OF THE FOLLOWING OPTIONS OF SPECIALIZATION:

## Areas of Specialization:

### (A) Agents Qualification

This area of concentration is designed for students interested in preparing for the Agents License Exam (2-20).

*RMI 2091	Agents Qualification Courses	17
*** Insurance Electives		13
Core Courses		34
Total Program Semester Hours		64

This course will consist of 240 hours of instruction. No refund will be given after the first class meeting. No credit will be granted unless the entire 17 credit-hour sequence is completed.

### (B) Charter Property and Casualty Underwriter Students interested in property and casualty insurance should take the following advanced courses. Successful completion of these courses will prepare the student to take the different national CPCU examinations and, if successful, receive the CPCU professional designation.

RMI 2015	Principles of Risk Management and Insurance	3
*RMI 2013	Personal Risk Management and Insurance	3
*RMI 2014	Commercial Property Risk Management and Insurance	3
*RMI 2225	Commercial Liability Risk Management and Insurance	3
*RMI 2702	Insurance Company Operations	3
RMI 2402	The Legal Environment of Insurance	3
MAN 2015	Management	3
ACC 2023	Accounting and Finance	3
ECO 2025	Economics	3
RMI 2295	Insurance Issues and Professional Ethics	3
Core Courses		34

Total Program Semester Hours 64

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

\*\* Business Electives to be selected from: GEB 1011, ACC 1009, MAR 1101, MAR 1011, REE 1040, \*SES 2212, ACC 2001, \*ACC 2021, BUL 2111, \*BUL 2112, SES 2321, MAN 2000, FIN 2010, ECO 2013, \*ECO 2023, and ECO 2220. Three semester hours may be selected from the following: \*SES 1110, 1111, and 1112, or \*SES 2120, 2121, and 2122.

\*\*\* It is highly recommended that the Insurance Electives include RMI 2010, RMI 2112, and RMI 2219. These courses may be taken in any order. See catalog course descriptions for these and other insurance electives.

## Legal Assisting (Associate in Science)

Legal Assisting is a program designed for students in-

terested in the field of law. Upon successful completion of this program, a student will be able to work as a paralegal and assist an attorney in the numerous phases of law.

Credit  
Hours

### FIRST YEAR

#### Term I

LEA 2000	Intro. to Legal Assistance	3
GEB 1011	Intro. to Business	3
ENC 1101	Composition	3
BUL 2111	Business Law I	3
LEA 1011	Law Library	3

Total Semester Hours 15

#### Term II

*ENC 1240	Composition	3
*BUL 2112	Business Law II	3
SES 2335	Business Communications	3
MTB 1103	Business Math	3
Legal Assisting Elective		3

Total Semester Hours 15

#### Terms IIIA and IIIB

Physical Education Activities	4
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Total Semester Hours 4

### SECOND YEAR

#### Term I

ACC 1009	Accounting Survey I	3
LEA 2201	Procedures for Real Estate Title Closing	3
INP 1301	Human Relations in Business and Industry	3
SES 1150	Word Processing: Introduction and Theory	3
LEA 1501	Domestic Relation Law	3
LEA 2211	Probate Practice	3

Total Semester Hours 18

#### Term II

CCJ 1250	Constitutional Law	3
CCJ 1230	Criminal Evidence and Court Procedures	3
LEA 1151	Torts Liability and Claims	3
ACC 2529	Income Tax Regulations	3
RMI 1001	Intro. to Risk and Insurance	3

Total Semester Hours 15

TOTAL PROGRAM SEMESTER HOURS 67

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

## Management (Associate in Science)

The Associate in Science Degree in Management has three career options. These are the following:



## Materials Management

This program is designed for those students interested in the field of production. Emphasis is placed on purchasing, production, inventory control, and materials handling. Program is offered in coordination with APICS and prior approval from the division director at Central Campus is required. This option is only offered at Central Campus.

## Purchasing Management

This program gives the student a desirable body of knowledge needed by men and women employed in the purchasing field. 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).

## General Management

This program is designed for those students seeking careers or advancement in the area of line management.

Requirements to include:

1. CORE COURSES: (required for all options)

			Semester Hours
*ENC	1101	Composition	3
SPC	1024	Intro. to Speech	3
TRA	1030	Intro. to Traffic Mgmt.	3
COC	1300	Fund. Data Processing	3
ACC	2001	Principles of Accounting I	3
*ACC	2021	Principles of Accounting II	3
MAN	2000	Intro. to Management	3
MAN	2500	Production Management	3
SES	2335	Business Communications	3
*ACC	2409	Cost Accounting	3
STA	2013	Elementary Statistics	3
*MAT	1033	Algebra	3
HPR		Physical Ed. Activities	4

Total Core Semester Hours ..... 40

2. ONE OF THE FOLLOWING SPECIALIZATION OPTIONS:

### OPTION #1 - MATERIALS MANAGEMENT

MAR	2131	Purchasing I	3
*MAR	2132	Purchasing II	3
MAN	1590	Fund. of Materials Management	3
MAN	1593	Production Control Concepts	3
MAN	1591	Inventory Control for Material Management	3
MAN	1592	Material Handling and Packaging	3
MAN	1594	Advanced Production Control	3
MAN	2595	Forecasting	3

Total Option Semester Hours ..... 24

### OPTION #2 - PURCHASING MANAGEMENT

MAR	2131	Purchasing I	3
*MAR	2132	Purchasing II	3

MAN	2342	Principles of Supervision	3
ECO	2013	Principles of Economics I	3
*ECO	2023	Principles of Economics II	3
INP	1301	Human Relations in Business	3
BUL	2111	Business Law I	3
*BUL	2112	Business Law II	3

Total Option Semester Hours ..... 24

### OPTION #3 - GENERAL MANAGEMENT

MAN	2342	Principles of Supervision	3
BUL	2111	Business Law I	3
ECO	2013	Principles of Economics I	3
INP	1301	Human Relations in Business	3

Total Option Semester Hours ..... 12

3. GENERAL MANAGEMENT — Additional Requirements

Business Electives ..... 6

Any six (6) credit hours to be taken from the options of specialization in any of the Associate in Science degree programs of the Division of Business Administration; or selected from the following three-credit-hour courses:

ECO	2023	Principles of Economics II
MAN	2001	Management in a Changing World
MAN	2100	Management and Human Resources
MAN	2810	Managerial Decision Making
MAR	1101	Salesmanship
RMI	1001	Intro. to Risk and Insurance

4. ELECTIVES — See Department Chairman for approved courses. .... 6

Total Elective Semester Hours ..... 12

TOTAL PROGRAM SEMESTER HOURS ... 64

5. GRADE POINT AVERAGE OF  
2.0 OR BETTER

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

## Department of Data Processing Technology

The Associate in Science in Data Processing Technology has two career options. These are the following:

### Scientific Engineering Option

The Data Processing Technology-Scientific/Engineering Option is designed for students seeking entry level programmer positions in system software, software engineering, and technical/scientific programming, as well as those presently employed in data processing desirous of advancement.

### Business Option

The Data Processing Technology-Business Option program is designed for students who seek immediate employment in the field and for those presently employed in business data processing desirous of advancement.

**Data Processing Technology  
Engineering Scientific Option\*\*  
(Associate in Science)**

		<b>Semester Hours</b>
<b>FIRST YEAR</b>		
<i>Term I</i>		
*ENC 1101	Composition .....	3
*MAT 1033	Intermediate Algebra .....	3
COC 1300	Fund. of Data Processing .....	3
COP 1170C	Programming in BASIC .....	3
Physical Education Activity	.....	<u>1</u>
Total Semester Hours	.....	13

<i>Term II</i>		
*ENC 1210	Technical Report Writing OR	
*ENC 1240	Composition .....	3
*MAT 1132	Pre-Calculus I .....	3
Science	.....	3
ECO 2013	Principles of Economics I .....	3
*COP 1120C	COBOL I .....	3
Physical Education Activity	.....	<u>1</u>
Total Semester Hours	.....	16

<i>Term IIIA or IIIB</i>		
*CAP 2001	System Development and Design .....	3
*COP 2400C	Assembler Programming .....	<u>3</u>
Total Semester Hours	.....	6

<b>SECOND YEAR</b>		
<i>Term I</i>		
*MAC 1133	Pre-Calculus II .....	3
MTB 1304	Math with Machines .....	1
Social Science	.....	3
COP 1110	FORTTRAN Programming .....	3
*COP 2122	COBOL II .....	3
Physical Education Activity	.....	<u>1</u>
Total Semester Hours	.....	14

<i>Term II</i>		
*PHY 1002	Physics .....	3
*PHY 1002L	Physics Lab. ....	1
COP 1266C	RPG Programming .....	3
*COP 2401C	Contemporary Programming Practices .....	3
***Elective	.....	3
Physical Education Activity	.....	<u>1</u>
Total Semester Hours	.....	<u>14</u>

**TOTAL PROGRAM SEMESTER HOURS .... 63**

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

\*\* Courses should be taken in the sequence and term suggested unless approved by the department chairman.

\*\*\* Suggested Electives: SPC 1024, COP 211C, ACC 2001, \*ACC 2021, CIS 2949.

**Data Processing Technology  
Business Option  
(Associate in Science)**

		<b>Credit Hours</b>
<b>FIRST YEAR</b>		
<i>Term I</i>		
ENC 1101	Composition .....	3
MTB 1103	Business Math .....	3
COC 1300	Fund. of Data Processing .....	3
COP 1170C	Programming in BASIC .....	3
ACC 2001	Principles of Accounting I .....	3
Physical Education Activity	.....	<u>1</u>
Total Semester Hours	.....	16

<i>Term II</i>		
*ENC 1102,	1210 or 1240 Composition .....	3
*MAT 1033	Intermediate Algebra OR	
*MAT 1132	Pre-Calculus I .....	3
*COP 1266C	RPG Programming .....	3
*COP 1120C	COBOL I .....	3
**ACC 2021	Principles of Accounting I .....	3
Physical Education Activity	.....	<u>1</u>
Total Semester Hours	.....	16

<i>Term IIIA or IIIB</i>		
**ECO 2013	Principles of Economics I .....	3
*COP 2400C	Assembler Language .....	<u>3</u>
Total Semester Hours	.....	6

<b>SECOND YEAR</b>		
<i>Term I</i>		
Science	.....	3
Social Science	.....	3
*STA 2013	Elementary Statistics .....	3
*CAP 2001	System Development and Design .....	3
*COP 2122C	COBOL II .....	3
Physical Education Activity	.....	<u>1</u>
Total Semester Hours	.....	16

<i>Term II</i>		
COP 1110C	FORTTRAN Programming .....	3
*COP 2401C	Contemporary Programming Practices .....	3
CIS 2949	Co-op Work Experience .....	3
***Elective	.....	3
Physical Education Activity	.....	<u>1</u>
Total Semester Hours	.....	<u>13</u>

**TOTAL PROGRAM CREDIT HOURS .... 67**

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

\*\* Courses should be taken in the sequence and term suggested unless approved by the department chairman.



\*\*\* ACC 2001, ACC 2021 and ECO 2013 are considered as part of the 36 credit hours required in the major field. ACC 1009 and ACC 1029, while not transferable, may be substituted for ACC 2001 and ACC 2021.

\*\*\*\* Suggested Electives: MAN 2000, MAN 2343, GEB 1011, SPC 1024 or Humanities.

## Department of Hospitality Hotel-Motel Administration (Associate in Science)

The rapid 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, the department recognizes that the graduates working within these industries will have personal obligations of public trust to society, and this has included a broad range of General Education requirements to help students form an ethical and philosophical base. Judicious use of the practicum periods further enhances the value of the graduates to employers, allowing them to enter the industry on a leadership basis.

**Semester  
Hours**

### FIRST YEAR

#### Term I

HFT 1210	Supervisory Development .....	3
FSS 1221	Volume Foods .....	3
SPC 1024	Intro. to Speech .....	3
*** Elective .....		3
Physical Education Activity .....		1

Total Semester Hours ..... 13

#### Term II

HFT 1941	Operations and Service Practicum .....	6
*HFT 2220	Organization and Personnel Management .....	3
**ENC 1000	Fund. of Writing OR	
*ENC 1101	Composition .....	3
MTB 1103	Business Math OR	
MGF 1113	General Education College Math .....	3
Physical Education Activity .....		1

Total Semester Hours ..... 16

#### Term IIIA or IIIB

Social Science Elective .....	3
*** Elective .....	3

Total Semester Hours ..... 6



## SECOND YEAR

### Term I

*HFT 2500	Marketing	3
HFT 2942	Management and Control Practicum	6
**ENC 1210	Technical Report Writing OR	
**ENC 1240	Composition	3
MAR 1101	Salesmanship OR	
ACC 2001	Principles of Accounting I	3
Physical Education Activity		1

Total Semester Hours 16

### Term II

HFT 2511	Group Business and Conventions Marketing and Management	3
*HFT 2460	Financial Management OR	
FSS 2500	Food Service Costing and Controls	3
PSY	Psychology Elective	3
ACC 1009	Accounting Survey I OR	
*ACC 2021	Principles of Accounting II	3
**Elective		3
Physical Education Activity		1

Total Semester Hours 16

TOTAL PROGRAM SEMESTER HOURS 67

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

\*\* Completion of ENC 1000 and ENC 1210 will satisfy the requirements for a degree at Broward Community College. However, students contemplating transfer to a four-year institution should complete ENC 1101 and ENC 1240 since the other English courses listed may not be acceptable for transfer credit.

\*\*\* Students are to select from the following courses 9 credits that will be most congruent with their career goals:

HFT 1700	Introduction to Tourism Industry Administration	
HFT 2600	Legal Aspects of Hotel Tourism Operations	
HFT 2290	Seminar-Contemporary Problems in Administration	
*HFT 2730	Tour Packaging	
FOS 2100	Experimental Foods	

## Restaurant and Food Service Administration (Associate in Science)

The rapid growth of the Food Service Industry (which, together with the hotel industry, employs more people than any other industry in this country and together are the 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, the graduates working within these industries will have personal obligations of public trust to

society. Thus the department has 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 enhances the value of the graduates to employers, allowing them to enter the industry on a leadership basis.

Semester  
Hours

## FIRST YEAR

### Term I

*ENC 1101	Composition	3
Speech		3
HFT 1210	Supervisory Development	3
Physical Education Activity		1

Total Semester Hours 10

### Term II

*ENC 1240	Composition	3
PSY 2012	General Psychology	3
HFT 1941	Operations and Service Practicum	6
*FSS 1240	Classic Cuisine	3
Physical Education Activity		1

Total Semester Hours 16

### Term III

FSS 1120	Food and Beverage Purchasing	3
*FSS 2242	International Cuisine	3

Total Semester Hours 6

## SECOND YEAR

### Term I

ACC 2001	Principles of Accounting I	3
HFT 2942	Management and Control Practicum	6
**Electives		6
Physical Education Activity		1

Total Semester Hours 16

### Term II

*ACC 2021	Principles of Accounting II	3
*HFT 2460	Financial Management	3
FSS 2614	Food and Beverage Merchandising	3
Social Science Elective		3
**Elective		3
Physical Education Activity		1

Total Semester Hours 16

TOTAL PROGRAM SEMESTER HOURS 64

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

\*\* Electives: Students are to select 9 credits that will be the most congruent with their career goals:

FSS 2500	Food Service Costing and Controls	
FOS 2100	Experimental Foods	



FSS	1287	Dining Room and Lounge Operations
FSS	1288	Fast Food Operations
HFT	2290	Seminar: Contemporary Problems in Administration

### Tourism Industries Administration Program (Associate in Science)

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 becoming one of the three or four 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.

	Semester Hours
<b>FIRST YEAR</b>	
<i>Term I</i>	
*HFT 1700	Intro. to Tourism Industries Administration . . . . .
	3
HFT 1210	Supervisory Development . . . . .
	3
MTB 1103	Business Math . . . . .
	3
**ENC 1000	Fundamentals of Writing or
*ENC 1101	Composition . . . . .
	3
	Physical Education Activity . . . . .
	1
Total Semester Hours	13

<i>Term II</i>	
*GEB 2949	OR Elective . . . . .
	3
ACC 1009	Accounting Survey I . . . . .
	3
SES 1100,	1101, 1102 Basic Typing or
	Elective . . . . .
	3
*ENC 1210	Technical Report Writing or
*ENC 1240	Composition . . . . .
	3
	Physical Education Activity . . . . .
	1
Total Semester Hours	13

<i>Term IIIA</i>	
HFT 2220	Organization & Personnel Management . . . . .
	3
Geography	3
Total Semester Hours	6

<b>SECOND YEAR</b>	
<i>Term I</i>	
*HFT 2730	Tour Packaging . . . . .
	3
HFT 2600	Legal Aspects of Motel Tourism Operations . . . . .
	3
*SES 1401	Office Procedures OR Elective . . . . .
	3

Foreign Language	3
Physical Education Activity	1

Total Semester Hours	13
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<i>Term II</i>	
GEB 2949	OR Elective . . . . .
	3
HFT 2430	Accounting for Travel Agents . . . . .
	3
MAN 2012	Office Management . . . . .
	3
Foreign Language	3
Physical Education Activity	1

Total Semester Hours	13
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<i>Term IIIA</i>	
*HFT 2500	Marketing . . . . .
	3
HFT 2511	Group Business and Conventions Marketing and Management . . . . .
	3

Total Credit Hours	6
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TOTAL PROGRAM CREDIT HOURS	64
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\* Requires a pre- or co-requisite. See course description in catalog.

\*\* It is recommended that 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 HFT 1700.

\*\*\* Completion of ENC 1000 and ENC 1210 will satisfy the requirements for an A.S. degree in Tourism Industries Administration at Broward Community College. However, students contemplating transfer to a four-year institution should complete ENC 1101 and ENC 1240 since the other English courses listed may not be acceptable for transfer credit.

### Department of Marketing

The marketing programs are designed for those students seeking careers in the marketing occupations such as airline marketing, corporate marketing manager, independent retail owner, retail buyer, marketing research, advertising, wholesaling, and service industries. The student is given the opportunity to join and participate in DECA activities. They may obtain program sheets from Student Development Offices.

### Airline Marketing Careers (Associate in Science)

This program is designed for those individuals who wish to pursue a career with an airline as a flight attendant, reservations agent, customer services agent or other related marketing position. The purpose of the program is threefold:

(1) to provide a planned program for the recent high school graduates who aspire to be flight attendants or to be involved in other related airline marketing positions such as reservations agents or customer services agents, but because of their age, may lack the education and/or

life experiences sought by airline recruiters; (2) to provide the necessary courses which will better qualify such persons in securing such a position; and, (3) to provide additional course work which will enable these persons to obtain employable skills in business in the event they pursue other careers.

Completion of this program does not insure that a flight attendant position can be obtained. The demand for flight attendants is contingent upon the growth of the airline industry in general and the turnover (attrition rate) of flight attendants leaving the job. In addition, in order to be considered for training as a flight attendant, the applicant must possess certain physical and personality attributes which vary from airline to airline.

#### Credit Hours

##### FIRST YEAR

###### Term I

ENC 1101	Composition	3
ASC 1010	History of Aviation	3
GEB 1011	Intro. to Business	3
MGF 1113	General Education College Math	3
GEO 1000	Intro. to Geography	3
	Physical Education Activity	1

Total Semester Hours 16

###### Term II

SPC 1024	Intro. to Speech	3
ATT 1100	Aeronautical Science	3
MAR 1011	Principles of Marketing	3
INP 1301	Human Relations in Business	3
**Elective		3
	Physical Education Activity	1

Total Semester Hours 16

##### SECOND YEAR

###### Term I

PSY 2012	General Psychology	3
MAR 1101	Salesmanship	3
MAR 1302	Advertising	3
	Humanities/Political Science/History Elective	3
	Foreign Language	3
	Physical Education Activity	1

Total Semester Hours 16

###### Term II

MAR 1321	Public Relations	3
AVM 2512	Airline Management	3
HES 1400	First Aid and Safety	3
**Elective		3
	Foreign Language	3
	Physical Education Activity	1

Total Semester Hours 16

TOTAL PROGRAM CREDIT HOURS 64

\* Any 3 credit hour course in Business Administration (typing course(s) recommended).

\*\* Any 3 credit hour course in Aviation or Business Administration.

## Marketing (Associate in Science)

The Associate in Science — Marketing has three career options. These are:

### Fashion Marketing

The Associate in Science degree is a two-year program preparing students for employment in the fashion business. After completion of the program, students will be capable of assuming management responsibilities.

This program is a combination of campus instruction and practical work experience in a related fashion marketing position in the community. Through individual instruction, the students develop a better comprehension of "self" and their ability to identify with the fashion world. Students are expected to be employed in a marketing-related occupation. Cooperative Work Experience credit may not be substituted for MAR 1930, MAR 2931, and MAR 2932. Students are given the opportunity to participate in DECA.

### Home Furnishing Marketing

The Associate in Science degree will prepare students to take the ASID licensing examination. Career opportunities include self-employment, interior designer, consultant for an architectural firm, salesperson for wholesaler or retailer in furnishings.

### General Marketing

This program is designed for students seeking careers in marketing occupations, such as 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. Students will have the opportunity to participate in DECA activities. Students interested in transferring to a university for a four-year degree should follow the appropriate A.A. Degree program. Cooperative Work Experience credit may not be substituted for MAR 1930, MAR 2931, or MAR 2932.

1. CORE COURSES: (required for all options)

			Semester Hours
ENC 1101	Composition		3
SES 2335	Business Communications		3
SPC 1600	Public Speaking		3
ACC 2001	Principles of Accounting I		3
ECO 2013	Principles of Economics I		3
MTB 1103	Business Math OR		
*MAT 1033	Intermediate Algebra		3



MAR 1011	Principles of Marketing .....	3
MAR 1101	Salesmanship .....	3
MKA 2102	Retailing .....	3
MAR 1930	Seminar I .....	3
*MAR 2931	Seminar II .....	3
COC 1300	Fund. of Data Processing .....	3
	Physical Education Activity .....	4
Total Core Course Semester Hours ...		40

2. **BUSINESS ELECTIVES** Any six (6) credit hours taken from the specialization options in the Associate in Science-Marketing degree programs or selected from the following three credit hour courses:

*ACC 2021	Principles of Accounting II
*BUL 2112	Business Law II
*ECO 2023	Principles of Economics II
FIN 1100	Personal Finance
**GEB 1011	Introduction to Business OR
MAN 2342	Principles of Supervision

Total Business Elective Credit Hours .. 6

3. **ONE OF THE FOLLOWING SPECIALIZATION OPTIONS:**

Semester  
Hours

**OPTION #1 - FASHION MARKETING**

MKA 1402	Fashion Merchandising .....	3
MKA 1104	Visual Merchandising .....	3
MKA 1411	Textiles .....	3
MKA 1431	Fashion Sales Presentation .....	3

Select one three-credit hour course from the following:

MKA 1442	Fashion in Contemporary Living	
MKA 2125	Fashion Illustration	
MKA 2424	Fashion Buying Tour .....	3

Total Option Semester Hours ..... 15

**OPTION #2 - HOME FURNISHING MARKETING**

Select 15 credit hours from the following:

IND 1020	Interior Design I .....	3
IND 1200	Interior Design II ....	3
IND 2210	Interior Design III ...	3
IND 2220	Interior Design IV ...	3
ART 1300C	Beginning Drawing ...	3
ART 1201C	Design I .....	3

Total Option Semester Hours ..... 15

**OPTION #3 - GENERAL MARKETING**

MAN 2000	Principles of Management .....	3
MAR 1302	Advertising .....	3
MAR 2240	International Marketing .....	3
*MAR 2932	Seminar III .....	3
BUL 2111	Business Law I .....	3

Total Option Semester Hours ..... 15

4. **ELECTIVES.** See Department Chairman for approval of courses. 3

**TOTAL DEGREE SEMESTER HOURS** ..... 64

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

\*\* Students with little business background should take GEB 1011 prior to attempting MAN 2342. Students with substantial practical business exposure should not elect GEB 1011.

## Department of Office Careers (Associate in Science)

### Office Careers

The Associate in Science Office Careers provides a broad background in office skills with accompanying general business administration subjects enabling individuals to assume a wide range of responsibilities in industry, government, services, and the professions. The A.S. program has six options. These are the following:

### Administrative Assistant

This option is for individuals planning immediate employment in office positions requiring advanced skill in shorthand, typing, and word processing. Emphasis is placed on preparing individuals to assume much of the responsibility of the executive in the office.

### Airline Specialist

Individuals planning to work in office positions relating to airlines should follow this option. In addition to basic skills, public relations and airline management are emphasized.

### Legal Secretary

Individuals planning to work in legal offices as secretaries should follow this option. Emphasis is placed upon providing advanced office skills in typing and shorthand as well as legal techniques and procedures used in law offices.

### Medical Secretary

This option is for those individuals planning to work in medical offices as secretaries. Emphasis is placed upon typing and shorthand skills as well as medical and clinical terminology.

## Office Specialist

This area is for those individuals preparing to work in various positions other than as a secretary. Emphasis is placed upon preparing individuals to work in areas of supervision, data and word processing.

## Word Processing

This option is for individuals seeking advanced skills in the area of word processing. Magnetic typing, word processing applications, and an internship working in a word processing center are included in this option.

Requirements include:

### 1. CORE COURSES

			Credit Hours
*ENC	1101	Composition .....	3
*ENC	1210	Occupational Writing OR	
*ENC	1240	Composition .....	3
GEB	1011	Intro. to Business .....	3
MTB	1103	Business Math OR	

MGF	1113	General Education	
		College Math .....	3
BUL	2111	Business Law I .....	3
ACC	1009	Accounting Survey OR	
ACC	2001	Principles of Accounting I .....	3
COC	1300	Fund. of Data Processing .....	3
*SES	1110,	1111, 1112 Intermediate Typing .....	3
*SES	1401	Office Procedures ....	3
**SES	2321	Business Machines ....	3
SES	2335	Business Communications ...	3
*INP	1301	Human Relations in Business and Industry .....	3
		Physical Education Activities .....	4
Total Core Course Semester Hours ....			43





2. OPTIONS #1, #2, #3, #4, #5 OR #6 .....	21
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TOTAL PROGRAM SEMESTER HOURS .....	64
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OPTION #1 — ADMINISTRATIVE ASSISTANT		Semester Hours
MAN2012	Office Management .....	3
*SES 1211	Shorthand II .....	3
*SES 2120,	2121, 2122 Expert Typing OR	
*SES 2151,	2152, 2153 Word Processing Applications .....	3
*SES 2212	Shorthand III .....	3
*SES 2402	Secretarial Procedures .....	3
SES 1150	Word Processing: Introduction and Theory .....	3
**Business Elective .....		3
Total Semester Hours .....		21

OPTION #2 — AIRLINE SPECIALIST		
*SES 1211	Shorthand II .....	3
SES 1150	Word Processing: Introduction and Theory .....	3
SPC 1024	Introduction to Speech .....	3
MAR 1321	Public Relations .....	3
*SES 2151,	2152, 2153 Word Processing Applications .....	3
AVM 2512	Airline Management OR	
MAN 2012	Office Management .....	3
*SES 2402	Secretarial Procedures .....	3
Total Semester Hours .....		21

OPTION #3 — LEGAL SECRETARY		
*BUL 2112	Business Law II .....	3
*SES 1211	Shorthand II .....	3
*SES 2120,	2121, 2122 Expert Typing OR	
*SES 2151,	2152, 2153 Word Processing Applications .....	3
*SES 2212	Shorthand III .....	3
*SES 2431	Legal Techniques I .....	3
*SES 2432	Legal Techniques II .....	3
*SES 2402	Secretarial Procedures .....	3
Total Semester Hours .....		21

OPTION #4 — MEDICAL SECRETARY		Semester Hours
*SES 1211	Shorthand II .....	3
*SES 2120,	2121, 2122 Expert Typing OR	
*SES 2151,	2152, 2153 Word Processing Applications .....	3
MEA 1002	Intro. to Medical Assisting .....	1
MEA 1010	Medical Terminology .....	3
*MEA 1011	Clinical Terminology .....	3
*MEA 1100	Medical Receptionist Skills .....	1
*SES 2212	Shorthand III .....	3
MEA 1103	Administrative Office Procedures .....	1
MEA 1104	Medical Insurance .....	1

MEA 1101	Medical Law and Ethics .....	2
Total Semester Hours .....		21

OPTION #5 — OFFICE SPECIALIST		
*SES 2120,	2121, 2122 Expert Typing OR	
*SES 2151,	2152, 2153 Word Processing Applications .....	3
*BUL 2112	Business Law II .....	3
MAN 2342	Principles of Supervision .....	3
MAN 2012	Office Management .....	3
FIN 1100	Personal Finance .....	3
SES 1150	Word Processing: Introduction and Theory .....	3
#Business Elective .....		3
Total Semester Hours .....		21

OPTION #6 — INFORMATION/WORD PRO- CESSING		
*SES 2120,	2121, 2122 Expert Typing .....	3
*SES 2362	Transcribing Machines II .....	3
MAN 2012	Office Management .....	3
*SES 2151,	2152, 2153, 2154, 2160, 2161 Word Processing Applications ..	6
SES 1150	Word Processing: Introduction and Theory .....	3
*SES 2946	Practicum in Information Word Processing .....	3
Total Semester Hours .....		21

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

# Business Electives: FIN 1100, MAN 2012, MAN 2342 or MAN 2343, REE 1040, RMI 1001, \*ACC 1029 or ACC 2001, SES 1150, \*SES 2151, \*SES 2152, \*SES 2153, \*SES 2154, \*SES 2160, \*SES 2161, \*SES 2362, SPC 1024, GEB 2949

### Court and Conference Reporting (Associate in Science)

The Court and Conference Reporting program prepares students for careers in the field of high-speed verbatim reporting of business meetings, conventions, legal hearings, courtroom proceedings, and depositions. The program is designed to prepare graduates to sit for the State of Florida CSR examination and to meet the standards set forth by the National Shorthand Reporters Association, which sponsors the RPR examination.

The curriculum includes basic courses in computer compatible machine shorthand theory and speed development to the level of 225 words per minute.

Students who complete two semesters of machine shorthand theory with a speed of 100 to 150 words per minute may use this high speed notetaking skill in general, legal, or other specialized secretarial programs.

Semester  
Hours

#### FIRST YEAR

##### Term I

*ENC 1101	Composition .....	3
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*SES 1110, 1111, 1112 Intermediate Typing ..	3
*SES 1221 Machine Shorthand I .....	6
*SES 1401 Office Procedures .....	3
Physical Education Activity .....	<u>1</u>
Total Semester Hours .....	16

*Term II*

GEB 1011 Intro. to Business .....	6
BUL 2111 Business Law I .....	3
*SES 1222 Machine Shorthand II .....	3
SES 2335 Business Communications .....	3
Physical Education Activity .....	<u>1</u>
Total Semester Hours .....	16

*Term IIIA*

*SES 1223 Machine Shorthand III .....	<u>6</u>
Total Semester Hours .....	6

**SECOND YEAR**

*Term I*

MEA 1010 Medical Terminology .....	3
REE 1040 FREC I .....	4
*SES 2224 Machine Shorthand IV .....	6
Elective from Areas 2-5 of General Education Courses .....	3
Physical Education Activity .....	<u>1</u>

Total Semester Hours .....

17

*Term II*

*MEA 1011 Clinical Terminology .....	3
*SES 2225 Machine Shorthand V .....	3
*SES 2944 Practicum in Court Reporting .....	6
Physical Education Activity .....	<u>1</u>

Total Semester Hours .....

13

TOTAL PROGRAM SEMESTER HOURS ... 68

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



# CERTIFICATE PROGRAMS

Certificates are granted to those individuals completing the course requirements in specialized areas. These programs usually require one year of full-time study.

## Department of Business Administration

The Certificates granted are as follows:

### (Accounting Certificate)

The one-year Accounting Certificate Program is designed to qualify those students completing the program for jobs as accounting clerks or other related areas in business.

	Semester Hours
<b>FIRST TERM</b>	
*ENC 1000 Fund. of Writing OR	
ENC 1101 Composition .....	3
MTB 1103 Business Math .....	3
**ACC 1009 Accounting Survey I OR	
*ACC 2001 Principles of Accounting I .....	3
SES 1100, 1101, 1102 Basic Typing OR	
COC 1300 Fund. of Data Processing .....	3
ACC 2509 Income Tax .....	3
Total Semester Hours .....	15

### SECOND TERM

ENC 1240 Technical Report Writing .....	3
FIN 1100 Personal Finance OR	
ECO 2013 Principles of Economics I .....	3
**ACC 2001 Principles of Accounting I OR	
*ACC 2021 Principles of Accounting II .....	3
COP 1170 Intro. to Basic Programming OR	
COP 1120C COBOL I .....	3
*SES 2321 Business Machines .....	3

Total Semester Hours ..... 15

TOTAL PROGRAM CREDIT HOURS ..... 30

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

\*\* If ACC 1009, is taken then ACC 2001 is required.

\*\*\* Students should take ACC 2001 if they have had high school bookkeeping with a grade of "C" or better. Students graduating in the top 20 percent of their high school class should take ACC 2001.

### (Income Tax Preparation Certificate)

The one-year Income Tax Preparation Certificate Program includes courses which will help students to qualify themselves as preparers of personal income tax returns, simplified business returns, and other accounting work.

	Semester Hours
<b>FIRST TERM</b>	
MTB 1103 Business Math .....	3

ACC 2001 Principles of Accounting .....	3
ACC 2509 Income Tax I .....	3
BUL 2111 Business Law I .....	3
**Business Elective .....	3

Total Semester Hours ..... 15

### SECOND TERM

*ACC 2021 Principles of Accounting II .....	3
*ACC 2529 Income Tax II .....	3
*BUL 2122 Business Law II .....	3
**Business Electives .....	6

Total Semester Hours ..... 15

TOTAL PROGRAM CREDIT HOURS ..... 30

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

\*\* Suggested Business Electives:

REE 1040 F.R.E.C. I	
SES 2335 Business Communications	
*SES 2321 Business Machines	
ECO 2013 Principles of Economics I	
*ECO 2023 Principles of Economics II	
FIN 1100 Personal Finance	

## Department of Data Processing Technology (Data Processing Certificate)

The following is a certificate program to prepare an individual for an entry-level job in a business environment. It is specifically designed for employed students as well as for the full-time student. To be awarded the certificate, students must have completed the courses with an average of "C" or above.

	Semester Hours
<b>FIRST TERM</b>	
**ENC 1101 Composition .....	3
MTB 1103 Business Math OR	
*MAT 1033 Intermediate Algebra .....	3
COC 1300 Fund. of Data Processing .....	3
COP 1170C Programming in BASIC .....	3

Total Semester Hours ..... 12

### SECOND TERM

*ENC 1102 Composition OR	
*ENC 1210 Occupational Writing .....	3
COP 1110C FORTRAN Programming .....	3
*COP 1120C COBOL I .....	3
ACC 2001 Principles of Accounting I .....	3

Total Semester Hours ..... 12

### SUMMER TERM

*COP 2400C Assembler Language .....	3
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Total Semester Hours ..... 3

### THIRD TERM

*CAP	2001	Systems Development and Design .....	3
*COP	2122C	COBOL II .....	3
*ACC	2021	Principles of Accounting II .....	3
Total Semester Hours .....			9

### FOURTH TERM

*COP	2401C	Contemporary Programming Practices .....	3
*COP	1266C	RPG Programming .....	3
		Social Science .....	3
Total Semester Hours .....			9

TOTAL PROGRAM SEMESTER HOURS ... 45

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

\*\* Completion of ENC 1000 and ENC 1210 will satisfy the requirements for a Certificate in Data Processing.

## Department of Hospitality

### (Food Service Certificate)

Designed for recent high school graduates seeking a start in the Food Service/Lodging Industries above the normal entry level jobs. This program is equally important to currently employed individuals desiring to upgrade and update their knowledge. All courses may be used toward the A.S. degree.

		Semester Hours
FSS	1120	Food and Beverage Purchasing .....
FSS	2500	Food Service Costing and Control .....
*FSS	1288	Fast Food Operation .....
HFT	1210	Supervisory Development .....
FSS	1221	Volume Foods .....
*HFT	2220	Organizational and Personnel Management .....
HFT	2942	Management and Control Practicum .....
FSS	2614	Food and Beverage Merchandising .....
Food Service or Related Elective .....		3

TOTAL PROGRAM SEMESTER HOURS ... 30

Note: Students whose major areas of interest lie in School Food Service, Hospitals, Extended Care Facilities, etc., should make the following substitutions:

HUN	1201	Essentials of Nutrition .....	3
HCA	2422	Health Care Facilities and Delivery Systems .....	3
FSS	2301	Dietary Department Operations OR .....	
HFT	2942	Management and Control Practicum .....	6
FSS	1221	Volume Foods .....	3

To be awarded the Certificate, students must complete their program with a grade point average of "C" or better on all work attempted.

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

## Department of Office Careers

The Certificates granted are as follows:

### (Clerk-Typist Certificate)

The Clerical-Typist Certificate is a one-year program designed to prepare students for immediate employment as general office employees and typists. The student receives instruction which provides basic clerical and typing skills necessary for satisfactory performance on the job, including an employable typing rate and the development and understanding of desirable work habits and social attitudes.

Semester Hours

### FIRST TERM

*ENC	1101	Composition .....	3
GEB	1011	Intro. to Business .....	3
*SES	1110,	1111, 1112 Intermediate Typing .....	3
MTB	1103	Business Math .....	3
*SES	1401	Office Procedures .....	3

Total Semester Hours .....

### SECOND TERM

*SES	2120,	2121, 2122 Expert Typing .....	3
*SES	2321	Business Machines .....	3
*SES	2151,	2152, 2153 Word Processing Applications OR .....	
SES	1150	Word Processing: Introduction and Theory .....	3
**Business	Elective	.....	3
ACC	1009	Accounting Survey I OR .....	
ACC	2001	Principles of Accounting I .....	3

Total Semester Hours .....

### THIRD TERM

Elective	3
*SES 2361 Transcribing Machines	3

Total Semester Hours .....

TOTAL PROGRAM SEMESTER HOURS ... 36

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

\*\* Business Electives: Strongly recommended SES 1271, SES 2151, SES 2152, SES 2153.

Note: Students should plan the program with the advice of the department chairman.

### (Secretarial Certificate)

The Secretarial Certificate is designed for students who



desire to enter secretarial work at the junior level upon completion of a one-year program. Students receive college-level instruction as preparation to take and transcribe dictation, type with speed and accuracy, cope with the ever-changing demands of office employment, and develop desirable work habits and social attitudes.

			Semester Hours
<b>FIRST TERM</b>			
*ENC 1101	Composition .....		3
*SES 1110,	1111, 1112 Intermediate Typing .....		3
*SES 1401	Office Procedures .....		3
MTB 1103	Business Math .....		3
GEB 1011	Intro. to Business .....		3
Total Semester Hours .....			15

<b>SECOND TERM</b>			
*SES 2361	Transcribing Machines .....		3
ACC 1009	Accounting Survey I OR		
ACC 2001	Principles of Accounting I .....		3
*SES 2120,	2121, 2122 Expert Typing .....		3
*SES 2212	Shorthand III .....		3
*SES 2402	Secretarial Procedures .....		3
Total Semester Hours .....			15

<b>THIRD TERM</b>			
*SES 2321	Business Machines .....		3
SES 2335	Business Communications .....		3
Total Semester Hours .....			6

**TOTAL PROGRAM SEMESTER HOURS ... 36**

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

### (Advanced Secretarial Certificate)

Options: Accounting  
Executive Secretary  
General Secretary  
Insurance  
Legal Secretary  
Medical Secretary  
Real Estate

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

1. Completion of the following courses:

		Semester Hours
<b>FIRST TERM</b>		
#*SES 1401	Office Procedures OR	
#ACC 1009	Accounting Survey I OR	
#ACC 2001	Principles of Accounting I .....	3
*SES 2120,	2121, 2122 Expert Typing .....	3
*SES 2212	Shorthand III .....	3
*ENC 1101	Composition .....	3
Specialization Courses .....		3
Total Semester Hours .....		15

<b>SECOND TERM</b>		
#ACC 1009	Accounting Survey I OR	
#ACC 2001	Principles of Accounting I (if not taken previously) OR	
*ACC 1029	Accounting Survey II .....	3
SES 2335	Business Communications .....	3
*SES 2402	Secretarial Procedures .....	3
Specialization Courses .....		6-7
Total Semester Hours .....		15-16

<b>Third Term</b>		
Specialization Courses .....		3-6
+ Elective .....		3
Total Semester Hours .....		6-9

**TOTAL PROGRAM SEMESTER  
HOURS ... 36-40**

2. REQUIRED SPECIALIZATION COURSES  
(Based on selection of specialized courses, the program requires 12-16 credit hours)

		Semester Hours
<b>ACCOUNTING OPTION</b>		
#ACC 1009	Accounting Survey I OR	
*ACC 1029	Accounting Survey II OR	
#ACC 2001	Principles of Accounting I OR	
*ACC 2021	Principles of Accounting II .....	3
MTB 1103	Business Math OR	
*SES 2321	Business Machines .....	3
ACC 2509	Income Tax I .....	3
COC 1300	Fund. of Data Processing .....	3
Total Semester Hours .....		12

<b>EXECUTIVE SECRETARY OPTION:</b>		
GEB 1011	Intro. to Business .....	3
*SES 2361	Transcribing Machines I .....	3
MTB 1103	Business Math OR	
*SES 2321	Business Machines OR	
*SES 2151,	2152, 2153 Word Processing Applications .....	3
MAN2012	Office Management OR	
MAN2342	Principles of Supervision .....	3
Total Semester Hours .....		12

<b>GENERAL SECRETARY OPTION</b>		
GEB 1011	Intro. to Business .....	3

MTB 1103	Business Math	3
*SES 2361	Transcribing Machines I	3
*SES 2321	Business Machines	3
*SES 2151,	2152, 2153 Word Processing Applications	3
Total Semester Hours		15

#### INSURANCE OPTION

RMI 1001	General Insurance	3
BUL 2111	Business Law I	3
GEB 1011	Intro. to Business	3
MTB 1103	Business Math OR	
*SES 2321	Business Machines	3
Total Semester Hours		12

#### LEGAL SECRETARY OPTION:

*SES 2431	Legal Secretary Techniques I	3
*SES 2432	Legal Secretary Techniques II	3
REE 1040	F.R.E.C. I	4
BUL 2111	Business Law I	3
*BUL 2112	Business Law II	3
Total Semester Hours		16

#### MEDICAL SECRETARY OPTION:

MEA 1002	Intro. to Medical Assisting	3
MEA 1010	Meical Terminology	3
*MEA 1011	Clinical Terminology	3
*SES 2361	Transcribing Machines I	3
*MEA 1100	Office Practices and Procedures	3
Total Semester Hours		15

#### REAL ESTATE OPTION

REE 1040	F.R.E.C. I	4
BUL 2111	Business Law I	3
*BUL 2112	Business Law II	3
MTB 1103	Business Math OR	
*SES 2321	Business Machines	3
Total Semester Hours		13

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

# Students who had a year of high school bookkeeping may be exempted (without credit) from taking ACC 1009 and may either take ACC 2001 or enroll in ACC 1029 for Term II.

+ Suggested Electives: Any business courses listed above or SES 2151, 2152, 2153 or SES 1150 Word Processing Introduction and Theory or COC 1300, FIN 1100.

### (Professional Secretary Certificate)

In cooperation with the Professional Secretaries International organization, the following certificate program is offered as an aid to those secretaries preparing to sit for the Certified Professional Secretary examination. However, it is a program that should be of considerable aid to any secretary interested in increasing secretarial proficiencies and in qualifying for a top secretarial position.

A certificate from Broward Community College is granted upon the completion of 39 hours.

#### Credit Hours

BUL 2111	Business Law I	3
ACC 1009	Accounting Survey OR	
ACC 2001	Principles of Accounting I	3
*SES 2402	Secretarial Procedures	3
SES 2335	Business Communications	3
ECO 2013	Principles of Economics I OR	
MAN2000	Introduction to Management	3
INP 1301	Human Relations in Business and Industry	3
*SES 2120,	2121, 2122 Expert Typing	3
#SES 2122	Shorthand III	3
MAN2000	Introduction to Management OR	
MAN2012	Office Management	3
MAN2342	Principles of Supervision OR	
MAN2343	Women in Supervision	3
+ Elective		3
SES 2391	CPS Exam Preparation Part I Behavioral Science in Business	1
SES 2392	CPS Exam Preparation Part 2 Business Law	1
SES 2393	CPS Exam Preparation Part 3 Economics & Management	1
SES 2394	CPS Exam Preparation Part 4 Accounting	1
SES 2395	CPS Exam Preparation Part 5 Secretarial Skills and Decision Making	1
SES 2396	CPS Exam Preparation Part 6 Office Procedures and Administration	1
TOTAL PROGRAM CREDIT HOURS		39

A minimum of 15 semester hours of course work must be completed on this certificate program. A maximum of 24 semester hours may be acquired through Experiential Learning credits, including up to five of the following courses if the relevant parts of the CPS examination are passed:

BUL 2111	Business Law I
ACC 1009	Accounting Survey I OR
ACC 2001	Accounting Principles I
SES 2402	Secretarial Procedures
ECO 2013	Principles of Economics I OR
MAN2000	Introduction to Management
INP 1301	Human Relations in Business and Industry

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

# If students select SES 1221 and SES 1222 Machine Shorthand rather than Gregg or other handwritten shorthand, the schedule of other courses will have to be adjusted accordingly. See department chairman.

+ Recommended elective:

*ENC 1101	Composition
COC 1300	Fundamentals of Data Processing
COP 1170C	Programming in BASIC
*SES 2151,	2152, 2153 Word Processing Applications
SES 1150	Word Processing: Introduction and Theory



## Division of Communications

### Communications for Second Language

#### Students—ESL

English—AML, CRW, ENC, ENG, ENL, LIT

English Honors Program—ENC, LIT

Journalism—ADV, JOU, MMC

Modern Foreign Languages—FRE, FRW, GER,

ITA, RUS, SPAN

Reading—REA

Speech—LIN, ORI, RTV, SPA, SPC

The Division of Communications represents that portion of the college curriculum which is basic to the communications skills and which is necessary for students' 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 Second Language Students, English, Journalism, Modern Foreign Languages, Reading and Speech, the intent and scope of these disciplines will be discussed.

Although suggested programs of study for majors within the division are not included in this catalog, lists of required courses for students specializing in English, Foreign Language, Journalism, Latin-American Studies, Speech, Radio-Television, and Speech Pathology are available in the Advisement office.

Suggested program sheets are available in English, Journalism, Radio-Television, Speech, Speech Pathology, and Foreign Languages.

### Department of English

All freshman and sophomore students enrolled in the University Parallel Program are required to complete a minimum of 6 hours of English Composition. All such students must complete ENC 1101 as the first 3-hour course of composition. The second 3 hour course requirement may be met with either ENC 1102 or ENC 1240. Subject to appropriate area approval, students enrolled in certain technical programs may substitute ENC 1000 and ENC 1210 for ENC 1101 and ENC 1102/ENC 1240 to satisfy composition requirements leading to an A.S. degree.

All international students (F-J Visa) are required to enroll in Communications for Second Language (ESL) Students. In addition, some resident students (from homes where a language other than English is spoken) may be required to enroll in ESL, depending on test results. After successful completion of the ESL sequence, the students will complete their English requirement.

Students who do not qualify for ENC 1101 are strongly encouraged to enroll in ENC 1000 or ENC 0094 following assessment by the counseling and advising staff. ENC 1000 carries three semester hours of elective transfer credit while ENC 0094 carries 4 semester hours of local (BCC) credit only. Neither ENC 1000 nor ENC 0094 will be accepted as a substitute for ENC 1101 in an A.A. program, although ENC 1000 may be accepted in certain A.S. programs. Students enrolled in ENC 1000 are also encouraged to enroll in an appropriate reading class (REA 1102 or REA 1202). Students who have difficulty

with grammar and mechanics should take ENG 1001 - Grammar.

In literature courses, the ability to evaluate critically is given paramount importance. Emphasis is placed upon preparing the students to express themselves in both oral and written forms. It is therefore suggested that students complete ENC 1101 before attempting a 2000-level English class.

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

### Technical Writing (Certificate Program)

The Certificate Program in Technical Writing is to train students to communicate technical and/or occupational factual data in a grammatical, concise, objective manner enhanced by professional presentation and graphic illustration in tandem with the practical demands of business and industry. The course is designed to meet the needs of both those who are beginning or planning a course in technical writing and for those who recognize the value of keeping current in their field. The program will include these courses:

				Semester Hours
ENC	1001	Grammar	.....	3
ENC	1101	Composition I	.....	3
ENC	1210	Occupational Writing	.....	3
ENC	1240	TC Composition II: Pre-		
		professional Writing	.....	3
*SES	1100	Basic Typing, Part I	.....	1
*SES	1102	Basic Typing, Part II	.....	1
*SES	1102	Basic Typing, Part III	.....	1
SPA	1024	Introduction to Speech		
		Communication	.....	3
ARC	2020	Graphics Communication	.....	3
Total Semester Hours				21

\* An equivalency test can be substituted for 3 credits.

### English Honors Program

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

ENC 1101 HON English Composition	3 sem. hrs.
ENC 1102 HON English Composition	3 sem. hrs.
At least one of the following courses is offered during Terms I and II of each academic year:	
ENL 2013 HON British Literature I	3 sem. hrs.
ENL 2023 HON British Literature II	3 sem. hrs.
LIT 2110 HON World Literature I	3 sem. hrs.
LIT 2120 HON World Literature II	3 sem. hrs.

For explanation of content see individual course listings.

To remain in the program, students 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 Journalism and Publications**

The Journalism curriculum offers students survey courses and basic courses in writing and editing as well as the opportunity to put their 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.

Students are encouraged to contact the Journalism Department Head for consultation regarding their particular activity interests and recommended courses of study. Lists of required and recommended courses are available in the Journalism area and in the Counseling Office.

## **Department of Modern Foreign Languages and English as a Second Language**

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 Broward Community College. A combination of modern and traditional methods helps students learn to speak the language and gives an insight into the culture.

Students are offered language training that assists in the preparation for upper division work or for use in a vocation or profession. Attendance in the language laboratory is required for each beginning course and for the elementary and intermediate conversation courses. It is available for additional drill and comprehension at all levels.

The advanced courses permit students 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 offers special conversation courses at the elementary and intermediate levels. These are designated as 1000 and 2240 courses.

Students who plan to transfer to upper division institutions working towards the B.A. or B.S. degree should complete the intermediate level of foreign language at Broward Community College. 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. Students 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 two 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 (FRW 2010, GEW 2010, or SPW 2010 and FRW 2011, GEW 2011, or SPW 2011) may be applied to fulfill three 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 reinforcement of the spoken language.

**Travel-Study Program—**See course descriptions for FRE 1170, GER 1170, and SPN 1170 and "FOREIGN STUDY PROGRAM."

## **English as a Second Language**

English as a Second Language courses are designed to provide English language instruction to international students whose native language is not English. Registration in 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 sequence a student may be exempted from a course by instructor recommendation. Upon successful completion of ESL 1441, students are eligible to register for ENC 1101. Up to 12 hours of ESL instruction may be applied to elective credit under area 7. (See Requirements for the Associate in Arts Degree). International students should refer to "International Students" in table of contents.

Note: Students should note that any of the modern foreign language courses designated as "Studies in Literature and Culture" may be applied to fulfill three of the six hours of the Humanities requirement.

## **Department of Reading Communications**

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

REA 1105 is a college 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 students who de-



sire to get the most benefit from their college program. Emphasis is placed on college vocabulary, reading speed, comprehension, organization of ideas, and critical analysis of many types of reading materials.

REA 1205. College Reading II is offered as an elective for students who have successfully completed REA 1105 or who can demonstrate attainment of the fortieth percentile of college norms on a standardized reading test. Students may also gain admittance by obtaining instructor's permission.

REA 2605. Develops college level study skills. Students establish individualized goals. Registrants must successfully demonstrate attainment of fortieth percentile of college norms on a standardized reading test or have permission of the instructor.

## Department of Speech

The Speech Department offers students opportunities for general speech improvement, hearing evaluation, treatment of speech disorders and Readers Theatre. Students may select electives which fulfill general education requirements as well as 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 regarding special topics of interest.

Students should note that Public Speaking (SPC 1600) and Introduction to Speech Communication (SPC 1024) may be used to fulfill Area 5 requirements.

## Criminal Justice Institute

Criminal Justice—CCJ  
Corrections—CCJ  
Law Enforcement—CCJ  
Crime Scene Technology—CJT  
Broward Police Academy  
Holt Training Program  
Corrections Academy  
Law Enforcement Testing Center  
Career Development Training  
Fire Science Technology—FFP  
Security Academy

The Criminal Justice Institute has been made possible by the financial support of the Law Enforcement Assistance Administration of the Federal Department of Justice and Region XIII of the Florida Police Officers Standards and Training Council. Operated by Broward Community College, the purpose of the Institute is to serve all government divisions of Broward County, large or small, and to upgrade the administration of Criminal Justice.

Students seeking to transfer to a university for a baccalaureate degree should take the Associate in Arts degree in Criminal Justice. Three options are offered: *Option 1* for transfer to Universities which have 4 years of offerings, *Option 2* for Law Enforcement emphasis at senior universities (only 3rd and 4th years) and *Option 3* for Corrections emphasis at senior universities.

Students who desire only a 2-year degree should take the Associate in Science degree in Criminal Justice. Three options are offered: *Option 1* for Law Enforcement emphasis; *Option 2*, for Corrections emphasis and *Option 3* for Crime Scene Technology emphasis.

Suggested program sheets are available in the Counseling office for all options.

Non credit seminars and workshops are offered 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 Criminal Justice Standards and Training Commission Training Certificate which authorizes the basic Police Academy, the Auxiliary Academy, Police Career Development courses, and a Corrections Academy to meet the local needs.

Criminal Justice students with extensive noncredit experience and/or training may receive credit for specific courses by satisfactorily completing all requirements and examinations for the course. Applications should be made to the Experiential Learning Office.

The Criminal Justice Core subjects are taken by *all* Criminal Justice students. Core subjects are English, Mathematics, Political Science, Psychology, Sociology and Constitutional Law. Other subjects, as listed, are taken to suit the requirements of the option selected by the students. All degrees and options have the following requirements.

1. Completion of at least 24 hours at Broward Community College including the last 12 semester hours.
2. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. Students are responsible for completing all graduation requirements.
3. Removal of all admission conditions.
4. Attendance at all official graduation exercises.

## Requirements for the Associate in Arts Degree in Pre-Criminal Justice

### (Option 1)

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:

	Semester Hours
Communications .....	6
ENC 1101, and 1102 or 1240 (6)	
Social Science .....	24
PSY 2012 (3)	
SOC 2000 (3)	

SOC/PSY Electives (6)  
ECO 2013 (3)  
POS 1041 or 1112 (3)  
EUH 1000 and 1001 (6)

- |                              |   |
|------------------------------|---|
| Mathematics .....            | 3 |
| MGF 1113 or higher level (3) |   |
| Science .....                | 7 |
| APB 1150 and 1150L (4)       |   |
| Any Science Course (3)       |   |
| Humanities .....             | 6 |
3. Completion of the following requirements in Criminal Justice:  
CCJ 1020 (3), CCJ 1250 (3), CCJ 1410 (3)  
and CCJ 1300 (3) ..... 12
  4. Completion of Physical Education activities ..... 4  
(Note: Not required of veterans or students 29 years old or older.)
  5. Completion of at least 3 credits of electives to be taken from the following courses:  
Anthropology, Social Sciences, Science,  
Statistics ..... 3

## Requirements for the Associate in Arts Degree in Pre-Criminal Justice

### (Option 2) Law Enforcement Emphasis

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:

Semester  
Hours

- |   |    |
|---|----|
| Communications .....                                | 6  |
| ENC 1101, and 1102 or 1240 (6)                      |    |
| Social Science .....                                | 18 |
| PSY 2012 (3)  |    |
| SOC 2000 (3)  |    |
| SOC/PSY Electives (6)                               |    |
| POS 1041 and 1112 or<br>EUH 1000 and 1001 (6) ..... | 6  |
| Mathematics .....                                   | 3  |
| MGF 1113 or higher level (3)                        |    |
| Science .....                                       | 6  |
| Humanities .....                                    | 6  |
3. Completion of the following requirements in Criminal Justice:  
CCJ 1020 (3), CCJ 1250 (3), CCJ 1220  
(3), CCJ 1410 (3), CJT 2100 (3),  
CJT 2110 (3) ..... 18
  4. Completion of Physical Education activities ..... 4
  5. Completion of at least 3 credits of electives to be taken from the following courses:  
Anthropology, Social Sciences,  
Science or Statistics ..... 3

## Requirements for the Associate in Arts Degree in Criminal Justice

### (Option 3) Corrections Emphasis

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  
ENC 1101, and 1102 or 1240 (6)  
Science ..... 6  
Mathematics ..... 3  
MGF 1113 or higher level (3)  
Social Science ..... 18  
POS 1041 and 1112 or  
EUH 1000 and 1001 (6)  
PSY 2012 (3)  
SOC 2000 (3)  
SOC/PSY electives (6)  
Humanities ..... 6
3. Completion of the following allied subjects ..... 18  
CCJ 1250 (3), CCJ 1300 (3), CCJ 1440  
(3), CCJ 2320(3), CCJ 2350 (3),  
CCJ 2933
4. Completion of Physical Education activities ..... 4
5. Completion of at least 3 credits of electives to be taken from the following areas:  
Anthropology, Psychology, Sociology  
or Statistics ..... 3

## Requirements for the Associate in Science Degree in Criminal Justice:

### (Option 1) Law Enforcement Emphasis

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 ..... 9  
ENC 1101, and 1102 or 1240 or 1210 (6)  
SPE 1024 (3)  
Mathematics ..... 3  
MGF 1113 or MAT 1013 (3)  
Social Science ..... 15  
POS 1041 or 1112 (3)  
PSY 2012 (3)  
SOC 2000 (3)  
SOC/PSY elective (6)
3. Completion of 24 credits in the major field of concentration:  
CCJ 1020, 1250, 1410, 1420, 1220, 1230,  
CJT 2100, 2110 ..... 24
4. Completion of 4 semester hours of Physical Education activities ..... 4



5. Completion of 9 credits of electives ..... 9  
to be taken from:  
COC 1300, SOC, PSY, SCI, HUM or CCJ  
2120

## Requirements for the Associate in Science Degree in Criminal Justice:

### (Option 2) Corrections Emphasis

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  
ENC 1101, and 1102 or 1240 or 1210 (6)  
Mathematics ..... 3  
MGF 1113 or MAT 1013 (3)  
Social Science ..... 15  
POS 1041 or 1112 (3)  
PSY 2012 (3)  
SOC 2000 (3)  
SOC/PSY elec (6)
3. Completion of 18 credits in the major field of concentration:  
CCJ 1250, 1300, 1440, 2330, 2350  
2933 ..... 18
4. Completion of 4 semester hours of Physical Education activities ..... 4
5. Completion of 18 credits of electives ..... 18  
as follows:  
Criminal Justice:  
CCJ 1020, 1220, CJI 2100 (3)  
General Education:  
COC 1300, SOC, PSY, SCI, HUM (15)

## Requirements for the Associate in Science Degree in Criminal Justice:

### (Option 3) 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:  
Communications ..... 6  
ENC 1101, and 1102 or 1240 or 1210 (6)  
Mathematics ..... 3  
MGF 1113 or MAT 1013 (3)  
Social Science ..... 12  
POS 1041 or 1112 (3)  
PSY 2012 (3)  
SOC 2000 (3)  
SOC/PSY electives (3)  
Science and Labs ..... 8  
Logic ..... 3  
PHI 1100 or 1103 or 2010 (3)

3. Completion of 27 credits in the major field of concentration:  
CCJ 1020, 1250, 1220, 1230, 1410  
CJT 2100, 2110, 2120, 2130 ..... 27
4. Completion of 4 semester hours of Physical Education activities ..... 4
5. Completion of 3 credits of electives to be taken from following ..... 3  
FFP 2240-SCI-HUM

## Police Science (Certificate Program)

This program is designed to assist working police officers in achieving 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. This program is for police officers only.

POS 1041	National Government or	
POS 1112	State and Local Government	3
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1250	Constitutional Law	3
CCJ 1410	Police Administration I	3
CCJ 1420	Police Administration II	3
CCJ 1220	Criminal Law	3
CCJ 1230	Criminal Evidence	3
CJT 2100	Criminal Investigation I	3
CJT 2110	Criminal Investigation II	3
SOC 2000	General Sociology	3

Total semester hours ..... 30

## Corrections (Certificate Program)

POS 1041	National Government or	
POS 1112	State and Local Government	3
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1250	Constitutional Law	3
CCJ 1300	American Corrections	3
CCJ 1440	Confinement Facilities	3
CCJ 2330	Probation and Parole Procedures	3
CCJ 2350	Correctional Casework	3
CCJ 2933	Correctional Seminar	3
SOC 2000	General Sociology	3
PSY 2012	Psychology	3

Total Semester Hours ..... 30

## Criminal Justice Associate in Arts Degree (Option 1)

### FIRST YEAR

#### Term I

ENC 1101	English	3
APB 1150	& 11105L Biology	4

CCJ	1250	Constitutional Law	3
CCJ	1020	Intro Criminal Just	3
		Phys. Ed.	1

14

*Term II*

ENC	1102	or 1240 Composition	3
SOC	2000	Sociology	3
		Science	3
CCJ	1410	Police Admin	3
		Phys. Ed.	1

13

*Term IIIA or IIIB*

MFG	1113	Math	3
PSY	2012	Psychology	3

6

**SECOND YEAR**

*Term I*

		Soc./Psych. Elec.	3
		Humanities	3
ECO	2013	Economics	3
EUH	1000	History	3
CCJ	1300	Amer. Corrections	3
		Phys. Ed.	1

16

*Term II*

		Soc./Psych. Elec.	3
		Humanities	3
POS	1041	or 1112 Polit. Sci.	3
EUH	1001	History	3
		Elective	3
		Phys. Ed.	1

16

Total 65

**Criminal Justice**  
Associate In Arts Degree  
(Option 2) Law Enforcement  
Emphasis

**FIRST YEAR**

*Term I*

ENC	1101	Composition	3
		Science	3
CCJ	1250	Constitutional Law	3
CCJ	1020	Intro. to Crim. Just.	3
		Phys. Ed.	1

13

*Term II*

ENC	1102	or 1240 Composition	3
SOC	2000	Sociology	3
		Polit. Sci.	3
CCJ	1410	Police Admin. I	3

CCJ	1220	Criminal Law	3
		Phys. Ed.	1

16

*Term IIIA or IIIB*

MFG	1113	Math	3
PSY	2011	Psych.	3

6

**SECOND YEAR**

*Term I*

		Soc./Psych. Elec.	3
		Humanities	3
		Science	3
CJT	2100	Criminal Invest. I	3
		Phys. Ed.	1

13

*Term II*

		Soc./Psych. Elec.	3
		Humanities	3
		Political Science	3
		Elective	3
CJT	2110	Criminal Invest. II	3
		Phys. Ed.	1

16

Total 64

**Criminal Justice**  
Associate in Arts Degree  
(Option 3) Corrections  
Emphasis

**FIRST YEAR**

*Term I*

ENC	1101	Composition	3
		Social Science	3
CCJ	1250	Constitutional Law	3
CCJ	1300	Amer. Corrections	3
		Phys. Ed.	1

13

*Term II*

ENC	1102 or 1240	Composition	3
SOC	2000	Sociology	3
		Polit. Sci.	3
CCJ	1440	Confinement Facil.	3
		Phys. Ed.	1

13

*Term IIIA or IIIB*

MFG	1113	Math	3
PSY	2012	Psychology	3

6

**SECOND YEAR**

*Term I*

		Soc./Psych. Elec.	3
--	--	-------------------	---



		Humanities .....	3
		Science .....	3
CCJ	2320	Probation and Parole .....	3
CCJ	2350	Corrections Casework .....	3
		Phys. Ed. ....	1
			<hr/>
			16

*Term II*

		Soc./Psych. Elec. ....	3
		Humanities .....	3
		Political Science .....	3
		Elective .....	3
CCJ	2933	Corrections Sem. ....	3
		Phys. Ed. ....	1
			<hr/>
			16
		Total	64

**Criminal Justice**  
Associate in Science Degree  
(Option 1) Law Enforcement  
Emphasis  
FIRST YEAR

*Term I*

ENC	1101	Composition .....	3
SPE	1024	Speech .....	3
CCJ	1250	Constitutional Law .....	3
CCJ	1020	Intro. to Crim. Just. ....	3
		Phys. Ed. ....	1
			<hr/>
			13

*Term II*

ENC	1102 or 1240 or 1210	Composition .....	3
SOC	2000	Sociology .....	3
POS	1041	or 1112 Polit. Sci. ....	3
CCJ	1410	Police Admin. I .....	3
CCJ	1220	Criminal Law .....	3
		Phys. Ed. ....	1
			<hr/>
			16

*Term IIIA or IIIB*

PSY	2012	Psychology .....	3
MGF	1113	or MAT 1013 .....	3
		Mathematics .....	—
			<hr/>
			6

**SECOND YEAR**

*Term I*

		Soc./Psych. Elec. ....	3
		Elective .....	3
CJT	2100	Criminal Invest. I .....	3
CCJ	1420	Police Admin. II .....	3
CCJ	1230	Criminal Evidence .....	3
		Phys. Ed. ....	1
			<hr/>
			16

*Term II*

		Soc./Psych. elec. ....	3
		Elective .....	3
CJT	2110	Criminal Invest. II .....	3
		Phys. Ed. ....	1
			<hr/>
			13
		Total	64

**Criminal Justice**  
Associate in Science Degree  
(Option 2) Corrections  
Emphasis  
FIRST YEAR

*Term I*

ENC	1101	Composition .....	3
POS	1041	or 1112 Polit. Sci. ....	3
CCJ	1250	Constitutional Law .....	3
CCJ	1300	Amer. Corrections .....	3
		Phys. Ed. ....	1
			<hr/>
			13

*Term II*

ENC	1102	or 1240 or 1210 Composition .....	3
SOC	2000	Sociology .....	3
		Elective .....	3
CCJ	1440	Confinement Facil. ....	3
		Phys. Ed. ....	1
			<hr/>
			13

*Term IIIA or IIIB*

MGF	1113	or MAT 1013 .....	3
PSY	2012	Psychology .....	3
			<hr/>
			6

**SECOND YEAR**

*Term I*

		Soc./Psych. Elec. ....	3
		Elective .....	3
		CJ Elective .....	3
CCJ	2320	Probation and Parole .....	3
CCJ	2350	Corrections Casework .....	3
		Phys. Ed. ....	1
			<hr/>
			16

*Term II*

		Soc./Psych. Elec. ....	3
		Elective .....	3
		Elective .....	3
		Elective .....	3
CCJ	2933	Corrections Sem. ....	3
		Phys. Ed. ....	1
			<hr/>
			16
		Total	64

**Criminal Justice**  
**Associate in Science Degree**  
**(Option 3) Crime Scene**  
**Technology Emphasis**  
**FIRST YEAR**

<i>Term I</i>			
ENC	1101	Composition .....	3
		Science & Lab .....	4
CCJ	1250	Constitutional Law .....	3
CCJ	1020	Intro. to Crim. Just. ....	3
CJT	2100	Criminal Invest. I .....	3
		Phys. Ed .....	1
			17

<i>Term II</i>			
ENC	1102	or 1240 or 1210 Composition ....	3
		Science & Lab .....	4
SOC	2000	Sociology .....	3
CCJ	1220	Criminal Law .....	3
CJT	2110	Criminal Invest. II .....	3
		Phys. Ed. ....	1
			17

<i>Term IIIA or IIIB</i>			
MGF	1113	or MAT 101 .....	3
PSY	2012	Psychology .....	3
			6

**SECOND YEAR**

<i>Term I</i>			
PHI	1100	Soc./Psych. Elec. ....	3
		or 1103 or 2010 Logic .....	3
CCJ	1230	Criminal Evidence .....	3
CJT	2120	Forensic Photo .....	3
		Phys. Ed. ....	1
			13

<i>Term II</i>			
POS	1041 or 1112	Polit. Sci. ....	3
		Elective .....	3
CCJ	1420	Police Admin. I .....	3
CJT	2130	Crime Scene Practicum .....	3
		Phys. Ed. ....	1
			13
			Total 66

**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 inservice 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**  
**(Associate in Science Degree)**

Requirements for the Associate of Science Degree in Fire Science:

1. Completion of 70 semester hours of credit and grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

	Semester Hours
COMMUNICATIONS .....	6
ENC 1101 and ENC 1210 or ENC 1240	
SPC 1024 .....	3
MATH .....	3
MAT 1013, MGF 1113 or MTB 1103	
SOCIAL SCIENCE .....	9
Any 2 Social Science courses or co-op work experience plus POS 1112	

3. Completion of any two of the following courses from the business area:  
 GEB 1011, BUL 2111, BUL 2112,  
 ACC 2001, ECO 2013 ..... 6
4. Completion of Fire Science courses—Core Curriculum ..... 33  
 \*\*FFP 1000, EMS 1059 (3 cr.)\*\*\*\*  
 FFP 1100, FFP 1203, FFP 1320,  
 FFP 1400, \*FFP 2101, FFP 2130, \*FFP  
 2402,  
 FFP 2500, \*FFP 2501.  
 \*\*\*\*Select any two of the following: ..... 6  
 FFP 2240, FFP 2600,  
 \*\*\*FFP 2150.  
 \* Needs prerequisites or instructor approval.  
 \*\* 200-hour Certification Course will automatically satisfy for FFP 1000 (FS 100)  
 \*\*\* Course is required by the Florida Fire Fighters Standards Council for pre-officer eligibility.  
 \*\*\*\*EMS State Certificate courses, if required by respective fire departments (3 credits) will be accepted toward Area 5.
5. Completion of Physical Education or exemption—See catalog under Degree  
 Requirements ..... 4
6. Cooperative Work-Study program includes Fire Science students ..... 6  
 (May substitute 3 hours of co-op credit for each of 2 social sciences FFP 2949.)



7. Completion of requirements C & D in the General Information/Graduation and Degree Requirements Section.

### Fire Science (Certificate Program)

This program is designed to increase the practical knowledge of the inservice fireman in relation to the administration and operation of the fire department and as an aid in meeting promotional requirements.

FFP	1100	Fire Administration I	3
FFP	1400	Fireground Tactics and Strategy	3
FFP	2101	Fire Administration II	3
FFP	2500	Hazardous Materials I	3
FFP	2501	Hazardous Materials II	3
FFP	1203	Fire Prevention Theory and Application	3
FFP	2402	Application of Fire Science Tactics	3
Selection of any four Fire Science courses			<u>12</u>
Total Semester Hours			33

#### FIRST YEAR

##### Term I

FFP	1000	Intro to Fire Science	3
FFP	1100	Fire Administration I	3
FFP	2500	Hazardous Material I	3
FFP	1400	Fireground Tactics & Strategy	3
ENC	1000	Fund of Writing or	
ENC	1101	Composition	3
Physical Education Activity			<u>1</u>

Total Semester Hours 16

##### Term II

FFP	2101	Fire Administration II	3
*FFP	2501	Hazardous Material II	3
*FFP	2402	Application of Fireground Tactics	3
*ENC	1210	Occupational Writing or	
*ENC	1240	Composition	3
Physical Education Activity			<u>1</u>

Total Semester Hours 13

##### Term IIIA

FFP	2130	F.D. Supervision	3
SPC	1024	Intro to Speech	3

Total Semester Hours 6

#### Term IIIB

Any two (2) of the following business courses:

GEB	1011	Intro. to Business	3
ECO	2013	Principles of Economics I	3
BUL	2111	Business Law I	3
BUL	2112	Business Law II	3
ACC	2001	Principles of Accounting I	<u>3</u>

Total Semester Hours 6

#### SECOND YEAR

##### Term I

FFP	1203	Fire Prevention Theory and Application	3
FFP	1320	Fire Protection Through Building Construction	3
MAT	1013	Elem Algebra or	
MGF	1113	Gen Ed College Math or	
MTB	1103	Business Math	3
POS	1112	State and Local Govt	3
Social Science or Co-op Work Experience			3
Physical Education Activity			<u>1</u>

Total Semester Hours 16

##### Term II

Fire Science Elective		3
<sup>2</sup> Fire Science Elective		3
Social Science or Co-op Work Experience		3
EMS 1059 First Responder		3
Physical Education Activity		<u>1</u>

Total Semester Hours 13

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

<sup>1</sup> FFP 1000 is not taught at Broward Community College. Students who become certified firefighters (complete basic 200 hour state requirement) will be awarded 3 semester hours credit for FFP 1000. Students should present their certificates to the Experiential Learning Department to obtain credit.

<sup>2</sup> Fire Science Electives to be selected from:  
FFP 2240 Arson and Fire Investigation  
FFP 2600 Fire Apparatus and Procedures  
FFP 2150 Techniques of Instruction in the Fire Service  
EMS State Certification: *If required* by respective fire departments, 3 credits will be accepted toward the fire science elective area.

## Division of Engineering Technology

The Division of Engineering Technology consists of the following departments:

Architectural Technology—ARC  
 Building Construction and Civil Engineering  
 Technology—BCN, ETC, ETD, ETE, ETG, EVS  
 Landscape Technology—ENY, ORH, PMA  
 Pest Control Technology—ENY, PMA, ORH  
 Electronic Technology—CDA, ETD, ETE  
 Transportation Technology and Aviation—AER,  
 ASC, ATF, ATT, ATM, AVM.

Instruction in these programs provides students with the theoretical knowledge and the practical experience necessary to obtain employment in these technical fields and to qualify for an Associate of Science Degree. Graduates of these programs are qualified to pursue the Bachelor of Science in Technology Degree at upper level institutions throughout the State of Florida and at other colleges and universities throughout the nation. Graduates from these programs have been in great demand by employers, usually with more job opportunities than graduates. Due to the continued growth in these technical fields, future employment prospects and opportunities for advancement look very good.

Suggested program sheets are available in Architecture, Building Construction, Civil Engineering, Electronics, Automotive Technology, Aviation, Landscape Technology, and Pest Control Technology.

### Engineering Technology Curriculum

Requirements for the Associate of Science Degree in Engineering Technology Programs are the following:

1. Completion of all courses required, as listed in the particular technical program, and a minimum cumulative grade point average of 2.0.

2. General Education Courses:

#### Semester Hours

#### COMMUNICATIONS

English ..... 6

SOCIAL SCIENCE ..... 3

#### \*SCIENCE AND MATH

Mathematics ..... 6

Physics ..... 4

3. \*\*ELECTIVES ..... 6

4. Completion of courses in a selected major field ..... 37

5. Completion of a minimum of 24 semester hours 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. Removal of all admission conditions.

8. Attendance at all official graduation exercises.

Some Engineering Technology programs are only offered on one campus. Students should check with Counseling for the campus location of their program.

\*\* Electives should be related to the student's program of study and may include Cooperative Work-Study courses.

### Department of Transportation Technology

The Department of Transportation Technology offers Associate in Science degree programs in Automotive Technology, Aviation Administration, Air Traffic Control, Aviation Maintenance Technology, and Career Pilot. In addition, the Department offers specialized courses in Avionics, Airline Marketing and Transportation, and Traffic Management which are a part of degree programs offered by the Divisions of Engineering Technology and Business Administration.

Avionics Courses:

ATT 2371 Aircraft Communication  
 and Navigation Systems  
 ATT 2372 Aircraft Flight Control  
 Systems  
 ATT 2373 Aircraft Pulse and  
 Microwave Systems

These courses are offered as an area of concentration under the Electronics program. They are designed to prepare individuals for interesting and rewarding careers in the field of aviation electronics. Technicians specializing in avionics must be proficient in all areas of electronics. They are responsible for the inspection, repair, overhaul, and calibration of transmitters and receivers used for communications, the analog and digital computer circuits used for navigation, and pulse circuits used for distance measuring equipment and radar. These technicians are also responsible for synchros and servos used in flight control.

Airline Marketing Courses:

ASC 1010 History of Aviation  
 ATT 1100 Aeronautical Science  
 AVM 2512 Airline Management

These courses are offered as part of the Airline Marketing Careers program by the Marketing Department under the Division of Business Administration. The Airline Marketing Careers program is designed for those individuals who wish to pursue a career with an airline as a flight attendant, reservations agent, customer services agent, or other related marketing positions.

Transportation and Traffic Management courses:

TRA 1030 Intro. to Transp. and  
 Traffic Mgmt.  
 TRA 1100 Transp. and Traffic  
 Mgmt. I  
 TRA 2110 Transp. and Traffic  
 Mgmt. II  
 TRA 2120 Transp. and Traffic  
 Mgmt. III



These courses are offered as part of the Management program under the Division of Business Administration. Traffic Management is one of the most vital supporting activities of a firm's operation. Materials coming into the firm and finished products on their way to the marketplace form the primary focus of traffic management. Students desiring to enter the field of Traffic Management and veteran employees will gain a professional academic background directly related to their field.

## Automotive Technology

The Associate Degree Apprenticeship Program in Automotive Technology combines on-the-job training with classroom instruction to prepare students for careers as automotive technicians. As the automotive industry advances with sophisticated technology and responds to the needs and demands of consumerism and legislation, employment opportunities have increased for technicians; that is, technicians who are more highly skilled than mechanics of the past. There are also opportunities in management for those who are interested.

In response to these changes, Broward Community College designed the automotive curriculum in cooperation with the National Automobile Dealers Association (NADA), the South Florida Automobile Dealers Association, and the U.S. Department of Labor.

It is a three year program covering nine terms, with apprentice working full time during the day in the industry, and attending Broward Community College two (sometimes three) afternoons or evenings a week. The program is demanding and the students must be willing to commit themselves to both work and study for the three year period.

Graduates of the program will receive an A.S. Degree in Automotive Technology and the background to become certified as a General Automobile Mechanic by the National Institute for Automotive Service Excellence (NIASE). The certification is achieved through attainment of a passing score on examinations administered by NIASE. It is nationally recognized by the industry as a measurement of skill level for the trade. In addition, the program is registered as an approved apprenticeship program by the U.S. Department of Labor, Bureau of Apprenticeship and Training.

### Admission Requirements

- Age 18 or over
- High school graduate, GED or equivalent
- Full-time employment as an apprentice in the automotive industry.

This includes:

- Individuals with a desire and willingness to be placed in a full-time apprenticeship position. Broward Community College will assist through its Cooperative Education Department, but cannot assure this job placement or
- Individuals presently employed in the automotive industry

### Admission Steps

1. Application for admission to Broward Community College
2. Interview with Cooperative Education Coordinator (South Campus)
3. Completion of Apprentice Enrollment form (one copy sent to NADA)
4. Currently working in the industry or job placement referral (as applicable)
5. Register for general education/technical courses as applicable.
6. Employment and admission to the degree program.

Once admitted to the program, apprentices are required to:

1. Furnish the hand tools necessary for successful performance of work assignments. The number of tools necessary at the beginning will usually depend on the entrance-skill level of the apprentices. The apprentices will be expected to purchase additional tools as skills and responsibilities increase and as suggested by the employer.
2. Purchase books, manuals and supplies which are required as part of the program.
3. Enroll in, attend regularly, and complete satisfactorily the curriculum established for the program at Broward Community College. Tuition and other expenses are the apprentices' responsibilities.

## Automotive Technology (Associate in Science Degree)

The objective of this three year program is to prepare individuals for a career in automotive technology. Courses included in the Automotive Technology program fall into three areas: The *general education* core which includes academic courses designed to meet the requirements for an Associate degree and provide a more comprehensive and higher level of training than can be offered by the non-college credit occupational preparatory programs; the *apprenticeship* core which provides on-the-job training at a dealership, and, the *technical* core which is designed to provide students with a working knowledge of each of eight major areas of automotive technology.

### FIRST YEAR

#### Term I

AER 1100	Auto Electrical Sys .....	3
MTB 1321	Technical Math I .....	3

Total Semester Hours ..... 6

#### Term II

AER 1000	Integrated Auto Systems .....	3
*MTB 1322	Technical Math II .....	3

Total Semester Hours ..... 6

#### Term III

AER 1112	Adv Engine Diagnosis .....	3
MAN 2000	Intro to Management .....	3
	Physical Education Activity .....	1

Total Semester Hours ..... 7

## SECOND YEAR

### Term I

AER 1121	Brake Systems and Chassis Repair .....	3
*ENC 1103	Composition .....	3
Total Semester Hours .....		6

### Term II

AER 1120	Steering and Suspension Systems .....	3
AER 2944	Apprentice Program II .....	3
*ENC 1210	Occupational Writing .....	3
Total Semester Hours .....		9

### Term III

AER 1171	Heat and Air Cond Theory .....	3
AER 2945	Apprentice Program III .....	3
MAN 2342	Prin of Supervision .....	3
Physical Education Activity .....		1
Total Semester Hours .....		10

## THIRD YEAR

### Term I

AER 1131	Transmission and Drive Systems .....	3
INP 1301	Human Relations in Business and Industry .....	3
Total Semester Hours .....		6

### Term II

AER 1004	Power Plant Overhaul Theory .....	3
Elective (Humanities/Social Sci) .....		3
Physical Education Activity .....		1
Total Semester Hours .....		7

### Term III

AER 1160	Automotive Parts and Service Dept. Management .....	3
Elective (Business Admin) .....		3
Physical Education Activity .....		1
Total Semester Hours .....		7

\*ENC 1000 will satisfy the degree requirements, however, may not be acceptable to a four year institution.

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

## Aviation Programs

Education in aviation prepares students for employment in one of the most rapidly growing segments of the nation's largest industries. Air transportation and its allied activities are growing at a phenomenal rate, and economic forecasts indicate this growth will continue during the next decade. Opportunities for management and technically trained personnel are almost limitless.

There are three aviation programs leading to the Associate in Science degree. They are the following:

1. *Aviation Administration*, which prepares students for employment or advancement in management positions.
2. *Air Traffic Control*, leading to employment with the Federal Aviation Administration (FAA) as air traffic controllers in airport control towers, air route traffic control centers, and flight service stations.
3. *Aviation Maintenance Technology*, which leads to the FAA Airframe and Powerplant Certificates and employment with the airlines or within the General Aviation sector.
4. *Career Pilot*, which prepares students for FAA ratings as Private Pilot, Commercial Pilot, and Instrument Flight.

The ground school program is fully approved by the FAA and the college is certified as an FAA Air Agency under Federal Air Regulations Part 141.

## Aviation Administration (Associate in Science Degree)

The Aviation Administration program is designed for students who would like to work in the aviation industry, but not primarily as pilots. Selected theoretical aviation knowledge is provided together with general business management and specialized aviation management courses.

## FIRST YEAR

### Term I

ATT 1100	Aeronautical Sci .....	3
ASC 1010	Navigational Sci I .....	3
ASC 1011	History of Aviation .....	3
*ENC 1101	Composition .....	3
*2MAC 1132	Pre-calculus I .....	3
Physical Education Activity .....		1

Total Semester Hours .....

### Term II

*ASC 1210	Meteorology .....	3
*ENC 1102	or .....	
1240	Composition .....	3
*Elective .....		3
POS 1041	National Govt .....	3
*2STA 2013	Elem. Statistics .....	3
Physical Education Activity .....		1

Total Semester Hours .....

### Term IIIA

AVM 2410	Airport Management .....	3
POS 1112	State and Local Govt .....	3

Total Semester Hours .....

## SECOND YEAR

### Term I

AVM 2301	Gen'l Aviation Mktg .....	3
ECO 2013	Prin of Economics I .....	3



ACC 2001	Prin of Accounting I	3
ASC 2870	Aero Science Safety	3
MTB 1304	Math with Machines	1
Physical Education Activity		1

Total Semester Hours 14

#### Term II

AVM 2512	Airline Management	3
*ECO 2023	Prin of Economics II	3
*ACC 2021	Prin of Accounting II	3
*PHY 1001	Physics	3
*PHY 1002L	Physics Lab	1
Physical Education Activity		1

Total Semester Hours 14

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

<sup>1</sup> ENC 1000 and ENC 1210 will satisfy the requirements for the degree, however, they may not be acceptable to a four year institution.

<sup>2</sup> MTB 1321, 1322 may be take if student does not plan to transfer to an upper division university or college.

<sup>3</sup> 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.

### Air Traffic Controller Program (Associate in Science Degree)

This is a four-year cooperative 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 semester hours of work at Broward Community College, students 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 at Broward Community College. A minimum of two on-the-job training work periods are provided with the FAA, during which students are paid at regular civil service rates by the U.S. Government. No actual flight training is required. Students are encouraged to take ATF 1100, Primary Flight, as an elective. Students should contact the Cooperative Education Office during their first semester of enrollment. Upon satisfactory completion of the four-year program, students receive an Associate in Science degree from this institution as well as a Baccalaureate degree from Florida International University.

#### FIRST YEAR

##### Term I

ATT 1100	Aeronautical Sci	3
ASC 1100	Navigational Sci I	3
ENC 1101	Composition	3

POS 1041	National Govt	3
Humanities		3
Physical Education Activity		1

Total Semester Hours 16

#### Term II

ASC 1010	History of Aviation	3
*ENC 1240	Composition	3
MTB 1321	Technical Math I	3
MTB 1304	Math with Machines	3
Humanities		3
Elective		3
Physical Education Activity		1

Total Semester credits 17

#### Term III

##### Screening and Selection by FAA

After selection by the FAA, students will take courses at both FIU and Broward Community College. The exact scheduling will vary according to the time of year. Additional courses required at Broward Community College are as follows:

*ASC 1210	Meteorology	3
*ASC 1550	Aerodynamics	3
*ASC 2110	Navigational Sci II	3
*ASC 2870	Aero Science Safety	3
*ATT 2120	Instrument Flight Theory	3
*ATT 2890	Directed Studies in ATC	3
*MTB 1322	Technical Math II	3
*PHY 1001	Physics	3
*PHY 1002L	Physics Lab	1
SPC 1024	Intro to Speech	3
*ASC 2949	Work Experience	3
Physical Education Activity		2

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

Students can determine courses required for graduation at F.I.U. from that institution. The Transportation Technology Department at Broward Community College maintains a current list of the FIU required courses. Students should plan their program so that all work at Broward Community College is completed prior to commencing the final quarter at FIU.

### Air Traffic Controller (Certificate Program)

The Air Traffic Controller certificate program is designed for those individuals who hold an Associate degree or higher from an accredited college or university and wish to qualify for selection into the FAA Air Traffic Controller Cooperative program. Students must complete the following courses:

#### Term I

ATT 1100	Aeronautical Science	3
ASC 1010	History of Aviation	3
ASC 1100	Navigation Science I	3
ASC 1210	Meteorology	3
	Mathematics Elective	3

Total Semester Hours 15

### *Term II*

ASC	2110	Navigation Science II	3
ASC	2870	Aeronautical Science	
		Safety	3
ATT	2120	Instrument Flight	
		Theory	3
		Mathematics Elective	3

Total Semester Hours 12

### *Work Term*

ASC	2949	Co-op Work Experience	3
ATT	2890	Directed Studies in Air	
		Traffic Control	3

Total Semester Hours 6

## **Aviation Maintenance Technology** (Associate in Science Degree)

The Aviation Maintenance Technology program leads to the Associate in Science Degree and the Federal Aviation Administration Airframe and Powerplant Mechanic Certificate.

The plan of study complies with the Federal Aviation Regulations Part 147 for an approved mechanics school and, in addition, offers the advantage of contemporary aviation technical courses supplemented by college level general academic courses.

## **Aviation Maintenance Technology** (Associate in Science Degree)

The Aviation Maintenance Technology program leads to the Associate in Science Degree and the Federal Aviation Administration Airframe and Powerplant mechanic certificate.

The plan of study complies with the Federal Aviation Regulations Part 147 for an approved mechanics school and, in addition, offers the advantage of contemporary aviation technical courses, supplemented by college level general academic courses.

### **FIRST YEAR**

#### *Term I (General)*

ATT	1100	Aeronautical Science	3
ATM	1001	Math, Physics, Theory of Flight	
		and Aircraft Drawings	2
ATM	1071	Federal Air Regulations and Weight	
		and Balance	2
ATM	1011	Basic Electricity	3
ATM	1091	Aircraft Servicing Operations and	
		Fluid Lines and Fittings	2
ATM	1061	Materials and Processes, Corrosion	
		Control	3
ENC	1000	or ENC 1101 Composition	3

Total Semester Hours 18

#### *Term II (Airframe)*

ATM	1331	Aircraft Structural and	
		Sheet Metal Fabrication	4
ATM	1311	Aircraft Wood, Fabrics and	
		Finishes	2

ATM	1351	Aircraft Welding, Assembly	
		and Rigging	4
ATM	1461	Aircraft Electrical Systems	4
ATM	1431	Aircraft Instruments and	
		Aircraft Communications	
		and Navigational Equipment	1
ENC	1210	Occupational Writing	3

Total Semester Hours 18

### *Term III (Airframe)*

ATM	1411	Ice/Rain/Fire Protection,	
		Hydraulics and Pneumatics	2
ATM	1451	Aircraft Environmental and	
		Aircraft Fuel Systems	3
ATM	1401	Landing Gear/Position/Warning	
		and Airframe Inspection	3
ATM	1371	Test/Review/Practical	1
POS	1041	National Government	3
MTB	1304	Math with Machines	1
		Physical Education Activity	2

Total Semester Hours 15

## **SECOND YEAR**

### *Term I (Powerplant)*

ATM	2111	Aircraft Reciprocating Engines	
		and Overhaul	6
ATM	2121	Engine Electrical Systems/Ignition	
		Systems	4
ATM	2151	Propellers and Propeller Systems,	
		Trouble Shooting and	
		Engine Run	3
Elective			3

Total Semester Hours 16

### *Term II (Powerplant)*

ATM	2101	Engine Installation, Operation and	
		Inspection/Engine Instruments,	
		Engine Fire Protection	2
ATM	2501	Engine Fuel and Metering System,	
		Induction/Exhaust Systems	
		Lubricating/Cooling Systems	6
ATM	2202	Turbine Engines and Turbine	
		Engine Systems/Trouble	
		Shooting and Engine Run	3
ATM	2551	Test/Review/Practical	3
		Math/Sci. Elective	3
Elective			3

Total Semester Hours 20

Notes: 1. Students will enter the program only during Terms I and II and register for the ATM courses as a block during the particular term. Enrollments for individual ATM courses will not be permitted.

2. Students registering for the first Airframe section during Term III will take all courses except ATM 1431. This course will be taken during the following term with the second Airframe section.



## Career Pilot Program (Associate in Science Degree)

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 Transportation Technology. The average of the student's final grades in ATT 1100 and ASC 1100 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 ASC 1550, 1610 and 2870 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 ASC 1210, 2110 and ATT 2120 must be 80 or more in order to be eligible to take the FAA written examination for an instrument rating.

### Program for Career Pilot (Associate in Science Degree)

#### FIRST YEAR

##### Term I

ATT 1100	Aeronautical Sci .....	3
ASC 1100	Navigational Sci I .....	3
*ATF 1100	Primary Flight .....	3
ENC 1000	or 1101 Composition .....	3
<sup>1</sup> MTB 1321	Technical Math I .....	3
Physical Education Activity	.....	1

Total Semester Hours ..... 16

##### Term II

*ASC 1210	Meteorology .....	3
*ASC 1550	Aerodynamics .....	3
*ATF 2201	Intermediate Flight .....	3
ASC 1011	History of Aviation .....	3
* <sup>1</sup> MTB 1322	Technical Math II .....	3
Physical Education Activity	.....	1

Total Semester Hours ..... 16

##### Term IIIA

*ASC 1610	Aircraft Engines Structures and Systems .....	3
*ENC 1210	Occupational Writing .....	3

Total Semester Hours ..... 6

#### SECOND YEAR

##### Term I

*ASC 2110	Navigational Sci II .....	3
*ASC 2870	Aeronautical Science Safety .....	3
*ATF 2202	Advanced Flight .....	3
*PHY 1001	Physics .....	3
*PHY 1002L	Physics Lab .....	1
Physical Education Activity	.....	1

Total Semester Hours ..... 14

##### Term II

*ATT 2120	Instrument Flight Theory .....	3
*ATF 2306	All Weather Flight .....	3
POS 1041	National Govt .....	3

<sup>2</sup> Elective .....	3
MTB 1304 Math with Machines .....	1
Physical Education Activity .....	1

Total Semester Hours ..... 14

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

<sup>1</sup>Students planning to attend a four-year institution should see a Counselor regarding a higher level math course.

<sup>2</sup>Suggested Electives: ATT 2600, ATT 2630, ATF 2500, ATF 2400C, AVM 2512, AVM 2410, AVM 2301.

## Architecture (Associate in Arts Degree)

#### Suggested Program

#### FIRST YEAR

##### Term I

*ARC 1126	Architectural Drafting I .....	3
ARH 2000	Art Appreciation .....	3
ENC 1101	Composition .....	3
*MAC 1132	Pre-Calculus I .....	3
Physical Education Activity	.....	1
EUH 1000	Western Civilization .....	3

Total Semester Hours ..... 16

##### Term II

*ARC 2020C	Architectural Communications I .....	3
*ENC 1102 or 1240	Composition .....	3
*MAC 1133	Pre-Calculus II .....	3
Social Science	.....	3
EUH 1001	Western Civilization .....	3
Physical Education Activity	.....	1

Total Semester Hours ..... 16

##### Term IIIA

ARC 2201	Theory of Architecture .....	3
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Total Semester Hours ..... 3

#### SECOND YEAR

##### Term I

ARC 1701	Survey of Architectural History (Area 5) .....	3
*ARC 2311	Architectural Design I .....	4
PSC 1121	Physical Science Survey .....	3
Humanities	.....	3
*MAC 2301	Calculus IA .....	3
Physical Education Activity	.....	1

Total Semester Hours ..... 17

##### Term II

*ARC 2312	Architectural Design II .....	4
*ARC 2580	Architectural Structures .....	4
ARC 2681	Environmental Tech .....	3

PHY 1002	Applied Physics	3
PHY 1002L	Applied Physics Lab	1
MTB 1304	Math with Machines	1

Total Semester Hours ..... 17

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

Students are responsible for the selection of appropriate courses for Area 8. Obtain list of courses in Counseling Office.

## Architectural Technology Program (Associate in Science Degree)

Provides students with the necessary basic concepts and practices employed in the architectural field today. Special problem-solving situations qualify students for special areas, such as architectural drafting, specifications writing, pictorial presentations, model presentation, and planning and estimating.

(Any changes or substitutions in the following program must have prior approval by the Department Head).

### FIRST YEAR

#### Term I

PHY 1002	Applied Physics	3
PHY 1002L	Applied Physics Lab	1
ENC 1101	Composition	3
MTB 1334	Technical Algebra	3
Physical Education Activity		1

Total Semester Hours ..... 14

#### Term II

*ARC 2020	Arch Communications	3
*ENC 1210	Occupational Writing	3
*MTB 1322	Technical Math II	3
ARC 2201	Theory of Architecture	3
Physical Education Activity		1

Total Semester Hours ..... 16

#### Term IIIA

ARC 2140C	Materials and Methods of Construction	3
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Total Semester Hours ..... 3

### SECOND YEAR

#### Term I

*ARC 2122C	Arch Drafting II	3
*ETG 2530	Strength of Materials	2
*ETG 2530L	Materials Lab	1
MTG 1304	Math with Machines	1
Elective		3
Physical Education Activity		1
SUR 2100	Surveying	1
SUR 2100L	Surveying Lab	2

Total Semester Hours ..... 14

#### Term II

*ARC 2154C	Arch Drafting III	3
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*BCN 2614C	Construction Planning and Estimating	3
BCN 2561	Mech and Elect Systems	3
POS 1112	State and Local Govt	3
Physical Education Activity		1
Elective		3

Total Semester Hours ..... 16

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

<sup>1</sup>Suggested Electives: ART 1201C, GEB 1011, \*ETC 2334, \*ETC 2410, \*ETI 1720.

Students enrolled in the Cooperative Work Experience Program should enroll in one of the following courses during their work period:

SES 2390	Work Experience I
SES 2391	Work Experience II

## Contracting and Civil Engineering Technology

### (Associate in Science Degree)

The Contracting and Civil Engineering Technology program prepares the student for employment as a Technician. The courses emphasize fundamentals and techniques of construction of buildings, utilities, highways and bridges.

### FIRST YEAR

#### Term I

*ETC 1250	Materials and Processes	2
*ETE 1223L	Materials Testing Lab	1
ETD 1121C	Civil Drafting I	3
MTB 1321	Tech. Math I	3
Elective		3
Phys. Ed Activity		1

Total Semester Hours ..... 13

#### Term II

BCN 2561	Mech and Elect Systems	3
EVS 2231	Water Supply	3
*MTB 1322	Technical Math II	3
ENC 1101	Composition	3
PHY 1002	Applied Physics	3
PHY 1002L	Applied Physics Lab	1
Physical Education Activity		1

Total Semester Hours ..... 17

#### Term IIIA

SUR 2100	Surveying	1
SUR 2100L	Surveying Lab	2

Total Semester Hours ..... 3

### SECOND YEAR

#### Term I

*ETG 2530	Strength of Materials	2
*ETG 2530L	Materials Lab	1
ETD 2122C	Civil Drafting II	3
SUR 2200	Route Surveying	3



Technical Elective .....	3
ENC 1210 Occupational Writing .....	3

Total Semester Hours ..... 15

#### Term II

Technical Elective .....	3
*ETC 2410 Structural Design .....	3
BCN 2614C Planning & Estimating .....	3
Social Science .....	3
Humanities .....	3

Total semester hours ..... 15

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

#### Suggested Technical Electives

ETD 2123C	Civ Draft III
SUR 2400C	Land Surveying
BCN 1930	Building Code

### Landscape Technology Program

The opportunities in this rapidly expanding industry for technically trained personnel are almost limitless. Technological advances, increased emphasis on environmental control through the use of plants, additional consumer leisure time and greater aesthetic interest have greatly increased the need for personnel in the areas of landscape design, landscape contracting, nursery and turf production and management, horticultural pest control, horticultural sales, and garden supply.

The Associate of Science graduates of this program will

have an understanding of the basic knowledge and technical skills necessary for rapid advancement in the industry of their 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 profitable career should contact the staff of the Landscape Technology program for a personal interview or the Counseling and Advisement Department.

### Landscape Technology Seminars and Short Courses

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

### Pest Control Technology

The tremendous increase in population is creating a pressing demand on the services offered by structural and landscape pest control companies. The opportunities are endless for technicians trained in the control of insects, diseases, nematodes, and weeds that cause a threat to environmental health and economic well being.

This two-year program combines studies in general edu-



cation, pest control technology, and business administration at the college with occupational experience under certified and licensed pest control operators. The Associate of Science graduates 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, students will receive an Associate of Science degree in Pest Control Technology and will be eligible to apply to take the Florida State Division of Health Examination in Pest Control categories.

Persons interested in the curriculum and course descriptions 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:

	Semester Hours
ENGLISH COMPOSITION .....	3
ENC 1101 .....	
SCIENCE .....	3
APB 1150 .....	
SOCIAL SCIENCE .....	6
POS 1112, INP 1301 .....	

3. Completion of 28 semester hours in major field: ENY 1007, ENY 1102, PMA 2932, ENY 2011, ENY 2224, ENY 1220, ENY 2940, ENY 2227, ENY 2943
4. Completion of semester hours in related field (Landscape): ORH 1003, ORH 2220, PMA 2003, PLS 2600
5. Completion of 15 semester hours in related areas:
 

GEN 1011 .....	3
MAR 1101 .....	3
MTB 1103 .....	3
ACC 1009 .....	3
MAN 2342 or 2343 .....	3
6. Completion of 4 semester hours of Physical Education activities.
7. Completion of a minimum of 24 semester hours at Broward Community College, including the last 12 semester hours.
8. Applying formally for the degree to the Registrar during the term in which 45 semester hours are earned.
9. Removal of all admission conditions.
10. Attendance at all official graduation exercises.

## Pest Control Technology (Associate in Science Degree)

### FIRST YEAR

#### Term I

<sup>1</sup> ENC 1101	Composition .....	3
MTB 1103	Business Math .....	3
ORH 1003	Horticultural Biology .....	3
ENY 1007	Economic Entomology .....	3
APB 1150	Prin of Biology .....	3
	Physical Education Activity .....	1

Total Semester Hours ..... 16

#### Term II

GEB 1011	Intro to Business .....	3
ACC 1009	Accounting Survey .....	3
<sup>2</sup> ORH 2220	Turf Grass Management .....	3
ENY 1220	Pesticides .....	3
ENY 1102	Insect Identification .....	3
	Physical Education Activity .....	1

Total Semester Hours ..... 16

#### Term IIIA

ENY 2940	Field Service I .....	3
<sup>2</sup> PLS 2600	Weed Identification .....	3

Total Semester Hours ..... 6

### SECOND YEAR

#### Term I

POS 1112	State and Local Govt .....	3
INP 1301	Human Relations in Business and Industry .....	3
ENY 2224	Household Pests and Control .....	4
PMA 2003	Plant Pest Control .....	4
PMA 2932	Seminar .....	2
	Physical Education Activity .....	1

Total Semester Hours ..... 17

#### Term II

MAR 1101	Salesmanship .....	3
MAN 2000	Intro to Management or Prin of Supervision .....	3
ENY 2227	Wood Destroying Pests and Control .....	4
ENY 2011	Pest Control Business Administration .....	3
ENY 2943	Field Service II .....	3
	Physical Education Activity .....	1

Total Semester Hours ..... 17

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

<sup>1</sup>ENC 1000 will satisfy degree requirements.

<sup>2</sup>ORH 2220 may be taken Term II instead of PLS 2600.



## Landscape Technology Program

Requirements for the Associate of Science Degree in Landscape Technology:

1. Completion of 72 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

	Semester Hours
ENGLISH COMPOSITION .....	3
ENC 1101 .....	
SOCIAL SCIENCE .....	6
POS 1112, INP 1301 .....	

3. Completion of 44 semester hours in major field:
 

ORH 1003	HOS 1031C	PMA 2003
ENY 1007	ORH 2512	ORH 2820C
ORH 1510	ORH 2831C	ORH 2862
ORH 1511	ORH 2896	ORH 2897
SOS 1102	ORH 2829	ORH 2830
4. Completion of 15 semester hours in related areas:
 

GEB 1011 .....	3
MAR 1101 .....	3
MTB 1103 .....	3
ACC 1009 .....	3
MAN 2000 or 2342 .....	3
5. Completion of 4 semester hours of Physical Education activities.
6. Completion of a minimum of 24 semester hours at Broward Community College, including the last 12 semester hours.
7. Applying formally for degree to the Registrar during the term in which 45 semester hours are earned.
8. Removal of all admission conditions.
9. Attendance at all official graduation exercises.

Above requirements subject to change.

### Landscape Technology (1) (Associate in Science Degree)

#### FIRST YEAR

##### Term I

ENC 1101	Composition .....	3
MTB 1103	Business Math .....	3
ORH 1003	Horticultural Biology .....	4
ENY 1007	Economic Entomology .....	3
*ORH 1510	Landscape Plant Identification I .....	4
	Physical Education Activity .....	1
	<b>Total Semester Hours .....</b>	<b>18</b>

##### Term II

GEB 1011	Intro to Business .....	3
ACC 1009	Accounting Survey .....	3
*HOS 1031C	Horticultural Practices I .....	3
SOS 1102	Soils and Fertilizers .....	3
*ORH 1511	Landscape Plant Identification II .....	4
	Physical Education Activity .....	1
	<b>Total Semester Hours .....</b>	<b>17</b>

#### Term IIIA

ORH 2896	Field Service .....	3
	<b>Total Semester Hours .....</b>	<b>3</b>

#### SECOND YEAR

##### Term I

POS 1041	National Govt or	
POS 1112	State and Local Govt .....	3
INP 1301	Human Relations in Business and Industry .....	3
ORH 2820C	Horticultural Practices II or .....	3
*ORH 2829	Intro to Design and	
*ORH 2830	Design Theory	
*ORH 2415	Landscape Plant Identification III .....	3
PMA 2003	Plant Pest Control .....	4
	Physical Education Activity .....	1

**Total Semester Hours .....** 17

##### Term II

MAR 1101	Salesmanship .....	3
*ORH 2831C	Landscape Design .....	4
ORH 2862	Landscape and Turf Business Administration .....	3
ORH 2897	Advanced Field Service .....	3
MAN 2000	Intro to Management or	
MAN 2342	Prin of Supervision .....	3
	Physical Education Activity .....	1

**Total Semester Hours .....** 17

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

<sup>1</sup> ENC 1033 will satisfy degree requirements.

## Building Construction (Associate in Arts Degree)

### Suggested Program

#### FIRST YEAR

##### Term I

*ETC 1250	Materials and Processes .....	2
*ETE 1223L	Materials Testing Lab .....	1
ENC 1101	Composition .....	3
*MAC 1132	Pre-Calculus I .....	3
	Social Science .....	3
	Physical Education Activity .....	1

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

##### Term II

*ARC 1126	Architectural Drafting I .....	3
*ENC 1102	or 1240 Composition .....	3
*MAC 1133	Pre-Calculus II .....	3
	Social Science .....	3
	Physical Education Activity .....	1

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

##### Term IIIA

ECO 2013	Prin. of Economics I .....	3
SUR 2100	Surveying .....	1

SUR 2100L	Surveying Lab	2
Total Semester Hours		6

## SECOND YEAR

### Term I

*MAC 2311	Calculus	6
*PHY 2053	Gen. Physics	3
*PHY 2053L	Gen. Physics Lab	1
*ENC 1210	Occupational Writing	3
Humanities		3
Physical Education Activity		1

Total Semester Hours 17

### Term II

*GLY 1010	Physical Geology	3
*GLY 1010L	Physical Geology Lab	1
*PHY 2054	Gen. Physics	3
*PHY 2054L	Gen. Physics Lab	1
Humanities		3
ACC 2001	Prin. of Acct.	3
Physical Education Activity		1

Total Semester Hours 15

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

## Building Construction (Certificate Program)

This program is designed to provide ongoing educational opportunities for existing and prospective members of the construction trades.

BCN 1272	Building Construction Plans Interpretation	2
BCN 1610	Building Construction Estimating Fundamentals	2
BCN 1616	Building Construction Advanced Estimating	2
BCN 1930	Building Construction Special Topics	2
BCN 1750	Building Construction Financing	2
BCN 1721	Building Construction Planning and Cost Control	2
BCN 1740	Building Construction Law	2
BCN 2704	Building Construction Insurance	2
BCN 2230	Building Construction Materials and Methods	2
BCN 2712	Building Construction Supervision	2

Total Semester Hours 20

## Drafting (Certificate Program)

### First Term

ETD 1111C	Mechanical and Technical Drafting	3
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Credits

MTB 1321	Technical Math I	3
ENC 1000	Fundamentals of Composition	4
REA 1105	College Reading	3
ETD 1614C	Electronic Drafting	2

Total Semester Hours 15

### Second Term

ETD 1121C	Civil Drafting I	3
MTB 1322	Technical Math II	3
BCN 2651	Mechanical/Electrical Systems	3
ENC 1210	Occupational Writing	3
Drafting Elective		3

Total Semester Hours 15

Drafting Elective: ARC 1126; ETD 2122C; ARC 2020C

## Electronic Technology (Associate in Science Degree)

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.

### FIRST YEAR

#### Term I

*ETE 1010C	D.C. Circuits	4
ETG 1110	Technical Meas and Calc	2
*MTB 1321	Technical Math I	3
REA 1105	College Reading	3
ENC 1000	Fund of Composition	4
Physical Education Activity		1

Total Semester Hours 17

#### Term II

MTB 1322	Technical Math II	3
*ETE 1020C	A.C. Circuits	4
COP 1170	Programming in BASIC	3
*ETE 2633C	Electronic Devices I	4
Social Science		3

Total Semester Hours 17

#### Term IIIA

ETD 1614C	Electronic Drafting	2
ETE 2141C	Digital Techniques	3

Total Semester Hours 5

### SECOND YEAR

#### Term I

*ETE 2400	Communications	4
*ETE 1150	Linear Circuits	3
*CDA 2040	Computers I	4
Cooperative Work Experience or Elective		3
Physical Education Activity		1

Total Semester Hours 15



### Term II

*CDA	2041C	Computers II	4
PHY	1001	Physics	3
PHY	1002L	Physics Lab	1
*ETE	2145C	Electronic Devices II	3
ENC	1210	Occupational Writing	3
Total Semester Hours			14

### Electives

ATT	2371	Aircraft Communication and Navigation Systems	4
ATT	2372	Aircraft Flight Control Systems	3
ATT	2373	Aircraft Pulse and Microwave Systems	3

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

<sup>1</sup> Courses should be taken in the sequence and term suggested unless approved by the Department Chairman. Students enrolled in the Cooperative Work Experience Program should enroll in EGN 2949, Co-op Work Experience during their work term.

## Electronics (Certificate Program)

This program is designed for early job entry for those with no previous training in electronics. Utilization of the IMTS Center is recommended for those requiring remediation in basic skills. Of the 24 credit hours in the program, 16 hours can be applied toward the A.S. Degree in Electronics.

### First Term

			Credits
ETE	1001	D.C. Circuits	5
ETE	1002	A.C. Circuits	5
Total Semester Hours			10

### Second Term

ETE	1141C	Basic Electronics	5
ETE	1633C	Digital Techniques	5

Total Semester Hours 10

### Third Term

ETE	1004C	Review and Special Topics	4
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Total Semester Hours 4



## Division of Health, Physical Education, Recreation and Dance

DAA, HES, LEI, PEL, PEM, PEN, PEO, PEP,  
PEQ, PET

The Division of Health, Physical Education, Recreation, and Dance offers 1-credit-hour activity courses in the areas of aquatics, dance, team sports, individual sports, and physical fitness.

All regularly enrolled freshmen and sophomore students are required to take 4 credit hours of physical education activities unless they are 29 years old or older, or have served continuously in the military service for one year or more, or are exempt by medical certification. Medical certification must specify the term or terms for the exemption. Students cannot receive credit for a beginning course after they have gained credit in the intermediate sequence of a particular sport. For example, a student cannot get credit for Beginning Tennis after he/she has taken Intermediate Tennis. Neither can a student take a beginning and an intermediate sequence of the same sport concurrently.

The following Health, Physical Education, Recreation and Dance courses *do not* satisfy the required four credit hours of activity—PEQ 1101, PEQ 2115, PEQ 2231, PEO 1002, PEQ 1003, PEO 1341, PEO 2321, PET 1000, PEP 2201, HES 1400, HES 2000, LEI 1000, LEI 1310, LEI 1700, LEI 1800, DAA 1376, DAA 2840, DAA 2841, DAA 2842

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

A program of studies leading to a major at a senior institution in the areas of Health, Physical Education, Recreation and Dance is available. This information may be obtained from the counseling-advisement office or the HPRD Division. Students are advised to acquaint themselves with the course requirements at the institution to which they plan to transfer and select courses accordingly.

Suggested program sheets are available in Health, Physical Education, Recreation, and Dance.



## Division of Humanities

Art—ARE, ARH, ART

Theatre—DAA, THE, TPA, TPP

Music—MUE, MUH, MUL, MUN, MUO,  
MUR, MUT, MVB, MVK, MVO, MVP,  
MVS, MVV, MVW

Philosophy—PIH

Religion—HEB, REL

The Division of Humanities offers students an opportunity to investigate and acquaint themselves with the visual arts, theatre, and music. 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.

Suggested program sheets are available in Art, Theatre, Interior Design, Music, and Music Education.

### 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 2000 level studio subjects. Art majors should take the basic 1000 level courses in their freshman year. Art majors should take the Art Histories ARH 2050 and ARH 2051.

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 courses make this so. Students concerned with a particular advanced class should check the schedule for the current academic year or ask the Department Chairman about course offerings before including the advanced course in their schedules.

Materials for studio courses will cost at least \$20. In Art courses, the right is reserved to keep permanently selections from a student's work.



## Commerical Art (Associate in Science Degree)

### FIRST YEAR

#### Term I

ART 1300C	Beginning Drawing	3
GRA 1543C	Commercial Design I	4
ENC 1101	Composition	3
Physical Education Activity		1

Total Semester Hours 11

#### Term II

*ART 1330C	Life Drawing	3
ART 1202C	Design II	3
GRA 1544C	Commercial Design II	4
*ENC 1240	Composition	3
INP 1301	Human Relations in Business and Industry	3
Physical Education Activity		1

Total Semester Hours 17

#### Term IIIA or IIIB

<sup>1</sup> Elective		3
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### SECOND YEAR

#### Term I

*GRA 2545C	Commercial Design III	4
MAR 1011	Prin. of Marketing	3
*ART 2600C	Photography for the Fine Arts	3
ARH 2000	Art Appreciation Humanities	3
Physical Education Activity		1
<sup>1</sup> Elective		3

Total Semester Hours 17

#### Term II

*GRA 2546C	Commercial Design IV	4
MAR 1302	Advertising	3
ARH 2051	Art History II	3
Physical Education Activity		1
<sup>1</sup> Elective		3

Total Semester Hours 14

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

<sup>1</sup>Recommended Electives for Commercial Art

Color and Composition—ART 2205C  
Painting—ART 2520C  
Beginning Printmaking—ART 2401C  
Video Art—ART 2650C

## Interior Design (Associate in Science Degree)

### FIRST YEAR

#### Term I

IND 1020	Interior Design I	3
IND 1100	History of Interiors I	3
ENC 1000	Fundamentals of Writing or	
ENC 1101	Composition	3

ART 1300C	Beginning Drawing	3
Physical Education Activity		1

Total Semester Hours 13

#### Term II

IND 1200	Interior Design II	3
ARC 2020C	Architectural Communications	3
IND 2420	Materials and Sources	3
ART 1201C	Design I	3
IND 2130	History of Interiors II	3
Physical Education Activity		1

Total Semester Hours 16

#### Term IIIA and IIIB

ART 1202C	Design II	3
ARH 2051	Art History II	3

Total Semester Hours 6

### SECOND YEAR

#### Term I

IND 2210	Interior Design III	3
ARC 2021C	Architectural Communications II	3
INP 1301	Human Relations in Business and Industry	3
MAN 2800	Small Business Management I or	
MKA 2102	Retailing	3
MAR 1101	Salesmanship	3
Physical Education Activity		1

Total Semester Hours 16

#### Term II

IND 2220	Interior Design IV	3
ART 2205C	Color and Composition	3
Elective*		3
Elective*		3
Physical Education Activity		1

Total Semester Hours 13

#### \*Recommended Electives

MAR 1011	Principles of Marketing	3
MKA 1411	Textiles	3
ACC 1009	Accounting Survey I or	
ACC 2001	Principles of Accounting I	3
ARH 2050	Art History I	3
ARH 2004	Appreciation of Oriental and Primitive Art	3
ENC 1210	Occupational Writing	3
ARC 2140C	Materials and Methods of Construction	3
SPC 1024	Intro to Speech Communications	3

## Department of Theatre

The Theatre Department curriculum offers courses which are basic to further work in either educational or professional theatre. Programs in performance, design,



and theatre technology meet the requirements leading to a major or minor in theatre. In some instances the theatre program has provided an opportunity for employment in the theatrical community upon completion of the Associate in Arts Degree.

Practice in the art of theatre is provided through performance courses\*, major productions, and children's theatre. Members of the community are encouraged to participate in all theatrical activities.

Theatre students are required to take the following seven courses in their first year of study before continuing to other theatre elective courses:

- TPP 2130 — Acting I
- MVV 1111 — Voice Class (for Theatre students only)
- DAA 2840 — Ballet Movement for the Stage
- TPP 2530 — Fencing for the Stage
- TPA 2200 — Stagecraft
- THE 2375 — Contemporary Drama
- THE 2002 — Theatre in Western Culture (Humanities Credit)

Prior to registration, students who plan theatre study should contact a member of the Theatre Department faculty for advisement.

Attendance at departmental auditions, required of all theatre majors, will result in the assignment of a performance or production responsibility. For this reason, no theatre student should take more than 14 hours each semester.

\* A performance course involves a final production performance which earns the student actor, director, designer or technician a grade based upon demonstrated improvement.

## 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, students must demonstrate the ability to sing or play an accepted musical instrument. This degree is highly specialized, and students are expected to have already acquired certain 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 MUE 1440, MUE 1450, MUE 1460, MUE 1470. It is advisable that instrumental music education majors study three instruments outside their own principal areas. 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 with the instructor's approval.

### CHORAL/VOCAL ORGANIZATIONS

- MUN 1310—College Singers
- MUN 1310—North Broward Community Chorus
- MUN 1310—Concert Choir
- MUN 1460—Chamber Singers
- MUO 1501—Opera Workshop

### INSTRUMENTAL ORGANIZATIONS

- MUN 1460—Chamber Ensemble
- MUN 1710—Jazz Ensemble
- MUN 1710—Neophonic Jazz Ensemble
- MUN 1100—Symphonic Band
- MUN 1280—Broward Symphony Orchestra
- MUN 1280—BCC Youth Symphony
- MUN 1280—BCC Symphonette

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

## Curriculum for Pre-Music

### (Applied Music Major in Performance)

#### *General Education*

ENC 1101 and 1102 or 1240 .....	6
History and the Social Science .....	6
(Select 6 hrs. from #3)	
(Select 3 hours from #5) .....	3
Math & Science—Select 9 hours from #4 .....	9
HPRD .....	4
<b>Total Semester Hours .....</b>	<b>28</b>

#### *Music*

MUT 1121, 1122, 2126, 2127 .....	16
Applied Music Major— .....	8
Applied Music Secondary— .....	4
Music Activity (Chorus, Band, etc.) .....	4
MUH 2111, 2112 .....	6
<b>Total Semester Hours .....</b>	<b>38</b>

## Curriculum for Pre-Music Education

#### *General Education*

ENC 1101 and 1102 or 1240 .....	6
Select 6 hours from Area 3 .....	6
Select 3 hours from Area 5 .....	3
Select 9 hours from Area 4 .....	9

HPRD .....	4
Total Semester Hours .....	28
<i>Music</i>	
MUT 1121, 1122, 2126, 2127 .....	16
Applied Music Principal .....	8
Applied Music Secondary .....	4
Music Activity (Chorus, Band, etc.) .....	4
MUH 2111, 2112 .....	6
Technique classes MUE 1440, MUE 1450, MUE 1460, MUE 1470 (Select three) .....	3
Total Semester Hours .....	41

## MUSIC ACTIVITIES

- MUN 1310 Choral Ensembles** 1 semester hour  
 College Singers  
 North Broward Community Chorus  
 These ensembles, which are offered in Terms I and II, are open to all college students by audition. The groups rehearse 3 hours each week. These courses may be taken 4 times for transfer credit.
- MUN 1460 Chamber Ensembles** 1 semester hour  
 Chamber Ensemble  
 Chamber Singers  
 These ensembles which are offered in Terms I and II, are small groups whose members are selected by the director

through audition. Activities include study and performance of repertoire appropriate to the specific chamber media. The groups rehearse 3 hours each week. These courses may be taken 4 times for transfer credit.

- MUO 1501 Opera Workshop** 1 semester hour  
 This course, which is offered in Terms I and II, is open to all college students by audition. It involves the study and performance of opera literature. The course may be taken 4 times for transfer credit.

- MUN 1710 Jazz Organizations** 1 semester hour  
 Jazz Ensemble  
 Neophonic Jazz Ensemble  
 Enrollment in this course is determined by the director through audition. Activities include the study and performance of music associated with the popular-music and show-presentation fields. This course, which is offered in Terms I and II, may be taken 4 times for transfer credit.

- MUN 1100 Bands** 1 semester hour  
 Symphonic Band  
 Coral Springs Band  
 These bands are open to all college students, faculty, and members of the community who play band instruments. The bands rehearse 3 hours each week. Chairs are assigned by conductor through audition. These courses, which are offered in Terms I and II, may be taken 4 times for transfer credit.

- MUN 1280 Orchestra** 1 semester hour  
 Broward Symphony Orchestra  
 Broward Young Performers Orchestra  
 BCC Youth Symphony  
 BCC Symphonette  
 These orchestras are open to students, faculty, and mem-





bers of the community who play an orchestral instrument. Chairs are assigned by conductor through auditions. These courses, which are offered in Terms I and II, may be taken 4 times for transfer credit.

## **\*\*Applied Music**

Instrument		Secondary		Principal		Major	
		I	II	I	II	I	II
Trumpet	MVB	1211,	2221	1311,	2321	1411,	2421
French Horn	MVB	1212,	2222	1312,	2322	1412,	2422
Trombone	MVB	1213,	2223	1313,	2323	1413,	2423
Baritone Horn	MVB	1214,	2224	1314,	2324	1414,	2424
Tuba	MVB	1215,	2225	1315,	2325	1415,	2425
Piano	MVK	1211,	2221	1311,	2321	1411,	2421
Organ	MVK	1213,	2223	1313,	2323	1413,	2423
Jazz Piano	MVK	1214,	2224	1314,	2324	1414,	2424
*Accordion	MVO	1211,	2221	1311,	2321	1411,	2421
Percussion	MVP	1211,	2221	1311,	2321	1411,	2421
Violin	MVS	1211,	2221	1311,	2321	1411,	2421
Viola	MVS	1212,	2222	1312,	2322	1412,	2422
Cello	MVS	1213,	2223	1313,	2323	1413,	2423
String Bass	MVS	1214,	2224	1314,	2324	1414,	2424
Harp	MVS	1215,	2225	1315,	2325	1415,	2425

Guitar	MVS	1216,	2226	1316,	2326	1416,	2426
Electric Bass	MVS	1217,	2227	1317,	2327	1417,	2427
Jazz Guitar	MVS	1218,	2228	1318,	2328	1418,	2428
Voice	MVV	1211,	2221	1311,	2321	1411,	2421
Flute	MVW	1211,	2221	1311,	2321	1411,	2421
Oboe	MVW	1212,	2222	1312,	2322	1412,	2422
Clarinet	MVW	1213,	2223	1313,	2323	1413,	2423
Bassoon	MVW	1214,	2224	1314,	2324	1414,	2424
Saxophone	MVW	1215,	2225	1315,	2325	1415,	2425

Secondary — One half-hour lesson weekly and one hour practice daily . . . Credit, 1 semester hour

### **TERM I, II & III**

Principal — One hour lesson weekly and two hours practice daily . . . . . Credit, 2 semester hours

### **TERM I & II**

Major — One hour lesson weekly and two hours practice daily . . . . . Credit, 2 semester hours

### **TERM I & II**

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

\*\* Special fee charged, see "STUDENT FEES"

## Division of Mathematics and Science

### Department of Biology

Biology—APB, BOT, BSC, OCB, PCB, STD, ZOO

### Department of Landscape Technology and Pest Control

Landscape Technology—HOS, ORH, PLS, PMA, SOS

Pest Control—ENY, PMA

Pollution Prevention and Control Technology—EVS

### Department of Mathematics

Mathematics—MAC, MAP, MAS, MAT, MGF, MTB

Statistics—STA

### Department of Physical Science

Astronomy—AST

Chemistry—CHM

Engineering—EGN

Geology—GLY

Physical Science—PSC

Physics—PHS, PHY

The Division of Mathematics and Science offers students an opportunity to study the mathematical and scientific concepts necessary for general education requirements, as well as to study further in the areas of engineering, mathematics, science, and related fields. The Division also offers programs of study leading to careers in landscape and pest control technologies.

Suggested program sheets are available in Biology, Chemistry, Engineering, Forestry, Geology, Optometry, Pharmacy, Medicine, Dentistry, Veterinary, Chiropractic, Astronomy, Mathematics, Physics, and Agricultural Science.

### Biological Science

The biology offerings provide students with a variety of options, while contributing courses to the numerous programs of the College. Students, depending upon back-

ground and academic or professional goals, may enter these courses by exercising one of three options:

#### OPTION I

APB 1150, APB 1150L. These introductory courses are recommended to the General Education student and those students planning to take only one term of biology. APB 1150L should be taken by students planning to transfer to schools that require a laboratory science.

#### OPTION II

APB 1150L, BOT 1010, BOT 1010L, ZOO 1013, ZOO 1013L. Biology majors should start their sequence with this option. These five courses should be planned with a biology programs advisor.

#### OPTION III

STD 0311, (NT) Introduction to Natural Science. This course is designed to correct deficiencies and/or refine the students' Natural Science backgrounds. The Counseling Service should be consulted prior to enrolling in this course.

Introduction to Natural Science STD 0311, which is designed only for local credit, and does not carry degree credit.

### Biology Honors Program

This course, which is designed primarily for non science majors is offered at least once during each academic year. Only students who have qualified under the College's Honors Program may enroll in this course.

**APB 1150 HON General Biology**      **3 semester hours**  
Content is explained in individual course listings.





## MATHEMATICS

The Mathematics Curriculum has course offerings covering a variety of needs and meets pre-requisites for physics, engineering, and business. 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. MAT 0002 and MAT 1013 are basic studies courses designed to correct deficiencies in students' high school backgrounds. Neither MAT 0002 nor MAT 1013 will count toward General Education Mathematics requirements for graduation. [MGF 1202 (MGF 1204, MGF 1205, MGF 1206) is a general education course recommended for most students needing only 6 semester hours of mathematics.] MAT 1033 is strongly recommended as a pre-requisite to MGF 1202. For students majoring in mathematics or science and for other students needing 2 or more semesters of mathematics, the following sequence of courses is available: MAT 1033, MAC 1132, MAC 1133, MAC 2311 (MAC 2301, MAC 2302), MAC 2312 (MAC 2303, MAC 2304), MAP 2302, MAS 2103. MAS 2103 may be taken following MAC 1132. MTB 1304 is a non-sequential service course which may be taken concurrently with any

other mathematics course. MTB 1320, MTB 1321, and MTB 1322 are designed to meet the needs of students in technical and specialized programs. STA 2013 may be used to satisfy 3 of the 6 semester hours of required mathematics provided that MGF 1202 is excluded from the 6 hours. A.A. students who do not take MGF 1202 are required to take the BCC College Level Academic Skills Test (BCC-CLAST) in Mathematics prior to their term of graduation.

## PHYSICAL SCIENCES

The Physical Sciences Department offers courses in Astronomy, Chemistry, Engineering, Geology, Physics, and Physical Science. Course offerings satisfy a variety of needs. Courses for science and engineering majors, as well as for majors in related fields, are provided. In addition, courses are provided that meet the general education requirements of non-science majors and the specialized needs of technical students.

Note: Students beginning sequence courses such as CHM 1040, CHM 1041, CHM 1042; CHM 2210-CHM 2211; PHY 2048-2049 should plan to complete the sequence in this college.

## Division of Social Sciences

Anthropology—ANT  
 Education—EDF, EEC, EME  
 Geography—GEA, GEO  
 History—AMH, EUH, HIS, LAH, REL, WOH  
 Military Science—MIS  
 Political Science—INR, POS, PSC  
 Psychology—CLP, DEP, INP, PSY, SOP  
 Sociology—MAF, SOC

Careers highly dependent upon preparation in the Social Sciences include Law, Public Administration, Social Service, Psychology, Counseling, Education, Urban Planning, Demography, Law Enforcement, Corrections, Institutional Research, and Cartography.

### Mission

The Division of the Social Science represents a substantial portion of the arts and science curriculum that provides the fulfillment of general education requirements under areas 3 and 5 of the University Parallel Program. The Division's offerings also support the technical and certificate programs. In addition, the Division offers one special program in Education, which is a certificate program for teachers of private nursery schools and kindergartens.

### Divisional Structure

Three departments constitute the Division. They are the Department of History and Political Science which provides instruction in history, political science, and geography; the Department of Behavioral Science which provides instruction in psychology, sociology, anthropology, and education; and the Department of Military Science which provides ROTC instruction.

### The Division Objectives

A broad range of courses are offered under the auspices of the Social Science Division. The objectives of these courses and their modes of delivery are far reaching and varied. These objectives focus on acquainting students with man's culture, heritage, environment, social matrix, political institutions, behavioral patterns and lawful modes of psychological response. The methods of inquiry demonstrated in the Division's program of instruction range from the historiographic to the experimental scientific research mode.

### Methods of Instruction

Courses are offered in the traditional classroom and laboratory setting. But in addition, active participation in outreach brings social science courses to business centers and high schools in the community. A number of the Division's offerings can be taken through the Open College program which provides instruction through television, newspapers, and programmed self-instruction. Field schools in anthropology, and sociology and overseas study in the same areas and history are regular parts of the Division's curricular offerings. The Division operates an active archaeological site in Western Broward County.

Suggested program sheets are available in Elementary Education, History, Latin American Studies, Political Science, Psychology, Secondary Education, Social Welfare, Sociology, and Human Services.

## HUMAN SERVICES (Associate in Science Degree)

### FIRST YEAR

#### Term I

ENC 1101	Composition .....	3
DEP 1004	Human Development .....	3
PSY 2012	Gen Psychology .....	3
HES 1007	Personal and Community Health .....	3
	Physical Education Activity .....	1

Total Semester Hours ..... 13

#### Term II

*DEP 2302	Adolescent Psychology or	
DEP 2481	Death and Dying .....	3
MAF 2510	The Family .....	3
SOC 2000	Gen Sociology .....	3
*ENC 1240	Composition .....	3
	Physical Education Activity .....	1

Total Semester Hours ..... 13

#### Term IIIA or IIIB

MGF 1113	Gen Ed College Math .....	3
Humanities	.....	3

Total Semester Hours ..... 6

### SECOND YEAR

#### Term I

PCO 2001	Effective Interpersonal Relationships .....	3
Science	.....	3
PCO 1201	Human Service Skills .....	3
CLP 1000	Psych of Adjustment .....	3
*INP 2101	Applied Psychology .....	3
	Physical Education Activity .....	1

Total Semester Hours ..... 16

#### Term II

SPC 1024	Intro to Speech .....	3
Humanities	.....	3
Science	.....	3
PSY 2931	Independent Study .....	3
*SOC 2020	Social Problems .....	3
	Physical Education Activity .....	1

Total Semester Hours ..... 16

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



## Pre-School and Day Care Center Certificate Program

			Semester Hours
EEC	1602	Child Development and Behavior .....	3
EEC	1201	Preschool Education .....	3
EEC	1311	Preschool Activities .....	3
EEC	1312	Preschool Materials .....	3
ARH	2000	Art Appreciation Humanities ....	3
MUL	2011	Enjoyment of Music .....	3
HES	1000	Personal Hygiene and Community Health .....	3
HES	1400	First Aid and Safety .....	3
SPC	1024	Introduction to Speech Communication .....	3
ENC	1101	Composition .....	3
			30

### History Honors Program

At least one of the following history courses is offered each year during Terms I and II. Only students who have qualified under the College's Honors Program may enroll in these courses.

AMH	2010	HON History of the United States .....	3
AMH	2020	HON History of the United States .....	3
EUH	1000	HON Western Civilization .....	3
EUH	1001	HON Western Civilization .....	3

### Behavioral Science Honors

Each of the following courses is offered once during each academic year as indicated. Only students who have qualified under the College's Honors Program may enroll in these courses.

IDS	2190	HON Ascent of Man .....	3
Term 1 only. May be taken in lieu of ANT 2000 in Honors Class for behavioral science credit.			
PSY	2012	HON General Psychology .....	3
Term II only			

### Special Programs

Cooperative Education—COE, STD  
Honors—IDS  
Special Services—ENC, ISC, MAT, REA, SPC, STD

### Department of Cooperative Education

The Cooperative Education Program is designed to give students the opportunity to gain work experience related to their academic major while still attending college. Students may work either full or part-time, and earn academic credit for learning that occurs on the job.

### Eligibility

All students who have completed one semester (12 credit

hours) are eligible to enter the Cooperative Program provided they have a 2.0 GPA and are in good academic standing.

### Time to Apply

Students may apply as soon as they have been accepted for enrollment by the College, even though they will not be eligible to receive a work assignment until after they have completed one semester (12 credit hours) in the College.\*

### Application Procedure

Students who are interested in the Cooperative Education Program should follow the procedures outlined below:

1. Obtain an "Application for Cooperative Education Program" form from the Co-op Department and make an appointment to review the completed application with a coordinator.
2. Confer with the coordinator about career plans and possible cooperative assignments.

If students are accepted, the Cooperative Education Department will assist them in locating appropriate training positions.

In some cases, students who are currently employed in jobs related to their major fields of study may participate in the Co-op program. For further information, they should contact the Co-op Office on any campus.

### 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: Part-time jobs, meeting the requirements of students accepted into the program, are obtained by the Co-op Office. The students work 10 to 20 hours per week year-round while attending school full-time. Students receive 2 semester hours of credit for each work term.

The Alternating Plan operates as follows: Full-time jobs, meeting the requirements of students accepted into the program, are obtained by the Co-op Office. These assignments are 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. Student receives 3 credit hours for each work term.

The Internship Plan operates as follows: Full-time jobs, meeting the requirements of students are obtained by the Co-op Office. Students work for 1 term (usually the summer term). They receive 3 credit hours for the assignments which are selected to provide experiences in their own chosen fields.

\*A student who does not meet this criterion may apply for special entry into the program. This application must be approved by the Cooperative Education Department.

Any co-op work assignment selected must be one which will provide students with experience in their *academic major or career field*.

The Cooperative Education Department will grade the assignments based on reports submitted by the students and the evaluations made by the employers.

In some cases, students who are currently employed in jobs related to their major field of study may participate in the Co-op program. For further information, contact the Co-op Office on any campus.

## Career Planning

Under the sponsorship of the Cooperative Education Department, the College offers two courses designed to assist students in making occupational choice decisions. Students interested in enrolling in any of the following courses should contact the Counseling Department.

**SLS 1321 Career Planning** 2 semester hours  
**Workshop**

A course designed for students who desire help in choosing a career. Students will learn the on-going process of life/career planning through self-exploration and exploration of the world of work.

**SLS 1341 Employability Skills** 1 semester hour  
A course designed to teach the process of locating, applying for, and keeping a job.

## Special Services

The Special Services program is designed to assist non-traditional students in fulfilling their educational objectives. Significant support services offered are assessment, individualized programmed learning center experiences, tutoring, financial aid information, work-study job placement, and referrals for educational and career planning. Additional information relative to specifics can be obtained from the Program Director.

**ENC 0013 Fundamentals of** 3 semester hours  
**Grammar, Usage, and**  
**Mechanics (Not Transferable)**  
A study of the functions of parts of speech, clauses, sentence types, capitalization, punctuation, and spelling.

## Foreign Study Program

Broward Community College holds a strong commitment to provide students with an opportunity to enroll in an overseas academic program. It is recognized that all students will benefit from the added dimension to their education by participating in a foreign study experience. BCC has conducted study programs in foreign locations since 1974. Students participating in these programs receive transferable college credit. Broward Community College offers several overseas academic programs for students of all ages. Both short-term (summer) and long-term (semester) programs are offered. Examples of study-abroad programs offered at BCC include:

**SEMESTER-IN-SPAIN PROGRAM:** The BCC Center in Spain was established in 1979 to provide students with an opportunity to study for several months in a foreign country at reasonable cost. Students live and attend classes in the beautiful city of Seville, Spain, and earn 15-18 semester hours credit

by participating in the program. Unlike other programs in Spain, the Broward program does not require proficiency in Spanish; any student may participate as the language of instruction is English. Students participating in the Spain Program may choose from several housing options including Spanish families, private apartments, dormitories, and pensions. The approximate cost is \$2000 per semester, including air fare.

**COLLEGE CONSORTIUM FOR INTERNATIONAL STUDIES (CCIS):** Broward Community College is an active member of the College Consortium for International Studies, a national organization founded for the purpose of providing high quality international/intercultural programs abroad. As a result of this membership in CCIS, Broward offers semester-length academic programs in over a dozen countries including England, France, Germany, Ireland, Italy, and Israel. Students earn BCC credits when they enroll in any of these programs.

**SUMMER FOREIGN-STUDY PROGRAM:** Broward Community College also conducts several short-term overseas academic programs in foreign locations during the summer terms. These courses, which are open to any interested person in the community as well as to currently enrolled students, provide an excellent opportunity to combine the foreign travel experience with academic instruction. By taking advantage of group rates and favorable arrangements with area travel agents, the College is able to offer these overseas academic programs at considerable savings. All foreign-study courses combine on-campus instruction with the foreign travel experience. Participants typically earn six semester hours of credit in a variety of subjects; many courses are of an interdisciplinary nature. These courses are fully accredited and may be applied toward a degree at BCC or used for other purposes such as certificate renewal and/or incentive awards for public school teachers. Approximately five different study-tours are offered each summer, with opportunities to study in Europe, the Middle East, and Mexico.

## Open College

Open College offers opportunities for completing college credit courses to students who find it difficult or impossible to attend regularly scheduled classes on campus. For the convenience of these students, directed study courses are presented on television (both commercial and cable channels), on radio, and by audio-cassettes in the students' homes or in the learning resources centers on each campus.

A variety of courses offered through Open College allows students to make significant progress toward the Associate in Arts degree from Broward Community College. Students may complete several course requirements for Associate in Science and Associate in General Studies degrees and for certificates as well as for teacher recertification. Students may choose from courses offered in history, psychology, business, government, composition, science and literature. Open College course re-



quirements include reading assignments and examinations. In addition, most of the courses include lectures on television, radio, or cassette tapes in place of the formal classroom sessions. Each Open College course is academically equivalent to courses offered on campus, and each carries regular college credit for transfer to four-year colleges and universities. Fees are the same as those for on-campus courses.

Additional information regarding Open College may be obtained by calling 475-6603, the Open College office on Central Campus.

## Florida's Statewide Course Numbering System

The course numbers appearing in the catalog are part of a Statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the State. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty, and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC—000 at a community college, he cannot be required to repeat SOC—000 at the school to which he/she transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using *non-equivalent* courses for satisfying certain requirements.

**SPECIAL NOTE:** The required calendar change for the state universities from the quarter to the semester calendar may result in significant number changes this year. Please check with the university you plan to attend about possible course number changes.

## General Rule for Courses Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 post-secondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC—000.

### First Digit

The first digit of the course number is assigned to the institution, generally to indicate the year it is offered—i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SOC 1000; a school offering the same course in the sophomore year will number it SOC 2000. The variance in first numbers does not affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

### Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology," "General Sociology," and "Principles of Sociology." The title does *not* affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

### Laboratory Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories:

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/place.

Examples:

Marine Biology OCB—013 (lecture only)  
OCB—013L (lab only)

Marine Biology OCB—013C (lecture and lab  
with Lab combined)

Therefore, OCB—013C is equivalent to OCB—013 plus OCB—013L.

### Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC—132, —133, —134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion

of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

## Explanation of Prefixes and Numbers

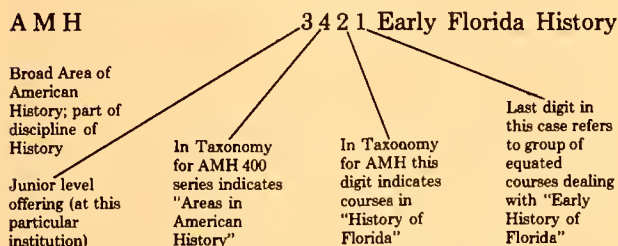
Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification system developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accomplish its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes: AFH, African History; AMH, American History; ASH, Asian History; EUH, European History; HIS, History—General; LAH, Latin American History; and WOH, World History. All history courses in the State will carry one of these prefixes.

A more specific example is AMH 3421.

AMH



(Local titles are used for each particular course.  
The last three numbers are used to indicate equivalency.)

The number of prefixes is a function of the extent of the subclassification of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states, no uniformity existed in Florida's prefixes as indicated by the following example:

<i>Discipline</i>	<i>Before</i>	<i>After</i>
History	20	7
Sociology	24	3
Philosophy	28	4
Religion	17	1
Mathematics	50	10
English	39	6
Nutrition	38	4

Although it is true that a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his/her major (e.g., HY-History) and now he/she will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings and equivalent and unique courses has been made available to each academic department of every institution in the State. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

## Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

1. All graduate-level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.
2. All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with—900 numbers must be evaluated individually and are not automatically transferable.
3. All internships, practicums, clinical experiences, and study abroad courses, whatever numbers they carry, are not automatically transferable.
4. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.



# Course Descriptions

## Course Prefixes Listed Alphabetically by Department

The following is an alphabetical cross-listing of departments and/or programs under which courses are offered, and the current Broward Community College prefix used in those areas of study. Departments are listed alphabetically in the following section.

### Department

Accounting . . . . ACC, BAN, HFT  
Automotive Technology . . . . AER  
Aviation . . . . ATF, ATT, ATM, AVM, ASC  
Anthropology . . . . ANT  
Architectural Technology . . . . ARC  
Art . . . . ARE, ARH, ART, ARV, IND  
Astronomy . . . . AST  
Banking . . . . BAN  
Biology . . . . APB, BIO, BOT, BSC, ECL, OCB, PCB, STD, ZOO  
Building Construction and Civil Engineering . . . . BCN, ETC, ETE, ETG, EVS  
Business Law . . . . BUL  
Chemistry . . . . CHM  
Communications for Second Language Students . . . . ESL  
Continuing Education for Nurses . . . . NUR, RET  
Cooperative Education . . . . COE, SLS  
Criminal Justice . . . . CCJ, CJT  
Data Processing Technology . . . . CAP, CDA, CIS, COC, COP, CRM  
Dental Assisting Technology . . . . DEA, DES  
Diagnostic Ultrasound Program . . . . SON  
Dietetic Technician . . . . DIE, FOS, FSS, HCA, HFT  
Economics . . . . ECO  
Education . . . . EDF, ENG, EEC, EME  
Electrical Engineering Technology . . . . ETE  
Electronic Technology . . . . CDA, ETD, ETE  
Emergency Medical Technology . . . . EMT  
Engineering Technology . . . . EGN  
English . . . . AML, CRW, ENC, ENL, LIT  
Fashion Merchandising . . . . MKA  
Finance . . . . FIN  
Fire Science . . . . FFP  
French . . . . FRE, FRW  
Geography . . . . GEA, GEO  
Geology . . . . GLY  
General Business . . . . GEB  
German . . . . GER, GEW  
Health, Physical Education, Recreation and Dance . . . . DAA, HES, LEI, PEL, PEM, PEN, PEO, PEP, PEQ, PET  
History . . . . AMH, EUH, HIS, LAH, REL, WOH  
Home Furnishings . . . . MAR, MKA  
Honors Program . . . . IDS  
Hotel-Restaurant-Institution Administration . . . . FOS, FSS, HFT  
Insurance . . . . ACC, ECO, FIN, MAN, RMI  
Italian . . . . ITA  
Journalism . . . . ADV, JOU, MMC  
Landscape Technology . . . . FRC, HOS, ORH, PLS, PMA, SOS

Management . . . . MAN, GEB  
Marketing Management . . . . CTE, MAR, MKA  
Math . . . . MAC, MAP, MAS, MAT, MGF, MTB  
Medical Assisting Technology . . . . MEA  
Medical Laboratory Technology . . . . MLS  
Military Science . . . . MIS  
Music . . . . MUE, MUH, MUL, MUN, MUO, MUR, MUT, MVB, MVK, MVO, MVS, MVV, MVW  
Nursing . . . . NUU, NUR  
Nutrition . . . . DIE  
Office Careers . . . . ACC, BTE, LEA, MAN, MTB, REE, SES  
Pest Control Technology . . . . ENY, PMA  
Pharmacology . . . . APB  
Philosophy . . . . PHI  
Physical Science . . . . PSC  
Physical Therapy Assistant Technology . . . . PHT  
Physics . . . . PHS, PHY  
Political Science . . . . INR, POS, PSC  
Pollution Prevention and Control Technology . . . . EVS  
Psychology . . . . CLP, DEP, INP, PSY, SOP, STD  
Public Administration . . . . FIN, MAN, PAD, URP  
Purchasing . . . . MAR  
Radiation Therapy Technology . . . . RAT  
Radiologic Technology . . . . NMT, RTE  
Reading . . . . REA  
Real Estate . . . . REE, MAN  
Religion . . . . HEB, REL  
Respiratory Therapy . . . . APB, RET  
Russian . . . . RUS  
Sociology . . . . MAF, SOC  
Spanish . . . . SPN, SPW  
Special Services . . . . ENC, ISC, MAT, REA, SPC, STD  
Speech . . . . LIN, ORI, RTV, SPA, SPC  
Statistics . . . . STA  
Theatre . . . . THE, TPA, TPP  
Tourism Industries Administration Program . . . . HFT  
Traffic Management . . . . TRA  
Transportation Technology . . . . ASC, ATF, ATT, AVM

## Course Prefixes By Subject Area

The following is an alphabetical listing of Broward Community College's current course prefixes with the area of study under which they may be found. Departments are listed alphabetically in the following section:

ACC .....Accounting  
ACC .....Office Careers  
ACC .....Insurance  
ADV .....Journalism  
AER .....Aviation  
AMH .....History  
AML .....English  
ANT .....Anthropology  
APB .....Biology  
APB .....Pharmacology  
APB .....Respiratory Therapy

ARC .....	Architectural Technology	EMT .....	Emergency Medical Technology
ARE .....	Art	EMT .....	Nursing
ARH .....	Art	ENC .....	English Composition
ART .....	Art	ENC .....	Special Services
ART .....	Interior Design	ENL .....	English
ART .....	Photography	ENY .....	Pest Control
ARV .....	Art	ESL .....	English As A Second Language
ASC .....	Aviation	ETC .....	Contracting and Civil Engineering (See Building Construction and Civil Engineering)
ASC .....	Transportation Technology	ETD .....	Air Conditioning and Refrigeration
AST .....	Astronomy	ETD .....	Building Construction and Civil Engineering
ATF .....	Aviation	ETE .....	Building Construction and Civil Engineering
ATF .....	Transportation Technology	ETE .....	Electrical Engineering
ATM .....	Aviation	ETE .....	Electronic Technology
ATT .....	Aviation	ETG .....	Building Construction and Civil Engineering
ATT .....	Aerospace Technology (see Transportation Technology)	ETM .....	Air Conditioning Technology
ANT .....	Anthropology	EUH .....	History
AVM .....	Aviation	EVS .....	Pollution Prevention and Control Technology
AVM .....	Transportation Technology	FFP .....	Fire Science
BAN .....	Accounting	FIN .....	Finance
BAN .....	Banking	FIN .....	Insurance
BCN .....	Building Construction and Civil Engineering	FIN .....	Public Administration
BIO .....	Biology	FOS .....	Hotel/Restaurant/Institution Administration
BOT .....	Biological Sciences (see Biology)	FRC .....	Landscape Technology
BOT .....	Botany	FRE .....	French
BOT .....	Genetics	FRN .....	French
BOT .....	Zoology	FRW .....	French
BSC .....	Biology	FSS .....	Tourism
BTE .....	Office Careers	FSS .....	Dietetic Technology
BUL .....	Business Law	GEA .....	Geography
CAP .....	Data Processing	GEB .....	General Business (see Management)
CCJ .....	Criminal Justice	GEO .....	Geography
CDA .....	Data Processing	GER .....	German
CDA .....	Electronic Technology	GEW .....	German
CEN .....	Continuing Education Nurses	GLY .....	Geology
CHM .....	Chemistry	HCA .....	Dietetic Technology
CIS .....	Data Processing	HEB .....	Religion
CJT .....	Criminal Justice	HES .....	Health, Physical Education, Recreation and Dance
CLP .....	Psychology	HFT .....	Accounting
COC .....	Data Processing	HFT .....	Engineering
COE .....	Cooperative Education	HFT .....	Dietetic Technology
COM .....	Cooperative Education	HFT .....	Hotel/Restaurant/Institution Administration
COP .....	Data Processing Technology	HFT .....	Tourism Industries Administration
CRM .....	Data Processing	HIS .....	History
CRW .....	English	HLP .....	Cooperative Education
CTE .....	Marketing	HOE .....	Home Economics
DAA .....	Health, Physical Education, Recreation and Dance	HOS .....	Landscape Technology
DEA .....	Dental Assisting Technology	HUN .....	Nutrition
DEP .....	Psychology	IDS .....	Honors Program
DES .....	Dental Assisting Technology	IND .....	Interior Design
DIE .....	Nutrition	INP .....	Psychology
DIE .....	Dietetic Technology	INR .....	Political Science
ECO .....	Economics	ISC .....	Interdisciplinary Science
ECO .....	Insurance	ITA .....	Italian
ECO .....	Banking	JOU .....	Journalism
ECL .....	Biology	LAH .....	History
EDF .....	Education	LEA .....	Office Careers
EDG .....	Education	LEA .....	Legal Assistant
EEC .....	Education		
EGN .....	Engineering		
EME .....	Education		
EMS .....	Emergency Medical Technology		



LEI .....	Health, Physical Education, Recreation and Dance	PEM .....	Health, Physical Education, Recreation and Dance
LIN .....	Speech	PEN .....	Health, Physical Education, Recreation and Dance
LIT .....	Religion	PEO .....	Health, Physical Education, Recreation and Dance
LIT .....	English	PEP .....	Health, Physical Education, Recreation and Dance
MAC .....	Mathematics	PEQ .....	Health, Physical Education, Recreation and Dance
MAF .....	Sociology	PET .....	Health, Physical Education, Recreation and Dance
MAN .....	Management	PHI .....	Philosophy
MAN .....	Cooperative Education	PHS .....	Physics
MAN .....	Real Estate	PHT .....	Physical Therapy Assistant
MAN .....	Insurance	PHY .....	Physics
MAN .....	Office Careers	PLS .....	Landscape Technology
MAN .....	Public Administration	PMA .....	Landscape Technology
MAP .....	Mathematics	PMA .....	Pest Control Technology
MAR .....	Marketing Management	POS .....	Police Science
MAR .....	Advertising	POS .....	Political Science
MAR .....	Purchasing	PSC .....	Physical Science
MAR .....	Home Furnishing	PSC .....	Political Science
MAS .....	Mathematics	PSY .....	Psychology
MAT .....	Mathematics	RAT .....	Radiation Technology
MAT .....	Special Services	REA .....	Reading
MEA .....	Medical Assisting Technology	REE .....	Real Estate
MGF .....	Mathematics	REE .....	Office Careers
MIS .....	Military Science	REL .....	Religion
MKA .....	Marketing Management	REL .....	History
MKA .....	Fashion Merchandising	RET .....	Respiratory Therapy Technology
MKA .....	Home Furnishings	RET .....	Nursing
MKA .....	Purchasing	RMI .....	Insurance
MLS .....	Medical Laboratory Technology	RET .....	Radiologic Technology
MMC .....	Journalism	RTE .....	Radiation Therapy Technology
MTB .....	Office Careers	RTE .....	Ultrasound
MTB .....	Business Math (see Mathematics)	RTV .....	Speech
MTH .....	Mathematics	RUS .....	Russian
MUE .....	Music	SES .....	Office Careers
MUH .....	Music	SES .....	Cooperative Education
MUL .....	Music	SOC .....	Sociology
MUN .....	Music	SON .....	Diagnostic Ultrasound Program
MUO .....	Music	SOP .....	Psychology
MUR .....	Music Applied	SOS .....	Landscape Technology
MUS .....	Music	SOW .....	Social Work
MUT .....	Music	SPA .....	Speech
MVB .....	Music	SPC .....	Speech
MVK .....	Music	SPC .....	Special Services
MVO .....	Music	SPN .....	Spanish
MVP .....	Music	SPW .....	Spanish
MVS .....	Music	SSI .....	Cooperative Education
MVV .....	Music	STA .....	Statistics
MVW .....	Music	STD .....	Career Planning Workshop
NMT .....	Radiologic Technology	SUR .....	Landscape Technology
NUR .....	Nursing	THE .....	Theatre
NUU .....	Nursing	TPA .....	Theatre
OCB .....	Biology	TPP .....	Theatre
ORH .....	Landscape Technology	TRA .....	Traffic Management
ORI .....	Speech	URP .....	Public Administration
ORI .....	Theatre	WOH .....	History
PAD .....	Public Administration	ZOO .....	Biology
PCB .....	Biology		
PCO .....	Psychology		
PEL .....	Health, Physical Education, Recreation and Dance		

# COURSE DESCRIPTIONS



## ACCOUNTING COURSES

**ACC 2001 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. (South Campus provides AVT Open Lab. Classes) 3 hrs. lec./Term I, II & III

**ACC 2021 Principles of Accounting II** 3 semester hours  
A continuation of ACC 2001, with emphasis on accounting for corporations, control, and decision making. Includes material on cost accounting, special reports, and statement analysis. Prerequisite: ACC 2001 with a grade of C or better. (South Campus provides AVT Open Lab. Classes) 3 hrs. lec./Term I, II & III

**ACC 2023 Accounting and Finance** 3 semester hours  
This course includes the study of both financial and managerial accounting, reviewing the accounting cycle, preparation and analysis of financial statements, and the major areas of managerial accounting to teach the student how to use accounting data in managerial decision-making. It also includes the study of corporate and business finance, financial planning and control, investment decisions,

sources of financing, financial leverage, debt management, and dividend policies. Approximately one-third of this course will specifically relate to insurance accounting and finance including valuation of insurance company balance sheet items, revenues and expenses, unearned premium and loss reserves, with an emphasis on financial analysis and maintaining solvency. (Preparation for CPCU Course 8.) 3 hrs. lec./On Demand

**ACC 2109 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 stocks, bonds, and funds. Prerequisite: ACC 2021 with a grade of "C" or better. 3 hrs. lec./On Demand

**ACC 2149 Intermediate Accounting II** 3 semester hours  
A continuation of ACC 2109 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. Prerequisites: ACC 2109



and ACC 2021 with a grade of "C" or better. Offered only with adequate enrollment. 3 hrs. lec./On Demand

**ACC 2409 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: ACC 2021 with a grade of "C" or better. 3 hrs. lec./On Demand

**ACC 2509 Income Tax I** 3 semester hours  
Principles of federal income taxation applicable to individuals. The course is designed to acquire the basic knowledge necessary in the preparation of individual returns. Sample returns will be prepared. 3 hrs. lec./On Demand

**ACC 2529 Income Tax II** 3 semester hours  
A continuation of ACC 2509 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. 3 hrs. lec./On Demand

**HFT 2430 Accounting for Travel Agents** 3 semester hours  
A study of the basic principles and practices of accounting for travel agencies with application for managerial decisions. 3 hrs. lec./On Demand

**ACC 1009 Accounting Survey I** 3 semester hours

**ACC 1029 Accounting Survey II** 3 semester hours  
(See Office Careers)  
(or Course Descriptions)

## ANTHROPOLOGY

**ANT 2000 Introduction to Anthropology** 3 semester hours  
An introductory study of evolution and cultural development, man, customs, social organization, and institutions. Emphasis is placed upon the cultural aspects of anthropology, and the student is introduced to the major fields of study undertaken by anthropologists. Meets area 3 or 5 AA degree general education requirements. 3 hrs. lec./Term I, II & III

**ANT 2100 Intro to Archaeology** 3 semester hours  
A study of humans' past based upon archaeological evidence and the methods used to procure it. Prerequisite: ANT 2000. 2 hrs. lec., 1 hr. field/On Demand

**ANT 2211 Peoples and Cultures of the World** 3 semester hours  
A survey of cultures on differing levels of development, focusing upon subsistence, social organization, religion, art, and culture change. Prerequisite: ANT 2000. Meets area 8 AA degree general education requirements. Term II/On Demand

**ANT 2320 Peoples and Cultures of Mexico** 3 semester hours  
A survey of the people and cultures of Mexico from the time of earliest settlement to the present. Attention given to describing the pre-Colombian civilizations of the region and the impact of Spanish conquest on native life. This course is recommended for students who plan to take the anthropology field school in Mexico. This course will be routinely offered during IIIA for each school year. Meets area 8 AA degree general education requirements. 3 hrs. lec./Term III

**ANT 2511 Introduction to Physical Anthropology** 3 semester hours  
A study of the biological origins of man, focusing upon human evolution, race, primatology and population genetics. 3 hrs. lec./On Demand

**ANT 2905 Independent Study Anthropology** 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 Department Head of the Behavioral Sciences Department via an instructor with whom he/she wants to work. Prerequisite: To be ascertained by the instructor and Department Head. 3 hrs. lec./On Demand

**ANT 2920 Anthropology Field School I** 1 semester hour

A course designed for study on various topics in cultural and physical anthropology. Study would be limited to field and/or laboratory projects. Prerequisite: Permission of the instructor or when taken in conjunction with archaeology. Meets area 8 AA degree general education requirements. 1 hr. lec./On Demand

**ANT 2921 Anthropology Field School II** 2 semester hours  
Meets area 8 AA degree general education requirements. 2 hrs. lec./On Demand

**ANT 2922 Anthropology Field School III** 3 semester hours  
Meets area 8 AA degree general education requirements. 3 hrs. lec./On Demand

**IDS 2190 Ascent of Man (formerly History of Man and ANT 2931)** 3 semester hours  
This interdisciplinary course traces through video tapes and textual materials the evolution of mankind. The course examines development of science, arts, intellect and imagination that marks man as unique in the biological world. Meets area 8 AA degree general education requirements. 3 hrs. lec./On Demand

## ARCHITECTURE

**ARC 1126 Architectural Drafting I** 3 semester hours  
Through the understanding and use of basic architectural equipment and drafting techniques, an introduction to the drawing phase of construction documents is achieved. Emphasis is placed on residential construction practices and drawing requirements. 1 hr. lec., 3 hrs. lab.

**ARC 1701 Survey of Architectural History I** 3 semester hours  
A general survey of social, political, and cultural factors which have generated architecture from pre-historic times through the eighteenth century.

**ARC 2020C Architectural Communications I** 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. Special fee charged, see "STUDENT FEES." 1 hr. lec., 3 hrs. lab.

**ARC 2031 Architectural Design I** 3 semester hours  
A foundation course, emphasizing architectural design, vocabulary, philosophy, concepts, spatial organization, and environmental systems. 1 hr. lec., 3 hrs. lab.

**ARC 2032 Architectural Design II** 3 semester hours  
A working understanding of architectural design as a process integrating spatial, structural, and environmental systems within their physical context.

**ARC 2122 Architectural Drafting II** 3 semester hours  
This course enables the student to provide architectural drawings, and study construction methods and techniques used in commercial buildings. Special attention is directed to the practice of prestressed/precast concrete beams and structural steel members. This course is a combination lecture and lab. Special fee charged, see "STUDENT FEES." 1 hr. lec., 3 hrs. lab.

**ARC 2140C Materials and Methods of Construction** 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. Special fee charged, see "STUDENT FEES." 1 hr. lec., 3 hrs. lab.

**ARC 2154 Architectural Drafting III** 3 semester hours  
This course enables the student to provide architectural drawings and study construction methods and techniques used in high-rise buildings. Special attention is directed to air conditioning, vertical transportation, refuse disposal, parking, and landscaping fundamentals. This course is a combination lecture and lab. Special fee charged, see "STUDENT FEES." 1 hr. lec., 3 hrs. lab.

**ARC 2201 Theory of Architecture** 3 semester hours  
An overview of the architectural profession emphasizing the understanding of spatial and environmental inter-relationships, philosophical and conceptual principles as they influence the form, image, and functional success of architecture. An excellent class for the lay person.

**ARC 2580 Structures I** 3 semester hours  
Basic study in the principles and evaluations of structures as applied to architecture. Major topics of study include statics, stress and the characteristics of beam and column behavior. This course will enable the student to develop a structural sense in creating architectural solutions. Prerequisites: MAC 1132, ARC 1120, and PHY 2053. 3 hrs. lec.

**ARC 2789 Seminar in Architecture, Design and History** 3 semester hours  
A combination of classroom preparation plus travel to include sketching, photography, critique and review of architectural history and design. Variable content depending upon areas visited. 3 hrs. lec.

## ART

**ARH 2000 Art Appreciation** 3 semester hours  
**Humanities**  
A course considering form and content in 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. Meets area 2 or 5 AA degree general education requirements. 3 hrs. lec./Term I, II & III

**ARH 2050 Art History I** 3 semester hours  
Survey and analysis of the Western history of art. Architecture, painting, sculpture and crafts from paleolithic times through Baroque. 3 hrs. lec./Term I & II

**ARH 2051 Art History II** 3 semester hours  
Study of styles from the 18th century art period to the present, stressing development of contemporary artistic concepts. 3 hrs. lec./Term I & II

**ARH 2004 Appreciation of Oriental and Primitive Art** 3 semester hours  
General overview of Oriental and primitive art: Chinese, Japanese, African, Pre-Colombian, 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: ARH 2000. Meets area 8 degree general education requirement. 3 hrs. lec./On Demand

**ART 1201C 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. Term I, II & III.

**ART 1202C Design II** 3 semester hours  
Three-dimensional study of form, fundamentals, principles, and elements of design. Six studio hours weekly. Special fee charged, see "STUDENT FEES." Term I, II & III

**ART 1300C Beginning Drawing** 3 semester hours  
Landscape and still-life composition in charcoal, ink, and other media. Six studio hours weekly. Term I, II & III.

**ART 1330C Life Drawing** 3 semester hours  
Human and animal forms using various media. Laboratory

fee. Six studio hours weekly. Prerequisite: ART 1300C. Special fee charged, see "STUDENT FEES." Term I, II & III

**ART 2110C Ceramics** 3 semester hours  
Study of basic ceramic shaping techniques, glazing, decorating and firing. Laboratory fee. Six studio hours weekly. Special fee charged, see "STUDENT FEES." Term I, II & III.

**ART 2205C 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. Term I, II & III.

**ART 2401C Beginning Printmaking** 3 semester hours  
A study of the processes and techniques in serigraphy and intaglio printing. Laboratory fee. Six studio hours weekly. Special fee charged, see "STUDENT FEES." Term I & II.

**ART 2402C Advanced Printmaking** 3 semester hours  
A study of positive and negative printmaking with problems in relief and lithographic techniques. Laboratory fee. Six studio hours weekly. Prerequisites: ART 2401C. Special fee charged, see "STUDENT FEES." Term I & II.

**ART 2520C Painting** 3 semester hours  
Creative techniques and composition applied to oil painting and acrylic media. Six studio hours weekly. Prerequisites: ART 1300C, 1201C. Term I & II

**ART 2560C 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 1201C. Term I, II & III

**ART 2600C Photography I** 3 semester hours  
Basic procedures of black and white still camera work, developing, and printing. Emphasis is on intensifying visual perception and on the analysis of photographs as art and record. Laboratory fee, (student will supply 35 mm camera, film, and paper). Class limited to fifteen students. Prerequisites: ART 1201C and instructor approval. Six hours weekly. Special fee charged, see "STUDENT FEES." Term I, II & III

**ART 2650C Video Art** 3 semester hours  
This course will be an introduction to video as an art form. Production procedures and techniques of electronic editing will allow students to produce their own tapes. The course will stress video as a general purpose tool for the artist to express an alternative to commercially produced television. Six studio hours weekly. Special fee charged, see "STUDENT FEES." Term I & II

**ART 2701C Sculpture** 3 semester hours  
Creative techniques in metal, wood, stone, and clay. Laboratory fee. Six hours weekly. Special fee charged, see "STUDENT FEES." Term I, II & III

**ART 2890 Seminar in Art I** 1 semester hour

**ART 2891 Seminar in Art II** 2 semester hours

**ART 2892 Seminar in Art III** 3 semester hours

**ART 2893 Seminar in Art IV** 4 semester hours

**ART 2894 Seminar in Art V** 5 semester hours

**ART 2895 Seminar in Art VI** 8 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. Meets area 8 degree general education requirement.

**ART 2905 Independent Study** 3 semester hours  
A course designed to establish frame work for future self-learning. Each student will shape the course to fit his/her needs by planning with a faculty advisor. Six studio hours weekly. Prerequisites: ART 1300C, 1201C, 1202C. Exceptions to prerequisites will be considered by the Art Department Head by arrangement.

**ART 2610 Photography II** 3 semester hours  
The application of the 35mm camera to specially directed



individual projects. Emphasis is on the use of photography in documenting the social landscape. Each student project will be exhibited as a complete essay and will be used as a basis for critical discussion. (Student will supply 35 mm camera, film and paper). Class limited to 15 students. Six hours weekly. Prerequisite: ART 2600 (Photography I). Special fee charged, see "STUDENT FEES." Term I & II

**GRA 1543C Commercial Design I** 4 semester hours  
Design as applied to modern advertising techniques. Layout and preparation are covered through individual projects in such areas as magazine ads, stationery and logotype design. Typography, production and printing are stressed. 2 hrs. lab., 4 hrs. studio/Term I & II

**GRA 1544C Commercial Design II** 4 semester hours  
Emphasis is placed on the development of ideas and the ability to communicate them effectively. The importance of experimentation and flexibility of approach is stressed through projects in such areas as newspaper advertising, book jackets, magazine covers, direct mail, sales promotion campaigns. Prerequisites: ARV 1203C & ART 1201C. 2 hrs. lab., 4 hrs. studio/Term I & II

**GRA 2545C Commercial Design III** 4 semester hours  
A creative approach in design with emphasis on relating illustration to copy through projects such as advertising, packaging, and record jacket design and catalogues. Prerequisite: ARV 1204C. 2 hrs. lab., 4 hrs. studio/Term I & II

**GRA 2546C Commercial Design IV** 4 semester hours  
Advanced course in design with emphasis on illustration, four color consumer magazine advertising and TV graphics. Development of a well-rounded job seeking portfolio. Prerequisite: ARV 2205C 2 hrs. lec., 4 hrs. lab./Term I & II

**IND 1020 Interior Design I** 3 semester hours  
An introductory course to develop the ability to design and plan interior space. Emphasis will be placed on perfecting skill and efficiency in drafting floor plans and elevations, as well as coordinating materials and furnishings in the design of an entire home. Prerequisite: None. 6 hrs. studio/Term I & II

**IND 1200 Interior Design II** 3 semester hours  
This course will emphasize problems in room and space planning and more advanced problems relating to the correlation of furnishings and other materials based on the principles of good, functional design. Prerequisite: IND 1020. 6 hrs. studio/Term I & II

**IND 2210 Interior Design III** 3 semester hours  
Projects will provide practice in planning interiors, both residential and commercial. The student will develop further competency in budgeting, specifications and presentations. Prerequisite: IND 1200. 6 hrs. studio/Term I & II

**IND 2220 Interior Design IV** 3 semester hours  
Advanced problems in interior planning, both commercial and residential. The perfection of all skills in designing and presentations will be stressed. Prerequisite: IND 2210. 6 hrs. studio/Term I & II

**IND 1100 History of Interiors I** 3 semester hours  
This course will acquaint the student with period styles in interiors and furnishings as well as the architecture that influenced them, beginning with the Egyptian period and continuing the study of the historical development of interior design through the Baroque period. 3 hrs. lec./Term I & II

**IND 2130 History of Interiors II** 3 semester hours  
This course will acquaint the student with period styles in interiors and furnishings as well as the architecture which influenced them beginning with early American styles through contemporary furniture design and contemporary architecture and will include Georgian, Federal, Victorian, etc., as well as miscellaneous styles: Chinese, Japanese, American Indian, African, etc. 3 hrs. lec./Term I & II

**IND 2420 Materials and Sources** 3 semester hours  
This course will study materials and furnishings available

to the Interior Designer in today's market. 3 hrs. lec./Term I & II

## ASTRONOMY

**AST 1005 Astronomy I** 3 semester hours  
Descriptive, non-mathematical study of the solar system and astronomical methods of general interest. Three hours weekly. Meets area 4 A or 5 AA degree general education requirements. 3 hrs. lec./Term I, II & III

**AST 1006 Astronomy II** 3 semester hours  
Continuation of Astronomy I. Consideration given primarily to objects and events beyond the solar system in our galaxy and in other galaxies. Three hours weekly. Meets area 4 A and 5 AA degree general education requirements. 3 hrs. lec./Term I & II

**ASI 2100 Planetarium Education** 3 semester hours  
Course for teachers and students of education. Study of the use of the planetarium in education. Various audiovisual devices will be employed. Large portions of the course consist of directed study with the student designing and writing his/her own educational materials pertaining to audio visual concepts in planetarium education. Acquaints student with the celestial sphere and planet position. Prerequisite: Instructor approval. On Demand.

## AUTOMOTIVE TECHNOLOGY

**AER 1000 Integrated Automotive Systems** 3 semester hours  
A course designed to teach the principles and components of cooling and lubrication systems, intake systems, ignition systems, and charging/starting systems to provide practical experience in the identification, repair, and replacement of the components of these systems. Topics include engine fundamentals, cooling and lubricating systems, intake systems, ignition systems, fuel systems, minor tune-ups, trouble shooting, charging and starting systems, schematics, and shop manuals. Special emphasis will be given to shop safety procedures, and the fasteners, specific tools and equipment to be used. 3 hrs. lec.

**AER 1004 Power Plant Overhaul Theory** 3 semester hours  
A course designed to teach the principles and procedures necessary to completely rebuild an automotive engine and to provide the practical experience in the engine diagnosis, removal, disassembly, rebuilding, and dynamic check out. Topics include engine diagnosis; engine removal; engine disassembly; engine rebuilding; piston, pin and rod service; engine assembly; engine installation; valve adjustment; tune-ups; and road test procedures. Special emphasis will be given to safety procedures and the specific tools, fasteners, and equipment to be used. 3 hrs. lec.

**AER 1100 Auto Electrical Systems** 3 semester hours  
A course designed to teach the principles and operations of the basic electrical systems found in automotive equipment and to provide practical experience in the service and repair of or adjustment to these systems. Topics include batteries, starters, alternators, regulators, ignition systems, chassis electrical circuits, and electrical accessory circuits. Special emphasis will be given to safety procedures and the specific tools and equipment to be used. 3 hrs. lec.

**AER 1112 Advanced Engine Diagnosis** 3 semester hours  
A course designed to teach the principles of electronic ignition systems, electronic tune-ups, and emission control systems and to provide practical experience in diagnosing electrical and fuel problems. Topics include electronic ignition systems, emission control systems, oscilloscope/ancillary instrument interpretations, HC/CO analyzing, chassis dynamometer theory, precision diagnosis and tune-up techniques. Special emphasis will be given to safety procedures, and the specific tools and equipment to be used. Prerequisite: AER 1000. 3 hrs./lec.



**AER 1120 Steering and Suspension Systems** 3 semester hours

A course designed to teach the principles of steering systems, suspension systems, and wheel alignment and to provide practical experience in repairing automobile suspension and steering, aligning front ends, and balancing tires. Topics include wheel balancing, suspension system, suspension angles and lines, wheel alignment, standard steering gears, power steering systems and frames. Special emphasis will be given to safety procedures, and the specific tools and instruments to be used. 3 hrs. lec.

**AER 1121 Brake Systems and Chassis Repair** 3 semester hours

A course designed to teach the principles and operations of brake systems, disc systems, split systems, hydraulic cylinders, valving systems, chassis components, and exhaust systems and to provide practical experience in the repair of these systems. Topics include chassis inspection procedures, basic brake theory, drum brake systems, split systems, disc brake systems, hydraulic cylinders, machining and measuring techniques, power boosters, chassis alignment and repair, exhaust systems, delivery procedures, and road test procedures. Special emphasis will be given to safety procedures and the specific tools and equipment to be used. 3 hrs. lec.

**AER 1131 Transmission and Drive Systems** 3 semester hours

A course designed to teach the principles and operations of automatic transmissions, standard transmissions, clutches, overdrive units, pressure plates, propeller shafts, differentials and drive axles and to provide practical experience in diagnosing, removing, maintaining and repairing transmissions and drive systems. Topics include conventional and automatic transmissions, overdrive systems, drive lines, differentials, and axles. Special emphasis will be given to safety procedures, and the specific tools and instruments to be used. 3 hrs. lec.

**AER 1160 Automotive Parts and Service Department Management** 3 semester hours

A course designed for the in-depth study of parts numbering, storage, cataloging, retrieval, ordering and stocking management techniques and the overall workings of an automotive service department. Topics include warehousing systems, inventory control systems, cost control and pricing, merchandising and marketing, parts counter control, customer relations, organizational plans of service departments, work schedules, use of pricing manuals, estimating and pricing of work, personnel management, marketing and promotional methods, financial analysis management, cost accounting and customer relations, hours. 3 hrs. lec.

**AER 1171 Heating and Air Conditioning Theory** 3 semester hours

A course designed to teach the principles and operations of automotive heating systems, air-conditioning systems and accessories and to provide practical experience in testing, analyzing, installing and repairing heating systems operations; refrigeration system; air-conditioning systems; air-conditioning tools and equipment; lines, fittings, and valves; operational checks and adjustments; minor repairs and the special tools and instruments to be used. 3 hrs. lec.

**AER 1947/8/9 Apprentice Experience I, II & III** 9 semester hours

On-the-job training at an Automobile Dealership. Each of the three apprentice work experiences is worth three semester hours credit covering one term and including a work week from 32 to 40 hours in a supervised program at the Dealership. On-the-job-training/On Demand

## AVIATION GROUND COURSES

**ASC 1010 History of Aviation** 3 semester hours

A survey of aviation from its beginning with early myths,

through gliders, balloon flights and powered flight to the present jet age. Includes effects of wars on the development of civil and military aircraft and discusses significant personnel, flights and aircraft in tracing the advancement of general, commercial and military aircraft. The major emphasis of the course will be directed towards the development of aviation in the United States. Term I, II & III

**ASC 1100 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. 3 hrs. lec./Term I, II & III

**ASC 1210 Meteorology** 3 semester hours

A study of the basic concepts of meteorology, temperature pressure, moisture, stability, clouds, air masses, frosts, thunderstorms, icing and fog. Analysis and use of weather data; interpretation of the National Weather Service maps, reports and forecasts. Prerequisite: ATT 1100, or private pilot's license. 3 hrs. lec./Term I & II

**ASC 1550 Aerodynamics** 3 semester hours

An analysis of the physical laws and aerodynamic principles that 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: ATT 1100 or private pilot's license. 3 hrs. lec./Term I & II

**ASC 1610 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: ATT 1100 or private pilot's license. 3 hrs. lec./Term III

**ASC 2110 Navigational 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 en route low altitude charts and other flight information publication. Prerequisite: ASC 1100 or a private pilot's license. MTB 1321 and MTB 1322, or MAC 1132 and MAC 1133. 3 hrs. lec./Term I & II

**ASC 2870 Aeronautical Science Safety** 3 semester hours

A survey of the Federal Agencies that regulate aviation, with particular emphasis on those concerned with aviation safety. Provides an in-depth study of how flight affects the human body and actions that can be taken to minimize adverse effects. A detailed study of Parts 61 and 91 of the Federal Aviation Regulations together with a brief survey of Part 135, the portions of the FAA text on Basic Flight information and ATC Procedures that relate to VFR flight and emergencies. 3 hrs. lec./Term I & II

**ATT 1100 Aeronautical Science** 3 semester hours

The theory of flight. Elementary aerodynamics. The major components of airplanes and their function. The pertinent federal aviation agency regulation. An introduction to meteorology, both weather phenomena and reading and understanding teletype, weather data and weather maps. 3 hrs. lec./Term I, II & III

**ATT 2120 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, en route charts, area charts, SID charts, STAR charts, instrument approach procedure charts. Prerequisite: ASC 2110 or commercial pilot's license and ASC 1210. 3 hrs. lec./Term I & II



**ATT 2371 Aircraft Communication and Navigation Systems** 4 semester hours

A study of the characteristics and operation of typical navigation and communication equipment used in general aviation, commercial and military aircraft. Prerequisite: ETE 1010C and ETE 1020C or equivalent industry experience. 4 hrs. lec. and lab./On Demand

**ATT 2372 Aircraft Flight Control Systems** 3 semester hours

A study of the basic principles of flight instrumentation and automatic flight control devices and systems. Prerequisite: ETE 1010C and ETE 1020C or equivalent industry experience. 3 hrs. lec. and lab./On Demand

**ATT 2373 Aircraft Pulse and Microwave Systems** 3 semester hours

A study of pulse type equipment used in general aviation, commercial and military aircraft. Receiver band width sensitivity, image response, decoder, reply frequency, and pulse characteristics. Prerequisite: ETE 1010C and ETE 1020C or equivalent industry experience. 3 hrs. lec. and lab./On Demand.

**ATT 2600 Flight Simulator Training-SE** 1 semester hour

A total of 15 hours of training in one of the flight simulators located in the Flight Simulator Lab at the South Campus. This course may be taken as an elective in any of the aviation programs. Material covered will be tailored to the individual depending upon his/her flight background. This course may be repeated for a maximum of three semester hours to meet a three semester hour elective requirement. (Lab Fee). Prerequisite: ASC, 1100, ATT 1100, ATF 1100. 15 hrs. lab./Term I, II & III

**ATT 2630 Flight Simulator Training-ME** 1 semester hour

A total of 15 hours of training in the Multi-Engine flight simulator located in the Flight Simulator Lab at the South Campus. The course consists of five hours lecture and 10 hours in the simulator. This course may be taken as an elective in any of the aviation programs. The course may be repeated a maximum of three times to meet the three semester hour elective requirement. (Lab Fee). Prerequisites: ASC 1100, ATT 1100, ATF 1100. 15 hrs. lab./Term I, II & III.

**ATT 2890 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 on examination grades as reported by the Federal Aviation Administration to the Cooperative Education Department. 3 hrs. lec./On Demand.

**AVM 2410 Airport Management** 3 semester hours

Provides a comprehensive examination of the major functions of airport management and the concepts underlying airport planning and construction. The controlling factors in the development of an airport such as size and forecasting volumes, design considerations including runways configurations, site, location requirements, master planning and zoning laws will be examined. The socio-economic effect of airports on the communities they serve will be explored. 3 hrs. lec./Term III

**AVM 2301 General Aviation Marketing** 3 semester hours

Basic marketing concepts and procedures involved in the sale of general aviation aircraft and components to private industry and government. Particular emphasis will be placed on Corporate/Business aircraft and commuter airlines. 3 hrs. lec./Term I

**AVM 2512 Airline Management** 3 semester hours

An introduction to the administrative aspects of airline operation and management. Topics include the structure of

the airline industry in the United States including First, Second and Third level carriers, the Annual Profit Plan; Uniform System of Accounts and Reports, Organizational Planning, demand analysis, scheduling, the theory of pricing, fleet planning, facilities planning and airline financing. 3 hrs. lec./Term I & II

## AVIATION FLIGHT COURSES

**ATF 1100 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 five of which may have been in an FAA-approved pilot ground trainer. Co-requisite: ATT 1100 and ASC 1100. Fee: See section on student fees under general information in the catalog. Term I, II & III.

**ATF 2201 Intermediate Flight** 3 semester hours

This course continues the training and experience begun in primary flight, and together with ATF 2202 and ATF 2306 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, 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: ATF 1100 or PO1. Fee: see section on student fees under general information in this catalog. Term I, II & III.

**ATF 2202C Advanced Flight** 3 semester hours

This course continues the training and experience of intermediate flight. Together with ATF 2201 and ATF 2306 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: ATF 2201 or PO1. Fee: see section on student fees under general information in this catalog. Term I, II & III.

**ATF 2306C All Weather Flight** 3 semester hours

This is the final of the series of courses designed to provide the aeronautical experience for an 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: ATF 2202 or PO1. Fee: see section of student fees under general information in this catalog. Term I, II & III.

**ATF 2400C Multi-Engine Transition** 1 semester hour

A minimum of 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 pilot's certificate. Fee: see section on student fees under general information in this catalog. Term I, II & III

**ATF 2500C 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 cred-



it for the course. Prerequisite: commercial pilot certificate. Fee: see section on student fees under general information in this catalog. Term I, II, & III.

## AVIATION MAINTENANCE COURSES

The following five courses comprise the Federal Aviation Administration (FAA) GENERAL Curriculum and consist of 450 hours of lecture and supervised and unsupervised lab. Offered Term I & II

### ATM 1001 Math, Physics, Theory of Flight, & Aircraft Drawings 2 semester hours

**BASIC MATHEMATICS:** Applied physics to that area of knowledge regarding the basic and fundamental nature of matter and energy; **THEORY OF FLIGHT:** the study dealing with the relationships between the atmosphere, the aircraft and the forces acting on it in flight, and the study of **AIRCRAFT DRAWINGS:** sketches and blue prints pertaining to aircraft and components.

### ATM 1071 Federal Air Regulations and Weight and Balance 2 semester hours

A presentation of **FEDERAL AIR REGULATIONS** as applying to aircraft maintenance including the study of the use of pertinent documents; A/C manufacturers' publications, etc. **WEIGHT & BALANCE:** theory, computations, and actual weighing of aircraft.

### ATM 1011 Basic Electricity 3 semester hours

The study of laws and theory of electricity and its application to aircraft systems, components, and circuits, to include practical knowledge of the different types of complex circuitry found in modern aircraft.

### ATM 1091 Aircraft Servicing Operations, and Fluid Lines and Fittings 2 semester hours

A presentation illustrating A/C servicing procedures, ground handling of aircraft, safety procedures, etc.; fabrication and recognition of the various types of aircraft oil, fuel and hydraulic lines and tubing, including a study of inspection procedures relating to same.

### ATM 1061 Materials and Processes, Corrosion Control 3 semester hours

An introduction to the tools, hardware and materials used in aircraft maintenance and repair, to include proper handling and inspection thereof and practical application of the various types of non-destructive testing of metals. A study of various types of corrosion, causes and corrective measures used to control corrosion on numerous types of metals used in aircraft construction.

The following nine courses comprise the Federal Aviation Administration (FAA) AIRFRAME Curriculum and consist of 815 hours of lecture and supervised and unsupervised lab. Offered Term I, II & III

### ATM 1331 Aircraft Structural and Sheet Metal Fabrication 4 semester hours

The study of aircraft structural designs and the methods of minimum sheet metal repair techniques. Explains metal-working processes and develops the skills necessary to return to air-worthy condition.

### ATM 1311 Aircraft Wood, Fabrics and Finishes 2 semester hours

A course of study encompassing the use of wood as found on wooden aircraft, and fabrics as found on fabric aircraft, to include the finishes required on each. Specific techniques peculiar to each are demonstrated.

### ATM 1351 Aircraft Welding, Assembly and Rigging 4 semester hours

The theory and practice of welding method used in aircraft construction and repair is thoroughly covered with emphasis on gas welding and advance work in heli-arc welding. Aircraft assembly is explained and demonstrated as well as control rigging procedures.

### ATM 1461 Aircraft Electrical Systems 4 semester hours

The types and characteristics of aircraft electrical circuits and components are compared and evaluated. Advance electrical systems as used in corporate aircraft and helicopters and airline aircraft are studied.

### ATM 1431 Aircraft Instruments and Aircraft Communications and Navigational Equipment 1 semester hour

A basic familiarization of aircraft instruments and their function, to include removal, installation, and the installed testing of such instruments. Also a study of communication and navigational equipment describing removal and installation of such equipment.

### ATM 1411 Ice/Rain/Fire Protection, Hydraulics and Pneumatics 2 semester hours

The study of ice, rain and fire protection as it applies to all types of aircraft. Preventative maintenance in these areas are explored heavily with a view towards utmost safety. The operation and maintenance of aircraft hydraulic and pneumatic systems are examined together as would be used on corporate and airline type aircraft. The methods of repair and replacement of systems and components, as well as ground equipment operation and repair are examined.

### ATM 1451 Aircraft Environmental and Aircraft Fuel Systems 3 semester hours

A study of the various types of systems used for cabin atmospheric control in advanced aircraft systems including those found on corporate and airline type aircraft. Heating, cooling, pressurization as well as oxygen supply are included in the study. Additional study is directed towards the various fuel storage and distribution systems used in small and large aircraft.

### ATM 1401 Landing Gear/Position/Warning and Airframe Inspection 3 semester hours

The study of aircraft landing gear structures and operating systems to include the maintenance and repair procedures for retraction systems, shock struts, brakes, wheels, tires and ground steering equipment. Included are the basic inspection procedures applicable to the various flight operations.

### ATM 1371 Test/Review/Practical 1 semester hour

A summary of airframe repair and maintenance procedures. Review for FAA airframe certificate written, oral and practical exams.

The following seven courses comprise the Federal Aviation Administration (FAA) POWERPLANT Curriculum and consist of 825 hours of lecture and supervised and unsupervised lab. Offered Term I, II & III

### ATM 2111 Aircraft Reciprocating Engines and Overhaul 6 semester hours

This course contains a detailed study of reciprocating engines supported by the actual overhaul of operational engines. Included is a study of the procedures and acceptable techniques used in engine disassembly, inspection, precision measurement, repair and reassembly. Advanced techniques of non-destructive testing are included.

### ATM 2121 Engine Electrical Systems/Ignition Systems 4 semester hours

This course consists of the study of all engine electrical systems that might be encountered on reciprocating engines to include methods of initial generating, timing, and the distribution of ignition energy. Included is testing of the various electrical components such as, generators, alternators, advanced magneto systems, etc.

### ATM 2151 Propellers and Propeller Systems, Trouble Shooting and Engine Run 3 semester hours

This study includes the theory of propeller operation and related governing systems designed to control propeller operation. Also covers method of installation, inspection,



repair and adjustment of propellers. Engine run is necessary to test final operation.

**ATM 2101 Engine Installation, Operation and Inspection/Engine Instruments Engine Fire Protection** 2 semester hours

A course of study which details the correct methods of engine removal and installation, inspection, and run-up testing, including the final adjustments, etc. Also points out the operation of the related engine instruments, their necessity and functions, etc. Engine fire protection systems are also studied in detail.

**ATM 2501 Engine Fuel and Metering System, Induction/Exhaust Systems Lubrication/Cooling Systems** 6 semester hours

A study of the operation of engine fuel systems, complex and noncomplex. To include turbo chargers in abnormally asperated engines and simple systems found in small aircraft engines. Lubrication and cooling systems are also explored.

**ATM 2202 Turbine Engines and Turbine Engine Systems/Trouble Shooting and Engine Run** 3 semester hours

A thorough study of the theory of operation of turbine engines and the function of the related engine components such as compressors, fuel controls, fuel pumps, governors, turbines, etc. Course encounters disassembly, inspection, minimal repairs, reassembly test run and final adjustment.

**ATM 2551 Test/Review/Practical** 3 semester hours  
Review for FAA Powerplant written, oral and practical exams.

## BANKING COURSES

**BAN 1110 Principles of Bank Operations** 3 semester hours

The economic importance of banks, the receiving function; processing of cash items; bookkeeping operations; posting systems; legal relationships with depositors; internal controls; international financial services; trust services; growth of the American banking system, banking and public service. 3 hrs. lec./On Demand

**BAN 1150 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. 3 hrs. lec./On Demand

**BAN 1201 Management of Commercial Bank Funds** 3 semester hours

This course covers the introduction to funds management, return, risk and liquidity. Some specific topics covered are: money-market assets and liabilities, managing the money position, spread management and capital management. Types of investments such as U.S. Notes and bonds, government agency issues, state and municipal securities and world bank bonds are also covered. 3 hrs. lec./On Demand

**BAN 1204 Introduction to Commercial Lending** 3 semester hours

This course concentrates on a study of commercial lending, the economic environment, detailing the complete lending process, responsibilities of the loan department, types of commercial loans, the different cycles, availability and cost of funds; cost analysis, control and profitability; regulatory laws affecting commercial loans. 3 hrs. lec./On Demand

**BAN 1205 Corporate Banking** 3 semester hours

This course gives a practical approach to lending, the duties of the accounting officer in the lending environment, personal characteristics and technical skills. The lending process covers the loan request, financial analysis, loan structuring, pricing, documentation and loan adminis-

tration. Problem loans, the cause, how to handle and the final decision are also covered. 3 hrs. lec./On Demand

**BAN 1206 Department Management** 3 semester hours  
Upon completion of this course, a student should be able to demonstrate an understanding of credit department organization by being able to identify the essential element of the credit functions. Topics covered include management; organization and staffing; spreading of financial statements, and both manual and computerized financial statement spreading functions. 3 hrs. lec./On Demand

**BAN 1720 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. 3 hrs. lec./On Demand

**BAN 1932 Intro to Commercial Banking** 3 semester hours

Course identifies contemporary topics, issues of commercial bank management and explores the solutions. Includes demands made on banks by their constituencies, modern approaches to planning and problems of obtaining and utilizing funds. Recent developments in electronic funds transfer systems are described and evaluated. Includes problems of multinational banking and efforts to meet various types of competition. 3 hrs. lec./On Demand

**BAN 1933 Loan Officer Development** 3 semester hours

This course is designed to teach practical lending skills. It covers six major subject areas and utilizes a variety of training techniques. They include the initial loan interview, administrative decisions and techniques, documentation for the credit file, problem loans, managing loans, managing loan portfolios. 3 hrs. lec./On Demand

**BAN 2010 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.

**BAN 2200 Credit Administration** 3 semester hours

Discussion of policy; the bank credit department; sources of credit information; credit correspondence; unsecured and secured loans to customers; loans to small business; term loans; interbank loans; real estate loans; influence of the Federal Reserve System; opportunities and responsibilities of the bank lending offices. 3 hrs. lec./On Demand

**BAN 2210 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. 3 hrs. lec./On Demand

**BAN 2230 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. 3 hrs. lec./On Demand

**BAN 2240 Installment Credit** 3 semester hours

Evolution of installment credit; investigation and the 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. 3 hrs. lec./On Demand

**BAN 2303 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. 3 hrs. lec./On Demand



- BAN 2400 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. 3 hrs. lec./On Demand
- BAN 2401 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 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. 3 hrs. lec./On Demand
- BAN 2402 Trust Management** 3 semester hours  
This course describes the organization, operation, and services of the trust department. Some specific topics covered in the course are: department accounting, trust investments; tax administration; trust automation; employee benefit trust; corporate trust administration; business development; trust profitability; and issues in trust department management. 3 hrs. lec./On Demand
- BAN 2500 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. Meets area 8 degree general education requirement. 3 hrs. lec./On Demand
- BAN 2724 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. 3 hrs. lec./On Demand

## BIOLOGY

- APB 1150 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 APB 1150L) Meets area 4A or 5 AA degree general education requirements. 3 hrs. lec./Term I, II, & III
- APB 1150L Modern Principles of Biology Laboratory** 1 semester hour  
Two hours of laboratory weekly, which may be taken concurrently with APB 1150. 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 BOT 1010 botany or the ZOO 1013 zoology. One two-hour period weekly. Special fee charged, see "STUDENT FEES." 2 hrs. lab./Term I, II & III
- APB 1220 Integrated Science for Allied Health Technology** 2 semester hours  
An integration of physical, chemical, and biological subjects presented in support of the allied health technician in training. General physics, general chemistry, and microbiology are introduced in sequence and coordinated with the allied health programs. Pre- or Corequisite APB 1150L. Does not meet requirements for general education science. 4 hrs. lec./Term I, II & III
- APB 1221 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 APB 1220. Presented in support of allied health technician in training and introduced in a sequence coordinated with the allied health programs. Prerequisite: APB 1150L or corequisite. Does not meet the requirements for general education science. 4 hrs. lec./Term I, II & III
- APB 1224 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 APB 1221. Presented in support of the allied health technician in training and introduced in a sequence coordinated with the allied health programs. Prerequisite: APB 1221. Corequisite: APB 1229L. Does not meet requirements for general education science. 4 hrs. lec./Term I, II & III
- APB 1225 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 APB 1224. Presented in support of the allied health technician in training and introduced in a sequence coordinated with the allied health programs. Prerequisite: APB 1224. Corequisite: APB 1229L. Does not meet requirements for general education science. 4 hrs. lec./Term I, II & III
- APB 1229L Paramedical Science Laboratory** 1 semester hour  
Laboratory experiments to accompany APB 1224, 1225. Prerequisite: APB 1220, APB 1221, APB 1150L. Special fee charged, see "STUDENT FEES." 2 hrs. lab.
- BOT 1010 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: APB 1150L. Corequisite: BOT 1010L. Meets area 4 A or 5 AA degree general education requirements. 3 hrs. lec./Term I & II
- BOT 1010L General Botany Laboratory** 1 semester hour  
Laboratory experiments and field trips to accompany BOT 1010. Pre- or corequisite APB 1150 and corequisite BOT 1010. One two-hour period weekly. Special fee charged, see "STUDENT FEES." 2 hrs. lab./Term I & II
- PCB 1050 Principles of Genetics** 3 semester hours  
A course for non-science majors dealing with mendelian genetics and its application to humans. The course content would be of particular interest to allied health students and social science majors. All major human genetic defects will be studied in detail along with current research in chromosomes and DNA. This course is not intended to replace APB 1150 and transfers as elective science credit to higher institutions. A prerequisite of APB 1150 is suggested but not essential. Meets area 5 A or 7 AA degree general education requirements. 3 hrs. lec./On Demand
- PCB 1441 South Florida Ecology** 3 semester hours  
Survey of the general principles of ecology as they apply to South Florida; the relationships of organisms to both physical and biotic aspects of their environment. Emphasis is on natural communities. This course is not intended to replace APB 1150 and transfers as elective science credit to higher institutions. Meets area 5 A or 7 AA degree general education requirements. 3 hrs. lec./On Demand
- ZOO 1013 General Zoology** 3 semester hours  
Basic course pertaining to the development, anatomy, physiology, ecology and natural relationships of the animal kingdom. Pre- or corequisite: APB 1150L. Corequisite: ZOO 1013L. Meets area 4 A or 7 AA degree general education requirements. 3 hrs. lec./Term I, II & III
- ZOO 1013L General Zoology Laboratory** 1 semester hour  
Laboratory experiments and field trips to accompany ZOO 1013. Prerequisites or corequisites APB 1150L. One two-



hour period weekly. Corequisite: ZOO 1013. Special fee charged, see "STUDENT FEES." 2 hrs. lab/Term I, II & III.

## BUILDING CONSTRUCTION AND CIVIL ENGINEERING COURSES

### BCN 1272 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.

### BCN 1610 Building Construction Estimating Fundamentals 2 semester hours

An analysis and determination of building construction costs. Commences with the classification of materials, labor, and subcontracted work into the smallest manageable units. Development of a simple estimate for a residential structure.

### BCN 1616 Building Construction Advanced Estimating 2 semester hours

Estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving multistory buildings. Includes indirect and overhead costs, the preparation of bid proposals.

### BCN 1721 Building Construction Planning and Cost Control 2 semester hours

A study of time-cost relationship for various building construction operations. Includes preplanning and continuous scheduling of work flow and comparative analysis of actual and estimated costs for construction projects.

### BCN 1740 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 subcontractor, material men, and mechanics lien law; bonds; labor law; and other statutes and ordinances regulating contractors.

### BCN 1750 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.

### BCN 1930 Building Constructions Special Topics 2 semester hours

An introductory course for the student presently working in the building construction industry. Subjects discussed include comprehensive study of the South Florida Building Code.

### BCN 2704 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.

### BCN 2712 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, and safety regulations.

### BCN 2561 Mechanical and Electrical Systems 3 semester hours

Acquaints student with mechanical and electrical equip-

ment commonly used in high-rise and commercial buildings. Presents fundamentals of air conditioning, heating, lighting, communicating and wiring. Includes a study of specialty equipment such as solar heating.

### BCN 2614C Construction Planning and Estimating 3 semester hours

A study of construction contracts, contractor responsibilities, job planning, scheduling, selection of equipment, methods of construction. The student is required to make quantity takeoffs from a set of plans to do pricing of labor and materials.

### BCN 2742 Contractor's License Preparation 4 semester hours

A study designed to prepare for the General Contractor's examination. State and Federal Laws, and field knowledge leading to class I, II, or III license. Special fee charged, see "STUDENT FEES."

### ETC 1250 Materials and Processes 2 semester hours

Introduces the materials and processes commonly used in building construction. Provides background relating to physical properties, sources and costs. Includes a study of standard manufacturing processes and recent methods of application. Should be taken concurrently with ETE 1223L. 2 hrs. lec.

### SUR 2100 Surveying 1 semester hour

The theory of construction surveying including the use and care of surveying instruments. This course should be taken concurrently with SUR 2100L. 1 hr. lec.

### SUR 2100L Surveying Lab 2 semester hours

The student is required to assume various duties as a member of a survey party. Field practice includes setting corner stakes and batter boards. This course should be taken concurrently with SUR 2100. 3 hrs. lab.

### SUR 2200C Route Surveying 3 semester hours

Highway surveying including horizontal and vertical curves. Traverse computations using the electronic calculator. Familiarization with advanced techniques such as electronic distance measuring equipment. 1 hr. lec, 3 hrs. lab.

### SUR 2400C Land Surveying 3 semester hours

A study of the legal aspects of land surveying, including section surveys, metes and bounds descriptions, plat law, hydrographics and office procedures. 3 hrs. lec.

### ETC 2410 Structural Design 3 semester hours

Simplified design of reinforced concrete structures including beams, columns, footings, retaining walls and pile foundations. Classification of soils and interpretation of borings from the standard penetration test. Prerequisite: ETG 2530 or equivalent. 3 hrs. lec.

## CIVIL ENGINEERING AND CONSTRUCTION

### ETD 1111C Mechanical & Technical Drafting 3 semester hours

Course is designed to provide basic knowledge of the standards of mechanical drafting. Subjects covered include applied geometry, basic dimensioning, pictorial representations, auxiliary views, sections, conventions, intersections, developments, finish marks, surface symbols, tolerances.

### ETD 1121C Civil Drafting I 3 semester hours

Introduces drafting techniques required for producing contract drawings related to foundations, concrete and steel structures, roof framing, etc. Emphasis is placed on line work and lettering. Student is required to provide own drafting tools. College provides drafting tables. Special fee charged, see "STUDENT FEES." 1 hr. lec., 3 hrs. lab.

### ETD 2122C Civil Drafting II 3 semester hours

Intermediate course in drafting with emphasis on detailing reinforced concrete and steel structures. Fundamentals of graphical methods for stress analysis of trusses. Special fee charged, see "STUDENT FEES." 1 hr. lec., 3 hrs. lab.

### ETE 1223L Materials Testing Lab 1 semester hour

Introduction of A.S.T.M. procedures for testing concrete,



steel, soils, and other building materials. This course should be taken concurrently with ETC 1250. 2 hrs. lab.

**ETG 2530 Strength of Materials** 2 semester hours  
A study of statics and strength of materials without the use of advanced mathematics. Introduction to solving problems using an electronic calculator. Should be taken concurrently with ETG 2530L. 2 hrs. lec.

**ETG 2530L Strength of Materials Lab** 1 semester hour  
Laboratory sessions emphasize typical solution of problems applied to structural engineering with the help of computers. This course should be taken concurrently with ETG 2530. 1 hr. lab.

**EVS 2231 Water Supply and Waste Water Disposal** 3 semester hours  
A single course covering the sources, treatment and distribution of potable water, and the collection, treatment and disposal of wastewater. Field trips include inspection of local facilities.

## BUSINESS LAW COURSES

**BUL 2111 Business Law I** 3 semester hours  
A study of the basic principles of law and the application of these to business problems. It encompasses a discussion of legal rights and social forces, the legal relationships of government, business and society, the law of contracts, personal property, bailments, and sales. 3 hrs. lec./Term I, II, & III

**BUS 2112 Business Law II** 3 semester hours  
It includes a study of the legal principles covering commercial paper, creditors' rights and secured transactions, agency, employer-employee relationships, partnerships, corporations, and real property. Prerequisite: BUL 2111. 3 hrs. lec./Term I, II & III

## CAREER PLANNING

**SLS 1321 Career Planning Workshop** 2 semester hours  
Students will learn to describe their individual characteristics such as values, goals, interests, needs, strengths, limitations. Student will learn to describe the process of career decision making. 2 hrs. lec./Term I & II

**SLS 1341 Employability Skills** 1 semester hour  
Student will learn to identify the methods of locating, applying for and keeping a job. 1 hr. lec./Term I & II

## CHEMISTRY

**CHM 1015 Preparation for General Chemistry** 3 semester hours  
Designed primarily for students who have no previous chemistry background and need preparation for general chemistry. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lec./Term I, II & III

**CHM 1045 General Chemistry I** 3 semester hours  
First course of a two term sequence, CHM 1045 and CHM 1046. A development of modern chemical principles. To enroll, students must have completed CHM 1015 with a grade of "C" or higher, or passed a departmental placement exam, or have completed high school chemistry with a "B" or higher within the past two years. Additionally, students must have completed MAT 1033 or two years of high school algebra with a grade of "C" or higher. This course assumes a prior knowledge of chemical fundamentals, atomic structure, formula writing, stoichiometry, gas laws and molarity. Corequisite: CHM 1045L. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lec./Term I, II & III.

**CHM 1045L General Chemistry Laboratory** 1 semester hour  
Laboratory experiments to accompany CHM 1045. Corequisite: CHM 1045. Special fee charged, see "STUDENT

FEES." Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lab./Term I, II & III.

**CHM 1046 General Chemistry II** 3 semester hours  
Further development of the principles of modern chemistry introduced in CHM 1045. Prerequisite: CHM 1045 and CHM 1045L. Corequisite: CHM 1046L. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lec./Term I, II & III.

**CHM 1046L General Chemistry II Laboratory** 1 semester hour  
General Chemistry and qualitative analysis laboratory experiments to accompany CHM 1046. Prerequisite: CHM 1045, CHM 1045L. Corequisite: CHM 1046. Special fee charged, see "STUDENT FEES." Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lab./Term, I, II & III.

**CHM 2210 Organic Chemistry I** 3 semester hours  
First part of a two-course sequence presenting the structures, preparation, reactions and nomenclature of various classes of hydrocarbons and their derivatives. Reaction electronic mechanisms are interpreted and unified in the light of modern theory. Three hours weekly. Prerequisite: CHM 1046 and CHM 1046L. Corequisite: CHM 2210L. Meets area 4A and 5 general education requirements for the AA degree. 3 hrs. lec./Term I & II

**CHM 2210L Organic Chemistry Laboratory I** 1 semester hour  
Organic laboratory experiments and preparations to accompany CHM 2210. Prerequisites: CHM 1046 and CHM 1046L. Corequisite: CHM 2210. Special fee charged, see "STUDENT FEES." Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lab./Term I & II.

**CHM 2211 Organic Chemistry II** 3 semester hours  
Second of the two part organic chemistry course. A continuation of the study of the remaining classes of organic compounds including use of spectroscopic methods and an introduction to bio-organic molecules. Three hours weekly. Prerequisites: CHM 2210 and CHM 2210L. Corequisite: CHM 2211L. Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lec./Term II & III.

**CHM 2211L Organic Chemistry Laboratory II** 1 semester hour  
Appropriate experiments and preparation to complement CHM 2211. Prerequisites: CHM 2210 and CHM 2210L. Corequisite: CHM 2211. Special fee charged, see "STUDENT FEES." Meets area 4A or 5 general education requirements for the AA degree. 3 hrs. lab./Term II & III.

## CONTINUING EDUCATION FOR HEALTH RELATED PROFESSIONS

**NUR 2250C 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 his/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. Registration is selective and open only to those persons who are eligible to take or have taken the licensing examination for registered professional nurse. 140 hrs. lec.

**NUR 2194 Care of the Critically Ill Newborn** 4 semester hours  
Course content includes the differential diagnosis of and response to the major catastrophic conditions of the newborn infant. Emphasis is on the premature infant who is born in a level I or II facility. 72 hrs. lec./On Demand

**NUR 2713 Health Assessment of the Adult Client** 5 semester hours



This course focuses on assessment of the adult client as he/she fluctuates on the wellness-illness continuum. Techniques of physical assessment will be systematically taught in a head-to-toe approach. The skill of concisely recording the findings will also be included. 80 hrs. lec./Term I & II

**NUU 2452 Refresher Nurse Update** 9 semester hours  
This course has been developed to review current theory in relation to nursing practice so that the inactive R.N. may be able to move with confidence into a staff nurse orientation and return to practice.

The material presented will emphasize trends in nursing practice and nursing education today, changes in the fundamental nursing skills necessary for providing effective nursing care in a variety of situations and a reasonable comprehensive review of the up-to-date nursing management of the adult patient with a medical-surgical problem. Various experiences will be provided to expose the returning R.N. to patient care, team leading and nursing in special areas. 84 hrs. lec., 12 hrs. lab., 96 hrs. clinical/Term I & II

**NUU 2491 Emergency Room Nursing** 6 semester hours

This 6 credit course has been developed to meet the needs of the Emergency Department, or critical care nurse in supplementing basic nursing skills in the Emergency area practice. Upon successful completion the student will be eligible for Advanced Cardiac Life Support certification through the American Heart Association as well as prepared to sit for the C.E.N. examination offered by the Emergency Department Nurses Association. Book required.

The course will include clinical exposure to community emergency departments and emergency medical services mobile vehicles. Lab and insurance liability fees. 45 hrs. lec., 21 hrs. lab., 24 hrs. clinical/Term I & II

**NUU 2490 Basic Operating Room Nursing** 18 semester hours

This program is designed for the learner who is a new graduate nurse or a registered nurse with minimal or no operating room experiences. The goal of the program is to prepare the R.N. for initial employment as an effective member of the surgical team in both the circulator and scrub roles, thus providing quality operating room nursing care. Lab and liability insurance fees. Book required. 72 hrs. lec., 50 hrs. lab., 238 hrs. clinical/On Demand

## COOPERATIVE EDUCATION

\* — **2949 Co-op Work Experience** 3 semester hours  
A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employers. Course may be taken four times. Pre-requisite: Co-op Department approval.

\*Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education office to obtain registration approval. Term I, II, & III

## CRIMINAL JUSTICE

**CCJ 1020 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. 3 hrs. lec./Term I, II & III

**CCJ 1100 Survey of Law Enforcement** 3 semester hours

A survey course designed for recruit policemen at the Broward County Police Academy. The broad aspects of law enforcement are presented with various academic disciplines to acquaint police with their role in American soci-

ety. Course will substitute for CCJ 1020. 3 hrs. lec./Term I, II & III

**CCJ 1220 Criminal Law** 3 semester hours  
Course will be concerned with the sources and elements of criminal law. Emphasis will be placed on criminal law as related to law enforcement officers with particular attention given to the rights and responsibilities of officers in enforcing various criminal laws. 3 hrs. lec./Term I, II & III

**CCJ 1230 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. 3 hrs. lec./Term I, II & III

**CCJ 1250 Constitutional Law** 3 semester hours  
An examination of the U.S. Constitution, its Amendments and its impact on present day Criminal Justice practitioners. 3 hrs. lec./Term I, II & III

**CCJ 1300 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. 3 hrs. lec./Term I, II & III

**CCJ 1410 Police Administration I** 3 semester hours  
Principles of organization, administration and functioning of police departments to include inspection and control, personnel, training and operations. Prerequisites: CCJ 1020, 1300 or permission of instructor. 3 hrs. lec./Term I, II & III

**CCJ 1420 Police Administration II** 3 semester hours  
A continuation of CCJ 1410 with emphasis on operational services, records, communications, custody, etc. 3 hrs. lec./Term I & II

**CCJ 1440 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. 3 hrs. lec./Term I, II & III

**CCJ 2330 Probation and Parole Procedures** 3 semester hours  
Examines this important community-based treatment aspect of the corrections system. Reviews philosophy and development, the pre-sentence investigation, and supervision methods. Juvenile practices are also included. 3 hrs. lec./Term I, II & III

**CCJ 2350 Correction 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. 3 hrs. lec./Term I, II & III

**CCJ 2631 Comparative World Police Agencies** 3 semester hours

A study of the role of the various police agencies in the Anglo-American countries, the European continent, Japan and under Communist regimes to include the role and function of police organization, selection, and training; operational procedures, and crime rates. This course will include case and group studies of selected countries. 3 hrs. lec./Term I & II

**CCJ 2933 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. Prerequisites: CCJ 1020, 1300 or permission of instructor. 3 hrs. lec./Term I, II & III

**CJT 2100 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. 3 hrs. lec./Term I, II & III

**CJT 2110 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. Special fee charged, see "STUDENT FEES." 1 hr. lec., 2 hrs. lab./Term I, II & III

**CJT 2120 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 courtroom. Prerequisites are CJT 2100 and 2110. Special fee charged, see "STUDENT FEES." 1 hr. lec., 2 hrs. lab./Term I, II & III

**CJT 2130 Criminalistics Practicum** 3 semester hours  
The knowledge and skills developed in the prerequisites are coordinated in practical exercises, which will develop expertise in the complete processing of crime scenes. Special fee charged, see "STUDENT FEES." 1 hr. lec., 2 hrs. lab./Term I & II

**CJT 2420 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. 3 hrs. lec./Term I & II

## DATA PROCESSING

**CAP 2001 Systems Development and Design** 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: COP 1120C or instructor approval. 3 hrs. lec./On Demand

**CAP 2030 Field Project** 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, flow charting, coding, testing and a detail document of the complete application. Prerequisite: COP 2400C and COP 2401C or instructor approval. 3 hrs. lec./On Demand

**COC 1300 Fundamentals of Data Processing** 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. 3 hrs. lec./Term I, II & III

**COP 1110 Fortran Programming** 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. 3 hrs. lec., lab. hrs. TBA/On Demand/Term I, II & III

**COP 1120 Computer Programming I** 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: COC 1300 or instructor approval. 3 hrs. lec., lab. hrs. TBA/On Demand

**COP 1170 Programming in BASIC** 3 semester hours  
An interactive programming course utilizing the BASIC language. Emphasis is placed upon the development of

computer problem-solving skills in business, electronics, engineering, mathematics, science, and other related fields. Interactive programming concepts are stressed in a series of lectures/discussions supplemented by assigned laboratory work in which microcomputers are utilized. 2 hrs. lec., 2 hrs. lab./Term I, II & III

**COP 1266 Introduction to Programming Systems** 3 semester hours  
An orientation to the terminology, procedures and use of electronic equipment in data processing. Business applications, related to punch card and magnetic tape systems, are programmed in RPG (report program generator) language. Prerequisites: COC 1300 or instructor approval. 3 hrs. lec., 3 lab. hrs. TBA/On Demand

**COP 2122 Advanced Programming Techniques III** 3 semester hours  
The student utilizes previous studied programming languages. Problems are selected that provide for more sophistication in file creation, maintenance, use of subprograms, and special programming techniques. Prerequisite: COP 1120C. 3 hrs. lec./On Demand/Term I, II & III

**COP 2400 Computer Programming II** 3 semester hours  
IBM 370 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: COP 1120C or instructor approval. 3 hrs. lec., 1 hr. lab./On Demand/Term I, II, III

**COP 2401 Contemporary Programming Practices** 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: COP 1120C and COP 2400C or instructor approval. 3 hrs. lec./lab. hrs. TBA/On Demand

**COP 1180 Introduction to Pascal Programming** 3 semester hours  
An introductory course in computer programming using the Pascal language concepts of flow charts, structure, sorting, information processing, solution to equations, array manipulation and sub-outlines are studied. 3 hrs. lec., labs. TBA/Term I & II

## DENTAL ASSISTING

**DEA 1022C Preclinical Orientation to Dental Assisting** 7 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. Corequisite: DES 1100, DES 1200C and DEA 1300 or instructor approval. Both pre-clinical laboratory and clinical experience are included. Corequisites: DES 1100C, DES 1210C and DEA 1300 or instructor approval. Special fee charged, see "STUDENT FEES." 4 hrs. lec., 12 hrs. lab./Term I

**DEA 1000 Introduction to Dental Assisting** 1 semester hour  
An overview of dentistry and the dental assisting profession including its history, ethical and legal aspects, duties and responsibilities of the dental health team, professional organizations, and proper conduct and grooming of the dental assistant. Corequisite: DEA 1022C or instructor approval. 1 hr. lec./Term I

**DEA 1130 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 mate-



rial on the symptoms, treatment and equipment required to render adequate care for common office emergencies will be included. Prerequisite: DES 1020C and DES 1003 or instructor approval. Corequisite: DEA 1300C or instructor approval. 4 hr. lec./Term II

**DEA 1200 Practice Administration 2 semester hours of the Dental Office**

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. Prerequisite: DEA 1022C and DEA 1000 or instructor approval. Corequisite: DEA 1800C or instructor approval. 2 hr. lec./Term II

**DEA 1300 Preventive Dentistry 2 semester hours**

Emphasis is placed on the development of a plaque control program to meet individual patient needs. Materials on methods of toothbrushing, supplementary aids for oral physiotherapy and the use of fluorides in preventive dentistry will be presented. Corequisite: DEA 1022C or instructor approval. 2 hr. lec./Term I

**DEA 1800C 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. Prerequisite: DEA 1022C, DEA 1100C and DES 1210C or instructor approval. Corequisite: DEA 1200 and DEA 1130 or instructor approval. Special fee charged, see "STUDENT FEES." 1 hr. lec., 12 hr. lab./Term II

**DEA 1804C Clinical Practices and Procedures II 6 semester hours**

Practicum phase is a continuation of DEA 1800C 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. Special fee charged, see "STUDENT FEES." Prerequisites: DEA 1800C, DES 1210C and DEA 1022C or instructor approval. Field experience — 30 hours minimum per week./Term IIIA

**DEA 1820C Dental Auxiliary Expanded Functions I 2 semester hours**

The course is designed to provide the basic knowledge and clinical practice necessary for the dental assisting student to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry. Corequisite: DEA 1022C or instructor approval. Special fee charged, see "STUDENT FEES." 2 hr. lec., 1 hr. lab./Term I

**DEA 1821C Dental Auxiliary Expanded Functions II 2 semester hours**

The course is designed to be a continuation of Dental Auxiliary Expanded Functions I. It will provide the basic knowledge and clinical practice necessary to perform the more complex expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry. Prerequisites: DEA 1820C and DEA 1022C or instructor approval. Special fee charged, see "STUDENT FEES." 4 hr. lab./Term II

**DES 2300 Dental Psychology 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. Prerequisites: DEA 1022C, DEA 1000 and DEA 1300 or instructor approval. Corequisite: DEA 1800C or instructor approval. 1 hr. lec./Term II

**DEA 2940 Dental Practicum 3 semester hours**

Designed to provide an opportunity for continued practice in dental assisting procedures while the student is completing the general college courses necessary to meet the requirements of an Associate in Science degree. Prerequisites: DEA 1022C and DEA 1800C or instructor approval. Arranged hrs./Term II

**DES 1020C 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. Corequisite: DES 1003 or instructor approval. 3 hrs. lec./Term I

**DES 1003 Basic Anatomy and Physiology 2 semester hours**

The 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 that affect the total care of the dental patient. Corequisite: DEA 1020C or instructor approval. 2 hrs. lec./Term I

**DES 1100C 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. Special fee charged, see "STUDENT FEES." Corequisite: DEA 1022C or instructor approval. 1½ hrs. lec., 3 hrs. lab./Term I

**DES 1210C Dental Radiology 2 semester hours**

Fundamentals of radiological science as applied to dentistry will be presented. Special consideration will be given to physical behavior, radiation hazards, biological effects, protection and control methods, and proper techniques for exposing, processing and mounting X-rays. Laboratory exercise demonstrating proficiency in these techniques will be required. Corequisite: DEA 1022C or instructor approval. 2 hrs. lec., arranged lab./Term I

**DEA 1302 Nutrition in Dentistry 1 semester hour**

A study of basic nutritional components and principles will be presented. Particular emphasis will be placed on those nutrients known to be of importance in the maintenance of good dental health. Prerequisite: DEA 1300 or instructor approval. 2 hrs. lec./Term II(A)

## DIAGNOSTIC MEDICAL SONOGRAPHY

**SON 2211 Sonographic Physics I 1 semester hour**

Offering principles of diagnostic ultrasound and presenting the fundamental properties of ultrasound physics. Stressing the operation of diagnostic ultrasonic equipment and the various display systems and their routine maintenance. 1 hr. wk./Term I

**SON 2212 Sonographic Physics II 1 semester hour**

Further consideration of the properties of diagnostic ultrasound stressing tissue interactions and interfacing. Presents the operating principle of diagnostic ultrasound equipment and display systems. Current developments in ultrasound are reviewed, discussed and evaluated. 1 hr. wk./Term II

**SON 2111 Abdominal Sonography I 2 semester hours**

An introduction to the transverse anatomy of the abdominal area and its recognition on sonographic visualization systems. 2 hr. wk./Term I

**SON 2112 Abdominal Sonography II 2 semester hours**

An in-depth presentation of sonographs of the abdominal area stressing deviations from the norm and the studies to make a diagnostically acceptable study. 2 hr. wk./Term II



**SON 2121 OB/GYN Ultrasound I** 2 semester hours  
An introduction to the transverse anatomy of the female reproductive system with and without an existing pregnancy. The sonographic recognition of the normal throughout all terms of pregnancy is presented. 2 hr. wk./Term I

**SON 2122 OB/GYN Ultrasound II** 2 semester hours  
The detection of anomalies, pathology, deviations from normal is stressed and the planes that must be sonographically imaged for accurate diagnosis. 2 hr. wk./Term II

**SON 2131 Heart/Chest Ultrasound I** 2 semester hours  
Transverse anatomy of the area and the procedures used are introduced stressing recognition of the normal. 2 hr. wk./Term I

**SON 2132 Heart/Chest Ultrasound II** 2 semester hours  
An in-depth presentation of the intricacies of diagnostic ultrasound as it applies to the heart and chest, stressing its capabilities and its limitations. 2 hr. wk./Term II

**SON 2141 Carotid, Thyroid, Eye, Breast Sonography** 2 semester hours  
A general introduction to these areas and the limited procedures done sonographically. 2 hr. wk./Term III

**SON 2841 Clinic** 1 semester hour  
Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses, he/she will be performing examination with less and less supervision during the task performance. 16 hr. wk./Term I-A

**SON 2851 Clinic** 2 semester hours  
Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses, he/she will be performing examination with less and less supervision during the task performance. 24 hr. wk./Term I-B

**SON 2861 Clinic** 3 semester hours  
Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses, he/she will be performing examination with less and less supervision during the task performance. 32 hr. wk./Term II

**SON 2871 Clinic** 5 semester hours  
Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses, he/she will be performing examination with less and less supervision during the task performance. 40 hr. wk./Term III

## DIETETIC TECHNICIAN

**FSS 1221 Volume Foods** 3 semester hours  
Upon completion, the student will be able to demonstrate his ability in preparing a full dinner (lunch) menu, set dining room, exhibit knowledge in clean up and sanitation as well as being able to determine a food cost and set a price to a desired food cost. 2 hrs. lec., 2 hrs. lab./Term I, II & III

**FOS 2100 Experimental Foods** 3 semester hours  
Laboratory projects testing theories of food preparation, judging of products, and establishing standards, of foods. Evaluations of effect of ingredient, proportion, time, manipulation, temperature, etc., on quality characteristics. Term II

**FSS 2500 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. Term I

**FSS 2304 Management Clinical Practice III** 4 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. Corequisite: FSS 2500. 12 hrs. wkly./Term I

**HFT 1210 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. Term I & II

**FSS 1302 Management Clinical Practice II** 4 semester hours  
Supervised field experience to develop and test competencies in employee supervision. Emphasis on job analysis and employee selection, interviewing, training and budgeting. Corequisite: HFT 1210. 12 hrs. wkly./Term II

**HFT 2220 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, promotion, job specifications, discipline and morale. The course borrows extensively from the behavioral sciences in emphasizing the human dimensions of management. Prerequisite: HFT 1210 or instructor approval. Term II

**HFT 2460 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: FSS 2500. Term II

**FSS 2306 Management Clinical Practice IV** 2 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 break-even analysis. Prerequisite: FSS 2304. 6 hrs. wkly./Term II

**HCA 2422 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. Term III-A

**FSS 2301 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. Term I

**HUN 1201 Essentials of Nutrition** 3 semester hours  
Study of nutritional science, the nutrient interrelationships and the nutritional needs of persons at various stages of the life cycle. Particular emphasis will be placed on diet therapy in the modification of disease processes. This course is open to Allied Health students only or permission of the instructor. 3 hrs. lec./Term I, II & III-A

**DIE 2202 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. Prerequisite/corequisite: APB 1220, 1221, 1224, 1225. Term I, II, III-A



**DIE 2243 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: DIE 2222, HUN 1201, DIE 2412. Term II

**DIE 2272 Nutrition Clinical Practice IV** 4 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. Prerequisites: DIE 2271, and DIE 1270. 12 hrs. wkly./Term II

**DIE 2222 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: HUN 1201. Term I

**DIE 2271 Nutrition Clinical Practice III** 3 semester hours  
Supervised field experience designed to develop and test competencies in utilizing diet manuals and medical technology, incorporating dietary changes in menu patterns and in evaluating the role of diet therapy in the institutional setting. Corequisite: DIE 2222. Prerequisite: DIE 1270 and HUN 1201. 9 hrs. wkly./Term I

**DIE 2412 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/corequisite: HUN 1201. Term I

**DIE 1270 Nutrition Clinical Practice II** 3 semester hours  
Supervised field experience designed to develop and test competence in the application of nutrition knowledge and principles to individual patient care. Prerequisite DIE 2412. 9 hrs. wkly./Term II

**FSS 2307 Dietetic Seminar** 1 semester hour  
Study of current nutrition problems and recent findings. Content designed to meet needs and interests of students. Prerequisite: HUN 1201. Term II

## ECONOMICS COURSES

**ECO 2013 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. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I, II & III

**ECO 2023 Principles of Economics II** 3 semester hours  
Extension of ECO 2013 dealing with: price theory, income distribution, international trade and finance, economic growth, and comparative economic systems. Prerequisite: ECO 2013 or instructor approval. Meets area 5 AA degree general education requirements. 3 hrs. lec./On Demand

**ECO 2220 Money and 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. 3 hrs. lec./On Demand

## EDUCATION

**EDF 1430 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 test results; measurement programs; and the history and philosophy of the development of the measurement movement in education. 3 hrs. lec./On Demand

**EDF 2005 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. 3 hrs. lec./Term I, II & III

**EDF 2210 Educational Psychology** 3 semester hours  
This course comprehensively reviews the psychological principles relevant to effective teaching and learning. Consideration is given to cognitive development, intelligence, motivation, creativity, moral development, social control, learning styles, and group dynamics. 3 hrs. lec./Term I, II & III

**EEC 1201 Preschool Education** 3 semester hours  
This course reviews behavior and growth patterns relative to the learnings of the preschool child. Program development and techniques in instruction are considered. Prerequisite: EEC 1602 or permission of the instructor. 3 hrs. lec./On Demand

**EEC 1311 Preschool Activities** 3 semester hours  
Curricula for and activities of the preschool child is the focus of this course. Prerequisite: EEC 1201 or corequisite EEC 1201 or permission of the instructor. 3 hrs. lec./On Demand

**EEC 1312 Preschool Materials** 3 semester hours  
Literary reflections, story telling, puppets, dramatics and creative communications as related to the preschool child is the substantive content of this course. 3 hrs. lec./On Demand

**EEC 1602 Child Development and Behavior** 3 semester hours  
This is a study of the progressive development of the child (3-6 years) covering physical, intellectual, emotional, and social stages of his/her relationship to the child in his or her environment. Prerequisite: EEC 1601 or permission of the instructor. 3 hrs. lec./On Demand

**EME 2300 Audiovisual Aids** 3 semester hours  
This course deals with the operation and use of various forms of projectors, tape recorders, amplifiers, and other audiovisual equipment. It includes instruction in the preparation of display materials, source of free and inexpensive materials, filmstrips, films, and recordings. 3 hrs. lec./On Demand

## ELECTRONICS TECHNICIAN (Certificate Program)

**ETD 1111C Drafting** 3 semester hours  
Course is designed to provide basic knowledge of mechanical drafting. Subjects covered include applied geometry, basic dimensioning, pictorial presentations, auxiliary views, sections, conventions, intersections, developments, finish marks, surface symbols, tolerances, fits allowances, screws, keys, pins, rivets and springs. 1 hr. lec., 3 hrs. lab.

**CDA 2040 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. Corequisite: ETE 1020. Prerequisite: ETE 2633C. 3 hrs. lec., 1 hr. lab./Term I & II

**CDA 2041 Computers II** 3-1-4 semester hours  
Analysis of microprocessors and microcomputers with emphasis on system logic, timing and interfacing. The functional operation of system components will be studied with



the aid of diagnostic programs and digital test equipment. Prerequisite: CDA 2040C. 3 hrs. lec., 1 hr. lab./Term I & II

**ETD 1614C Electronic Drafting** 2 semester hours  
The content includes lettering, electronic symbols, schematic and block diagrams, printed circuit diagrams and layout procedures. 1 hr. lec., 3 hrs. lab./Term I, II & III-A

**ETE 1010C D C Circuits** 3-1-4 semester hours  
The first course in circuits for the electronics/electrical student. The structure of matter, current, voltage, resistance and Ohm's law; network analysis and theorems; capacitance and RC time constants; magnetism, electromagnetism, inductance and L/R time constants. The student will perform lab projects in order to reinforce theoretical concepts and develop skills in the usage of electronic test equipment. Corequisite: MTB 1321 or its equivalent. 3 hrs. lec., 1 hr. lab./Term I & II

**ETE 1020C A C Circuits** 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. Prerequisite: ETE 1010C or its equivalent. Corequisite: MTB 1322 or its equivalent. 3 hrs. lec., 1 hr. lab./Term I, II & III-1

**ETE 2141C Electronic Devices I** 3 semester hours  
CE, CC, CB configurations, large signals, biasing, AC operation. Corequisite: ETE 1020C. 3 hrs. lec., 1 hr. lab./Term I & II

**ETE 2145C Electronic Devices II** 2-2-3 semester hours  
Subject matter includes unijunction transistors, silicon controlled rectifiers, triac, and field effect transistors. Prerequisite: ETE 2141C. 2 hrs. lec., 2 hrs. lab./Term I & II

**ETE 2150 Linear Circuits** 3 semester hours  
The properties of linear integrated circuits and their applications in power supplies, regulators, amplifiers and oscillators. Prerequisite: ETE 2141C. 3 hrs. lec./Term I & II

**ETE 2400C Electronics Communications** 4 semester hours  
Upon completion of this course, the student will demonstrate knowledge of basic electronic communications systems. RF amplifiers and oscillators, amplitude modulation, single side band modulation, frequency and phase modulation, pulse modulation, demodulation, digital communication methods, and video displays. Prerequisite: ETE 2141C. 3 hrs. lec., 1 hr. lab./Term I & II

**ETE 2633C Digital Techniques** 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. 3 hrs. lec., 1 hr. lab./Terms I, II & III-A

**ETG 1110 Technical Measurements and Calculations** 2 semester hours  
Methods of obtaining data and its presentation; graphs, tables and formulas. Significant accuracy, percent error, mental approximations and use of scientific calculators in technology. The use of digital and analog multimeters for the measurement of voltage, current and resistance. 2 hrs. lec./Terms I & II

## EMERGENCY MEDICAL TECHNOLOGY

**EMS 1119 Emergency Medical Technician - Basic** 6 semester hours  
This course is designed to prepare the Basic Emergency Medical Technician in accord with U.S. Department of Transportation curriculum and Florida State EMS guidelines. Includes an introductory survey of emergency

medical services including medical legal/ethical aspects. Role of the EMT, CPR at the American Heart Association Basic Rescuer level, patient assessment, care of wounds and fractures, airway maintenance, medical and environmental emergency, patient transportation, emergency childbirth, basic extrication. Successful completion of EMS 1119, 1119L, and 1431 provide eligibility for Florida State EMT certification examination. Prerequisites: State EMT certification examination. Prerequisites: Defensive Driving Certificate. Admission to this course requires departmental approval. Co-requisites: EMS 1119L, 1431. 96 hrs. lec./Term I, II & III.

**EMS 1119L EMT Skills Laboratory** 1 semester hour  
Lab practice and testing of basic emergency medical technician skills included in the Department of Transportation EMT-Ambulance curriculum and Florida State EMS guidelines. Skills include CPR at AHA Basic Rescuer level, patient assessment, respiration, airway maintenance, bandaging, splinting, MAST suit application, emergency childbirth, and basic extrication. Successful completion of co-requisites EMS 1119, EMS 1119L, and EMS 1431 leads to eligibility to take Florida State EMT certification examination. Health and accident insurance is recommended. 32 hrs. lab./Term I, II & III

**EMS 1431 EMT Clinical** 2 semester hours  
Practical application of EMT clinical knowledge and skills under professional supervision. Provides for directed experiences in local hospitals and field observation/experience in emergency vehicles. Successful completion of EMS 1119, EMS 1119L, and EMS 1431 provides eligibility for Florida State EMT certification examination. Observation of autopsy required. Health and accident insurance recommended. Liability insurance required. 84 hrs. clinical/Term I, II & III

**EMS 1031 EMT for Allied Health** 3 semester hours  
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. 36 hr. lec., 12 hr. lab./Term I, II & III

**EMS 2511 Emergency Respiratory Therapy** 3 semester hours  
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 and paramedic certificate courses. 48 hr. lec./Term I/On Demand

**EMS 2512 Endotracheal Preceptor** 3 semester hours  
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 and paramedic certificate courses. 16 hr. lec., 48 hr. clinical/Term III/On Demand

**EMS 2513 Crisis Intervention** 3 semester hours  
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. Prerequisite: EMT certificate courses. Pre- or corequisite: PSY 2012. 48 hr. lec./Term II/On Demand

**EMS 2514 Physical Assessment** 3 semester hours  
Will develop skill in the psycho-social, history and physical assessment of the emergency patient. Prerequisite: EMT certificate courses. 48 hr. lec., 12 hr. lab./Term I/On Demand



- EMS 2515 Emergency Care of Children** 3 semester hours  
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 certificate courses. 36 hr. lec., 12 hr. lab./Term II/On Demand
- EMS 2229 Paramedic II** 6 semester hours  
Second level paramedic course based on U.S. Department of Transportation modular curriculum and Florida State EMS guidelines. D.O.T. Modules 7 to 15 are covered. Topics include: central nervous system emergencies, trauma care, medical, obstetrical and gynecological emergencies, pediatric care and neonatal transportation, emergency care of the emotionally disturbed, theory of extrication and rescue techniques, telemetry and communication. Successful completion of EMS 2229, EMS 2229L and EMS 2436 provides eligibility for Florida State paramedic certification examination. Prerequisites: EMS 2219, EMS 2219L, EMS 2435. Corequisites: EMS 2229L, EMS 2436. 96 hr. lec./Term I, II & III
- EMS 2229L Paramedic II Skills Lab** 1 semester hour  
Additional practice and testing of Advanced Life Support skills included in Department of Transportation 15 Module Paramedic curriculum and Florida State EMS guidelines. Emphasis is on management of selected patient care situations to include: trauma care, pediatric resuscitation measures, obstetrical, medical and psychiatric emergency care techniques, and environmental injuries. Telemetry and radio communication usage stressed during patient care situations and disaster drill. Successful completion of EMS 2229, EMS 2229L, and EMS 2436 provides eligibility for paramedic State certification examination. Health and accident insurance recommended. 32 hr. lab./Term I, II & III
- EMS 2436 Paramedic II Clinical** 2 semester hours  
Second level paramedic clinical course stressing Advanced Life support skills for the advanced paramedic student. Provides for directed supervised experiences in local hospitals and observation/experiences in emergency vehicles. Health and accident insurance recommended. Liability insurance required. 122 hr. clinical/Term I, II & III
- EMS 2361 Aquamedic Injury Management** 3 semester hours  
Provides theory and clinical experience in emergency management of aquatic injuries. Students must be certified divers. Prerequisites: EMT and paramedic certificate courses. 36 hr. lec., 12 hr. lab./Term III/On Demand
- EMS 2331 Air Transport of Acute Emergencies** 3 semester hours  
Discusses physiology of flight, effects of flight on persons with health problems and emergency care during air transportation of patients. Prerequisites: EMT and paramedic certificate courses. 48 hr. lec./Term I/On Demand
- EMS 2311 Leadership/Practicum** 2 semester hours  
Introduces the student to basic supervisory skills and teaching skills through lecture and case presentation. Prerequisites: EMT and paramedic certificate courses. Corequisite: EMS 2421. 32 hr. lec./Term II/On Demand
- EMS 2219 Paramedic I** 6 semester hours  
First paramedic level course for the Florida certified emergency medical technician. Advanced life support material is based on the U.S. Department of Transportation paramedic modular curriculum and Florida State EMS guidelines. D.O.T. Modules 1 to 6 are covered. Topics include role and function of the paramedic, human systems and patient assessment, shock and fluid therapy, general pharmacology, respiratory and cardiovascular emergencies. Prerequisites: EMS 1119, EMS 1119L, EMS 1431. Certification as Florida State EMT required. Interview and/or testing and departmental approval needed for admission to this course. 96 hr. lec./Term I, II & III
- EMS 2219L Paramedic I Skills Lab** 1 semester hour  
Lab practice and testing of Advanced Life Support skills included in Department of Transportation 15 module Paramedic curriculum and Florida State EMS guidelines. Students are expected to have mastered EMT basic life support skills prior to this course. Skills include patient assessment, triage, fluid therapy administration, medication administration, use of airway adjuncts including esophageal and endotracheal intubation, EKG monitoring, arrhythmia interpretation, defibrillation and cardioversion techniques, and other resuscitation measures. Health and accident insurance recommended. 32 hr. lab./Term I, II & III
- EMS 2435 Paramedic I Clinical** 2 semester hours  
Beginning clinical course stressing Advanced Life Support skills for the paramedic student. Provides for directed supervised experiences in local hospitals and observation/experiences in emergency vehicles. Health and accident insurance recommended. Observation of autopsy required. Liability insurance required. 122 hr. clinical/Term I, II & III
- EMS 2421 Practicum Rescue Internship** 5 semester hours  
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. Prerequisites: EMT and paramedic certificate courses. Corequisite: EMS 2311. 100 hr. clinical/Term II/On Demand
- EMS 2517 Practicum Obstetrical Preceptor** 3 semester hours  
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. Prerequisite: EMT and paramedic certificate courses. 16 hr. lec., 48 hr. clinical/Term III/On Demand
- EMS 1381 EMT Recertification** 2 semester hours  
This course is designed to review and update the basic knowledge and skills of emergency care and to introduce the student to current methods, use of new equipment and changes in medical-legal aspects of emergency medical care. Successful completion of this course with a grade of "C" or better leads to State of Florida EMT Recertification. This course may also be used to prepare the student to take the Florida State EMT certification examination. 32 hr. lec./Term I, II & III.
- EMS 2391 Paramedic Recertification** 3 semester hours  
This course is designed to review and update the graduate paramedic in the delivery of emergency medical services. The course will review U.S. Department of Transportation 15 Module Paramedic curriculum and cover current developments and changes in the EMS field. Successful completion of the course with a grade of "C" or better enables the student to be recertified as a Paramedic in the State of Florida. Prerequisites: EMT and paramedic certification courses. 48 hrs. lec./Term I, II & III
- EMS 2395 Topics in Emergency Medical Services** 1 semester hour  
This course is designed as a seminar in emergency medical care. Topics for the graduate paramedic and others interested in the delivery of pre-hospital emergency medical services (EMS). Seminar topics will review the U.S. Department of Transportation 15 Module paramedic curriculum and cover current developments. Updates and changes in the EMS field. Course content may be submitted to the state of Florida EMS office as continuing education contact hours for paramedic recertification. 16 hrs. lec./On Demand



## ENGINEERING

**EGN 1120C Engineering Drawing** 3 semester hours  
Graphics as a means of communication for engineers. This is accomplished through sketching, use of instruments, and knowledge of orthographic projection. Areas of proficiency include drawing to scale, plan reading, construction of auxiliary and sectional views, construction of pictorials, knowledge of accepted practices and conventions, and the use of tables for limits and fits. Corequisite: MAT 1033. 3 hrs. lec., 3 hrs. lab./Term I & II

**EGN 1130C 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: EGN 1120C or instructor approval. 6 hrs. wkly./On Demand

## ENGLISH

**ENC 0094 Basic Review for College English (NT)** 3 semester hours

A simplified study of the functions of parts of speech, clauses, sentence types, capitalization, punctuation, and spelling with the intention of improving the student's basic writing skills. Includes a combination of individual tutoring conferences and classroom and writing laboratory activities. Special fee charged, see "STUDENT FEES." 3 hrs. lec., 1 hr. lab./Term I, II & III

**ENC 1000 Fundamentals of Composition** 4 semester hours

Designed for students who need a developmental course in composition. Emphasizes punctuation, grammar, sentence structure, and the logical structure and support of exposition through the writing of sentences, paragraphs and at least one "500-word" theme. Recommended corequisite: REA 1105. Special fee charged, see "STUDENT FEES." 3 hrs. lec., 1 hr. lab./Term I, II & III

**ENC 1101 Composition** 3 semester hours

Training in methods of expository writing and processes of logical thinking. Placement will be determined through assessment or successful completion of ENC 1000. Meets area 1 AA degree general education requirements. Special fee charged, see "STUDENT FEES." 3 hrs. lec., 1 hr. lab./Term I, II & III

**ENC 1102 Composition** 3 semester hours

Further training in expository writing, which may be through the study of short stories, poetry, drama, or the essay. Emphasis on the research paper and formal documentation. Prerequisite ENC 1101. Either ENC 1102 or ENC 1240 will satisfy English composition university parallel requirements. Meets area 1 AA degree general education requirements. Credits will not be given for both ENC 1102 and ENC 1240. 3 hrs. lec./Term I, II & III

**ENC 1240 Composition** 3 semester hours

Designed for students enrolled in programs such as technology, science, business, criminal justice, allied health. May include formal and informal typewritten technical, scientific, or business reports, memoranda, articles, letters, and an oral presentation; when possible, assignments relate to the student's principal field of interest. Stresses investigative techniques, abstracting, and documentation. Prerequisite: ENC 1101. Either ENC 1102 or ENC 1240 will satisfy English composition university parallel requirements. Meets area 1 AA degree general education requirements. Credits will not be given for both ENC 1102 and ENC 1240. 3 hrs. lec./Term I, II & III

**ENC 1210 Occupational 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: ENC 1000 or ENC 1001. 3 hrs. lec./Term I, II & III

**ENG 1001 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. 3 hrs. lec./On Demand

**AML 2012 American Literature** 3 semester hours

Selected masterpieces of American literature before 1900, including works of Hawthorne, Whitman, Melville, and Crane. Meets area 2 & 5 AA degree general education requirements. 3 hrs. lec./Term I

**AML 2023 American Literature** 3 semester hours

Selected masterpieces of American literature from 1900 on, including works of Faulkner, Frost, and Hemingway. Meets area 2 and 5 AA degree general education requirements. 3 hrs. lec./Term II

**ENL 2013 British Literature** 3 semester hours

A study of monsters in *Beowulf*; real people in Chaucer's *Canterbury Tales*; politics, early love sonnets, parents, and children in Shakespeare's plays; Milton's Adam and Eve in Eden; Utopian society in *Utopia*; and *Gulliver's Travels*; an 18th-century man brought to life in Boswell's *Life of Johnson*. Selections may vary. Meets area 2 and 5AA general education requirements. 3 hrs. lec./Term I

**ENL 2023 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 19th and 20th centuries, including such writers as the romantic poets, Tennyson, Browning, Hardy, Yeats, Shaw, Eliot, and Thomas. Meets area 2, 5 & 8AA degree general education requirements. 3 hrs. lec./Term II

**ENL 2330 Introduction to Shakespeare** 3 semester hours

An introductory study of selected plays of Shakespeare—their origin, historical backgrounds, cultural contexts, literary quality and critical evaluation—including the viewing of the BBC produced series of the plays and other films. Meets Area 2 and 5AA degree general education requirements. 3 hrs. lec./On Demand

**LIT 2110 World Literature I** 3 semester hours

Selected masterpieces of world literature before 1611. Emphasis on the Greek myth, epic, and drama; the Bible; and Shakespeare. Meets area 2, 5 and 8AA degree general education requirements. 3 hrs. lec./Term I

**LIT 2120 World Literature II** 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. Meets area 2, 5 and 8AA degree general education requirements. 3 hrs. lec./Term I & II

**LIT 2020 Great Ideas in the Short Story** 3 semester hours

A discussion of contemporary social thought and problems included in the American and European short story. Audio-visual materials are used when appropriate and students are encouraged to suggest stories for reading and discussion. May include such authors as Poe, Updike, Hawthorne, Hemingway, O'Connor, and Bradbury. Meets Area 2 and 5AA degree general education requirements. 3 hrs. lec./Term I, II & III

**LIT 2030 Great Ideas in Poetry** 3 semester hours

A course in which students read poetry to learn ways to express love, happiness, sorrow, and other human emotions. Audio-visual materials are used, and guest speakers are invited. Students are encouraged to read poems and discuss poets of their choice. Meets area 2 and 5AA degree general education requirements. 3 hrs. lec./On Demand

**LIT 2100 The Film as Literature** 3 semester hours

Introduction to the film as literature: an examination of the elements of film contrasted to the elements of novels and plays, with emphasis on the basic components of fic-



tion as translated into visual images. The course provides an opportunity for viewing significant films and sharing in their evaluation. Meets Area 1 and 5AA degree general education requirements. Special fee charged, see "STUDENT FEES." 3 hrs. lec./Term I & II

**LIT 2311 Literature of Science Fiction and the Supernatural** 3 semester hours

A course that prepares students for the future through imaginative explorations of distant planets, future times, and supernatural forces. Audiovisual materials are used, and guest speakers may be invited. The variety of authors includes Asimov, Bradbury, and Heinlein. Meets areas 2 and 5AA degree general education requirements. 3 hrs. lec./Term I, II & III

**LIT 2390 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. Meets area 2 and 5AA degree general education requirements. 3 hrs. lec./On Demand

**LIT 2350 Contemporary Black Literature** 3 semester hours

Fiction, nonfiction, poetry, and drama by American and African writers since 1920, including Richard Wright, Ralph Ellison, James Baldwin, Leroi Jones, Peter Abrahams and Lorraine Hansberry. Meets area 2 and 5AA degree general education requirements. 3 hrs. lec./On Demand

**LIT 2341 Mystery Fiction** 3 semester hours

A discussion of mystery fiction by investigation of the plot, characters, settings, styles, motifs, and development of the most representative authors of detective, police procedural, spy, and mystery thriller fiction, including Poe, Christie, Doyle, Hammett, and others. Meets 2 and 5 AA general education requirements. 3 hrs. lec./Term I & II

**LIT 2935 Seminar in Literature:**

**Special Topics**

Literary topics of special interest to students. Such course offerings may be: Western Literature, the study of the great novels, or Ethnic Literature. Lectures, class discussions; may also include films. Meets area 2 and 5AA degree education requirements. 3 hrs. lec./On Demand

**LIT 2950, 2951, 2952, 2953, 2954, & 2955 Travel/Seminar in Literature** 1-6 semester hours

Meets area 2, 5 and 8AA degree general education requirements. On Demand

**CRW 1001 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 ENC 1101. 3 hrs. lec./Term I & II

**CRW 1100 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: ENC 1101 or instructor's approval. 3 hrs. lec./On Demand

**CRW 1200 Introduction to Creative Writing — Articles** 3 semester hours

Student writing as the basis for critical discussions with emphasis on analysis of the elements of article writing. Prerequisite: ENC 1101 or instructor's approval./On Demand

**CRW 1300 Introduction to Creative Writing — Poetry** 3 semester hours

Student writing as the basis for critical discussion with emphasis on analysis for the elements of poetry. Prerequisite: ENC 1101 or instructor's approval. 3 hrs. lec./On Demand

**CRW 1400 Introduction to Creative Writing — Script** 3 semester hours

Student writing as the basis for critical discussion with em-

phasis on analysis of the elements of script. Prerequisite: ENC 1101 or instructor's approval. 3 hrs. lec./On Demand

**CRW 2002 Creative Writing Workshop** 3 semester hours

A continuing development of creative writing ability. Prerequisite: CRW 1001, CRW 1100, CRW 1300, CRW 1400, or ENC 1200. 3 hrs. lec./On Demand

**CRW 2006 Advanced Creative Writing Workshop** 1 semester hour

**CRW 2007 Advanced Creative Writing Workshop** 2 semester hours

**CRW 2008 Advanced Creative Writing Workshop** 3 semester hours

A continuing development of creative writing ability. Students may work on independent writing projects and may take the course for five weeks (1 credit), ten weeks (2 credits), or fifteen weeks (3 credits). Prerequisite: CRW 2002 or by instructor approval. On Demand. Directed independent study.

## FASHION MARKETING COURSES

**MKA 1104 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. On Demand.

**MKA 1181 Merchandising Tour New York City Trip** 1 semester hour

Includes orientation for one day at Broward Community College, five days of merchandising-related activities in New York, and one day of follow-up, evaluation, and discussion at Broward Community College. The tour enrollment is limited to 15. 3 hrs. lec./On Demand

**MKA 1402 Fashion Merchandising** 3 semester hours

Course acquaints students 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. 3 hrs. lec./On Demand

**MKA 1411 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, basic dyeing and finishing processes and 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. 3 hrs. lec./On Demand.

**MKA 1431 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. 3 hrs. lec./On Demand

**MKA 1441 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 users sketches to implement fashion perception. Sketches relate interpretation rather than art proficiency.

**MKA 1442 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 in-



interpret trends. An emphasis will be placed on current readings, attending fashion events and attending dramatic, operatic, and musical performances. 3 hrs. lec./On Demand

**MKA 1455 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 2102 Merchandising** 3 semester hours  
An introduction to the management functions unique to retail store operations. Subject areas included department store organization, low margin retailers, store location and layout, shopping centers, and merchandising. 3 hrs. lec./On Demand

**MKA 2125 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 linecut production. Students study fashion illustrations in various media and analyze styles and techniques. 3 hrs. lec./On Demand

**MKA 2409 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 2424 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 2955 Fashion Marketing Study Tour** 3 semester hours  
The Fashion Marketing Study Tour is a course which is taught on-location in one or several major fashion centers in foreign locations. The student has the opportunity to visit major fashion markets to observe activities in the textile and apparel industries as they relate to marketing, promotion, design and merchandising.

Pre-departure workshops will be conducted on campus at which time each student will have the opportunity to hear pertinent lectures concerning topics and visits planned for the tour. Term IIIB

**MKA 2956 Fashion Marketing Study Tour** 6 semester hours  
The Fashion Marketing Study Tour is a course which is taught on-location in one or several major fashion centers in foreign locations. The student has the opportunity to visit major fashion markets to observe activities in the textile and apparel industries as they relate to marketing, promotion, design and merchandising. In-depth research will be conducted by each student in each of the fashion centers visited.

Pre-departure workshops will be conducted on each campus at which time each student will have the opportunity to hear pertinent lectures concerning topics and visits planned for the tour. Term IIIB.

## FINANCE COURSES

**FIN 1100 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/her money in the following areas: buying on credit, borrowing money, using a bank, investing savings, studying all forms of insurance, owning vs. renting a home, investing in stocks

and bonds, obtaining investment information, studying income taxes, Social Security, planning retirement, annuities, estates, wills, and trusts. 3 hrs. lec./On Demand/Term I, II & III

**FIN 2010 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 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. 3 hrs. lec./On Demand

## FIRE SCIENCE

**FFP 1000 Introduction to Fire Science** 3 semester hours  
Course examines the evaluation of the modern fire department; careers in the fire service, public fire defenses, chemistry and physics of fire, fire hazard properties of materials, combustion, fire equipment, and other materials pertinent to the fire service. 3 hrs. lec./Term I, II & III  
\*Any student who satisfactorily completed the State Standard Certification Requirements (200 hours) will automatically be awarded 3 semester hours in lieu of Introduction to Fire Science.

**FFP 1100 Fire Administration I** 3 semester hours  
An introduction into the comprehensive field of management in the fire service as it relates to fire protection, the Fire Department itself, its relationship to the insurance industry, the professional community, the state and federal governments and an overview in respect to contemporary management and planning concepts. 3 hrs. lec./Term I

**FFP 1203 Fire Prevention: Theory and Application** 3 semester hours  
Fundamentals of Fire Prevention—A study of fire causes and effects, the Fire Prevention Bureau, laws, regulations and standards, sprinkler and standpipe systems, detection devices, contents and its hazards, the inspection process, fire prevention enforcement, local decisions, fire investigations, records and reports. 3 hrs. lec./Term I

**FFP 1320 Fire Protection Through Building Construction** 3 semester hours  
Course examines objectives and criteria of South Florida Building Code, requirements for various types of occupancies, classification by types of construction, building materials, fire resistant standards, egress, permits, inspections and standards, and other pertinent material for building construction. 3 hrs. lec./Term II

**FFP 1400 Fireground Tactics and Strategy** 3 semester hours  
A study of tactics and strategy employed in extinguishing fire, preparation planning and an examination of company level field operations. Fire situations will be analyzed utilizing acceptable fire fighting tactics. 3 hrs. lec./Term I

**FFP 2101 Fire Administration II** 3 semester hours  
A continuation of FFP 1100. An updated comprehensive look at the management aspects of fire prevention, inspection services, fire control, emergency medical and rescue services, budgets, personnel, labor relations, and the measuring and evaluating of Fire Department productivity. 3 hrs. lec./Term II

**FFP 2130 Fire Department Supervision** 3 semester hours  
Study of superior-subordinate relationships, motivation, leadership, morale, discipline, work planning and their material related to supervision in the Fire Department. 3 hrs. lec./Term III

**FFP 2240 Arson and Fire Investigation** 3 semester hours  
Study of the arson problems today (facts and figures),



motives for arson, role of the fire department in arson suppression, chemistry of fire, determining origin and cause, fire scene search, scientific aids, electrical fires, rural fires and urban fires, automobile arson, explosions, the juvenile arson problems, interviews, notes, statements and reports, interrogation, and presenting the arson case in the courtroom. 3 hrs. lec./Term II

**FFP 2150 Techniques of Instruction for Fire Science** 3 semester hours

Study of the instructor's role and responsibility, how to develop study habits, communications, human relations and concepts of learning and teaching, job analysis, identify teaching objectives and demonstrate appropriate teaching methods, techniques, and performance evaluations. Course is required by the Florida Fire Fighters Standards Council for pre-officer eligibility. 3 hrs. lec./On Demand

**FFP 2402 Application of Fireground Tactics** 3 semester hours

This course applies the basic principles learned in FFP 1400 to specific fire problems, e.g. churches, flammable gases and liquids, lumberyards, department stores, residential, supermarkets, and warehouses. Included are additional pointers on solving these problems and those of a miscellaneous nature; also command responsibilities on the fireground. Prerequisite: FFP 1400. 3 hrs. lec./Term II

**FFP 2500 Hazardous Materials I** 3 semester hours

Study of types of chemicals and processes, storage and transportation of chemicals, precautions to be taken in fire fighting involving hazardous materials, and laws of federal, state and local levels pertaining to such materials. 3 hrs. lec./Term I

**FFP 2501 Hazardous Materials II** 3 semester hours

A continuation and expansion of FFP 2500 to include radioactive materials, corrosives, pesticides, rocket propellants, and other related materials. Prerequisite: FFP 2500. 3 hrs. lec./Term II

**FFP 2600 Fire Apparatus and Procedures** 3 semester hours

Course offers study in evolution of fire apparatus; apparatus construction; pumps and pump accessories; pumping procedures; pump tests; trouble shooting; aerial platforms, maintenance, driving fire apparatus. 3 hrs. lec./Term I

**EMS 1054 First Responder** 4 semester hours

This is a required course for Fire Science, but it is an Allied Health class. Check catalog under Emergency Medical Technology or Allied Health for details. 3 hrs. lec./Term II

**FRENCH (See Modern Foreign Language Courses)**

**GENERAL BUSINESS**

**GEB 1011 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. 3 hrs. lec./Term I, II & III

**GEOGRAPHY**

**GEA 2040 Regional Geography of the Western World** 3 semester hours

Study of geographical characteristics, area relationships, and major problems of the Western world's component limited to Europe, North and South America, and the Caribbean. Meets area 5 and 8AA degree general education requirements. 3 hrs. lec./Term I, II & III

**GEO 1000 Introduction to Geography** 3 semester hours

An analysis and human significance of interrelationships of

man's environment, including climate, conservation of resources, pollution, population, and urban land use. Several nearby field trips are included. Meets area 5 AA degree general education requirements. 3 lec. hrs./Term I, II & III

**GEOLOGY**

**GLY 1010 Physical Geology** 3 semester hours

Study of geological agents, minerals, rocks, structure, and land forms. The effects of geologic events upon life and human relations are discussed. Students registering in GLY 1010 are strongly urged to register in the companion lab GLY 1010L. Some senior institutions require a 4-credit geology course. Three hours weekly. Meets area 4 or 5 AA degree general education requirements. 3 hrs. lec./Term I, II & III

**GLY 1010L 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. Special fee charged, see "STUDENT FEES."

**GLY 1100 Historical Geology** 3 semester hours

Study of the geologic record, including life forms, from precambrian to the present. Course embraces a study of geologic maps, orogenic history, stratigraphy and fossils. Some elementary field work is done. Meets area 4 or 5 AA degree general education requirements. Special fee charged, see "STUDENT FEES." 3 hrs. lec./On Demand

**GERMAN (See Modern Foreign Language Courses)**

**\*HUMANITIES**

**HUM 2700 Humanities Travel Study** 3 semester hours

An examination of the styles and influence of music, art theatre, religion, literature and philosophy in selected geographical areas. Course combines classroom preparation and foreign travel. Meets area 8 AA degree general education requirement. 3 hrs. lec.

\* Other humanities courses may be found in the departments of Art, Music, Philosophy, Religion and Theatre.

**HEALTH, PHYSICAL EDUCATION, RECREATION, AND DANCE (HPRD)**

(All classes coeducational). Special fee charged for all activity courses. See "STUDENT FEES" section.

**DAA 1160 Dance (Modern)** 1 semester hour

Term I, II & III

**DAA 2161 Intermediate Modern Dance** 1 semester hour

Prerequisite: DAA 1160 or instructor's approval. On Demand

**DAA 1200 Beginning Ballet** 1 semester hour

Basic ballet steps including barre work, center floor movement including adagio and allegro work. Term I, II & III

**DAA 1300 Dance (Social)** 1 semester hour

On Demand

**DAA 1374 Dance (Folk and Square)** 1 semester hour

On Demand

**DAA 1376 P E Lab Social, Folk and Square Dance** 2 semester hours

Open to physical education majors only. Meets three hours weekly. Offered every other year. Term I

**DAA 1560 Beginning Jazz Dance** 1 semester hour

Term I, II & III/On Demand

**DAA 1600 Beginning Tap Dance** 1 semester hour

Term I, II & III/On Demand



- DAA 2201 Intermediate Ballet** 1 semester hour  
Dance  
Prerequisite: DAA 1200, or instructor's approval. On Demand
- DAA 2561 Intermediate Jazz Dance** 1 semester hour  
Prerequisite: DAA 1560, or instructor's approval. On Demand
- DAA 2601 Intermediate Tap Dance** 1 semester hour  
Prerequisite: DAA 1600, or instructor's approval. On Demand
- DAA 2700 Dance Composition** 1 semester hour  
Principles of composition, student choreography and performance of solo and group compositions required. Prerequisite: instructor's approval. On Demand
- HES 2000 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. Not classified as an activity course. Elective credit only. Term I & II.
- HES 1400 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. Not classified as an activity course. Elective credit only. Term I, II & III/On Demand.
- LEI 1000 Introduction to Recreation** 3 semester hours  
Acquaints the individual with the recreation organization and opportunities for leaders in the field. Not classified as an activity course. Elective credit only. Term II only.
- LEI 1310 Group Leadership** 3 semester hours  
This course deals with the student's obtaining a practical knowledge of group situations and the principles necessary for effective recreation leadership. Not classified as an activity course. Elective credit only. On Demand.
- LEI 1700 Recreation for Special Groups** 3 semester hours  
Classroom and laboratory experience will include interaction with special groups. Not classified as an activity course. Elective credit only. On Demand.
- LEI 1800 Outdoor Recreation** 3 semester hours  
History, development and economic significance of outdoor recreation activities at the local, state and federal levels. Laboratory and field trips include camping and hiking activities; emphasis on appreciation of natural resources. Not classified as an activity course. Elective credit only. On Demand.
- PEL 1111 Bowling** 1 semester hour  
Special fees charged. See "STUDENT FEES" section. Term I, II & III
- PEL 1121 Beginning Golf** 1 semester hour  
Term I, II & III
- PEL 1131 Billiards** 1 semester hour  
Includes the science and techniques of standard billiard games. Fee assessed at site each class. Term I, II & III
- PEL 1141 Archery** 1 semester hour  
Special fees charged. See "STUDENT FEES" section. Term I, II & III.
- PEL 1211 Softball** 1 semester hour  
Students furnish own gloves. Term I, II & III
- PEL 1321 Volleyball** 1 semester hour  
Term I, II & III
- PEL 1341 Beginning Tennis** 1 semester hour  
(Student must furnish racquet & balls). Term I, II & III
- PEL 1441 Racquetball (3 wall)** 1 semester hour  
(Students supply own racquet, balls, and safety glasses). Term I, II & III
- PEL 1621 Basketball** 1 semester hour
- Separate sections are offered for men's and women's rules. Term I, II & III
- PEL 2112 Intermediate Bowling** 1 semester hour  
Prerequisite: PEL 1111 or instructor approval. Special fees charged. See "STUDENT FEES" section. Term I, II & III.
- PEL 2122 Intermediate Golf** 1 semester hour  
Prerequisite: PEL 1121 or instructor approval. Fee assessed at site each class. Term I & II/On Demand
- PEL 2132 Intermediate Billiards** 1 semester hour  
Course will include advanced techniques in snooker, one pocket bank pool, rotation, cribbage, and three cushion billiards. Prerequisite: PEL 1131 or instructor approval. Fee assessed at site each class. Term I, II & III/On Demand
- PEL 2142 Intermediate Archery** 1 semester hour  
Prerequisite: PEL 1141 or instructor approval. Special fees charged. See "STUDENT FEES" section. On Demand.
- PEL 2342 Intermediate Tennis** 1 semester hour  
Prerequisite: PEL 1341 or instructor approval. (Students furnish own racquet and balls). Term I, II & III
- PEL 2442 Intermediate Racquetball** 1 semester hour  
Involves the teaching of advanced skills and strategies in singles and cutthroat play of four wall racquetball. Prerequisite: PEL 1441L or instructor approval. (Students supply own racquet, balls and safety glasses). Special fees charged. See "STUDENT FEES" section. Term I, II & III.
- PEM 1341 Beginning Rollerskating** 1 semester hour  
Instruction of basic rollerskating techniques. Coeducational. Special fee charged, see "STUDENT FEES" section. Term I & II
- PEM 1102 Conditioning** 1 semester hour  
Term I, II & III
- PEM 1107 Slimnastics** 1 semester hour  
Term I, II & III
- PEM 1121 Yoga Exercises** 1 semester hour  
Term I & II
- PEM 1131 Weight Training** 1 semester hour  
Term I, II & III
- PEM 1146 Beginning Jogging** 1 semester hour  
Term I, II & III
- PEM 1201 Beginning Gymnastics** 1 semester hour  
On Demand
- PEM 1403L Unarmed Defense** 2 semester hours  
Introduction to different areas of self-defense developing fundamental knowledge of defense tactics and restraints. POLICE ACADEMY STUDENTS ONLY. On Demand
- PEM 1405 Unarmed Defense** 1 semester hour  
Introduction to different areas of self defense at developing fundamental knowledge of defense tactics and restraints. Term I & II/On Demand
- PEM 1431 Judo I and Striking Defense** 1 semester hour  
Sport instruction includes motor skill practice in falling, turning out, throwing the first set of the *Go Kyo No Waza*, holding, choking, and joint locking techniques. Drill training is utilized in gripping, grip breaking, defenses, counters, variations, combinations, and escapes. Form training includes instruction in the *Atemi No Kata*. Striking defense includes case studies of punching and kicking attacks. Safety precautions and the official rules governing contest and form competition are discussed and practiced. (Students must supply own judogi.) Term I & II/On Demand
- PEM 1461L Fencing (Foil)** 1 semester hour  
Term I, II & III/On Demand
- PEM 2122 Intermediate Yoga** 1 semester hour  
Yoga techniques at an intermediate level. Prerequisite: PEM 1121.
- PEM 2132 Intermediate Weight Training** 1 semester hour  
Prerequisite: PEM 1131 or instructor approval. Term I, II & III/On Demand
- PEM 2202 Intermediate Gymnastics** 1 semester hour



Prerequisite: PEM 1201 or instructor approval. On Demand

- PEM 2341 Intermediate Rollerskating** 1 semester hour  
Coeducational rollerskating at an intermediate level. Covers more advanced techniques and intermediate level dances. Prerequisite: PEM 1341.
- PEM 2462 Intermediate Fencing (Foil, Sabre, Epee)** 1 semester hour  
Prerequisite: PEM 1461 or instructor approval. Term I & II/On Demand
- PEN 1121 Beginning Swimming** 1 semester hour  
Term I, II & III
- PEN 1122 Intermediate Swimming** 1 semester hour  
Term I, II & III
- PEN 1231 Beginning Sailing** 1 semester hour  
The basic course includes certain fundamentals and techniques of seamanship and sail handling as would be necessary for safe, enjoyable use of a sailboat. Term I, II & III
- PEN 2113 Advanced Lifesaving** 1 semester hour  
Instructor's approval required. Term I/On Demand
- PEN 2123 Swimming III Advanced** 1 semester hour  
Swimming  
On Demand
- PEN 2136 Scuba Diving** 1 semester hour  
Instructor's approval required. Must furnish own mask, snorkel, fins. Special fee charged. See "STUDENT FEES" section. Term I, II & III
- PEN 2232 Intermediate Sailing** 1 semester hour  
Prerequisite: PEN 1231 or approval of instructor. Term I, II & III
- PEN 2236 Sailing Racing Clinic** 1 semester hour  
Instructor approval. Not classified as an activity course. Elective credit only. On Demand.
- PEO 1003 Sport Officiating** 3 semester hours  
Theory and practice of officiating in selected sports. High school federation rules, football, basketball, baseball. Not classified as an activity course. Elective credit only. On Demand.
- PEO 1341 HPR Lab Archery and Tennis** 2 semester hours  
Open to P.E. majors only. Meets three hours weekly. Students supply own racquet and balls. Not classified as an activity course. Elective credit only. Offered every other year, Term II.
- PEO 2321 P E Lab Volleyball and Basketball** 2 semester hours  
Open to P.E. majors only. Meets three hours weekly. Not classified as an activity course. Elective credit only. Offered every other year, Term II
- PEP 2201 P E Lab Gymnastics** 2 semester hours  
Open to P.E. majors only. Meets three hours weekly. Not classified as an activity course. Elective credit only. Offered every other year, Term II.
- PEQ 1101 HPR Lab Aquatics** 2 semester hours  
Open to P.E. majors only. Meets three hours weekly. Not classified as an activity course. Elective credit only. Offered every other year, Term I.
- PEQ 2115 Instructor Course (Swimming)** 1 semester hour  
Instructor's approval required. Not classified as an activity course. Elective credit only. On Demand.
- PEQ 2231 Small Craft — Instructor** 1 semester hour  
This program enables a qualified person to teach sailing and issue basics I and II awards. Each graduate would receive his/her American National Red Cross instructor's card. Instructors approval required. Not classified as an activity course. Elective credit only. On Demand.
- PET 1000 Introduction to Physical Education** 3 semester hours  
Course gives the prospective teacher early in his/her training, some understanding of what is involved in the pro-

fession and an adequate preparation for teaching. Not classified as an activity course. Elective credit only. Term I only.

## HISTORY

- AMH 2010 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. Meets area 3 or 5 AA degree general education requirements. Term I, II & III
- AMH 2020 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 Vietnam. 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 United States as leader of the Free World. Meets area 3 to 5 AA degree general education requirements. Term I, II & III
- AMH 2420 Florida History** 3 semester hours  
A survey of Florida's history from Pre-European settlement to the present with emphasis on the unique features of this subtropical state as well as its place in the general development of the United States as a whole. Among the topics covered: physical characteristics, pre-Colombian Indians, European discovery and explorations, Spanish and English colonial periods; American purchase, the frontier territory, early statehood, role in the Confederacy; Reconstruction to 1876, Bourbon Reaction and Progressive Rebellion, land grants, immigrants, railroads, and drainage; 20th century to 1950: land booms, world wars, depressions; 1950 to the present: economic diversification, accelerating population growth, demographic changes, multi-cultural immigration, ecological concerns: the future: problems, challenges, opportunities. 3 hrs. lec./Term III
- EUH 1000 Western Civilization** 3 semester hours  
A survey of Western Civilization from the Ancient Near East to the Seventeenth Century. Emphasis will be placed on the social, intellectual, political, and cultural process responsible for Western development. Meets Area 3, 5, and 8 AA degree general education requirements. May also be taken for honors credit. 3 hrs. lec./Term I, II, & III
- EUH 1001 Western Civilization** 3 semester hours  
Continuation of EUH 1000 to World War I with emphasis on expansion of the West. Meets Area 3, 5 and 8AA degree general education requirements. May also be taken for honors credit. 3 hrs. lec./Term I, II, & III
- EUH 2311 History of Spain I** 3 semester hours  
The history of Spain as embodied in its literary, artistic, and social tradition. The major political, economic, and social forces in the nation's evolution before the 17th Century. Meets Area 8 AA degree general education requirement. 3 hrs. lec./Term I
- EUH 2312 History of Spain II** 3 semester hours  
Continuation of History of Spain I to the present. Emphasis on social, political, and economic forces of contemporary Spain. Meets Area 8 AA degree general education requirement. 3 hrs. lec./Term II
- HIS 2955 History Travel-Study** 3 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. 3 hrs. lec./Term III/On Demand
- HIS 2956 History Travel-Study** 6 semester hours  
The same general description applies to this course as is given to the history travel-study offered for three semester



hours. However, a longer itinerary to be visited will necessitate more extensive course requirements. Meets Area 8 AA degree general education requirement. 3 hrs. lec./Term III/On Demand

**LAH 1004 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. Meets Area 3, 5 and 8 AA degree general education requirements. Term I, II, & III.

**LAH 1005 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. Meets Area 3, 5 and 8 AA degree general education requirements. Term I, II, & III

**REL 2601 Jewish History and Culture** 3 semester hours

A systematic review of the development of Jewish history and culture from biblical times to the present. Meets Area 8 AA degree general education requirement. On Demand

**WOH 2240 The Twentieth Century World** 3 semester hours

A survey of the major political forces. Among the topics covered are the end of European and cultural dominance; the rise of totalitarian regimes; the emergent nations; the cold war; and a look toward the 21st century. Meets Area 3, 5, and 8AA degree general education requirements. Term I, II & III/3 lec. hrs.

## HOME FURNISHINGS

**MAR 1930 Seminar 1: 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. 3 hrs. lec./On Demand

## HONORS

**IDS 2190 Ascent of Man** 3 semester hours

Based on Jacob Bronowski's book and videotape, *The Ascent of Man*, this course surveys the intellectual development of Western Civilization from the classical cultures of the Mediterranean to the modern industrial civilizations of Europe and America today, and examines the contributions of major figures in the various sciences. Scientific truth is emphasized over other sources of truth such as tradition or authority. The arts and sciences are accorded equal importance in reflecting those facilities of humanity that render us unique in the animal world. Offered during one term per academic year, usually term I.

**ENC 1101 HON Composition** 3 semester hours

Stresses expository writing with emphasis on critical discussion of student writing. Offered at least one term per academic year, usually Term I. 3 hrs. lec.

**ENC 1102 HON Composition** 3 semester hours

Stresses research and documentation techniques, argumentative, descriptive, and narrative writing, and critical examination of various literary genres. Offered at least one term per academic year, usually Term II. 3 lec. hrs.

At least one of the following Literature courses is offered during Term I and Term II of every academic year. Prerequisite: ENC 1103.

**LIT 2110 HON World Literature I in Humanities** 3 semester hours

Selected masterpieces of world literature before 1611. Em-

phasis on the Greek myth, epic and drama; the Bible; and Shakespeare. Critical and documented papers required. 3 hrs. lec.

**LIT 2120 HON World Literature II in Humanities** 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. Critical and documented papers required. 3 hrs. lec.

**ENL 2013 HON British Literature I in Humanities** 3 semester hours

Traces the 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 18th century, with emphasis on Chaucer, Shakespeare, and Milton. Critical and documented papers required. 3 hrs. lec.

**ENL 2023 HON British Literature II in Humanities** 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 19th and 20th centuries, including such writers as the romantic poets, Tennyson, Browning, Yeats, Shaw, Eliot, and Thomas. Critical and documented papers required. 3 hrs. lec.

**APB 1150 HON Modern Principles of Biology** 3 semester hours

This course designed primarily for nonscience majors investigates modern principles of biology, while focusing on the nature and activities of living organisms. This course is offered at least one term of each academic year. 3 hrs. lec.

**PSY 2012 HON 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. Written work (paper) required. This course is offered at least one term of each academic year, usually Term II. 3 hrs. lec.

At least one of the following History courses is offered during Term I and Term II of every academic year.

**AMH 2010 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. 3 hrs. lec.

**AMH 2020 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 Vietnam. 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 United States as leader of the Free World. 3 hrs. lec.

**EUH 1000 HON 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. 3 hrs. lec.

**EUH 1001 HON Western Civilization** 3 semester hours

Continuation of EUH 1000 HON to the present, with emphasis on expansion of the West. In all History courses, student papers and reports are required, as well as regular tests. 3 hrs. lec.



**IDS 1936 Honors Interdisciplinary Seminar 3 semester hours**

This is an elective course open to students who have met the requirements for admission to the Honors Program, and have attended Broward Community College for at least one term, or received permission of the Instructor. Discussions on a chosen subject are led by faculty in various disciplines, as well as by experts from the community. 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 seminar. Written work in the form of a research paper and annotated bibliography is also required. 3 hrs. lec.

**HOTEL-MOTEL ADMINISTRATION  
RESTAURANT MANAGEMENT  
FOOD SERVICE ADMINISTRATION**

**FOS 2100 Experimental Foods 3 semester hours**

Laboratory projects testing theories of food preparation, judging of products, and establishing standards of foods. Evaluation of effect of ingredients, proportion, time, manipulation, temperature, etc., on quality characteristics. 2 hrs. lec., 2 hrs. lab./Term II

**FSS 1120 Food and Beverage Purchasing and Menu Planning 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. On Demand.

**FSS 1221 Volume Food 3 semester hours**

Upon completion, the student will be able to demonstrate his ability in preparing a full dinner (lunch) menu, set dining room, exhibit knowledge in clean up and sanitation, as well as being able to determine a food cost and set a price to a desired food cost. 2 hrs. lec., 2 hrs. lab./Term I & II

**FSS 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: FSS 1221 or instructor approval. 2 hrs. lec., 2 hrs. lab./On Demand

**FSS 2242 International Cuisine 3 semester hours**

Emphasis is placed on international cookery as it applies to the proper modern menu use and selection. The course will include preparation of cold buffet, entree, dinner accompaniment and flambe desserts. The student has the opportunity to observe preparation skills, writing recipes, watching correct serving techniques, and tasting the prepared food. Prerequisite: FSS 1240 or instructor approval. 2 hrs. lec., 2 hrs. lab./On Demand

**FSS 2500 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, precontrol 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. 3 hrs. lec./On Demand

**HFT 1210 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. 3 hrs. lab./Term I

**HFT 1320L Engineering and Maintenance Lab 1 semester hour**

Two hours of laboratory weekly on basic principles of electricity, heating and air conditioning. 2 hrs. lab./On Demand

**HFT 1700 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 that 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. 3 hrs. lec./On Demand

**HFT 1941 Operations and Service Practicum 6 semester hours**

Full-time "on the job" work experience in an approved segment of the food service/lodging industry coordinated with a weekly seminar. Faculty makes regular appraisals of the learning progress through on-site visitations and consultation with the student and his/her supervisors. Five written reports commensurate with assigned duties are required. 1 hr. lec., 15 hrs. other/On Demand

**HFT 2220 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: HFT 1210 or instructor approval. 3 hrs. lec./On Demand

**HFT 2290 Seminar in Contemporary Problems in Administration 3 semester hours**

Analysis of selected current major problems areas. Critical review of controls and techniques used to achieve management objectives. Projection of trends into the future and their impact upon the industry. 3 hrs. lec./On Demand

**HFT 2460 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: FSS 2500, ACC 1009, ACC 2001 or instructor approval. 3 hrs. lec./On Demand

**HFT 2942 Management and Control Practicum 6 semester hours**

Continuation of HFT 1941 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. 1 hr. lec., 15 hrs. other/On Demand

**HFT 2500 Marketing 3 semester hours**

How to sell and promote the many services the food service/lodging industries offer guests. How to secure business through personal selling and media advertising and publicity. How to operate a sales and convention department. Prerequisite: sophomore standing. 3 hrs. lec./On Demand

**HFT 2600 Legal Aspects of Hotel and Tourism Operations 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. 3 hrs. lec./On Demand

**FSS 1287 Dining Room and Lounge Operation 3 semester hours**

Emphasis is placed on familiarity with dining room and lounge preparation, service and inspection techniques. Food, beverage, wine, spirit, serveware and utensil terminology are studied as well as selling techniques used by waiters and waitresses. The importance of harmonious employer, employee, and guest relations is stressed, as well as familiarity with the NCR 24 cash register and the NCR Class 5 Bar/Lounge billing machine. 3 hrs. lec./On Demand



**FSS 1288 Fast Food Operation** 3 semester hours  
Emphasis is placed on both preparation and equipment needed for fast food operation, including sandwich and breakfast cookery. The student performs 15 hours of practical work experience as scheduled by the instructor on site. 3 hrs. lec./On Demand

**FOS 2201 Applied Food Service Sanitation** 1 semester hour  
Applied Food Service Sanitation will help develop ability to use basic principles and current concepts in the area of Food Service Sanitation. 1 hr. lec./On Demand

**FSS 2614 Food and Beverage Merchandising** 3 semester hours  
The Merchandising Techniques as applied to the restaurant industry; emphasis is placed on annual sales plan, which includes such items as sales budgeting, staffing, promotional themes, media exposure, direct mail, publicity, public relations, and in-house promotion. Other topics that are included are menu art and design, layout and type, copy and originality that will produce a desired theme, decor and overall atmosphere. 3 hrs. lec./On Demand

**HFT 2441 Systems Management for the Hospitality and Tourism Industries** 1 semester hour  
Survey of the functions and procedures of computer-based management contrasted with more traditional methods of service delivery. 1 hr. lec./On Demand

**HFT 2511 Convention and Group Business Marketing Management** 3 semester hours  
A study of the functions of the convention organizer and tour wholesaler in relation to the suppliers of travel and hospitality services. The responsibilities of each organization in the marketing channel are delineated. Marketing of facilities to the organizers and their marketing of the activity to the retailer and/or consumer are emphasized. 3 hrs. lec./On Demand

## INSURANCE

**RMI 2015 Principles of Risk Management and Insurance** 3 semester hours  
This course includes the study of the risk management framework and procedures for identifying and evaluating property, income, liability, and personal loss exposures. The general guidelines for selecting the most appropriate risk management techniques will be explored together with the general characteristics of risk control and risk financing techniques. The insurance environment will be discussed together with basic legal concepts and the fundamentals of insurance contracts. (Preparation for CPCU Course I.) 3 hrs. lec./On Demand

**RMI 2013 Personal Risk Management and Insurance** 3 semester hours  
This course applies the risk management process and concepts to individual and family loss exposures. A detailed study of personal property, liability, life and health contracts will be made. Readings and case studies are included illustrating the role of property and liability insurance, life and health insurance, social insurance, employee benefits, and coordinated insurance buying in personal risk management. Prerequisite: RMI 2300, or permission of instructor. (Preparation for CPCU Course 2.) 3 hrs. lec./On Demand

**RMI 2014 Commercial Property Risk Management and Insurance** 3 semester hours  
This course applies the risk management process to the analysis of commercial property loss exposures. Fire and allied lines policies and property forms are studied in detail. Exposures and insurance policies for business interruption and other indirect income and loss expenses, ocean marine, inland marine, bailments, crime and employee dishonesty are also studied in detail. Emphasis is also placed on controlling property losses and their effects. The liter-

ature, including case studies, focuses on the various property loss exposures and alternative methods of treatment in addition to the detailed analysis of insurance coverages. Prerequisite: RMI 2300 or permission of instructor. (Preparation for CPCU Course 3.) 3 hrs. lec./On Demand

**RMI 2225 Commercial Liability Risk Management and Insurance** 3 semester hours  
This course applies the risk management process and concepts to the analysis of commercial liability loss exposures. The literature, including case studies, focuses on the various liability loss exposures that confront firms, and analyzes those exposures and alternative methods of treatment, including a detailed analysis of insurance coverages. A detailed study is made of insurance contracts covering automobile liability, liability arising out of premises and operations, contractual and independent contractor's exposures, products and completed operations, employer's liability and workers' compensation, professional liability, aviation exposures, and surety bonding. Survey cases, including material covered in the previous commercial property loss exposure course, (CPCU Course 3) are included on commercial property and liability loss exposures and their treatment. Prerequisite: RMI 2217, or permission of instructor. (Preparation for CPCU Course 4.) 3 hrs. lec./On Demand

**RMI 2702 Insurance Company Operation** 3 semester hours  
This course includes a detailed analysis of insurer functions and activities. Included are product design; marketing; distribution methods; loss control activities; underwriting of property, liability, and multiple lines insurance; reinsurance; the claims functions and the study of adjusting of both property and liability claim; and ratemaking in property, liability, and multiple lines insurance, including schedule rating, experience rating, and retrospective rating plans. Prerequisite: RMI 2300, or permission of instructor. (Preparation for CPCU Course 5.) 3 hrs. lec./On Demand

**RMI 2402 The Legal Environment of Insurance** 3 semester hours  
The study of the basic principles of law and their application to insurance situations. The legal principles involved in sales and secured transactions, partnerships, corporations, commercial paper, real and personal property, and bailments will be studied together with consumer and administrative law. Special emphasis will be placed on the areas of contract law and agency law with applications to insurance law and situations. (Preparation for CPCU Course 6.) 3 hrs. lec./On Demand

**MAN 2015 Management** 3 semester hours  
This course will cover the application of general management principles to the insurance industry and includes an introduction to management information systems. Organizational design, planning, control, motivation, leadership, group behavior, communications, and decision making will be studied theoretically and by using case studies. Experiential exercises in all areas will allow students to apply the knowledge gained to actual insurance industry management situations and problems. (Preparation for CPCU Course 7.) 3 hrs. lec./On Demand

**ACC 2023 Accounting and Finance** 3 semester hours  
This course includes the study of both financial and managerial accounting, reviewing the accounting cycle, preparation and analysis of financial statements, and the major areas of managerial accounting to teach the student how to use accounting data in managerial decisionmaking. It also includes the study of corporate and business finance, financial planning and control, investment decisions, sources of financing, financial leverage, debt management, and dividend policies. Approximately one-third of this course will specifically relate to insurance accounting and finance including valuation of insurance company balance sheet items, revenues and expenses, unearned premium and loss reserves, with an emphasis on financial analysis and maintaining solvency. (Preparation for CPCU Course 8.) 3 hrs. lec./On Demand



**ECO 2025 Economics****3 semester hours**

This course includes both macro and microeconomic principles and analysis. Areas covered include the economic behavior and nature of an enterprise economy, the market mechanism, tools of economic analysis, national income, accounting and analysis, money and banking, income distribution, problems of inflation and unemployment, and international economics. Microeconomic studies include prices and allocations, the competitive firm, monopolies, oligopolies, pricing problems, the market for factors of production, the problem of big business, and economics and the environment. (Preparation for CPCU Course 9). 3 hrs. lec./On Demand

**ECO 2005 Economics for CLU****3 semester hours****Candidates**

Economic principles, the governmental and banking institutions that have an effect on the national economy, national income, theory and banking, monetary and fiscal policy, and international trade and finance. The changes in economic conditions on financial media. 3 hrs. lec.

**RMI 2295 Insurance Issues and Professional Ethics****3 semester hours**

The major portion of this course will analyze significant problems and issues that impact on the insurance industry. Concluding assignments will focus on professional ethics in general and The American Institute Code of Professional Ethics in particular. Readings concentrate on such problems as unfair discrimination in property-liability rating, open rating, government insurers, captive insurers' role in risk management, wrap-up insurance programs, workers' compensation, international insurance markets, insurance and inflation, professional liability, and the effects of current trends in tort law on insurance. (Preparation for CPCU Course 10). It is *strongly* recommended that this course be taken last, or concurrently with any remaining CPCU course work, due to the fact that Course 10 assumes a knowledge of the material covered in Courses 1 through 9. 3 hrs. lec./On Demand

**RMI 1001 Introduction to Risk and 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. 3 hrs lec./Term I & II

**RMI 1090 Solicitors Qualification Course****7 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, law of negligence and affiliated concepts. Upon successful completion of this course, a student has met the educational qualification to sit for the Solicitor's exam. Recommended Prerequisite: RMI 1001. On Demand

**RMI 2010 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) Prerequisite: RMI 1001 or permission of the instructor. 3 lec. hrs./On Demand

**RMI 2112 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: RMI 1001 or either RMI 2010 or RMI 2260 or permission of the instructor. 3 lec. hrs./On Demand

**RMI 2091 Agents Qualification Course****17 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, nondwelling risks, business interruption forms, other time element coverages and homeowners' forms. 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. Principles of legal liability, types of liability, fundamentals of coverage, coverage forms, elements of rating, history and development of workers' compensation, Florida's Workers' Compensation Law, employer's liability insurance, rating. Crime, fidelity and surety, combination crime and fidelity, glass, health or disability, aviation, boiler and machinery, ocean marine. 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. Successful completion of this course meets the educational qualifications to sit for the General Insurance Agent's or Solicitor's State Licensing Exam. Recommended prerequisite: RMI 1001. 3 lec. hrs.

**RMI 2219 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: RMI 1001 or either RMI 2010 or RMI 2280; or permission of the instructor. On Demand

**INTERIOR DESIGN — See Art****ITALIAN (See Modern Foreign Language)****JOURNALISM****MMC 1000 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. 1 hr. lec., 2 hrs. lab./Term I & II/On Demand

**JOU 1100 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. Prerequisites: eligibility for ENC 1103, and ability to type. 1 hr. lec., 2 hrs. lab./Term I, II & III

**JOU 1207L Magazine Production****3 semester hours**

Course provides instruction and practical experience in the philosophical and technical aspects of magazine produc-



tion, including printing processes, copy setting, picture editing, graphic design, and camera ready layout techniques. 1 hr. lec., 2 hrs. lab./On Demand

**JOU 1420L Newspaper Practicum I** 1 semester hour  
Practical application of news writing and editing principles through work with college media. Prerequisite: JOU 1100. Permission of instructor. 3 hrs. lab./Term I & II/On Demand

**JOU 1421L Newspaper Practicum II** 1 semester hour  
Continuation of JOU 1420. Prerequisite: JOU 1420. Permission of instructor. 3 hrs. lab./Term I & II/On Demand

**JOU 1440L Magazine Practicum I** 1 semester hour  
Practical application of magazine production, magazine writing, or magazine editing principles through work with college magazine media or internship with community media under academic supervision. Prerequisite: JOU 1207, or JOU 2600, or JOU 2203, or ENC 1613, or ART 1201. Permission of instructor. 3 hrs. lab./Term I & II/On Demand

**JOU 1441L Magazine Practicum II** 1 semester hour  
Continuation of JOU 1440. Prerequisite: JOU 1440. Permission of instructor. 3 hrs. lab./Term I & II/On Demand

**JOU 2200 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 1100. 1 hr. lec., 2 hrs. lab./Term II/On Demand

**JOU 2203 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 1100 or ENC 1613. 1 hr. lec., 2 hrs. lab./On Demand

**ADV 2303 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. 1 hr. lec., 2 hrs. lab./On Demand

**JOU 2600 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. 3 hrs. lec., 2 hrs. lab./Term I & II/On Demand

## LANDSCAPE TECHNOLOGY

**ENY 1007 Economic Entomology** 3 semester hours  
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. 3 hrs. lec./Term I.

**HOS 1031 Horticultural Practices** 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. One six-hour lab per week. Field trips will be required. Term II.

**HOS 1930 Native Plants I** 2 semester hours  
The identification of approximately 75 plants native to South Florida. The application of their ecological, esthetic and economic value in Broward County will be stressed. Classroom and field lectures. Term IIB.

**HOS 2055 Retail Nursery** 3 semester hours  
This course is designed to prepare students for the retail nursery business. 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. Term I.

**FRC 2004 Subtropical Fruit Culture** 4 semester hours  
The identification and culture of approximately 150 tropical and subtropical edible fruits introduced into South Florida as dooryard, semi-commercial, and commercial food crops. Topics will include varieties, soils, propagation, flowering and fruiting seasons, landscape uses, pest management, production and sales promotion. Weekend field trips required. 3 hrs. lec., 2 hrs. lab./Term III-A.

**ORH 1003 Horticultural Biology** 4 semester hours  
An introduction to the disciplines involved in the broad field of horticulture. Plant and animal taxonomy, morphology, anatomy and their fundamental processes as they relate to plant growth, pests, production maintenance, and planting will be stressed. 3 hrs. lec., 2 hrs. lab./Term I.

**ORH 1101 Common Florida Plants** 3 semester hours  
The identification and landscape uses of approximately 200 species of common South Florida interior and exterior plants. Designed for individuals who wish to rapidly increase their plant knowledge. Field trips required. Cannot be applied toward an A.S. degree. 3 hrs. lec./Term IIIA.

**ORH 1510 Landscape Plant Identification I** 4 semester hours  
Plants and trees commonly used in South Florida landscapes, approximately 200 species and varieties will be covered. One hour lecture and one three-hour lab weekly with occasional field trips. Term I.

**ORH 1511 Landscape Plant Identification II** 4 semester hours  
The identification and landscape use of ornamental vines, palms, shrubs and trees commonly used in South Florida landscapes. One hour lecture and one three-hour lab weekly with occasional field trips. Term II.

**ORH 2021 Plant/Propagation** 3 semester hours  
Principles and practices involved in the propagation of plants used in the ornamental horticulture industry. Major topics: cuttage, graftage, air-layering, tissue culture, seedage, and production techniques. Lecture and lab. It may be used as an elective in A.S. degree program. 1 hr. lec., 4 hrs. lab./Term III-A.

**ORH 2220 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 care and operation of turf equipment and turf pests. One three-hour lecture weekly with occasional field trips. Term II. Can be used as elective in A.S. Degree program.

**ORH 2512 Landscape Plant Identification III** 3 semester hours  
The identification and use of ornamental plants of more recent introduction and development in South Florida and certain specialized horticulture crops. One three-hour lecture in the field weekly, with occasional classroom meetings. Two six-hour weekend field trips. Term I

**ORH 2820 Horticultural Practices II** 3 semester hours  
Part I: An introduction to the principles, design and operation of irrigation systems as it applies to residences and nurseries. Water requirements, supply, distribution and drainage will be included. Part II: The operating principles, maintenance and trouble-shooting of small engines. Part III: The evaluation, selection and maintenance of larger nursery and landscaping equipment. 2 hrs. lec., 2 hrs. lab./Term I

**ORH 2829 Introduction to Landscape Design** 2 semester hours  
This course supplies the student with on-site experience in evaluating the various parameters affecting the design problem. Topics covered include instruction in drafting, survey and plan reading, basic design theory. Costing, pricing,



ing and bid procedures further enable the student to complete the groundwork for Basic Landscape Design Theory. Prerequisites: ORH 1510, ORH 1511, or equivalent experience. Term IA.

**ORH 2830 Basic Landscape Design Theory** 2 semester hours

Introduction into spacial concepts, area manipulation and cogent use of plant materials through the use of design projects and individual instruction. This course is necessary background if the student is to make full use of Landscape Design. Prerequisites: ORH 1510, ORH 1511, ORH 2829, or equivalent experience. Term IB.

**ORH 2831 Landscape Design I** 4 semester hours

Allows the student to refine conceptual abilities and practical methodology. Advanced techniques in drafting, presentation, and pricing are taught through the use of take home projects and classroom exercises. Access to basic drafting equipment is required. Two three-hour labs per week and two field trips. Prerequisites: ORH 1510, ORH 1511, ORH 2829, ORH 2830, or permission of department chairman. Term II.

**ORH 2841 Landscape Installation** 3 semester 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. 2 field trips required. Term II.

**ORH 2862 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. One three hour lecture weekly with occasional field trips. Term II.

**ORH 2890 Horticultural Seminar** 1 semester hour

Analysis of selected current problem areas in horticulture and related subjects.

**ORH 2896 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 six weeks. Technical report required Term III-A.

**ORH 2950 Tropical Garden Tour** 6 semester hours

A taxonomical and ecological study of the exotic and endemic plants in botanical and private gardens, government research centers and native habitats in the tropical world from 15 degrees north to 15 degrees south latitudes. Meets area 8 AA degree general education requirement. 6 hrs. lec.

**ORH 2897 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.

**PLS 2600 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 turf-grasses and aquatic area. Calibration use and preventive 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.

**PMA 2003 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. One three-hour lecture weekly with occasional field trips. Term I.

**SOS 1102 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 formulation for landscapes, turf and container and field nurseries will be discussed thoroughly. The use of

various soil amendments will also be discussed. One three-hour lecture weekly with occasional field trips. Term II.

## MANAGEMENT COURSES

**MAN 1590 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. 3 hrs. lec./On Demand

**MAN 1591 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. 3 hrs. lec./On Demand

**MAN 1592 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. 3 hrs. lec./On Demand

**MAN 1593 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 that are implicit in this aspect of material management operations. 3 hrs. lec./On Demand

**MAN 1594 Advanced Production Control** 3 semester hours

An advanced course building upon the concepts developed in MAN 1593. 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 requirements for material planning. 3 hrs. lec./On Demand

**GEB 1011 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. 3 hrs. lec./On Demand

**MAN 2000 Introduction to Management** 3 semester hours

Reflects current theory and research in stressing the concepts and analysis of principal phases of management. Emphasizes fundamental principles of scientific organization, motivation, economic analysis and control and their application to business decisions. Integrates new developments in the behavioral sciences and quantitative techniques. 3 hrs. lec./On Demand

**MAN 2001 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 prepar-



ing to meet the leadership needs of change-dominated organizations in the future. (Preparation for I.I.A. MGT 44). 3 hrs. lec./On Demand

**MAN 2100 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). 3 hrs. lec./On Demand

**MAN 2300 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. 3 hrs. lec./On Demand

**MAN 2342 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. 3 hrs. lec./On Demand

**MAN 2343 Women in Supervision** 3 semester hours

This course is designed to provide businesswomen 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, organization, staffing, directing, controlling and labor relations. 3 hrs. lec./On Demand

**MAN 2500 Production Management** 3 semester hours

A study of the various phases of production control and the elements that 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 2595 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.

**MAN 2800 Small Business Management I** 3 semester hours

An introduction to small business management covering the role of small business in our economy; development of a management philosophy for the entrepreneur including general functions of management; factors in business failure and success; problems in initiating a business including the legal, financial, facility and planning aspects. 3 hrs. lec./On Demand

**MAN 2801 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. 3 hrs. lec./On Demand

**MAN 2810 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).

## MARKETING

**MAR 1011 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; pricing, advertising, and other promotion, sales management; the kind of products to be manufactured; and the marketing channels to be used. 3 hrs. lec./Term I, II & III

**MAR 1101 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 that receive emphasis are basic and lasting; they are the principles that students will apply in business. The course seeks to describe persuasion on a moral and ethical foundation as a powerful tool that is needed universally. 3 hrs. lec./Term I, II & III

**MAR 1930 Seminar I: Marketing in Perspective** 3 semester hours

Students are expected to be working or will be assisted in securing employment in marketing related occupations. Students will have the opportunity to develop leadership skills through participation in DECA activities. Course curricula will include marketing related learning activities.

**MKA 2102 Retailing** 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 center, and merchandising. 3 hrs. lec./On Demand

**MAR 1302 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 and communications viewpoint. 3 hrs. lec./Term I & II

**MAR 1321 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.

**MAR 2240 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. Meets area 8 AA degree general education requirement.

**MAR 2931 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: MAR 1930.

**MAR 2932 Seminar III: Marketing Management** 3 semester hours

Students will continue working in marketing related occupation and participate in DECA activities. Students will be expected to participate in a group research project. Prerequisite: MAR 2931. Term I & II

## MATHEMATICS

The course contents of MAT 0002, MAT 1013, MAT



1033 and MGF 1202 (MGF 1204, 1205, 1206) include the College Level Academic Skills in Computation. Any mathematics course used to complete the six hours of Mathematics General Education Requirement (Area 4B) must be completed with a grade of "C" or better. Neither MAT 0002 nor MAT 1013 will count toward General Education Mathematics for graduation. Any A.A.-degree student who does not take MGF 1202 will be required to take the BCC-College Level Academic Skills Test (BCC-CLAST) in Mathematics prior to his/her term of graduation.

**MAT 0002 (NT) Pre-Algebra** 3 semester hours  
A course to improve the abilities of students who have experienced difficulties in arithmetic. This course will help the student learn to read the language of mathematics, to develop problem solving skills and to improve basic arithmetic and pre-algebra skills. This course includes college level academic skills in arithmetic and geometry. 3 hrs. lec./Term I, II & III

**MGF 1113 General Education College Mathematics** 3 semester hours  
A course designed for students not majoring in science and engineering. Students who originally enrolled prior to October 1, 1982, may take this course to complete AA general education degree requirements. 3 hrs. lec./On Demand

**MAT 1013 Elementary Algebra** 3 semester hours  
A course to help students learn the basic algebra needed for college level mathematics courses. The student will learn how to apply his/her knowledge of arithmetic and algebra to many problems. The course includes many of the College Level Academic Skills in Algebra. Elective credit will be granted for successful completion of this course. Prerequisite: Knowledge of pre-algebra. Credit will not be granted for both this course and MTB 1321. 3 hrs. lec./Term I, II & III

**MAT 1033 Intermediate Algebra** 3 semester hours  
An intermediate course in algebra emphasizing operations with algebraic symbols, solutions of equations, functional relationships, graphs, verbal problems and selected additional topics. The course completes coverage of the College Level Academic Skills in Algebra. Prerequisite: High School Algebra II with a grade of "C" or better or completion of MAT 1013 or MTB 1321 with a grade of "C" or better. Meets 3 credits of the general education 4B or 5 AA degree requirements. 3 hrs. lec./Term I, II & III

**MGF 1202 College Mathematics** 3 semester hours  
This is a general education course which includes the College Level Academic Skills not included in the courses MAT 0002, MAT 1013, and MAT 1033. The course will include topics in sets, logic, computer literacy, geometry, probability and statistics. The course satisfies 3 hours of the mathematics requirements for the AA degree. Prerequisites: MAT 0002 and MAT 1013 or sufficient scores on Placement Tests. MAT 1033 is highly recommended as a prerequisite. 3 hrs. lec./Term I, II & III

**MGF 1204 College Mathematics I** 1 semester hour  
This course is one of three one-hour courses in general education mathematics which may be taken in any sequence as an alternative to the three hour College Mathematics (MGF 1202). The course includes topics in sets, logic, computer literacy. Completion of MGF 1204, MGF 1205, and MGF 1206 satisfies the same general education requirements as MGF 1202. See MGF 1202 for prerequisites. 1 hr. lec./On Demand

**MGF 1205 College Mathematics II** 1 semester hour  
This course is one of three one-hour courses in general education mathematics which may be taken in any sequence as an alternative to the three-hour College Mathematics (MGF 1202). The course includes topics from geometry. Completion of MGF 1204, MGF 1205, and MGF 1206 satisfies the same general education requirements as MGF 1202. See MGF 1202 for prerequisites. 1 hr. lec./On Demand

**MGF 1206 College Mathematics III** 1 semester hour  
This course is one of three one-hour courses in general education mathematics which may be taken in any sequence as an alternative to the three-hour course College Mathematics (MGF 1202). The course includes topics in probability and statistics. Completion of MGF 1204, MGF 1205, and MGF 1206 satisfies the same general education requirements as MGF 1202. See MGF 1202 for prerequisites. 1 hr. lec./On Demand

**MTB 1304 Mathematics with Machines** 1 semester hour  
Topics include flow charts, the BASIC programming language, machine languages, familiarization with the type of problems machines can handle and development of problem solving skills. The class meets 1 hour per week. 1 hr. lab./On Demand

**MTB 1320 Math Topics For Nurses** 1 semester hour  
This course provides an intensive review of mathematics operations with fractions, decimals, percents, ratios and proportions. Units and measures in apothecaries, metric and household systems are also discussed with a major emphasis on application for calculation of oral and parenteral drug dosages. 1 hr. lec./On Demand

**MTB 1321 Technical Mathematics I** 3 semester hours  
Technical Math I is designed for students majoring in electronics, drafting, and other engineering technologies. This course covers arithmetic fundamentals, applied geometry, topics in algebra and concepts in graphing. Credit will not be given for both this course and MAT 1013. This course is not recommended for transfer students. 3 hrs. lec./Term I, II & III

**MTB 1322 Technical Mathematics II** 3 semester hours  
This is the second course in a two-term sequence for engineering technology majors. Topics include systems of linear equations, quadratic equations, right triangle trigonometry, oblique triangles, vectors and polar coordinates. Credit will not be given for both this course and MAC 1133. This course is not recommended for transfer students. 3 hrs. lec./Term I, II & III

**MAC 1132 Pre-Calculus Mathematics I** 3 semester hours  
Topics in the theory and methods of college algebra from a functional approach, designed to supplement previous courses in mathematics, and to provide the first of a two semester sequence in pre-calculus mathematics. Prerequisite: MAT 1033 with a grade of "C" or better or one year of any of the following high school courses with a grade of "C" or better: Pre-calculus, trigonometry, analytical geometry, analysis, elementary functions, or calculus. Meets 3 credits toward the general education (4B or 5) A.A. degree requirements. 3 hrs. lec./Term I, II & III

**MAC 1133 Pre-Calculus Mathematics II** 3 semester hours  
A continuation of the functional approach of Pre-Calculus I 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 MTB 1322. Prerequisite: MAC 1132 with a grade of "C" or better or recommendation of the Mathematics Department. Meets 3 credits towards the general education (4B or 5) AA degree requirements. 3 hrs. lec./Term I, II & III

**MAC 2301 Calculus IA** 3 semester hours  
Topics from analytical geometry, functions, limits, continuity, derivatives and their application. Completion of MAC 2301 and 2302 correspond to completion of MAC 2311, Calculus and Analytical Geometry I. Prerequisite: MAC 1133 with a grade of "C" or better or recommendation of the Mathematics Department. Meets 3 credits of the general education (4B or 5) A.A. degree requirements. Term I, II & III

**MAC 2302 Calculus IB** 3 semester hours  
Topics include transcendental functions, antiderivatives and definite integrals. Completion of MAC 2301 and MAC 2302 corresponds to completion of MAC 2311, Calculus and



Analytical Geometry I. Prerequisite: MAC 2301 with a grade of "C" or better. Meets 3 credits of the general education (4B or 5) A.A. degree requirements. 3 hrs. lec./Term I, II & III

**MAC 2311 Calculus and Analytical Geometry I** 6 semester hours

See descriptions of content listed for MAC 2301 and MAC 2302. Prerequisite: MAC 1133 with a grade of "C" or better or recommendation of the Mathematics Department. Meets 6 credits of the general education (4B or 5) A.A. degree requirements. 6 hrs. lec./Term I, II & III

**MAC 2303 Calculus IIA** 3 semester hours

Topics including techniques of integration, conics, polar coordinates, indeterminate forms, proper integrals and infinite series. Completion of MAC 2303 and MAC 2304 corresponds to completion of MAC 2312, Calculus and Analytical Geometry II. Prerequisite: MAC 2302 or MAC 2311 with a grade of "C" or better. Meets 3 credits towards the general education (4B or 5) A.A. degree requirements. 3 hrs. lec./Term I, II & III

**MAC 2304 Calculus IIB** 3 semester hours

Topics include parametric equations, three improper integrals, dimensional surfaces, multivariate functions and multiple integrals. Prerequisite: MAC 2303 with a grade of "C" or better. Meets 3 credits towards the general education (4B or 5) A.A. degree requirements. 3 hrs. lec./Term I, II & III

**MAC 2312 Calculus and Analytical Geometry II** 6 semester hours

See description of content listed for MAC 2303 and MAC 2304. Prerequisite: MAC 2302 or MAC 2311 with a grade of "C" or better. Meets 6 credits of the general education (4B or 5) A.A. degree requirements. 6 hrs. lec./Term I, II

**MAC 2103 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: MAC 1132 with a grade of "C" or better and recommendation of the Mathematics Department. Meets 3 credits of the general education (4B or 5) A.A. degree requirement. This course may be taken for honors credit with the permission of the instructor. 3 hrs. lec./On Demand

**MAP 2302 Differential Equations** 3 semester hours

Topics including the classification and solution of equations involving variables and their derivatives, with numerous applications. Prerequisite: MAC 2312 or MAC 2304 with a grade of "C" or better. Meets 3 credits of the general education (4B or 5) A.A. degree requirements. This course may be taken for honors credit with permission of the instructor. 3 hrs. lec./On Demand

## MEDICAL ASSISTING

**MEA 1002 Introduction to Medical Assisting** 1 semester hour

An overview of Medical Assisting and related health professions including duties and responsibilities. Public relations duties and interpersonal relationships of the health team members are emphasized. Study of the various medical specialties and the history of medicine are included. 1 hr. lec. (minimester)/Term I & II

**MEA 1010 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 learning aids are available in the language laboratory to assist students in developing competency. 3 hrs. lec./Term I, II & III

**MEA 1011 Clinical Terminology** 3 semester hours

Continuation of MEA 1010 with in-depth study of medical terminology specifically related to the human tissues, organic systems, and disease processes. Prerequisite: MEA 1010. 3 hrs. lec./Term II & III

**MEA 1100 Medical Receptionist Skills** 1 semester hour

Deals with basic front office procedures which include telephone techniques, greeting patients, making appointments and keeping a smooth pace at the reception desk. Medical records and mail processing are included topics. 1 hr. lec. (minimester)/Term I & II

**MEA 1101 Medical Law and Ethics** 2 semester hours

The ethics of medicine and medical practice are studied. Legal requirements and implications to the medical profession are stressed. 2 hrs. lec. (minimester)/Term I & II

**MEA 1103 Administrative Office Procedures** 1 semester hour

Deals with pegboard, billing, collections and computer applications in the medical office. 1 hr. lec. (minimester)/Term I & II

**MEA 1104 Medical Insurance** 1 semester hour

Designed to provide students with the opportunity to learn fundamentals of health insurance and practice in filing insurance claims. Included will be Medicare, Medicaid, Champus, Workmen's Compensation, Blue Cross and Blue Shield. 1 hr. lec. (minimester)/Term I & II

**MEA 1812 Pharmacology for the Medical Assistant** 1 semester hour

A basic course in the introduction to medications which will stress sources, classifications, administration, dosage, contraindications, and side-effects. Corequisite: MEA 1010. 1 hr. lec. (minimester)/Term II

**MEA 1813 Radiology for the Medical Assistant** 3 semester hours

This course is designed to provide instruction in basic principles of X-ray, film handling and processing, radiographic technique, and radiation biology. It prepares health care personnel, who operate radiographic equipment to take the examination given by the Florida State Department of Health and Rehabilitative Services for basic radiographer license. Prerequisite: By permission of Dept. Chairperson if not currently enrolled in BCC Medical Assisting program. 3 hrs. lec./Term I & II

**MEA 2200 Clinical Practices I** 1 semester hour

An orientation to patient care in the physician's examining room. Concentrates on routine and specialty physical examinations. Lab fee \$5.00. 1 hr. lec., 2 hrs. lab. (minimester)/Term I & II

**MEA 2201 Clinical Practices II** 1 semester hour

Principles and practice in aseptic techniques which include assisting at minor surgery, sterilization of instruments, preparation and administration of medications. Lab fee \$5.00. 1 hr. lec., 2 hrs. lab. (minimester)/Term I & II

**MEA 2202 Introduction to Non-Invasive Cardiology** 1 semester hour

**Procedures**  
Electrocardiography and other non-invasive cardiology procedures will be studied. Lab fee \$5.00. 1 hr. lec., 2 hrs. lab. (minimester)/Term I & II

**MEA 2300 Medical Office Lab** 2 semester hours

**Procedures I**  
Includes instruction and practice in specimen collection, microscopy, urinalysis and basic office bacteriology. Prerequisite: medical assisting student and/or permission of instructor. Professional uniform required. Lab fee \$10.00. 2 hrs. lec., 4 hrs. lab. (minimester)/Term I & II

**MEA 2301 Medical Office Lab** 2 semester hours

**Procedures II**  
Includes instruction and practice in basic office hematology and chemistry. Prerequisite: Medical assisting student and/or permission of the instructor. Professional uniform required. Fee \$10.00. 2 hrs. lec., 4 hrs. lab. (minimester)/Term I & II

**MEA 2800 Externship in Medical Assisting** 5 semester hours

Student assigned to physician's office, clinic, or laboratory for a total of one hundred and fifty (150) hours. 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. Attendance at group orientation prior to assignment is mandatory. Externship fee of \$10.00 includes professional liability insurance. Prerequisites: All courses suggested for Term I. Corequisites: All courses suggested for Term II. 10 hr. externship/Term I, II & III

**MEA 2810 Advanced Externship in Medical Assisting** 5 semester hours  
Student is assigned to physician's office, clinic or laboratory for a total of one hundred and fifty (150) hours. Conference meetings will be arranged on an individual or group basis at a time and place to be arranged, by the student and coordinator. Attendance at group orientation prior to assignment is mandatory. Externship fee of \$10.00 includes professional liability insurance. Prerequisites: All courses suggested for Terms I and II. 10 hrs. externship/Term I, II & III

## MEDICAL LABORATORY TECHNOLOGY

**\*MLS 1010C 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. 4 hrs. lec., 14 hrs. lab., 18 hrs. clinical.

**\*MLS 1021C 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 in a clinical facility. 2 hrs. lec., 7 hrs. lab., 9 hrs. clinical.

**\*MLS 1210C Medical Laboratory Technology II** 10 semester hours  
Anatomy and physiology of the urinary system; principles and techniques for use of the urinometer and refractometer; quality control; principles for testing for routine and 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. 4 hrs. lec., 14 hrs. lab., 18 hrs. clinical.

**\*MLS 1520C 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 in a clinical facility. 2 hrs. lec., 7 hrs. lab., 9 hrs. clinical

**\*NOTE:** The above MLS 1000 level courses are not given at the college. Credit is awarded in these for graduation from an approved MLT-C program.

**MLS 2402C Clinical Microbiology** 2 semester hours  
Advanced level of microbiology for the medical laboratory. Builds on MLT-C background in microbiology. Techniques in identification of specific organisms of disease including use of appropriate differential media and chemical, immunologic and antibiotic testing. Quality-Control in microbiology. Covers bacteria, fungi and animal parasites. Offered Term III-A only. 2 hours lecture and 5.5 hours laboratory per week. (6 wks.) Prerequisite: satisfactory completion of approved MLT-C program or permission of MLT Coordinator. Special fee charged, see "STUDENT FEES." Term III

**MLS 2605C Advanced Instrumentation** 4 semester hours  
Operation and maintenance of the chemistry analyzers, spectrophotometer, fluorometer, densitometer, potentiometer, and particle counters, minor mechanical troubleshooting; electrophoresis theory, principles of light and electricity. Preparation of data for acquisition equipment. 4 Laboratory, 2 lecture hours per week. Prerequisite: satisfactory completion of approved MLT-C program or permission of MLT Coordinator. Special fee charged, see "STUDENT FEES." Term I

**MLS 2610C Advanced Clinical Chemistry Techniques** 2 semester hours  
Study of enzymes, steroids, hormones, lipids, and toxicology. Application of theories and techniques acquired in MLS 2605C, Advanced instrumentation. Prerequisite: MLS 2605C or permission of the MLT Coordinator. 4 hrs. lab., 2 hrs. lec., (8 wks.)/Term II-A only. Special fee Charged. See "STUDENT FEES."

**MLS 2360C Advanced Hematology** 2 semester hours  
In-depth study of hematopoiesis, hemoglobinopathies and other abnormal hematology. Advanced Immunohematology. Prerequisite: Satisfactory completion of approved MLT-C Program or permission of MLT Coordinator. 4 hrs. lab., 2 hrs. lec., (8 wks.)/Term II-B only. Special Fee Charged. See "STUDENT FEES."

## MODERN FOREIGN LANGUAGE AND ENGLISH AS A SECOND LANGUAGE COURSES

**ARA 1110 Beginning Arabic I** 3 semester hours  
Fundamentals of speaking and understanding modern Arabic as spoken in Egypt and eastward. Taught by self instruction with tapes and with an Arabic mentor. It is not taught by traditional methods (classroom and teacher). Student is expected to continue with ARA 1111. Two hours per week with the mentor are required.

**ARA 1111 Arabic II** 3 semester hours  
Continuation of ARA 1110. Further development of the basic skills. Selected readings prerequisite ARA 1110 or its equivalent. Taught by self instruction with tapes and with an Arabic mentor, and not by traditional methods (classroom and teacher). Two hours per week session with mentor is required.

**CHI 1100 Elementary Chinese I (Mandarin)** 3 semester hours  
Fundamentals of speaking and understanding Mandarin Chinese. Taught by self-instruction with tapes and with a text and with a Chinese-speaking mentor, and not by traditional methods (classroom setting with a teacher). Student is expected to continue with CHN 1101. Two hours per week session with the mentor is required.

**CHI 1101 Elementary Chinese II (Mandarin)** 4 semester hours  
Continuation of Mandarin Chinese 1100. Further develop-



ment of the basic oral-aural, reading-writing skills. Prerequisite: CHN 1100. Fundamentals of speaking and understanding Mandarin Chinese. Taught by self-instruction with tapes and texts and with a Chinese-speaking mentor, and not by traditional method (classroom with teacher). Two hours per week session with the mentor is required.

**FRE 1000 Elementary French Conversation** 3 semester hours

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. One hour language laboratory weekly. Special fee charged, see "STUDENT FEES." Meets area 8 AA degree general education requirements. 3 hrs. lec./Term I/On Demand

**FRE 1100 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 FRE 1101. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see "STUDENT FEES." 3 hrs. lec./Term I, II & III

**FRE 1101 Beginning French** 4 semester hours

Continuation of FRE 1100. Further development of the basic skills. Selected readings. Prerequisite: FRE 1100 or its equivalent. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see "STUDENT FEES." 3 hrs. lec./Term I, II & III

**FRE 1170 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: FRE 1100 or FRE 1000 or permission of instructor. Meets area 8 AA degree general education requirements. On Demand

**FRE 2200 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: FRE 1101 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I/On Demand

**FRE 2201 Intermediate French** 3 semester hours

Emphasis on composition, 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: FRE 2200 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term II/On Demand

**FRE 2240 Intermediate French Conversation** 3 semester hours

Course may be taken in conjunction with FRE 2200 or FRE 2201 but cannot displace either one of those courses as a college parallel requirement. The purpose of this course is to permit the student who wishes to increase his/her 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 FRE 2200 course would allow. Prerequisite: FRE 1100, FRE 1101 or its equivalent. One hour language laboratory weekly. Special fee charged, see "STUDENT FEES." Meets 8 AA degree general education requirements. 3 hrs. lec./On Demand

**FRE 2400 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. Prerequisite: FRE 2201 or its equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand

**FRE 2401 Advanced Composition and Conversation** 3 semester hours

For students wishing to attain greater proficiency in spoken and written French. Conversation and composition based on selected readings and a variety of contemporary topics, together with readings in contemporary prose and poetry. Prerequisite: FRE 2201 or equivalent. Instructor approval. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand

**FRW 2100 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 19th century as well as contemporary prose and poetry. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: FRW 2201 or equivalent. Instructor approval. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand

**FRW 2101 Studies in French Literature and Culture** 3 semester hours

Course enables student to read intelligently classical masterpieces of the literature of the 19th and 20th centuries with emphasis on the contemporary. Humanities credit. Prerequisite: FRW 2201 or equivalent. Instructor approval. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand

**GER 1000 Elementary German Conversation** 3 semester hours

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. One hour language laboratory weekly. Special fee charged, see "STUDENT FEES." Meets 8 AA degree general education requirements. 3 hrs. lec./On Demand

**GER 1100 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 GER 1101. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see "STUDENT FEES." 3 hrs. lec./Term I & II/On Demand

**GER 1101 Beginning German** 4 semester hours

Continuation of German 1100. Further development of the basic skills. Selected readings. Prerequisite: GER 1100 or its equivalent. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see "STUDENT FEES." 3 hrs. lec./Term II/On Demand

**GER 1170 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: GER 1100 or GER 1000 or permission of instructor. Meets area 8 AA degree general education requirements. On Demand

**GER 2200 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: GER 1101 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I/On Demand

**GER 2201 Intermediate German** 3 semester hours

Emphasis on composition, comprehension and conversation. Interesting tour through German history, geography and literature. Aim of course is 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: GER 2200 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term II/On Demand



- GER 2240 Intermediate German** 3 semester hours  
**Conversation**  
 Course may be taken in conjunction with GER 2200 or GER 2201 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/her 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 GER 2200 course would allow. Prerequisite: GER 1100, GER 1101 or its equivalent. One hour language laboratory weekly. Special fee charged, see "STUDENT FEES." Meets 8 AA degree general education requirements. 3 hrs. lec./On Demand
- GEW 2010 Studies in German** 3 semester hours  
**Literature and Culture**  
 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 20th century. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: GER 2201 or equivalent. Instructor approval. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand
- GEW 2011 Studies in German** 3 semester hours  
**Literature and Culture**  
 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. Humanities credit. Prerequisite: GER 2201. Meets area 8 AA degree general education requirements. 3 hrs. lec./On Demand
- HBR 1170 Elementary Hebrew** 3 semester hours  
 Fundamentals of speaking and understanding modern Hebrew. Taught by self-instruction with tapes, textbook and a Hebrew-speaking mentor, and not by traditional methods (classroom setting with teacher). Student is expected to continue with HBR 1171. Two hours per week session with the mentor is required.
- HBR 1171 Elementary Hebrew** 4 semester hours  
 Continuation of Hebrew 1170. Further development of the basic oral-aural, reading-writing skills. Prerequisite: HBR 1170. Fundamentals of speaking and understanding modern Hebrew. Taught by self-instruction with tapes and with a textbook and with a Hebrew-speaking mentor, and not by traditional methods (classroom setting with a teacher). Two hours per week session with the mentor is required.
- ITA 1000 Elementary Italian** 3 semester hours  
**Conversation**  
 A custom-made course for those residents in the community who require a cursory knowledge of Italian to help them communicate with Italian-speaking people. One hour language laboratory weekly. Special fee charged, see "STUDENT FEES." Meets 8 AA degree general education requirements. 3 hrs. lec./On Demand
- JPN 1100 Beginning Japanese I** 3 semester hours  
 Fundamentals of speaking and understanding modern Japanese. Taught by self-instruction with tapes and with a Japanese mentor, and not by traditional methods (classroom and teacher). Two hours per week session with mentor is required.
- JPN 1101 Japanese II** 3 semester hours  
 Continuation of JPN 1100. Further development of the basis skills; selected readings. Prerequisite: JPN 1100 or its equivalent. Taught by self-instruction with tapes and with a Japanese mentor and not by traditional methods (classroom and teacher). Two hours per week session with the mentor is required.
- POR 1100 Beginning Portuguese** 3 semester hours  
**(Brazilian)**  
 Fundamentals of speaking and understanding modern Brazilian Portuguese. Taught by self-instruction with tapes, textbook and a native speaker of Portuguese, and not by traditional methods (classroom setting with teacher). Student is expected to continue with POR 1101. Two hours per week session with the mentor is required.
- POR 1101 Beginning Portuguese** 4 semester hours  
**(Brazilian)**  
 Continuation of Portuguese 1100. Further development of the basic oral-aural, reading-writing skills. Prerequisite: POR 1100. Fundamentals of speaking and writing modern Brazilian Portuguese. Taught by self-instruction with tapes, textbooks and with a Portuguese-speaking mentor. It is not taught by traditional methods (classroom with teacher). Two hours per week with the mentor is required.
- RUS 1100 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 RUS 1101. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see "STUDENT FEES." 3 hrs. lec./On Demand
- RUS 1101 Beginning Russian** 4 semester hours  
 Continuation of Russian RUS 1100. Further development of the basic skills. Selected readings. Prerequisite: RUS 1100 or its equivalent. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see "STUDENT FEES." 3 hrs. lec./On Demand
- RUS 2200 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: RUS 1101 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand
- RUS 2201 Intermediate Russian** 3 semester hours  
 Emphasis on composition, 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: RUS 2200 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./On Demand
- SPN 1000 Elementary Spanish** 3 semester hours  
**Conversation**  
 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. One hour language laboratory weekly. Special fee charged, see "STUDENT FEES." Meets 8 AA degree general education requirements. 3 hrs. lec./Term I & II/On Demand
- SPN 1100 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 SPN 1101. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see "STUDENT FEES." 3 hrs. lec./Term I, II & III
- SPN 1101 Beginning Spanish** 4 semester hours  
 Continuation of SPN 1100. Further development of the basic skills. Selected readings. Prerequisite: SPN 1100 or its equivalent. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see "STUDENT FEES." 3 hrs. lec./Term I, II & III
- SPN 1130 Elementary Spanish** 3 semester hours  
**Accelerated**  
 This is a condensed SPN 1100-SPN 1101 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 time lapse or insufficient preparation, may find the intermediate level too advanced. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec. /Term I

**SPN 1170 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: SPN 1100 or SPN 1000 or permission of instructor. Meets area 8 AA degree general education requirements. 3 hrs. lec./On Demand

**SPN 2200 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: SPN 1101 or SPN 1130 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I, II & III

**SPN 2201 Intermediate Spanish** 3 semester hours  
Emphasis on composition, 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: SPN 2200 or equivalent. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I, II & III

**SPN 2240 Intermediate Spanish** 3 semester hours  
**Conversation**  
Course may be taken in conjunction with SPN 2200 or SPN 2201 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/her 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 2201 course would allow. Prerequisite: SPN 1100-SPN 1101 or its equivalent. Meets 8 AA degree general education requirements. 3 hrs. lec./Term II/On Demand

**SPN 2400 Advanced Composition** 3 semester hours  
**and Conversation**  
For students wishing to attain greater proficiency in spoken and written Spanish. Conversation and composition based on selected readings and a variety of contemporary topics. Prerequisite: SPN 2201 or its equivalent. One hour language laboratory weekly. Meets area 5 and 8 AA degree general education requirements. Special fee charged, see "STUDENT FEES." 3 hrs. lec./Term I

**SPN 2401 Advanced Composition** 3 semester hours  
**and Conversation**  
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. Prerequisite: SPN 2201 or equivalent. Instructor approval. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term II

**SPW 2010 Studies in Spanish** 3 semester hours  
**Literature and Culture**  
Course enables student to read intelligently classical masterpieces in the literature of Spain from the Middle Ages to the 19th century as well as contemporary prose and poetry. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: SPN 2201 or equivalent. Instructor approval. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I

**SPW 2011 Studies in Spanish** 3 semester hours  
**Literature and Culture**  
Course enables student to read intelligently classical masterpieces of the literature of the 19th and 20th centuries with emphasis on the contemporary. Humanities credit. Prerequisite: SPN 2201 or equivalent. Instructor approval. Meets area 2, 5 and 8 AA degree general education requirements. 3 hrs. lec./Term II

## ENGLISH AS A SECOND LANGUAGE

**ESL 1481 English as a Second** 6 semester hours  
**Language**  
An intensive course in beginning English for speakers of other languages. Provides development in writing, classroom speaking, listening, vocabulary development, and study skills, which includes note-taking and using reference guides such as the dictionary and thesaurus. May be transferred as an elective for the general education requirements. 6 hrs. lec./Term I & II

**ESL 1441 English as a Second** 6 semester hours  
**Language**  
A course in intermediate English for speakers of other languages. Deals with classroom speaking, listening, and emphasizes development in writing skills encompassing complex sentence structure and various forms of paragraph development leading up to the 500-word theme. May be transferred as an elective for the general education requirements. 6 hrs. lec./Term I, II & III

**ESL 1400 Phonetics of American** 3 semester hours  
**English for Speakers of Other**  
**Languages**  
Designed to guide the student to mastery of basic English communicative skills. The approach is multisensorial involving listening, speaking, reading, and writing techniques of language acquisition, with prime emphasis on phonemic production and vocabulary acquisition. May be transferred as an elective for the general education requirements. 3 hrs. lec./Term I & II

**ESL 1401 Conversation English for** 3 semester hours  
**Speakers of Other Languages**  
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. May be transferred as an elective for the general education requirements. 3 hrs. lec./Term I & II

## MUSIC

**MUE 1440 String Class** 1 semester hour  
Development of elementary performing skill on a string instrument and a basic study of all string instruments. Examines literature and teaching techniques for group instruction of young students. Corequisite: MUT 1121, 1122, 2126, or 2127. Term I & II

**MUE 1450 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: MUT 1121, 1122, 2126 and 2127. Term I & II

**MUE 1460 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: MUT 1121, 1122, 2126, or 2127. Term I & II

**MUE 1470 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: MUT 1121, 1122, 2126, or 2127. Term I & II

**MUE 2402 Music for the Elementary** 3 semester hours  
**Classroom Teacher**  
Systematic study of the elements of music. Primarily for elementary education majors. Term I

**MUH 2001 Seminar and Special** 3 semester hours  
**International Studies**  
A combination of classroom preparation and foreign travel with an emphasis on in-depth studies of major musical



- works. Meets area 8 AA degree general education requirements. 3 hrs. lec./Term III
- MUH 2111 Music History and Literature** 3 semester hours  
A survey course tracing the historical development of Western music from antiquity through the Classical period. Emphasis on major composers and their works. Recommended for second year students. Meets area 2 or 5 AA degree general education requirements. 3 hrs. lec./Term I
- MUH 2112 Music History and Literature** 3 semester hours  
Continuation of MUH 2111. Romantic and contemporary periods. Recommended for second year students. Meets area 2 or 5 AA degree general education requirements. 3 hrs. lec./Term II
- MUL 2011 The Enjoyment of Music** 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 contemporary periods. Meets area 2 or 5 AA degree general education requirements. 3 hrs. lec./Term I, II & III
- MUL 2380 Jazz & Popular Music in America** 3 semester hours  
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 requirements for the AA degree. 3 hrs. lec./On Demand
- MUN 1100 Band** 1 semester hour  
Symphonic Band  
Wind Ensemble  
Open to all students, faculty and members of the community who play a band instrument. Chairs assigned by conductor through audition. Three hours rehearsal weekly. May be taken four times for transfer credit. Term I & II.
- MUN 1280 Orchestra** 1 semester hour  
Broward Symphony Orchestra  
B.C.C. Youth Symphony  
B.C.C. Symphonette  
Open to all students, faculty and members of the community who play an orchestral instrument. Chairs assigned by conductor through audition. 3 hrs. rehearsal weekly. May be taken four times for transfer credit. Term I & II
- MUN 1310 Concert Choir** 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. Term I & II
- MUN 1460 Chamber Ensemble** 1 semester hour  
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. Term I & II
- MUN 1710 Jazz Ensemble** 1 semester hour  
Neophonic Jazz Ensemble  
Adult Jazz Band  
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. Term I & II
- MUO 1501 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. Term I & II
- MUR 2501 Service Playing** 2 semester hours  
Techniques and materials used in playing church services including conducting techniques from the organ console. Two hours weekly. Prerequisite: MUT 1122 and MVK 1313 or MVK 1413, or approval of instructor. On Demand.
- MUT 1001 Fundamentals of Music** 3 semester hours  
A study of basic music fundamentals for the beginning music major whose background in music has been minimal. 3 hrs. lec./Term I, II & III
- MUT 1121 Music Theory I** 4 semester hours  
Integrated course in written theory and analysis, sight-singing, aural training, and related keyboard skills. Emphasis on diatonic materials. Five class periods weekly. Meets area 5 AA degree general education requirements. 3 hrs. lec., 2 hrs. lab./Term I & II
- MUT 1122 Music Theory II** 4 semester hours  
Continuation of MUT 1121. Prerequisite: MUT 1121. Meets area 5 AA degree general education requirements. 5 class periods weekly. Term I, II & III
- MUT 2126 Music Theory III** 4 semester hours  
Continuation of MUT 1122. Concentration on chromatic materials, musical forms, and 20th century techniques. Prerequisite: MUT 1121, 1122. Five class periods weekly. Term I
- MUT 2127 Music Theory IV** 4 semester hours  
Continuation of MUT 2126. Prerequisite: MUT 2126. 3 hrs. lec., 2 hrs. lab./Term II
- MUT 2641 Jazz Theory and Improvisation** 3 semester hours  
A study of the materials and structure of jazz music and the development of improvisational skills. Prerequisite: MUT 1121, Corequisite: MUT 1122. On Demand.
- MVK 1111 Piano Class** 1 semester hour  
Basic piano skills for the beginning student. On Demand
- MVK 2121 Piano Class** 1 semester hour  
Continuation of MVK 1111. Two hours weekly. Prerequisite: MVK 1111. Corequisite: MUT 1121, 1122, 2126, or 2127. On Demand
- MVV 1111 Voice Class** 1 semester hour  
Fundamentals of voice production and building of solo repertoire. Two hours weekly. Corequisite: MUT 1121, 1122, 2126, or 2127. Term I, II & III

## NURSING

- NUR 1020C Introduction to Nursing** 2 semester hours  
20 hrs., 4 wks./Term I & II
- NUR 1031C Nurse-Patient Interaction** 2 semester hours  
20 hrs., 4 wks./Term I & II
- NUR 1022C Principles Related to the Prep and Adm. Medications** 2 semester hours  
20 hrs., 4 wks./Term I & II
- NUR 1021C Pre-Operative/Asepsis/Post-Operative** 2 semester hours  
Sequential courses encompassing theory and planned laboratory experiences to develop the fundamental knowledge and skills of nursing care for persons of all ages. Prerequisite: APB 1150L and APB 1220. Prerequisite or corequisite: PSY 2012 and APB 1221. Special Fee: \$10 each for NUR 1020C and NUR 1022C. Departmental approval required. 20 hrs., 4 wks./Term I, II & III
- NUR 1121C The Child's Reaction to Illness and Hospitalization** 2 semester hours  
Course concerning the child's reaction to illness and hospitalization. Prerequisite or corequisite: DEP 2102. 20 hrs., 4 wks./Term I, II & III
- NUR 1311C Principles of Psychiatric Nursing** 2 semester hours  
20 hrs., 4 wks./Term I, II & III
- NUR 1320C Nursing Management of Psychiatric Illness** 2 semester hours  
Sequential courses concerning concepts of mental hygiene, prevention, treatment and rehabilitation of the emotionally ill person. Prerequisites or corequisites: APB 1224, APB 1225, APB 1229L. 20 hrs., 4 wks./Term I, II & III



**NUR 1110C Maternity Nursing II** 2 semester hours  
20 hrs., 4 wks./Term I, II & III

**NUR 1133C Maternity Nursing I** 2 semester hours  
Sequential courses concerning family-centered nursing care of the mother and newborn infant. Prerequisites or corequisites: SOC 2000, APB 1224, APB 1225, APB 1229L. 20 hrs., 4 wks./Term I, II & III

**NUR 2240C Nursing Care of Patients with Urology and Gynecology Problems** 2 semester hours  
20 hrs., 4 wks./Term I, II & III

**NUR 2241C Nursing Care of Patients with Endocrine Disorders** 2 semester hours  
20 hrs., 4 wks./Term I, II & III

**NUR 2242C Nursing Care of Patients with Gastro Int. Disorders** 2 semester hours  
20 hrs., 4 wks./Term I, II & III

**NUR 2243C Nursing Care of Patients with Acute Heart Disease** 2 semester hours  
20 hrs., 4 wks./Term I, II & III

**NUR 2244C Nursing Care of Patients with Problems of Mobility or Locomotion** 2 semester hours  
20 hrs., 4 wks./Term I, II & III

**NUR 2245C Nursing Care of Patients with Sensory Impairment** 2 semester hours  
20 hrs., 4 wks./Term I, II & III

**NUR 2246C Nursing Care of Patients with Respiratory & Infectious Disease** 2 semester hours  
Interchangeable courses in medical-surgical nursing. These include the reactions of the human body to disease and injury during the life cycle. Emphasis is placed on the promotion of health and the prevention of illness and on giving patient-centered nursing care in selected health problems. Prerequisites: APB 1224, APB 1225, APB 1229L, NUR 1020C, 1031C, 1022C, 1021C, and instructor approval. 20 hrs., 4 wks./Term I, II & III

**NUR 2210C Transition/Management/Disaster and Accident** 4 semester hours  
Final course concerning the role of the nurse in current patterns of health care delivery. Prerequisite: Instructor approval. Special fee charged: \$15. 20 hrs., 4 wks./Term I, II & III

**NSP 1000 Nursing Process** 6 semester hours  
A theoretical course for the beginning nursing student. Nursing Process provides the student with the fundamentals of nursing including nursing process, assessment, legalities, hygiene and basic skills and an understanding of the needs of the medical-surgical patient. This course contains health teaching, stress, surgical asepsis, and preoperative and postoperative care.

**NSP 1000L Nursing Process Clinical Laboratory** 4 semester hours  
A clinical course for the beginning nursing student. Nursing Process provides the student with the fundamentals of nursing including nursing process, assessment, legalities, hygiene and basic skills and an understanding of the needs of the medical-surgical patient. This course contains health teaching, stress, surgical asepsis, and preoperative and postoperative care.

**NUR 1120 Pediatric Nursing and Common Elements of Nursing Care** 3 semester hours  
Care common in nursing is a course designed to provide an in-depth understanding of common elements related to nursing. Common elements include charting, medical-legal issues, nursing process, assessment, diagnostic studies, fluid and electrolyte balance and acid-base balance.

**NUR 1120L Pediatric Nursing and Common Elements of Nursing Care Clinical Laboratory** 2 semester hours  
This clinical course provides the student with an understanding of growth and development through the stages of childhood, as well as common elements related to nursing.

**NUR 1320 Nursing Care of the Psychiatric Patient** 3 semester hours  
This course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included.

**NUR 1320L Nursing Care of the Psychiatric Patient Clinical Laboratory** 2 semester hours  
This clinical course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included.

**NUR 1110 Health Care of Women** 3 semester hours  
Health Care of Women is a course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartum, intrapartum and postpartum periods. Consideration is given to the multiple factors that complicate the normal physiological or psychological process of the childbearing period.

**NUR 1110L Health Care of Women Clinical Laboratory** 2 semester hours  
Health Care of Women is a course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during the antepartum, intrapartum and postpartum periods. Consideration is given to the multiple factors that complicate the normal physiological or psychological process of the childbearing period.

## OFFICE CAREERS

### ACCOUNTING

**ACC 1009 Accounting Survey I** 3 semester hours  
Suggested prerequisite: MTB 1103. 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 ACC 2001. 3 hrs. lec./Term I, II & III

**ACC 1029 Accounting Survey II** 3 semester hours  
Prerequisite: ACC 1009. A continuation of ACC 1009 involving fiscal-year procedures beyond the simple trial balance for sole proprietorships and partnerships, with an introduction to accounting procedures for small corporate organizations. 3 hrs. lec./Term II

### BUSINESS MATHEMATICS/MACHINES/COMMUNICATIONS

**MTB 1103 Business Mathematics** 3 semester hours  
Mathematics applied to negotiable instruments, payroll, discounts, profit and loss, merchandising, commissions, de-



preciation, taxes, securities, insurance, and other business problems. 3 hrs. lec./Term I, II, III

**SES 2321 Business Machines** 3 semester hours  
Suggested prerequisite: MTB 1103. The touch system of operating 10-key machines and instruction for practical business applications is included on 10-key adding machines, electric calculators, electronic printing and display calculators. 3 hrs. lec./Term I, II & III

**SES 2335 Business Communications** 3 semester hours  
Prerequisites: ENC 1103 and SES 1102 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. 3 hrs. lec./Term I & II

## **CERTIFIED PROFESSIONAL SECRETARY (CPS) REVIEW**

**SES 2391 CPS Exam Review, Part 1** 1 semester hour  
**Behavioral Science in Business**  
Part 1 prepares students to pass the Behavioral Science in Business section of the Certified Professional Secretary examination. 1 hr. lec./Term I

**SES 2392 CPS Exam Review, Part 2** 1 semester hour  
**Business Law**  
Part 2 prepares students to pass the Business Law section of the Certified Professional Secretary examination. 1 hr. lec./Term I

**SES 2393 CPS Exam Review, Part 3** 1 semester hour  
**Economics and Management**  
Part 3 prepares students to pass the Economics and Management section of the Certified Professional Secretary examination. 1 hr. lec./Term I

**SES 2394 CPS Exam Review, Part 4** 1 semester hour  
**Accounting**  
Part 4 prepares students to pass the Accounting section of the Certified Professional Secretary examination. 1 hr. lec./Term II

**SES 2395 CPS Exam Review, Part 5** 1 semester hour  
**Secretarial Skills and Decision Making**  
Part 5 prepares students to pass the Secretarial Skills and Decision Making section of the Certified Professional Secretary examination. 1 hr. lec./Term II

**SES 2396 CPS Exam Review, Part 6** 1 semester hour  
**Office Procedures and Administration**  
Part 6 prepares students to pass the Office Procedures and Administration section of the Certified Professional Secretary examination. 1 hr. lec./Term II

## **LEGAL TECHNIQUES AND REPORTING**

**SES 2431 Legal Secretarial Techniques I** 3 semester hours  
Prerequisites: credit in SES 1112 Intermediate Typing Part 6 and credit in SES 2212 (or SES 1223) or concurrent enrollment in SES 2212 (or SES 1223). An introduction to legal terminology, the typing of legal documents and pleadings, and office procedures for the legal secretary. 3 hrs. lec./Term I

**SES 2432 Legal Secretarial Techniques II** 3 semester hours  
Prerequisite: SES 2431. A further study of legal terminology with emphasis on dictation and transcription of legal papers. Use of the IBM Executive typewriter is included. 3 hrs. lec./Term II

**SES 2944 Practicum in Court Reporting** 6 semester hours  
Prerequisite: SES 2225 or concurrent enrollment in SES 2225 and permission of the instructor or Department Head. The student is assigned to work a minimum of 100

hours in the court system and is required to reproduce dictated and typewritten transcripts resulting from these field experiences. Conferences are arranged on an individual basis. 6 hrs. lec./Term I & II

## **OFFICE/SECRETARIAL PROCEDURES AND MANAGEMENT**

**LEA 2201 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. 3 hrs. lec./Term I

**LEA 2211 Probate Practice** 3 semester hours  
Course designed to prepare the legal assistants 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. 3 hrs. lec./Term I & II

**MAN 2012 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. 3 hrs. lec./Term I & II

**SES 1401 Office Procedures** 3 semester hours  
Prerequisite: credit in SES 1102 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. 3 hrs. lec./Term I & II

**SES 2402 Secretarial Procedures** 3 semester hours  
Prerequisites: SES 2212 (or SES 1223) or concurrent enrollment in SES 2212 (or SES 1223) and credit in SES 2122 Expert Typing Part 9 or concurrent enrollment in SES 2122. 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. 3 hrs. lec./Term II

## **SHORTHAND**

**SES 1210 Shorthand I** 3 semester hours  
Prerequisite: credit in SES 1102 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. 3 hrs. lec./Term I & II

**SES 1211 Shorthand II** 3 semester hours  
Prerequisites: minimum grade of C in SES 1210 and credit in SES 1112 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. 3 hrs. lec./Term I, II & III



**SES 1221 Machine Shorthand I** 6 semester hours  
(Stenograph)

Suggested prerequisite: SES 1102 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: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 6 hrs. lec./Term I & II

**SES 1222 Machine Shorthand II** 6 semester hours  
(Stenograph)

Prerequisites: SES 1221 and SES 1102 Basic Typing Part 3, or equivalent. A continuation of SES 1221 covering advanced theory, rapid and accurate reading of notes, dictation for speed building, and accurate typewritten transcripts. 6 hrs. lec./Term I, II & III

**SES 1223 Machine Shorthand III** 6 semester hours  
(Stenograph)

Prerequisites: SES 1222, SES 1112 Intermediate Typing Part 6 or equivalent, BUL 2111, and SES 2335. 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. 6 hrs. lec./Term I, II, III

**SES 1271 Alphabetic Speed Writing** 3 semester hours

Presentation of alphabetic shorthand theory and speed development up to 80 words a minute. Uses include taking class notes, telephone messages, meeting minutes, instructions, and conducting interviews. Two laboratory hours per week are recommended in addition to three class hours. 3 hrs. lec./Term I & II

**SES 2212 Shorthand III** 3 semester hours  
(Handwritten or Machine Systems)

Prerequisite: minimum grade of C in SES 1211 or SES 1222 or equivalent and SES 2122 Expert Typing Part 9 or concurrent enrollment in SES 2122. 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.) 3 hrs. lec./Term I, II, III

**SES 2224 Machine Shorthand IV** 6 semester hours  
(Stenograph)

Prerequisite: SES 1223 corequisites: REE 1000 and MEA 1010 (if not taken previously). A continuation of SES 1223 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. 6 hrs. lec./Term I, II & III

**SES 2225 Machine Shorthand V** 3 semester hours

Prerequisite: SES 2224. This course includes speed building dictation for the development of skill to the required 225-word-per-minute level and transcription of 3-voice testimony, jury charges, courtroom testimony, Congressional Record material, etc. Accurate transcripts are essential. 3 hrs. lec./Term I & II

## TRANSCRIBING MACHINES

**SES 2361 Transcribing Machines I** 3 semester hours

Prerequisites: for all students—credit in SES 1112 Intermediate Typing Part 6 or equivalent; additional prerequisite for medical assisting, or medical secretarial majors

— MEA 1010; additional prerequisite for legal secretarial majors—SES 2431. 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. 3 hrs. lec./Term I, II & III

**SES 2362 Transcribing Machines II** 3 semester hours

Prerequisites: SES 2361 and either credit in SES 2122 Expert Typing Part 9 or concurrent enrollment in SES 2122. A continuation of SES 2361 for the further development of transcription skills on special material related to the student's major. 3 hrs. lec./Term I, II & III

## TYPING

**SES 1100 Basic Typing Part I** 1 semester hour

This typing credit 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 should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr. lec./Term I, II & III

**SES 1101 Basic Typing Part 2** 1 semester hour

Prerequisite: ability to type 21 words a minute for 2 minutes with 5-error cutoff. This part of typing includes skill development, simple correspondence (blocked business, personal, and formal letters). Simple tabulations, simple manuscripts, enumerations and basic report forms. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr. lec./Term I, II & III

**SES 1102 Basic Typing Part 3** 1 semester hour

Prerequisite: ability to type 27 words a minute for 5 minutes with 5-error cutoff. This credit includes skill development, postal cards, business letters and envelopes, interoffice memos, invoices, telegrams, revision marks, bound and unbound reports and manuscripts with footnotes. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr. lec./Term I, II & III

**SES 1110 Intermediate Typing** 1 semester hour  
Part 4

Prerequisite: ability to type 35 words a minute for 5 minutes with 5-error cutoff. This typing credit includes skill development, word division, semiblocked letters, tables (open, ruled, boxed), news releases and manuscripts for publication. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr. lec./Term I, II & III

**SES 1111 Intermediate Typing** 1 semester hour  
Part 5

Prerequisite: ability to type 39 words a minute for 5 minutes with 4-error cutoff. This part of typing includes skill development, various letter styles, billing and payroll forms, displays, reports, job applications, resumes, and fluid duplication. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr. lec./Term I, II & III

**SES 1112 Intermediate Typing** 1 semester hour  
Part 6

Prerequisite: ability to type 42 words a minute for 5



minutes with 4-error cutoff. This credit includes skill development, two-page letters, odd stationery, simple financial statements, and legal papers. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr. lec./Term I, II & III

**SES 2120 Expert Typing Part 7** 1 semester hour  
Prerequisite: ability to type 45 words a minute for 5 minutes with 4-error cutoff. This typing credit includes skill development, letter series with copies, printed forms, and formal report with footnotes. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr. lec./Term I, II, III

**SES 2121 Expert Typing Part 8** 1 semester hour  
Prerequisite: ability to type 49 words a minute for 5 minutes with 3-error cutoff. This part of typing covers skill development, secretarial correspondence, statistical tabulation, stencil duplicating, space-saver reports, and art typing. (Note: Students should register concurrently for three typing credits. Students may register for less than three credits with Department Head approval. NG may be given for a part started but unsatisfactory or incomplete at the end of the term.) 1 hr. lec./Term I, II & III

**SES 2122 Expert Typing Part 9** 1 semester hour  
Prerequisite: ability to type 52 words a minute for 5 minutes with 3-error cutoff. This credit includes skill development, production tests, and various unarranged problems requiring decisions. 1 hr. lec./Term I, II, III

## WORD PROCESSING

**SES 1150 Word Processing: Introduction and Theory** 3 semester hours  
An introduction to word processing as a concept in relation to procedures, equipment, training, and career opportunities. Topics include word processing equipment, communication skills, reference materials, media filing, work measurement and evaluation, safety, employability, industry trends, and applications of word processing to various industries. 3 hrs. lec./Term I & II

**SES 2151 Information/Word Processing Applications I** 1 semester hour  
Prerequisite: SES 1112 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. 1 hr. lec./Term I, II & III

**SES 2152 Information/Word Processing Applications 2** 1 semester hour  
Prerequisite: SES 1112 Intermediate Typing Part 6, or equivalent. A basic course in operating a word processing typewriter not covered in SES 2151, or the continuation of training on the same equipment used in SES 2151. Two laboratory hours per week are required. 1 hr. lec./Term I, II & III

**SES 2153 Information/Word Processing Applications 3** 1 semester hour  
Prerequisite: SES 2152 Magnetic Typing II, 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. Usage of dual storage media is included. Two laboratory hours per week are required. 1 hr. lec./Term I, II & III

**SES 2154 Information/Word Processing Applications 4** 1 semester hour  
A flexible-schedule course designed to enable the student to use a magnetic media typewriter in the production of repetitive letter projects and other advanced applications. 1 hr. lec./Term I, II & III

**SES 2160 Information/Word Processing Applications 5** 1 semester hour  
A flexible-schedule course designed to enable the student to produce advanced documents on text editing or display editing typewriters. 1 hr. lec./Term I, II & III

**SES 2161 Information/Word Processing Applications 6** 1 semester hour  
A flexible-schedule course designed to enable the student to produce advanced documents in specialized fields. 1 hr. lec./Term I, II & III

**SES 2946 Practicum in Information/Word Processing** 3 credit hours  
Prerequisites: SES 2161, Job entry level skill on at least two types of systems, and approval of the instructor or Department Chairman. The student is scheduled for a minimum of 45 hours for a combination of classroom discussions, advanced application assignments, and job-site observations and/or practical work experience in functioning word processing environments at business or industry installations. Assignments are designed to meet the student's individual needs and specific career goals. Critiques of at least ten articles, activity/work logs or summaries, written reports of field experiences, and a final report or project are required in addition to the observation and work-site hours. The student must provide his/her own transportation to sites within a twenty-mile radius of the campus at which enrolled. Conferences with students and "employers" are arranged on an individual basis. 3 hrs. lec./Term I, II

## LEGAL ASSISTING COURSES

**LEA 1011 Law Library** 3 semester hours  
This course will provide the student with information on how to research and to write legal documents for both trial and appellate work. An in-depth examination of the law library and legal research techniques will be emphasized. Various locations will be used for instructional purposes. 3 hrs. lec./Term I or On Demand

**LEA 1151 Torts Liability and Claims** 3 semester hours  
In this course the student will become familiar with the basic concepts of tort law. Discussion will involve liability of the individual in addition to specified acts committed. 3 hrs. lec./Term II or On Demand

**LEA 1501 Domestic Relation Law** 3 semester hours  
This course is a study of such topics as divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements and property disposition. 3 hrs. lec./Term I or On Demand

**LEA 2000 Introduction to Legal Assisting** 3 semester hours  
This course will provide an overview of the training and purpose of legal assistants in addition to the role of the lawyer, law clerk, legal secretary and para-legal in law firms, commercial enterprises, institutions and government agencies. Covers legal terminology, research, techniques, and pertinent litigation documents. 3 hrs. lec./Term I or On Demand

**LEA 2001 Procedures for Real Estate Title Closing** 3 semester hours  
This course will provide students with basic concepts of the law of real property in order to be able to handle real estate closings. 3 hrs. lec./Term I or On Demand

## PEST CONTROL TECHNOLOGY

**ENY 1007 Economic Entomology** 3 semester hours  
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. One three-hour lecture per week. Term I

**ENY 1102 Insect Identification** 3 semester hours  
The systematic identification of insects and other animals



of pestiferous and biological importance to the horticulture and structural pest control industries. One three-hour lecture weekly with occasional field trips. Term II

**ENY 1220 Pesticides** 3 semester hours  
The classification, mode of action, toxicity, mixing, registration, and safe application techniques of chemicals used in pest control industry. One three-hour lecture per week. Term II

**ENY 2011 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. One three-hour lecture weekly. Term II

**ENY 2224 Household Pests and Control** 4 semester hours  
A practical approach to the identification, biology, life histories, inspection procedures, and controls involving general household pests. One three-hour lecture weekly and three field trips required. Term I

**ENY 2227 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 that destroy wood in structures. The operation and selection of tools and equipment will also be demonstrated and discussed. One three-hour lecture weekly and three field trips required. Term II.

**ENY 2940 Field Service I** 3 semester hours  
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 2943 Advanced Field Service** 3 semester hours  
One term of part-time employment with a pest control firm doing business in all categories. At least 12 hours per week on-the-job for 15 weeks will be required. Work experience is approved by and under the jurisdiction and supervision of the PCT faculty member. Research projects and written reports commensurate with the individual's career goals are required. Term II.

**PMA 2932 Seminar** 2 semester hours  
Analysis of selected current problem areas in pest control and related subjects. Term I.

## PHARMACOLOGY

**APB 1601 Pharmacology II** 1 semester hour  
Audiovisual aids are used for reference. A course designed to prepare allied health students in the fundamentals of pharmacology as related to their career fields. Pharmacological contraindications and reactions are described. The administration of medications is detailed.

**APB 1602 Pharmacology III** 1 semester hour  
Specific therapy as applied in special allied health fields is surveyed. Required for respiratory therapy students. Audiovisual aids are used for reference. A course designed to prepare allied health students in the fundamentals of pharmacology as related to their career fields.

## PHILOSOPHY

**PHI 1100 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: ENC 1103 or equivalent. Term I, II & III

**PHI 2010 Introduction to Philosophy** 3 semester hours  
Consideration of fundamental questions that man asks and some of the answers that he proposes. Prerequisite: Sophomore standing. Meets area 2 or 5AA degree general

education requirements. Term I, II & III.

**PHI 2600 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. Meets area 2 or 5AA degree general education requirements. Term I, II & III

## PHYSICAL SCIENCE

**PSC 1121 Physical Sciences Survey** 3 semester hours  
A survey of the physical sciences designed to introduce the studies of astronomy, chemistry, geology, meteorology and physics to the general education student. The relationship and effects of scientific events upon civilization are studied and discussed. Three hours weekly. Meets area 4A or 5AA degree general education requirements. 3 hrs. lec./Term I, II & III

## PHYSICAL THERAPIST ASSISTANT TECHNOLOGY

**PHT 1000 Introduction to Physical Therapy** 3 semester 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. Special fee charged, see "STUDENT FEES." Corequisite or prerequisite: APB 1220, 1221, 1150L. 3 hrs. wk./Term I

**PHT 1103 Anatomy for Physical Therapist Assisting I** 2 semester hours  
Basic human anatomy with emphasis on skeletal system. 3 hrs. wk./Term IIA

**PHT 1104 Anatomy for Physical Therapist Assisting II** 2 semester hours  
Basic human anatomy with emphasis on the structure and functions of skeletal muscle. Prerequisite: PHT 1103. 3 hrs. wk./Term IIB

**PHT 1210C Disabilities and Therapeutic Procedures I** 3 semester hours  
Etiology, symptoms, and treatment of conditions encountered in physical medicine are discussed. Orthopedic, medical and surgical problems are covered in detail. Prerequisite: PHT 1800, PHT 1104. 7.5 hrs. wk./Term IIIA

**PHT 1800 Therapeutic Modalities** 3 semester hours  
Theories and skills of hydrotherapy, radiant therapy and electrotherapy are taught and applied in the clinical setting. Massage and therapeutic exercise is included. Prerequisite: PHT 1000. Prerequisite or co-requisite: APB 1224, 1225, 1229. 9 hrs. wk./Term II

**PHT 1801 Clinical Practice I** 3 semester hours  
Application of acquired knowledge and skills in a clinical setting under close supervision is provided. Prerequisite: PHT 1800. Prerequisite or corequisite: PHT 1210C. 4 hrs. wk./Term IIIA

**PHT 2120C Applied Kinesiology** 3 semester hours  
Develops the students skill in palpating anatomical structures. Gives a basic knowledge of the laws and techniques of body mechanics. Prerequisite: PHT 1210C, PHT 1104. 3 hrs. wk./Term I

**PHT 2220C Disabilities and Therapeutic Procedures II** 3 semester hours  
The etiology, symptoms and treatment of neuromuscular diseases is emphasized. Psychiatric illness and its physical problems are discussed. Skills in therapy are developed. Prerequisite: PHY 1210C, PHT 1104. 3 hrs. wk./Term I

**PHT 2221C Rehabilitative Procedures** 3 semester hours  
Principles and practices of prosthesis and other appliances are detailed. Fitting and evaluation is taught. Prerequisite: PHT 2120C, PHT 2220C. 3 hrs. wk./Term II

**PHT 2810 Clinical Practice II** 4 semester hours



Supervised affiliation in a clinical setting is provided with the application of accumulated techniques. Prerequisite or corequisite: PHT 2120C. 15 hrs. wk./Term I

**PHT 2820 Clinical Practice III** 6 semester hours  
A practicum in hospitals and clinics and under expert supervision applying all learned knowledge and skills. Prerequisite or corequisite: PHT 2221C. 15 hrs. wk./Term II

## PHYSICS

**PHY 1002 Applied 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 1002L concurrently with PHY 1002. Meets area 4A or 5AA degree general education requirements. 3 hrs. lec./Term I & II

**PHY 1002L Applied Physics** 1 semester hour  
**Laboratory**  
Laboratory that 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 co-requisite: PHY 1002. Special fee charged, see "STUDENT FEES." 2 hrs. lab./Term I & II

**PHS 2805 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: MAT 1033. Prerequisite or corequisite: MUT 1121 or consent of instructor. Meets area 4 A or 5 AA degree general education requirement. 3 hrs. lec./Term II

**PHY 2048 General Physics I with Calculus** 4 semester hours  
Part one of a two-term comprehensive course in physics involving the use of the calculus in problem solving. Mechanics, heat, wave motion and sound are the topics studied during this course. Four hours weekly. Prerequisite: MA 2311. Meets area 4A or 5AA degree general education requirements. 4 hrs. lec./Term I & II

**PHY 2048L General Physics I with Calculus Laboratory** 1 semester hour  
Laboratory experiences designed to complement the study of topics covered in PHY 2048. One two-hour period each week. Prerequisite or corequisite: PHY 2048. Lab. Special fee charged, see "STUDENT FEES." 2 hrs. lab./Term I & II

**PHY 2049 General Physics II with Calculus** 4 semester hours  
The second part of a two-term physics course employing the use of the calculus. Topics covered during this term are electricity, magnetism, light and modern physics. Four hours weekly. Prerequisite: PHY 2048. Prerequisite or co-requisite: MAC 2312. Meets area 4A or 5AA degree general education requirements. 4 hrs. lec./Term II & III

**PHY 2049L General Physics II with Calculus Laboratory** 1 semester hour  
A continuation of laboratory experiences chosen to coincide with the topics of electricity, magnetism, light and modern physics. One two-hour period per week. Prerequisite: PHY 2048. Prerequisite or co-requisite: PHY 2049. Special fee charged. See "STUDENT FEES." 2 hrs. lab./Term II & III

**PHY 2053 General Physics I** 3 semester hours  
A general physics course employing algebra and trigonometry to explain the quantitative aspects of mechanics, properties of matter, heat and sound. Three hours weekly. Prerequisite: MTB 1322 or MAC 1133. Meets area 4A or 5AA degree general education requirements. 3 hrs. lec./Term I & II

**PHY 2053L General Physics Laboratory** 1 semester hour  
Laboratory experiences designed to accompany the topics under study in PHY 2053. One two-hour period per week. Prerequisite or corequisite: PHY 2053. Special fee charged, see "STUDENT FEES." 2 hrs. lab./Term I & II

**PHY 2054 General Physics II** 3 semester hours  
The completion of the general physics course based upon algebra and trigonometry, electricity, magnetism, light and nuclear physics are the topics covered in this segment. Three hours weekly. Prerequisite: PHY 2053. Meets area 4A or 5AA degree general education requirements. 3 hrs. lec./Term I & II

**PHY 2054L General Physics II Laboratory** 1 semester hour  
Laboratory experiences designed to accompany the topics under study in PHY 2054. One two-hour period per week. Prerequisite or corequisite: PHY 2054. Special fee charged, see "STUDENT FEES." 2 hrs. lab./Term I & II

## POLITICAL SCIENCE

**POS 1041 National Government** 3 semester hours  
Study of theory, principles and institutions involved in the American national government. Meets area 3 or 5AA degree general education requirements. Term I, II & III

**POS 1112 State and Local Government** 3 semester hours  
Study of principles and institutions of American state and local government. Meets area 3 or 5AA degree general education requirements. Term I, II & III

**INR 2002 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 and the emerging nations. Meets area 3, 5 and 8AA degree general education requirements. Term I, II & III

**CPO 2142 Government and Politics of Spain** 3 semester hours  
A study of the development and structure of government in Spain. The role of the Civil War in Spain's political development. The Franco regime and its internal and external policies; current political forces in Spain and the prospects for liberalization or reaction. Meets area 8AA degree general education requirement. Term I & II

## PSYCHOLOGY

**CLP 1000 Psychology of Adjustment** 3 semester hours  
A basic study of personality, psychological remediation and maintenance. Focus is given to topics related to motivation, frustration, aggression, conflict, affection, development, and personal adjustment. Recommended for students who do not intend to take PSY 2012. Meets area 5AA degree general educational requirements. 3 hrs. lec./Term I, II, & III

**DEP 2004 Principles of Developmental Psychology: A Life Span Approach** 3 semester hours  
This is a general life span developmental psychology offering that considers human growth from conception to death. It is designed to give a general overview of the developmental processes. 3 hrs. lec./Term I, II & III

**DEP 2102 Developmental Psychology: 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. Prerequisite: PSY 2012 or CLP 1000. Meets area 5AA degree general education requirements. 3 hrs. lec./Term I, II & III



- DEP 2302 Developmental Psychology II: Adolescent and the Young Adult** 3 semester hours  
The personal, social and developmental aspects of adolescence and early adulthood are reviewed in this course. A focus is placed upon the research dealing with the characteristic problems and adjustments of this life stage. Prerequisite: PSY 2012 or CLP 1000. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I, II & III
- DEP 2402 Developmental Psychology III: Adulthood and Aging** 3 semester hours  
This is a developmental course that focuses on cultural assessment of the psychological, affective and cognitive needs of adulthood. Particular emphasis is given to the developmental stages and passages associated with aging. Prerequisite: PSY 2012 or CLP 1000. Meets area 5AA degree general education requirements. 3 hrs. lec./On Demand
- DEP 2481 Death and Dying** 3 semester hours  
An examination of the historical and present perspectives of death and dying in an intensive assessment of the psychological and cultural factors that serve as the etiological basis of this phenomena. Topics include: Grief, euthanasia, eschatology, the dying person, the hospice systems, bereavement, and widowhood. Prerequisite: PSY 2012 or CLP 1000. Meets area 5AA degree general education requirements. 3 hrs. lec./Term I & II
- HUS 1110 Basic Human Service Technology and Functions** 3 semester hours  
To provide the student with an introduction to personal living skills, interactive communication skills, treatment needs assessment skills, and basic behavioral change techniques to include observing, recording, and interpreting behavior. 3 hrs. lec./On Demand
- HUS 1201 Group and Team Treatment** 3 semester hours  
To provide the student with an integrated understanding of group and team treatment concepts, applications and responsibilities. The course includes: charting, emergency care and treatment, crisis intervention, and control and discharge planning. 3 hrs. lec./On Demand
- HUS 1303 Human Service Intervention Skills** 3 semester hours  
To develop treatment team skills. Specific attention is directed toward the treatment and administration of treatment records as well as the expansion of skills previously introduced. Treatment team skills in the areas of: interviewing, client observation, data handling, and behavioral assessment are emphasized. 3 hrs. lec./On Demand
- HUS 2331 Treatment Integration** 3 semester hours  
A course designed to allow the student the opportunity to apply the skills learned in the prerequisite courses as well as functioning in a therapeutic way, in a live setting. 3 hrs. lec./On Demand.
- INP 1301 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. 3 hrs. lec./Term I, II & III
- INP 2101 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/her program. Prerequisite: PSY 2012 and PSY 2043. Meets area 5 AA degree general education requirements. 3 hrs. lec./On Demand
- PCO 2001 Clinical Psychology** 3 semester hours  
Basic elements of interviewing, probing techniques, and recording as practiced in human service programs will be taught. Students will be required to conduct a variety of interviews and will receive feedback through videotaped replays and personal interaction. 3 hrs. lec./On Demand
- PSY 2012 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. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I, II & III
- PSY 2043 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 2012. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I, II & III
- PSY 2037 General Psychology Honors Seminar** 3 semester hours  
This is a general psychology for honors students. A consideration of the scientific approach to basic principles of human behavior. Emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence and personality, with special projects and programs provided to allow individual student research. Meets area 5 AA degree general education requirements. 3 hrs. lec./On Demand
- PSY 2931 Independent Study in Psychology** 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. 3 hrs. lec./On Demand
- SOP 2002 Social Psychology** 3 semester hours  
This behavioral science provides scientifically based constructs used in understanding social phenomena and their impact on the individual. Identification of the social and psychological variables that give human behavior a predictable base is stressed. Topics considered include: human nature, psychological development, sex role identification, love, affiliation, aggression, image management, attitudes, opinion manipulation, morality, leadership, group dynamics, attribution and construct theory. Prerequisite: Any ONE of the following: CLP 1000, PSY 2012, or SOC 2000. Meets area 5 AA degree general education requirements. 3 hrs. lec./On Demand
- PCO 1201 Human Skills** 3 semester hours  
The focus of this interpersonal seminar is on the student learning basic communications skills and interpersonal response styles. The student will practice techniques of active listening and congruent responding. The use of these skills to develop rapport with the client and to conduct the interview process is stressed. 3 hrs. lec./On Demand

## PURCHASING COURSES

- MAR 2131 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 Purchasing II** 3 semester hours  
Continuation of MAR 2131. This would include purchasing problems in the material management, negotiation, inventory management, and contract administration field.



## RADIATION THERAPY TECHNOLOGY

- RAT 1001 Introduction to Radiation Therapy** 3 semester hours  
To introduce the student to the clinical institution and the department. Stresses the ethics of patient-radiation therapist-technologist relationship, nursing procedures and safety precautions necessary for therapy patients, and the keeping of records. 3 hrs. lec.
- RAT 1021 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. 2 hrs. lec.
- RAT 1023 Oncology** 2 semester hours  
A study of tumors, their formation, growth, pathology and radiosensitivity with emphasis on those of concern to the radiation therapist. 2 hrs. lec.
- RAT 1111 Radiographic Processing** 2 semester hours  
The fundamentals of taking and processing a radiograph as related to radiation therapy. 2 hrs. lec.
- RAT 1211 Anatomy and Physiology Self Study** 2 semester hours  
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. 2 hrs. lec.
- RAT 1611 Introduction to Radiation Physics** 1 semester hour  
The study of the structure of matter and its interaction with radiation. 1 hr. lec.
- RAT 1614 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. 2 hrs. lec.
- RAT 2241 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. 3 hrs. lec.
- RAT 2618 Advanced Radiation Physics** 4 semester hours  
Advanced physics of ionizing radiation including measurement, dosage, absorption, isodose curves, filters, radium, treatment units and planning. Prerequisite: RAT 1611, 1614. For students in the A.S. degree program. 4 hrs. lec.
- RAT 2619 Dosimetry** 1 semester hour  
The study of radiation dose measurement and the instrumentation used. The need for accuracy is stressed.
- RAT 1800L, 1810L, and 2850L**  
Clinics A, B, C and D are practicum courses where knowledge is applied under the supervision of Registered Radiation Therapy Technologists R.T.T. (A.R.R.T.). From minimal to advanced clinical application the student continues to expand his/her knowledge of the requirements and procedures of radiation therapy in supervised contact with the patient.
- RAT 1800L 12 Clock hours/week** 1 semester hour
- RAT 1810L 30 Clock hours/week** 5 semester hours
- RAT 2840L 12 Clock hours/week** 2 semester hours
- RAT 2850L 40 Clock hours/week** 6 semester hours
- RAT 1820L, 1830L, 2860L**  
Clinics X, Y and Z are practicum courses for the Certificate Program in which the student progressively becomes familiar with and competent in the many aspects of radiation therapy technology.
- RAT 1820L 24 Clock hours/week** 4 semester hours
- RAT 1830L 24 Clock hours/week** 4 semester hours

RAT 2860L 24 Clock hours/week

5 semester hours

## RADIOLOGIC SCIENCES

- RTE 1418C Principles of Imaging I** 3 semester hours  
An introduction to the fundamentals of radiographic mathematics with an indepth study of the prime factors of Radiography, exposure factors, technique and basic components of Radiographic equipment. Prerequisite: Program Admission. Corequisite: RTE 1526C, RTE 1111, RTE 1804L, RTE 1003. 3 hrs. lec., 2 hrs. lab.
- RTE 1457C Principles of Imaging II** 3 semester hours  
A study of the factors that determine Radiographic Quality to include: Geometry of image formulation, latent image formation, focus film distance, object film distance, secondary radiation, fog, X-ray absorption and penetration, Grids, and Anode Heel effect. Prerequisite: RTE 1526C, RTE 1003, RTE 1418C, RTE 1111, RTE 1804L. Corequisite: RTE 1814L, RTE 1510C. 2 hrs. lec., 2 hrs. lab./Term II
- RTE 1526C Radiographic Anatomy and Positioning I** 3 semester hours  
The principles of Radiographic Anatomy related to the biliary tract, urinary system, upper and lower gastrointestinal tract, Thorax and the contrast media used. Students learn positioning during laboratory sessions. Prerequisite: Program Admission. Corequisite: RTE 1003, RTE 1418C, RTE 1111, RTE 1804L. 2 hrs. lec., 2 hrs. lab./Term I
- RTE 1510C Radiographic Anatomy and Positioning II** 3 semester hours  
The principles of Radiographic Anatomy related to the upper and lower extremities, the pelvis and shoulder girdle. Students learn the anatomy of the parts and the radiographic position of each body part studied. Prerequisite: RTE 1526C, RTE 1003, RTE 1418C, RTE 1111, RTE 1804L. Corequisite: RTE 1457C, RTE 1814L. 2 hrs. lec., 2 hrs. lab./Term II
- RTE 1512C Radiographic Anatomy and Positioning III** 3 semester hours  
The principles of Radiographic Anatomy of the Thoracic Lumbar and Cervical spines and the Cranium are studied. Students learn the anatomy of the parts and the radiographic position for each part. Prerequisite: RTE 1510C, RTE 1457C, RTE 1814L. Corequisite: RTE 1614, RTE 1827L. 2 hrs. lec., 2 hrs. lab./Term III
- RTE 1111 Nursing Procedures for Radiographers** 2 semester hours  
Nursing procedures and patient care related to diagnostic procedures in Radiologic Technology topics studied will be medical asepsis, body mechanics, skin care, moving patients, vital signs, medical emergencies, admitting and communicating with the patient, reactions to contrast media. Course meets for Term I-A only. Prerequisite: Program Admission. Corequisite: RTE 1526C, RTE 1003, RTE 1418C, RTE 1804L. 2 hrs. lec./Term I
- RTE 1002 Radiologic Technology I** 3 semester hours  
The organization and operation of a Radiology Department and radiologic procedures to include: basic radiation hygiene, professional ethics, darkroom techniques, screens, X-ray film and commonly used medical terminology. Prerequisite: Program Admission. Corequisite: RTE 1526C, RTE 1418C, RTE 1111, RTE 1804L. Term I
- RTE 1614 Radiographic Physics I** 3 semester hours  
An introduction to the fundamentals of electrical and radiation physics to include: Units of measurement, mechanics of energy, matter, electrostatics, magnetism, electrodynamics, and rectification. Prerequisites: RTE 1510C, RTE 1457C, RTE 1814L. Corequisites: RTE 1512C RTE 1827L. 3 hrs. lec./Term III
- RTE 1804L Clinical Education I** 2 semester hours  
Provides the student with clinical experience in the hospital and involves the application of the theory covered in RTE 1526. Also includes darkroom practice, principles of



radiology and film critique. Meets 16 hours per week. Prerequisite: Program Admission. Corequisite: RTE 1526C, RTE 1003, RTE 1418C, RTE 1111. Term I

**RTE 1814L Clinical Education II** 2 semester hours  
A continuation of RTE 1804L with students performing radiographic examination under direct supervision in Clinical Education Centers, emphasis is placed on upper and lower extremities fluoroscopic procedures and film critique. Meets 16 hours per week. Prerequisite: RTE 1526C, RTE 1003, RTE 1418C, RTE 1111. Corequisite: RTE 1510C, RTE 1457C. Term II

**RTE 1827L Clinical Education III** 2 semester hours  
A continuation of RTE 1814L with students performing radiographic examinations under direct supervision. Emphasis is placed on the spine, cranium, and film critique. Students will begin to perform procedures unassisted. Meets 16 hours per week. Prerequisite: RTE 1814L, RTE 1510C, RTE 1457C. Corequisite: RTE 1512C, RTE 1614. Term III

**RTE 2527C Radiographic Anatomy and Positioning IV** 3 semester hours  
The principles of anatomy related to the sinuses, facial bones, and skull as studied with emphasis placed on the routine positions for sinuses and facial bones and the variety of special skull positions. Prerequisite: RTE 1512C, RTE 1614, RTE 1827L. Corequisite: RTE 2165, RTE 2847L. 2 hrs. lec., 2 hrs. lab./Term I

**RTE 2546 Radiographic Anatomy and Positioning V** 3 semester hours  
The principles of Radiographic Anatomy related to the vascular system, lymphatic system, central nervous system, respiratory system, joints, male and female reproductive systems and the contrast media used for each part studied. Specialized radiographic equipment used in special procedures as well as a variety of new positioning techniques are studied. Prerequisite: RTE 2527C, RTE 2165, RTE 2847. Corequisite: RTE 2616, RTE 2225, RTE 2857. 3 hrs. lec./Term II

**RTE 2225 Radiographic Quality Assurance** 2 semester hours  
Quality assurance is discussed as it pertains to the various procedures that help to insure satisfactory performance and diagnostic X-ray equipment on a daily basis. Topics to be covered include darkroom techniques, scatter control and testing procedures. Prerequisite: RTE 2527C, RTE 2165, RTE 2847L. Corequisite: RTE 2546, RTE 2616, RTE 2857. Term II (2nd year)

**RTE 2616 Radiographic Physics II** 3 semester hours  
A continuation of RTE 1614 with emphasis placed on the X-ray tube, cooling curve, X-ray circuits, capacitors, image intensification, single vs three phase generators and transformers. A complete circuit will be studied. Prerequisite: RTE 2527C, RTE 1614, RTE 2165, RTE 2847L. Corequisite: RTE 2616, RTE 2225, RTE 2857. 3 hrs. lec./Term II (2nd year)

**RTE 2570 Survey of Imaging Modalities** 2 semester hours  
A study of the imaging modalities that exist in conjunction with the Radiology Department to include Nuclear Medicine Diagnostic Medical Sonography, C.T. Scanning, Radiation Therapy, Digital, and Nuclear Magnetic Resonance. Prerequisite: RTE 2546, RTE 2225, RTE 2616, RTE 2857. Corequisite: RTE 2241, RTE 2869. 2 hrs. lec./Term III (2nd year)

**RTE 2847L Clinical Evaluation IV** 3 semester hours  
A continuation of RTE 1827L with students performing procedures taught in previous clinical courses. Emphasis is placed on radiography of the skull. The student is expected to work with indirect supervision. Meets 24 hours per week. Includes film critique. Prerequisite: RTE 1512C, RTE 1614, RTE 1827L. Corequisite: RTE 2527C, RTE 2165. Term I (2nd year)

**RTE 2857L Clinic Education V** 3 semester hours  
A continuation of RTE 2847 with students perfecting posi-

tioning skills and learning to work independently. Emphasis is placed on completing clinical competencies. Includes film critique. Meets 24 hours per week. Prerequisite: RTE 2527C, RTE 2165, RTE 2847L. Corequisite: RTE 2546, RTE 2225, RTE 2616. Term II (2nd year)

**RTE 2869L Clinical Education VI** 3 semester hours  
A continuation of RTE 2857L with students practicing positioning skills independently. Students will be expected to participate in the special procedures rotation. Meets 24 hours per week. Includes film critique. Prerequisite: RTE 2546, RTE 2225, RTE 2616, RTE 2857L. Corequisite: RTE 2570, RTE 2241, RTE 2869. Term III (2nd year)

## READING

**REA 1105 College Reading I** 3 semester hours  
Teaches efficient reading abilities: comprehension, vocabulary, speed, and study techniques. Recommended corequisite: ENC 1000 or ENC 1101. Special fee charged, see "STUDENT FEES." 3 hrs. lec./Term I, II & III

**REA 1205 Speed and Advanced Reading** 3 semester hours  
Increases speed, improves analytical, inferential, and critical reading abilities and teaches advanced study techniques. Prerequisite: REA 1105 or a minimum of 40th percentile on a national college reading test or instructor's approval. Four hours weekly including laboratory experience. Special fee charged, see "STUDENT FEES." Term II/On Demand

**REA 2605 College Study Skills** 1 semester hour  
Develops college-level study skills. Emphasizes individual needs for effective study. Includes notetaking, underlining, test-taking, and organizational techniques. Prerequisite: REA 1105 or a minimum of 40th percentile on a national college test or instructor's approval. 1 hr. lec./On Demand

## REAL ESTATE COURSES

**MAN 1560 Property Management** 3 semester hours  
Prerequisite: REE 1000 or REE 1040. 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. 3 hrs. lec.

**REE 1040 Board of Real Estate I** 4 semester hours  
The Board of Real Estate, State of Florida, Course I. An introduction to the basic principles, practices and theories of real property, its economic value, and the legal aspects of real estate law as applied to salesmen. Successful completion qualifies a candidate to apply for the Board of Real Estate, State of Florida, Salesman's License exam. 3 hrs. lec./Term I, II & III

**REE 1100 SREA Course I** 4 semester hours  
Real estate and money markets, nature of value, appraisal framework, area and neighborhood analysis, quantitative tools and data analysis, application of quantitative tools, property analysis, direct sales comparison, site valuation, gross rent multiplier analysis, cost approach, accrued depreciation, reconciliation and final value estimate, income capitalization and reporting, professional ethics and standards of practice. This course is offered in cooperation with the Society of Real Estate Appraisers and registration is through SREA. 3 hrs. lec./Term I

**REE 1101 Introduction to Real Estate Appraisal** 3 semester hours  
Prerequisite: REE 1000 or REE 1040 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. 3 hrs. lec./On Demand

**REE 1200 Real Estate Finance** 3 semester hours  
Prerequisite: License, REE 1000, or REE 1040. 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. 3 hrs. lec./On Demand

**REE 2041 Board of Real Estate 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: REE 1000 or REE 1040 and student must submit a notarized affidavit stating that he or she has been an active Real Estate Salesman for at least six months. 3 hrs. lec./On Demand

**REE 2140 SREA Appraisal II** 4 semester hours  
Prerequisite: REE 1100. 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. 3 hrs. lec./On Demand

**REE 2270 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 2302 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. 3 hrs. lec./On Demand

## RELIGION

**HEB 2100 Biblical Hebrew** 3 semester hours  
Students will learn to read the Hebrew alphabet and acquire a minimum knowledge of the seven conjugations so as to identify basic word forms. 3 hrs. lec.

**HEB 2101 Biblical Hebrew** 3 semester hours  
This is a continuation of HEB 2100 with attempts at reading very simple passages. 3 hrs. lec.

**HEB 2102 Biblical Hebrew** 3 semester hours  
If HEB 2102 should be requested by demand, HEB 2101 will be a prerequisite. 3 hrs. lec.

**LIT 1370 Literature of the Bible** 3 semester hours  
Readings of the Hebrew text; philosophical and exegetical analysis based on classical commentators, selections from early prophets. 3 hrs. lec.

**REL 1210 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. 3 hrs. lec.

**REL 1211 Old Testament History** 3 semester hours  
Cultural history of the Hebrew people to the third century B.C. Prerequisites: Advanced standing or approval. 3 hrs. lec.

**REL 1228 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. 3 hrs. lec.

**REL 1243 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. 3 hrs. lec.

**REL 2010 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. Meets area 2 or 5 AA degree general education requirements. 3 hrs. lec.

**REL 2300 World Religion** 3 semester hours  
Primarily an ideological examination of the world's most popular religions. Prerequisite: Advanced standing or approval. Meets area 2, 5 and 8 AA degree general education requirements. (This course will occasionally be taught by television under the name "The Long Search.") 3 hrs. lec.

**REL 2600 Judasim and 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 and the Jews themselves. Meets area 8 AA degree general education requirement. 3 hrs. lec.

## RESPIRATORY THERAPY TECHNOLOGY

**APB 1260 Pulmonary Anatomy and Physiology** 3 semester hours  
This course is an in-depth study of the anatomy of the cardiopulmonary system and a review of the physiology of respiration including ventilating mechanics and control, internal and external respiration, gas exchange and acid base balance. 3 hrs. lec./Term I

**APB 1294 Introduction to Cardiopulmonary Disease** 3 semester hours  
Designed to introduce the students to the basic concepts of cardiopulmonary disease. Included are mechanisms of altered lung structure, airway caliber, neurogenic control and pulmonary vascular function. Prerequisite: APB 1260. 2 hrs. lec./Term II

**APB 2296 Advanced Cardio-pulmonary Pathophysiology** 2 semester hours  
An in-depth examination of the most commonly encountered cardiopulmonary diseases from the physician's clinical perspective. Emphasized are pathology, physical examination, diagnosis and clinical management. Prerequisite: RET 2414. 2 hrs. lec./Term I

**RET 1026 RSP Equipment** 4 semester hours  
This course reviews all of the normally used respiratory therapy equipment excepting that used for artificial mechanical ventilation of diagnostic procedures. Especially emphasized are methods of manufacturing, storing and administering oxygen; humidity and aerosol therapy, cleaning and sterilization techniques and airway management. 3 hrs. lec., 3 hrs. lab./Term I

**RET 1264 Mechanical Ventilation** 4 semester hours  
This course describes the techniques and hazards of artificial ventilation including IPPB, IMV, CPAP and PEEP. The principles and operation of all commonly used ventilators are emphasized. Prerequisite: RET 1026. 3 hrs. lec., 3 hrs. lab./Term II

**RET 1714 Pediatric Respiratory Care** 1 semester hour  
This course emphasizes pediatric and neonatal diseases, their etiology and treatment. It encompasses the newest equipment and techniques used in monitoring and maintaining the infant patient. Corequisite: RET 2414. 1 hr. lec./Term III

**RET 1834 RSP Clinic I** 3 semester hours  
In this first clinical course, the students are oriented to, and work at, tasks of a noncritical nature. Included are oxygen and aerosol administration, chest physiotherapy, IPPB administration and incentive spirometry. Special fee charged, see "STUDENT FEES." 6 hrs. lab./Term II

**RET 1835 RSP Clinic II** 3 semester hours  
This clinic course represents continuation of the activities in Clinic I. By the end of this term the student must have mastered all noncritical care duties normally performed by



respiratory therapists. In addition, those students who master clinical skills more quickly will be allowed to begin a rotation through critical care areas. Special fee charged, see "STUDENT FEES." Prerequisite: RET 1834. 16 hrs. lab./Term II & III

**RET 2836 RSP Clinic III** 3 semester hours  
This clinical course is designed to introduce the student to all aspects of respiratory therapy critical care. The students will work primarily with patients requiring continuous ventilatory support. Special fee charged, see "STUDENT FEES." Prerequisite: RET 1835. 16 hrs. lab./Term I

**RET 2837 RSP Clinic IV** 3 semester hours  
This is a continuation of the activities in Clinic III. The student's responsibility will increase as his/her clinical skills become more sophisticated. By the end of this term the student will assume all of the responsibilities required of critical care therapists with patients requiring ventilatory management or support. Special fee charged, see "STUDENT FEES." Prerequisite: RET 2836. 16 hrs. lab./Term II

**RET 2414 Pulmonary Function** 2 semester hours  
Refined techniques in spirometry 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. Prerequisite: APR 1294. 2 hrs. lec./Term III

**RET 2418 Cardiopulmonary Diagnostics** 2 semester hours  
The cardiology portion of the course covers the anatomy, physiology and examination of the heart including EKG and arrhythmias, cardiac catheterizations monitoring techniques including CVP, Swan Ganz, arterial lines, shunt and cardiac output determinations. Additional topics are cardiac diseases and drug therapy. Pulmonary diagnostics include diseases and drug therapy. Pulmonary diagnostics includes examination including X-rays, thorocentesis, bronchoscopy and microbiological techniques. Corequisite: APB 2296 and RET 2836. 2 hrs. lec./Term I

**RET 2286 Intensive Care Management** 2 semester hours  
This course includes nephrology, renal anatomy and physiology, fluid and electrolyte disorders, and fluid and electrotherapy. Additional topics are the management of arrest, of shock, of the airway, of the post-op heart patient and of labile blood pressures. Prerequisite: APB 2296. 2 hrs. lec./Term II

**RET 2601 Hospital Interactions** 1 semester hour  
This course is designed to assist the student in successfully making the transition from the role of a student to that of a competent member of the health care team. The attainment of the course objectives will provide the student with an understanding and appreciation for the complexity and comprehensiveness of the health care delivery system. Such an understanding will allow the student to assume his/her rightful role within the health delivery system and enable him/her to adjust to the dynamics of the system in positive ways that will ensure his/her growth and success. Corequisite: RET 2286. 1 hr. lec./Term II

**RET 2284 Respiratory Therapy Care** 2 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. Corequisite: RET 2286. 2 hrs. lec./Term II

## RUSSIAN (See Modern Foreign Language Courses)

## SOCIOLOGY

**SOC 2150 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 2000. 3 hrs. lec./Term I

**SOC 2130 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 causation. Prerequisite: SOC 2000. 3 hrs. lec./Term II

**MAF 2400 Sociology of Human Sexuality** 3 semester hours  
A survey of the social and psychological sources of human sexuality and their impact on contemporary social attitudes and behavioral changes. Major topics include sex role ascription, sex in the media, sexual deviation, ethical considerations and sex as motivating influence in human behavior. 3 hrs. lec./Term I, II, & III

**MAF 2510 Families: Intercultural Comparison** 3 semester hours  
The study of the institution of the family utilizing historical cross cultural and subcultural comparisons to understand the background, evolution and current familiar structures in the world. Meets area 5 and 8 AA degree general education requirements. 3 hrs. lec./Term I, II & III

**SOC 2000 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. Meets area 3 AA degree general education requirements. 3 hrs. lec./Term I, II & III

**SOC 2020 Social Problems** 3 semester hours  
Study of the social and cultural aspects, incidence, and characteristics of selected social problems. Prerequisite: SOC 2000. Meets area 3 AA degree general education requirements. 3 hrs. lec./Term I, II & III

**SOC 2270 Social Impact of Technology: Connections** 3 semester hours  
This course explores the changes in society that can be attributed to the automation, cybernation, and the computer revolution. Technology's effect on the basic institutions of the family, economic, government, religion, and education are considered with reference to consequences upon the individual. Meets area 3 AA degree general education requirements. 3 hrs. lec./On Demand

**SOC 2201 Social Institutions: A Cross Cultural Study of Institutions** 3 semester hours  
A study of the institutions of societies and how our society is organized. Special emphasis is on theories of social organization, social change, and the exploration of each institution in world societies. Prerequisite: SOC 2000. Meets area 3 general education requirements. 3 hrs. lec./Term I, II & III

**SOC 2905 Independent Study in Sociology** 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 Science Department via an instructor. 3 hrs. lec./On Demand

**SOC 2930 Current Issues in Sociology** 3 semester hours  
This course is a sociological, psychological, and anthropological interdisciplinary approach dealing with current issues such as overpopulation, sex role stereotyping, changing technology, etc. 3 hrs. lec.

**SOC 2940 Sociology Field School I** 1 semester hour  
This course is designed to provide an on-scene study of sociological topics from the various perspectives provided in a field school setting. Laboratory, research and observational techniques are used in providing the learning experiences of this course. Prerequisite: Permission of the instructor. Meets area 5 and 8 AA degrees general education requirements. 1 hr. lab./On Demand



**SOC 2941 Sociology Field School II** 2 semester hours  
See course description for SOC 2940. 1 hr. lec., 1 hr. lab./On Demand

**SOC 2942 Sociology Field School III** 3 semester hours  
See course description for SOC 2940. 2 hrs. lec., 1 hr. lab./On Demand

**SOW 2020 Introduction to Social Welfare** 3 semester hours  
This is a beginning course in the behavioral science based field of social welfare. It aims at introducing the student to the historical, political, policy and methodological systems that have interacted to produce the institutions of welfare services. 3 hrs. lec./Term I & II/On Demand

**SOW 2054 Social Service Field Experience I: Community Structure** 3 semester hours  
A survey and orientation to organization and operations of the social service setting. Contact with and participation in social service agencies to make students aware of community resources is a goal of this course. Part of the course's activities will include volunteer participation in an agency or a supervised review of an agency in which a person is employed. Term I/On Demand

**SOW 2055 Social Service Field Experience II: Community Structure** 3 semester hours  
This is a continuation of SOW 2054. This course focuses on field experience in a social agency either as a volunteer or non-professional employee. A seminar is conducted to clarify the student's understanding of the social service setting. Term II/On Demand

## **SPANISH (See Modern Foreign Language Courses)**

## **SPECIAL SERVICES\***

**ENC 0010 English** 3 semester hours  
This course includes a study of basic grammar and usage as it applies to readings and discussions of relevant literature. It will also encompass a survey of the fundamentals of composition. 3 hrs. lec.

**ISC 0010 Special Services Natural Science** 3 semester hours  
An individualized program designed to help the student to understand the aspects of environment that man can or cannot control. The student will see man's interdependence with plants and animals; the student will learn body care, and he/she 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. 3 hrs. lec.

**MAT 0010 Mathematics** 3 semester hours  
An individualized program for the development of skills in the operations of arithmetic; many fundamental skills and concepts of business mathematics are included. Basic algebraic skill 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/her entry into the mathematics of the career of his/her choice. 3 hrs. lec.

**REA 0010 Developmental Reading** 3 semester hours  
A special course for students with reading handicaps that inhibit success in achievement of life goals. This course will offer special work in vocabulary development through practice in word attack skills, syllabification, roots, prefixes and suffixes. Comprehension will be developed through practice in locating main idea, recognition of supporting details, paragraph development and writing summaries of materials read. Special emphasis will be placed on the de-

velopment of eye acuity, reasonable rate of speed, and formation of proper study habits. 3 hrs. lec.

**SPC 0010 Speech** 3 semester hours  
This course has been designed toward special goals to help the student develop an awareness of the function of effective oral communication in contemporary society. Special emphasis is placed upon the relationship 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. 3 hrs. lec.

\*Institutional credit only.

## **SPEECH**

**SPC 1024 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/she 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. Meets area 5 AA degree general education requirements. 3 hrs. lec./Term I, II & III

**SPC 2300 Introduction to Interpersonal Communication** 3 semester hours  
Upon completion of this course the student should demonstrate an understanding of the theory and practice of interpersonal communication in small groups and in one-to-one situations. The focus of the course will be on self-awareness, conflict communication, communication in organizations, listening skills, assertive communication, and nonverbal communication. 3 hrs. lec./Term I & II/On Demand

**SPC 2330 Nonverbal Communication** 3 semester hours  
This course explores the various facets of nonverbal communication. The following nonverbal cues will be emphasized: movement, space, distance, physical characteristics, dress, object language, eye contact, signs, paralanguage, and environmental cues. The focus of the course will be the role that these cues play on communication for the sender and receiver. 3 hrs. lec./Term I & II/On Demand

**SPC 1511 Argumentation and Debate** 3 semester hours  
Upon completion of this course the student 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 intercollegiate debate. 3 hrs. lec./Term I & II

**SPC 1594 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 that allows him/her to compete successfully in intercollegiate forensic competition. This course may be taken in sequence for one hour credit each semester for a total of four hours credit. 3 hrs. lab./On Demand

**SPC 1050 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. 2 hrs. lec., 1 hr. lab./Term I, II & III

**SPC 1600 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 communication including structure and delivery of public, business, and professional messages. Meets area 5 AA degree general education requirements. 3 hrs. lec./On Demand/Term I, II & III



**SPC 1440 Intro. to Group Discussion and Conference Techniques** 3 semester hours

Upon completion of this course, the student will have acquired communication skills that will enable him/her to function more effectively in various group settings utilizing group discussion and conference techniques to resolve social, business, and professional problems. 3 hrs. lec./On Demand/Term II

**LIN 1200 The Phonetics of American English** 3 semester hours

Upon 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. 3 hrs. lec./On Demand/Term I & II

**ORI 1000 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, and drama. 3 hrs. lec./On Demand/Term II

**ORI 1310 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. 3 hrs. lec./On Demand

**ORI 1950 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. A student may earn up to four hours credit. 1 hr. lec./On Demand

**SPA 2020 Introduction to Speech Disorders** 3 semester hours

Upon 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. 3 hrs. lec./On Demand/Term I

**SPA 2030 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. 3 hrs. lec./On Demand/Term II

**SPA 2336 Intro. to Manual Commun. With/For Hearing Impaired** 3 semester hours

Upon completion of this course students will have acquired the ability to communicate with the deaf and hard of hearing through the use of the manual method. An understanding of the development of that method and of the communicative and psychological problems of the hearing impaired will be investigated. The course is open to all students. 3 hrs. lec./Term I

**SPA 2337 Intermediate Manual Communication Skills** 3 semester hours

Upon completion of this course the students will have attained a vocabulary of approximately 600 signs and an in-depth understanding of the linguistics of American English Sign Language. Prerequisite: SPA 2336 or instructor's approval. 3 hrs. lec., 1 hr. lab./Term II

**SPA 2338 Manual Communication With/For The Deaf III** 3 semester hours

Upon completion of this course students will have further developed their abilities in communicating with the deaf and hard of hearing using manual communication methods. An in-depth study of the linguistics of American Sign Language and other sign systems will be conducted. The emphasis of this course will be on increasing speed and complexity in communication and in receptive and expressive fingerspelling. Prerequisite: SPA 2337 or

instructor's approval. 3 hrs. lec., 1 hr. lab./On Demand

**RTV 2000 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. 3 hrs. lec./On Demand/Term I

**RTV 2220 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: RTV 2000 or permission of the instructor. 3 hrs. lec./On Demand/Term II

## STATISTICS

**STA 2013 Elementary Statistics** 3 semester hours

A first course in statistical methods dealing with such topics as collecting, grouping, and presenting data; measures of central tendency and variation, theoretical distributions, probability, testing of hypothesis, regression, and correlation. A student owned pocket calculator is required. Meets 3 credits of the general education (4B or 5) AA degree requirements provided that MGF 1202 (MGF 1204, 1205, 1206) is excluded from fulfilling area 4B requirements. Prerequisite: A grade of "C" or better in either high school Algebra II or MAT 1033 or recommendation of the Mathematics Department. 3 hrs. lec./Term I, II & III

## THEATRE

**THE 2002 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. Meets area 2 or 5 AA degree general education requirements. 3 hrs. lec./Term I, II & III

**THE 2051 Children's Theatre Production** 3 semester hours

Laboratory credit for students participating in the children's theatre program. 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. 4 hrs. lab./Term II

**THE 2052 Children's Theatre Production for Spec. Assistants** 3 semester hours

Laboratory credit for special student assistants to the children's theatre program. This will give the student director, stage manager, costume designer, etc., the extra credit for the hours of preparation, rehearsal and production. By permission of the instructor. 4 hrs. lab./Term II

**THE 2100 History of the Theatre** 3 semester hours

An evolutionary study of the theatre from 5th century B.C. to the present day. 3 hrs. lec./On Demand

**THE 2375 Contemporary Drama** 3 semester hours

Course designed to acquaint the student with plays written from the beginning of realism (Ibsen) to the present day. 3 hr. lec./Term II

**TPA 1290L Theatre Productions** 1 semester hour

Term I

**TPA 1291L Theatre Productions** 1 semester hour

Term II

**TPA 1292L Theatre Productions** 2 semester hours

Term III

**TPA 1293L Theatre Productions** 2 semester hours

Term III

**TPA 1294L Theatre Productions** 3 semester hours

Term I

**TPA 1295L Theatre Productions** 3 semester hours

Term II

**TPA 1296L Theatre Productions** 3 semester hours

Term III



- TPA 1297L Theatre Productions** 3 semester hours  
Participation by the student as technician in the dramatic, dance and musical productions of the college. Term III
- TPA 2060 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, evaluations and models will be executed to scale in preparation for construction of the set. Prerequisite: THE 2002 or THE 2375 and TPA 2200. By permission of instructor only. 2 hrs. lec., 2 hrs. lab./On Demand
- TPA 2200 Stagecraft** 3 semester hours  
Course designed to investigate the principles of stagecraft, lighting, props and set construction. Open to first semester freshmen. 2 hrs. lec., 2 hrs. lab./Term I, II & III
- TPA 2220 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 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 2 hrs. lec., 2 hrs. lab./On Demand
- TPA 2250 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. Prerequisite: TPP 2130 and TPA 2200 or with permission of the instructor. 2 hrs. lec., 2 hrs. lab.
- TPP 1190L Theatre Productions** 1 semester hour
- TPP 1191L Theatre Productions** 1 semester hour
- TPP 1192L Theatre Productions** 2 semester hours
- TPP 1193L Theatre Productions** 2 semester hours
- TPP 1194L Theatre Productions** 2 semester hours
- TPP 1195L Theatre Productions** 2 semester hours
- TPP 1196L Theatre Productions** 3 semester hours
- TPP 1197L Theatre Productions** 3 semester hours  
Participation by the student as actor in the dramatic, dance and musical productions of the college.
- TPP 2130 Acting I** 3 semester hours  
The concentrated study of body movement to communicate thought and idea. Open to freshmen. 2 hrs. lec., 2 hrs. lab./Term I, II & III
- TPP 2150 Acting III** 3 semester hours  
Advanced techniques of acting. Prerequisites: TPA 2250, TPP 2130, TPP 2700. 2 hrs. lec., 2 hrs. lab./Term I & II
- TPP 2300 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: TPA 2250, TPA 2200, TPP 2130, THE 2375. 2 hrs. lec., 2 hrs. lab./On Demand
- TPP 2530 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 HPRD activity credit requirement. 2 hrs. lab./Term I & II
- TPP 2700 Acting II** 3 semester hours  
Course designed to assist the beginning actor in controlling his/her 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. Prerequisites: TPP 2130, TPA 2200, THE 2002 THE 2375, MVV 1111, DAA 2840, TPP 2530. 2 hrs. lec., 2 hrs. lab./Term I & II
- DAA 2840 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/her to progress. The 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 the course. (This course will not satisfy the HPRD activity credit requirement.) 4 hrs. lab./Term I, II & III

- DAA 2841 Ballet Movement for the Stage Continued** 2 semester hours  
Continuation of DAA 2840. 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/her to progress. Prerequisite: DAA 2840. (This course will not satisfy the HPRD activity credit requirement.) 4 hrs. lab./Term I, II & III
- DAA 2842 Ballet Movement for the Stage Advanced** 2 semester hours  
Advanced classical ballet movement for the actor or actress. Prerequisite: DAA 2841. (This course will not satisfy the HPRD activity credit requirements.) 3 hrs. lab./Term I, II & III

## TOURISM INDUSTRIES ADMINISTRATION PROGRAM

- HFT 1700 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 that comprise the travel and tourism industries. Emphasis is on the economic benefits and social implications of tourism. This course could be beneficial to the purchaser of tourism services as well as the marketer. 3 hrs. lec./On Demand
- HFT 2730 Tour Packaging** 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: HFT 1700 or instructor approval. 3 hrs. lec./On Demand
- HFT 2430 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. 3 hrs. lec./On Demand
- HFT 2600 Legal Aspects of Hotel and Tourism Operations** 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. 3 hrs. lec./On Demand

## TRANSPORTATION AND TRAFFIC MANAGEMENT COURSES

- TRA 1030 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. 3 hrs. lec./On Demand
- TRA 1100 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: TRA 1030 or actual experience in the field and consent of instructor. 3 hrs. lec./On Demand

**TRA 2110 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: TRA 1100. 3 hrs. lec./On Demand

**TRA 2120 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 decisions. Prerequisite: TRA 2110. 3 hrs. lec./On Demand

**TRA 2230 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. 3 hrs. lec./On Demand



# Administrative Boards

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### District Board of Trustees (1968-1975)

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Jules J. Polachek	Walter C. Young

## College Advisory Committee (1959-1968)

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W.W. Cadwell	Jules J. Polachek
Lloyd C. Cassels	Judson A. Samuels
Robert E. Ferris	Florence Tustison

## Directory of Correspondence

A. HUGH ADAMS, *President*  
Policies, representatives 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.

DONALD A. CARLSON

*Vice President for Academic Affairs*  
Curriculum, course of study, faculty activities, and general academic regulations.

GEORGE MEHALLIS

*Executive Director for Technical Education*  
College technical programs.

ALAN V. BIELEN

*Vice President for Business Affairs*  
College accounting and budgeting, purchasing, employee relations, bookstore operations, custodial services, maintenance, and facilities construction.

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.

DAVID C. GNAGE

*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.

LARRY A. McFARLANE

*Provost, Central Campus*  
Matters specifically concerning the Central Campus.

CARL M. CRAWFORD

*Provost, North Campus*  
Matters specifically concerning the North Campus.

ANN OTTO

*Provost, South Campus*  
Matters specifically concerning the South Campus.

ALBERT ROBERTSON

*Director of Development and Federal Programs*  
Fund raising, endowments, gifts, bequests, establishment of trusts, charitable giving, and estate planning.

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*Director of Student Activities*  
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*Director of Accounting*  
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*Director of Special Services*  
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*Comptroller*  
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KATHERINE P. TYMESON, B.A., M.S.W.  
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*Dean of Student Development*  
LAWRENCE ELLIS, B.A., M.A.  
*Campus Librarian*

### South Campus Administration

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*Provost*  
ERIC E. RENO, B.A., M.A.  
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ADRIAN MESA, B.S., M.S.  
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### Southeast Florida Educational Consortium

Executive Director  
Southeast Florida Educational Consortium  
Miami-Dade Community College  
District Administration  
11011 Southwest 104 Street  
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(305) 596-1131

### Emergency Calls

DAY: Contact Vice-President for  
Student Development  
Area Code Number 305  
Telephone Number 761-7486



NIGHT: Contact Registrar  
Area Code Number 305  
Telephone Number 761-7464/5

## Directory of Academic Personnel

Listed below are College and Campus personnel. Normally, Department Chairmen should be contacted by students who have questions about courses or similar matters. The normal appeal route is as follows: from Department Chairman to Division Director, 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

A. Hugh Adams  
*President*  
Clinton D. Hamilton  
*Executive Vice President*  
Donald A. Carlson  
*Vice President for Academic Affairs*

## Central Campus Officers: 475-6500

Larry A. McFarlane  
*Provost*  
Glen A. Rose  
*Dean of Academic Affairs*  
Katherine Tymeson  
*Dean of Student Development*  
Thomas E. Brown  
*Dean of Business Affairs*  
Division of Allied Health:  
Wanda Thomas  
*Division Director*  
Department Chairmen:  
Thelma Audet  
*Medical Assisting/Medical  
Laboratory Technology*  
Constance Carey  
*Dental Assisting*  
Miriam Finegold  
*Nursing*  
Lester Lubin  
*Physical Therapy Assisting*  
Ruth Moore  
*Allied Health Continuing  
Education*  
John Prince  
*Respiratory Therapy*  
John Britt  
*Radiologic Technology*  
Elizabeth White  
*Emergency Medical Technology*

Division of Business Administration:  
Philip Trees  
*Division Director*

Department Chairmen:

John Bailey  
*Food Services*  
Richard Goodwin  
*Marketing/Management*  
Tyrone Matthews  
*Office Careers*  
Marshall Nance  
*Business Administration/  
Accounting/Hotel/Motel/Tourism*

Division of Communications:

John Pawlowski  
*Division Director*

Department Chairmen:

Marina Burdick  
*Modern Foreign Language/E.S.L.*  
Mary Ellen Grasso  
*English/Journalism/Reading*

Division of Community Services/Continuing  
Education:

Linda Liberman  
*Division Director*

Department of Cooperative Education/  
Experiential Learning:

Patricia Cavico  
*Department Chairman*

Division of Criminal Justice Institute:

Robert Lacey  
*Division Director*

Department Chairmen:

Douglas MacGregor  
*Corrections*

James McGowan  
*Police Science*

Charles Redmond  
*Fire Science*

Michael Slepecky  
*Academy*

Division of Engineering Technology:

Samuel L. Oppenheimer  
*Division Director*

Department Chairmen:

John Szerdi  
*Architecture/Contract and Civil Engineering*

David McLean  
*Landscape Technology*

Fred Scott  
*Data Processing*

Division of Math/Science/HPRD:

William Porterfield  
*Division Director*

**Department Chairmen:**

Gordon Chesser  
*Math*

W. Holt Harner  
*Biology*

Richard Hill  
*Physical Science*

Leroy Wheat  
*HPRD*

Open College:  
Betty Adkins  
*Department Chairman*

Division of Social Science/Humanities:  
Stewart Brown  
*Division Director*

**Department Chairmen:**

Neil Crispo  
*Behavioral Science*

Max Harper  
*History/Political Science*

**Department Chairmen:**

Steve Eliot  
*Art*

Jimmy Woodle  
*Music*

**North Campus Officers: 973-2202**

Carl M. Crawford  
*Provost*

Stephen C. Barker  
*Dean of Academic Affairs*

Leonard Bryant  
*Dean of Student Development*

Division of Allied Health:

Department Chairman:  
Sharyn Tremblay  
*Nursing*

Division of Business Administration:

Colin Battle  
*Division Director*

**Department Chairmen:**

Peter Kokoros  
*Data Processing*

Carl Wall  
*Office Careers*

Dennis Romance  
*Business Administration/Insurance/  
Accounting/Marketing/Management*

Division of Communications/Humanities:

Richard Quianthy  
*Division Director*

**Department Chairmen:**

Thomas Cavendish  
*Music/Theatre/Philosophy/Religion*

Pearl Nitka

*Reading/Speech/Modern Foreign  
Language/Journalism*

Monty Smith  
*Art*

Charles Staats  
*English*

Division of Community Services/Continuing  
Education:

Donna Grady  
*Division Director*

Department of Cooperative Education/  
Experiential Learning:  
Donna Battle  
*Department Chairman*

Division of International/Intercultural Education:  
William Greene  
*Division Director*

Division of Math/Science/Social Science/H.P.R.D.  
John Rosen  
*Division Director*

**Department Chairmen:**

Marcella Carabelli  
*Science*

Ralph Clark  
*History/Political Science/Geography*

Hettie Williams  
*Math*

Lee Jones  
*Behavioral Science*

Janet Parke  
*HPRD*

**South Campus Office: 963-8800**

Ann Otto  
*Provost*

Eric E. Reno  
*Dean of Academic Affairs*

Susan M. Malter  
*Dean of Student Development*

Division of Allied Health:

**Department Chairman:**

Judy Burford  
*Nursing*

Nellie Dry  
*Academic Director*

**Department Chairmen:**

Michael Kovacs  
*Math/Science*

Nancy Macnamara  
*H.P.R.D.*

Betty Owen  
*English/Reading/Journalism/  
Speech/Modern Foreign  
Language*



Kyra Sullivan  
*Art/Music/Theatre*

Elizabeth Nick  
*Social Science*

Division of Community Services/Continuing  
Education:

Anthony Casale  
*Division Director*

Department of Cooperative Education/  
Experiential Learning:

William Dery  
*Department Chairman*

Department Chairmen:

Marlene Kennedy  
*Office Careers*

Ted Smith  
*Data Processing*

Alexander Wells  
*Transportation Technology/  
Insurance*

Enid Jones  
*Business Administration*

## The Faculty

- ABBOTT, FRANCES *Biology*. B.S., M.S., Florida State University.
- ADAMS, A. HUGH, *President*. B.S., M.S., Ed.D., Florida State University.
- ADEKUNLE, SAMUEL, *Business Administration*. N.D., Bethune Cookman College; M.B.A., Stetson University.
- ADKINS, BETTY V., *Department Chairman, Open College, Central Campus*. B.A., M.A., Ph.D., University of Miami.
- AMES, RICHARD, D.D.S., *Dental Director, Dental Assisting*.
- ANDERSON, ANN, *Mathematics*. B.S.E., University of Florida; M.A., Louisiana State University.
- ANDERSON, LA MONTE E., *Art*. B.S.Ed., M.F.A., Bowling Green University.
- ANDREWS, ALTON B., *Assistant Director, Athletics, North Campus*. B.S., University of Rhode Island; M.Ed., Florida Atlantic University.
- APPELBAUM, RICHARD, *Communication for Second Language Students*. B.A., Adelphi University; M.A., S.U.N.Y. at Albany.
- ASAL, KAREM, *Mathematics*. B.S.E., M.S.E., Arkansas State University; Ed.D., University of Mississippi.
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- AURAND, ALVIN D., *Engineering*. B.S., Michigan State University. M.S., Florida State University.
- BAHL, FILIPPA, *Nursing*. B.S.N., St. Louis University.
- BAILEY, JOHN M., *Department Chairman, Food Services, Central Campus*. B.S., M.S., Florida International University.
- BAILEY, WILLIAM G., *Physical Science*. B.S. Trenton State Teachers College; M.Ed., University of Georgia.
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- BIELEN, ALAN V., *Vice President for Business Affairs*. B.A., Rutgers University; M.Ed., Ed.D., University of Florida.
- BLACK, MALCOLM, *Musical*. B.M.E., Jackson College; M.M.E., University of Wisconsin; Ed.D., Nova University.
- BOCCHINO, IRMGARD, *Speech*. B.A., Florida Atlantic University; M.A., University of South Florida.
- BOCKSTEGE, BEN JR., *Mathematics*. B.S., Indiana University; M.S., Northern Illinois University; Ed.D., Nova University.
- BODICK, SUSANNE, *Radiologic Technology*. R.T., Geisinger Medical Center.
- BOMWELL, LEONARD, *Business Administration*. B.S., M.B.A., Fairleigh Dickinson University.
- BOVA, KATHLEEN A., *Nursing*. B.S., St. Joseph College, M.S.N., Catholic University.
- BRADY, ELIZABETH, *Behavioral Science*. B.S.W., Florida International University; M.S.W., Barry College.
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- BRITT, JOHN H., *Department Chairman, Radiologic Technology, Central Campus*. B.S., Pembroke State University, M.E.D., Boston State College.
- BROCK, JAMES J., *Data Processing*. B.S., Lincoln Memorial University; M.Ed., University of North Carolina; Ed.D., Nova University.
- BROCK, JOAN E., *Business Administration*. B.S., Tennessee Polytechnic Institute; M.S., University of Tennessee.
- BROWN, FRANCES, *Library*. B.A., M.Ed., University of Florida.
- BROWN, HILDRED R., *Nursing*. B.S.N., Hampton Institute of Virginia; M.A., Jersey City State College.
- BROWN, JOHN H., *Engineering Technology, Professional Engineer*. B.S.M.E., Pennsylvania State University; M.B.A., New York Institute of Technology.
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- DRAKE, GRADY W., *Director of Libraries*. B.A., University of Florida; B.S., in L.S., Columbia University.
- DREIZEN, LAVERNE H., *Medical Assisting Technology*. B.S., Mount Saint Mary College; M.T., Jackson Memorial Hospital-Medical Technology; M.Ed., Florida Atlantic University.
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- DURKIS, JOAN M., *Nursing*. B.S.N., State University of New York; M.Ed., Ed.S., Florida Atlantic University.
- EDELSTEIN, SUSAN, *Physical Therapy*. B.S., S.U.N.Y. at Stony Brook.
- EDWARDS, ERNESTINE, *Social Science*. B.A., Spellman College; M.S., Nova University.
- EDWARDS, WILLIAM, *Music*. B.M., Richmond Professional Institute; M.M., Ph.D., Indiana University.
- ELAM, JERRY W., *Journalism*. B.A., M.A., Western Kentucky University.
- ELIOT, C. STEVENS, *Department Chairman, Art, Central Campus*. B.A., University of West Virginia; B.F.A., Yale University; M.F.A., Mayland Institute.
- ELLIS, LAWRENCE, *Librarian*. B.A., Florida Atlantic University; M.A., Florida State University.
- ELLIS, M. J., *Data Processing Technology*. B.S., Tennessee Polytechnic Institute; M.Ed., University of Miami.
- ENGLISH, BERNADINE, *Psychology*. B.A., M.A., University of Florida.
- ERICKSON, JANE, *Physical Education*. B.S., Slippery Rock State College; M.Ed., University of Pittsburgh.
- ESCO, MARJORIE B., *Speech*. B.A., M.A., University of Alabama.
- EVERETT, EUNICE F., *Mathematics*. B.S., M.S., Florida State University; Ed.D., Florida Atlantic University.
- EVERETT, ROGER, *Department Chairman, Central Campus, Engineering Technology*. B.E.E., Georgia Tech; M.S., Purdue University.
- EVERTZ, BARBARA, *History*. B.A., M.A.T., Florida Atlantic University.
- FAZZINI, RUDOLPH V., *Reading*. B.A., Salem College; M.S., Barry College.
- FIELDS, ALBERT, *Director of Internal Auditing*. B.S.B.A., Boston University.
- FINDLEY, CAROL J., *Student Development*. B.S., M.A., Indiana State University; Ed.S., Butler University; Ed.D., Nova University.
- FISHE, PATRICIA, *Nursing*. Diploma, University of Tennessee; B.A., Florida Atlantic University; M.S., Barry College; Ed.D., Nova University.
- FOSS, ARTHUR H., *Mathematics*. B.A., M.A., Boston University.
- FREEMAN, ROY E., *Assistant to Executive Vice President for Information Systems*. B.B.A., M.B.A., Florida Atlantic University.
- FRITZE, BERNARD, *Biology*. B.S.Ed., M.S., Kansas State Teachers College.
- FROCK, TERRI, *Nursing*. B.S.N., University of Miami; M.S.N., University of Miami.
- FURLOW, RICHARD H., *Director of Staff and Program Development*. B.A., M.A., Indiana University.
- GALLAGHER, GRACE, *Nursing*. B.S., M.A., Columbia University.



- GASKINS, ROSA M., *Library*. B.S., Florida Memorial College; M.L.S., Florida State University.
- GIARDINO, ANTHONY, *Director, College Services*.
- GIFFORD, WILBUR S., *Physical Education*. B.S.P.E., M.P.H., University of Florida.
- GILSON, CASEY, *English*. B.A., M.A., Temple University.
- GNAGE, DAVID C., *Registrar*. B.S., M.S., State University of New York at Brockport; M.B.A., State University of New York at Buffalo.
- GOMEZ, ALFREDO, *Data Processing*. B.E.E., Cornell; M.B.A., Florida Atlantic University.
- GOODWIN, RICHARD H., *Department Chairman, Marketing/Management, Central Campus*. B.A., University of North Carolina; M.B.A., University of Miami.
- GROVER, M. RAY, *Student Development*. B.S., Union College; M.A., Eastern Kentucky University.
- GRADY, DONNA K., *Division Director (Community Services), North Campus*. M.B.A., University of Chicago.
- GRANDE, LUKE M., *English*. B.A., St. Mary's College; M.A., Loyola University; Ph.D., St. Louis University.
- GRASSO, MARY ELLEN, *Division Chairman, English/Journalism, Central Campus*. B.A., Westminster College; M.A., University of Pittsburgh; Ed.D., Nova University.
- GREEN, THOMAS L., *Geography*. B.S., M.A., University of Florida; M.A., University of Miami.
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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:

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## GLOSSARY

### Definitions of Terms

**A.A.**—Associate in Arts degree (See description under "VI Programs of Study")  
**A.S.**—Associate in Science degree (See description under "VI Programs of Study")  
**Academic Average**—Total of grades on all college courses attempted, exclusive of repeats.

**Accreditation**—Certification that the college has met established standards and is nationally recognized by the regional accrediting association.  
**Activity Hour**—A non-class time set aside in the early afternoon for student activities and various presentations.



**Academic Suspension**—Student must leave college for one major term when a student reaches minus 20 quality points below a "C" average or does not complete 50% of the total hours attempted for any two consecutive terms. However, no student maintaining a 2.0 average will be suspended.

**Advanced Placement**—Earning of college credits prior to enrollment at the Community College by passing certain examinations, as those by the College Entrance Examination Board.

**Articulation Agreement**—Agreement between Florida's public junior/community colleges and universities assuring junior-level status to students who complete general education and graduation requirements in university parallel programs in community colleges.

**Audit**—Regular credit courses taken for non-credit.

**Cancelled Class**—Insufficient number of students enrolled or other reasons for not holding class.

**Career Programs**—Two-year Associate in Science Degree programs with courses designed to prepare the student for a specialized occupation.

**Class Period**—Normally a clock hour per week per credit hour carried.

**Closed Class**—Class that has been filled to capacity or needs special permission to enter.

**College Level Examination Program**—CLEP is credit by examination by College Entrance Examination Board tests in specified subjects, with such credit applicable toward a degree.

**Continuing Education**—A variety of subjects offered at numerous locations to members of the community in short, non-credit courses, with nominal expense to the student.

**Corequisite**—A course required to be taken at the same time as another course.

**Credit By Examination**—College credit in specified subjects granted by successful completion of local or national tests.

**Credit Hour**—A semester hour of credit usually equal to the number of hours per week the class meets per term. There are a number of exceptions.

**Dismissal**—An academic status lasting twelve months that prohibits the student from attending. This status occurs when a student has returned from suspension and has failed to maintain an academic average of "C" or higher.

**Dual Enrollment**—A student enrolled at two educational institutions concurrently.

**Early Admission**—By special approval high school seniors may enroll in college classes for credit prior to their high school graduation, with the credits later applicable toward a college degree.

**Fee**—A non-refundable financial charge for services rendered, as for admission, laboratory, special tests and graduation.

**Full-Time Student**—Enrollment for twelve (12) or more semester hours in Term I and II or six (6) or more semester hours in Term IIIA or IIIB.

**General Education**—Thirty-six (36) semester hours of basic liberal arts courses required as foundation in the university parallel Associate in Arts Degree programs.

**Grade**—Alphabetical measure of academic success ranging from superior to failure.

**Grade Point**—The value ranging from 4 to 0 for grades "A" to "F" for all courses attempted, used in determining an academic average.

**Grade Point Average (GPA)**—Dividing total quality points earned by total semester hours attempted, resulting in a decimal figure ranging from 4.00 downward.

**Graduation Evaluation**—Every student is required to have a graduation evaluation one term prior to graduation. A graduation evaluation is done by the counseling office to assure that all of the requirements have been filled. Students are responsible for making the arrangements to have them done.

**Grant**—Funds awarded for college expenses to qualified students in financial need.

**HPRD**—Health, Physical Education, Recreation, and Dance.

**Independent Study**—Capable students may acquire course credit at their own rate through non-classroom student-faculty interaction.

**Non-Credit**—A course for which no college credit can be granted.

**Open College**—Department name where courses are offered by TV, Radio, Newspaper and independent study.

**Part-Time Student**—Enrollment for less than twelve (12) semester hours in Term I or II or for less than six (6) semester hours in Term IIIA or IIIB.

**Prerequisite**—A course that must be satisfactorily completed before taking the next higher level related course.

**Probation**—A status under which a student attends the college with a less than satisfactory academic overall average.

**Project Ahead**—Army Help for Education and Development by which U.S. Army personnel are provided admission, counseling and credit repository to continue their education, even at several institutions.

**Provisional Student**—One seeking a degree who has not met all the necessary requirements of admission.

**Quality Points**—The value obtained by multiplying the grade point by the number of semester hours.

**Quarter Hour**—Two-thirds of a semester hour.

**Residency**—To qualify for in-state tuition a student must sign a notarized statement as to having resided in the state of Florida twelve (12) calendar months prior to the start of classes.

**Scholarships**—Financial assistance via tuition and fee payment granted by donors to certain qualified recipients, usually for some specified purpose.

**Semester**—Half of a normal school year, the usual college year has two semesters, fall and spring, usually 16 weeks in length.

**Semester Hour**—"See credit hour."

**Special Services**—Support, counseling, testing, tutoring and other services provided to students qualified due to educational, economic, cultural, language or physical disadvantage under a federally funded program.

**Special Student**—Student who does not have a high school diploma or GED.

**Student Activities**—Various projects, endeavors, contests, and functions of an extra-curricular nature en-

gaged in by students under college sanction.

**Student Classification**—As to full-time or part-time, regular or special, freshman or sophomore, audit or credit, career or university parallel, etc.

**Student I.D.**—The most commonly used form of identification is the "Fee Card," which is the receipt received when paying for classes.

**Student Load**—Number of semester hours carried each term.

**Study Hours**—Normally a minimum of two hours of study is required for each hour the class meets.

**Summer Term**—The summer term is divided into terms IIIA and IIIB, which are approximately 6 weeks in length.

**Suspension**—A status, lasting one term, which prohibits the student from attending. This status occurs when a student's academic average is twenty (20) quality points below a "C" average.

**TBA**—To Be Arranged.

**Transcript**—Official record in Registrar's Office of all college courses taken by the student.

**Transfer Student**—One who comes from or goes to another educational institution for academic pursuit.

**Transient Student**—One taking one or a few classes at one educational institution to complete degree requirements and major course work at another institution.

**Tuition**—Financial charge for each credit hour of instruction.

**University Parallel**—Courses of study leading to Associate in Arts and advanced degrees requiring general education and usually certain pre-professional subjects.

**Withdrawal**—Removal from a class and/or college via completion of proper forms in the Registrar's Office.



# INDEX

Academic Advisement .....	17	Aviation Administration, AS degree program ....	95
Academic Honors .....	25	Courses .....	125
Academic Load .....	23	Aviation Programs .....	95
Academic Personnel .....	179	Courses .....	126
Academic Regulations .....	23	Aviation Maintenance Technology	
Acceleration Mechanism .....	23	AS degree .....	97
Accounting:		Banking, AS degree program .....	66
*AA degree		Courses .....	128
AS degree program .....	66	Basic Opportunity Grant (See Pell Grant) .....	18
Certificate .....	80	Biological Science, Department of .....	111
Courses .....	121	*Biology, AA degree program	
Accreditation .....	12	Courses .....	129
Adding, dropping or changing schedule .....	23	Board of Directors, Foundation .....	185
Administration .....	175	Board of Trustees .....	174
Administrative Boards .....	174	District .....	174
*Administrative Systems AA Degree Program		Honorary .....	185
Admissions: .....	13	Bookstore .....	21
Procedures .....	13	*Building Construction, AA degree program .....	102
Requirements .....	13	Certificate Program .....	103
Allied Health Technology Students .....	15	Courses .....	130
Dual Enrollment .....	14	*Business Administration, AA degree program ...	64
Early Admission .....	15	AS degree .....	66
International Students .....	16	Business Administration, Division of .....	63
Transfer Students .....	15	*Business Education, AA degree program	
Transient Students .....	15	Business Law Courses .....	131
Under Special Conditions .....	14	Business Math Courses .....	159
Advanced Placement .....	24	Cancellation of Previous Unsatisfactory	
Advisement .....	17	Record .....	24
AIB Certificates .....	66	Career Pilot, AS degree program .....	98
Airline Careers, AS degree program .....	74	Career Planning Courses .....	115
Allied Health Technology Division .....	43	Career Planning & Placement Services .....	18
Air Traffic Controller, AS degree program .....	96	Central Campus Administration .....	175
Allied Health Continuing Education Courses ....	131	Certificate Programs, Curricula offered .....	80
Allied Health Technology Students, Admission		*Chemistry, AA degree program	
Procedure .....	43	Courses .....	131
Alumni .....	30	*Child Development in Home Economics,	
American Institute of Banking .....	66	AA degree program	
*Anthropology, AA degree program		Chinese (See Modern Foreign Language	
Courses .....	122	Courses)	
Applied Music, Individual Instruction .....	110	*Chiropractic, AA degree program	
Arabic (See Modern Foreign Language		*Civil Engineering, AA degree program	
Courses)		Civil Engineering, AS degree program .....	99
*Architecture, AA degree program .....	98	Courses .....	130
Architecture Technology, AS degree program ...	99	Class Attendance .....	24
Courses .....	122	Classification of Students .....	23
*Art, AA degree program		CLEP test .....	24
Art, Department of .....	106	Clerical-Typist Certificate Program .....	81
Courses .....	123	Clubs, Organizations, and Programs .....	30
Associate in Arts Degree, Curricula offered .....	37	College Administration .....	175
Associate in Arts (What is it?) .....	37	College Calendar .....	5
Associate in Arts Degree Requirement .....	38	College Level Academic Skills Project	
Associate in General Studies .....	42	(CLASP) .....	36
Associate in Science, Curricula offered .....	40	College Level Academic Skills Test (CLAST) ...	36
*Astronomy, AA degree program		Commercial Art, AS degree program .....	107
Courses .....	124	Common Course Numbering System .....	116
Athletics .....	29	Communications, Division of .....	84
Audit .....	25	Community Services .....	42
Automotive Technology, AS degree program ....	94	*Computer System/Science, AA degree program	
Courses .....	124	(also see index under "Data Processing") .....	64

Conduct .....	23	*Education, Elementary, Secondary, AA degree program .....	136
Consortium, Library Privileges .....	27	Courses .....	103
Continuing Education, Allied Health .....	44	Electronic Engineering Technology, AS degree program .....	104
Contracting and Civil Engineering Technology, AS degree program .....	99	Certificate .....	136
Courses .....	130	Courses .....	175
Cooperative Education, Program .....	114	Emergency Calls .....	175
Courses .....	132	Emergency Medical Technology, AS degree program .....	49
Corrections, AA degree program .....	86	Courses .....	137
AS degree program .....	87	*Engineering, AA degree program Courses .....	139
Certificate .....	88	Engineering Technology, Division of .....	93
Courses .....	132	Engineering Technology Curriculum Requirements .....	93
Correspondence and Extension Courses .....	24	*English AA degree program English, Department of .....	84
Counseling .....	18	Courses .....	139
Course Descriptions .....	118	Honors Program .....	84
Court and Conference Reporting, AS degree program .....	78	English as a Second Language (ESC) See Modern Foreign Language and ESC Courses .....	13
Credit, Unit of .....	23	Entrance Requirements .....	15
Credit for Experience in Technical Areas .....	24	Allied Health Students .....	14
Crime Scene Technology, AS degree program ...	87	Dual Enlistment Students .....	13
Criminal Justice, Department of .....	86	Early Admission Students .....	16
Criminal Justice, Institute .....	86	International Students .....	15
Criminal Justice, AA degree .....	86	Transfer Students .....	36
Criminal Justice, AS degree program .....	87	Essential Academic Skills .....	12
Courses .....	132	Equal Opportunity Employment Policy .....	24
Cultural Programs .....	31	Examinations & Tests .....	24
Curricula Offered, Associate in Arts degree program .....	37	Experiential Learning .....	179
Curricula Offered, Associate in Science degree program .....	40	Faculty .....	75
Curricula Offered, Certificate Programs .....	80	Fashion Marketing, AS degree program .....	140
Dance Courses .....	142	*AA degree program Courses .....	32
Data Processing Technology .....	70	Fees .....	9
*Data Processing, AA degree program Computer Science .....	64	Final Exam Schedule .....	141
AS degree program .....	64	Finance Courses .....	18
Business Option .....	70	Financial Aid .....	31
Engineering-Scientific Option .....	70	Fine Arts & Cultural Programs .....	91
Courses .....	133	Fire Science, AS degree program .....	92
Degree Requirements (For technical education, see particular program)		Courses .....	141
*Dental, AA degree program Dental Assisting, AS degree program .....	45	Florida Statewide Course Numbering System ...	116
Certificate .....	44	*Food and Nutrition, AA degree program Food and Nutrition, AS degree program .....	72
Courses .....	133	Food Services .....	28
Diagnostic Medical Sonography Courses .....	134	Food Service Certificate Program .....	81
Certificate .....	46	Courses .....	146
Dietetic Technician, AS degree program .....	47	*Foreign Language, AA degree program Foreign Language, Department of .....	85
Management Option .....	48	Foreign Students (See International Students) Foreign Studies .....	115
Nutrition Option .....	47	*Forestry, Forest Products Technology, Forest & Wildlife AA, degree program Foundation .....	186
Courses .....	135	Fraternities and Sororities .....	30
Directory of Academic Personnel .....	176	French (See Modern Foreign Language Courses)	
Distinguished Service Award .....	185	General Business, AS degree program .....	66
Directory of Correspondence .....	174		
*Drama, AA degree program Courses .....	171		
Dropping, Adding or Changing Schedule .....	23		
Dual Enrollment .....	14		
Early Admission .....	15		
Economics, Courses .....	136		
Education Opportunity Grants .....	18		



General Business Courses .....	142	*Latin American Studies, AA degree program	
Geography, Courses .....	142	*Law Enforcement, AA degree program .....	86
*Geology, AA degree program		Learning Resources .....	27
Courses .....	142	Library .....	27
German (See Modern Foreign Language		Loans .....	19
Courses)		Management, AS degree program .....	69
Glossary .....	187	Courses .....	150
Gordon Rule .....	36	*Marketing, AA & AS degree	
Grades and Records Policy .....	24	program .....	74
Graduation and Degree Requirements .....	26	Courses .....	151
Grants and Scholarships .....	18	Marketing Management, AS degree .....	75
Handicapped Affairs Program .....	29	Courses .....	151
Health Courses .....	142	Material Management, AS degree .....	70
Health, Physical Education, Recreation,		Mathematics and Science Division .....	111
and Dance Division of .....	105	*Mathematics, AA degree program	
*Health, Physical Education, Recreation,		Courses .....	151
and Dance AA degree program		*Medical, AA degree program	
Courses .....	142	Medical Assisting Technology, AS degree	
Health Services .....	28	program .....	51
Hebrew (See Modern Foreign Language		Certificate .....	52
Courses)		Courses .....	153
History of College .....	11	Medical Laboratory, AS degree program .....	53
*History, AA degree program,		Courses .....	154
Courses .....	144	*Medical Technology, AA degree program	
Home Furnishing, Marketing, AS degree		Modern Foreign Language, Department of .....	85
program .....	75	Courses .....	154
Courses .....	145	Music, Department of .....	108
Honors at Graduation .....	26	*Music, AA degree program	
Honors Courses .....	145	Music Education, AA degree program	
Honors Program .....	21	*see program sheets	
Horticulture (see Landscape Technology)		Music, Programs .....	108
Hotel Restaurant-Institution/Administration		Activities .....	108, 109
AS degree program .....	72, 73	Courses .....	157
Courses .....	146	North Campus Administration .....	175
*Housing and Interior Design, AA degree program		*Nursing, AA degree program	
*Human Services, AA degree program		AS degree program .....	56
Human Services AS degree program .....	113	Nursing, Continuing Education	
Humanities Division .....	106	Courses .....	158
General Education (University Parallel		*Nutrition, AA degree program	
Requirements) .....	37	AS degree program, *see Dietetic Technology	
Courses .....	142	Courses (See Dietetic Technology Courses)	
Income Tax Preparation, Certificate Program ...	80	*Oceanography, AA degree program	
Insurance, AS degree program .....	68	*Occupational Therapy AA degree program	
General Insurance, AS degree program .....	67	Office Careers .....	76, 77
Insurance Careers Program, AS degree		*Secretarial Science, AA degree program	
program .....	68	Office Careers, AS degree program .....	76
Courses .....	147	Option #1 Administrative Assistant .....	76
International/Intercultural Education .....	27	Option #2 Legal Secretary .....	76
Interest Clubs .....	30	Option #3 Medical Secretary .....	76
*Interior Design, AA degree program		Option #4 Office Specialist .....	77
Interior Design, AS degree program .....	107	Option #5 Airline Specialist .....	76
Courses (See Art)		Option #6 Information/Word Processing ..	77
International Students .....	16	Courses .....	159
Intramural Sports Program .....	29	Open College .....	21
Italian (See Modern Foreign Language Courses)		*Optometry, AA degree program	
Japanese (See Modern Foreign Language		Orientation .....	21
Courses)		Overseas Study Program .....	115
*Journalism, AA degree program		Pell Grant .....	18
Journalism and Publication, Department of .....	85	Pest Control Technology, AS degree program ...	101
Courses .....	148	Courses .....	162
Landscape Technology, AS degree program .....	102		
Courses .....	149		
Language, Department of Modern Foreign .....	85		

*Pharmacy, AA degree program		Scholarship Donors .....	186
Pharmacology, Courses .....	163	Scholastic Honorary Groups .....	30
Philosophy, Courses .....	163	Scholastic Standards .....	25
Philosophy of the College .....	11	Science, Department of .....	111
*Physical Education, AA degree program		Secretarial Certificate Programs .....	82
Courses .....	142	Service Clubs .....	30
Physical Science, Department of .....	112	Sites and Buildings .....	12
Courses .....	163	Social Science, Division of .....	113
Physical Therapist Assistant, AS degree		*Social Welfare, AA degree program	
program .....	57	*Sociology, AA degree program	
Courses .....	163	Courses .....	160
*Physical Therapy, AA degree program		South Campus Administration .....	175
sheets		Southeast Florida Education Consortium .....	31
*Physics, AA degree program		Spanish—(See Modern Foreign Language	
Courses .....	164	Courses)	
Placement and Career Planning Services .....	18	Special Programs .....	114
Placement Testing .....	17	Special Services .....	115
Police Science, Certificate program .....	88	Speech, Department of .....	86
Courses .....	164	Courses .....	170
*Political Science, AA degree program		*Speech Pathology-Audiology, AA degree	
Courses .....	164	program	
Portuguese (See Modern Foreign Language		Special Services Courses .....	115
Courses)		Special Student .....	15
Preschool and Day Care Center, Certificate .....	114	Sports, Athletics .....	29
Professional and Academic Groups .....	30	State Board of Education .....	174
Program sheets		State Community College Board .....	174
Professional Secretary Certificate Program .....	83	Statistics, Courses .....	171
*Psychology, AA degree program		Student Activities .....	29
Courses .....	164	Student Employment Program .....	18
Purchasing Management, AS degree program ...	70	Student Fees .....	32
Courses .....	165	Student From Unaccredited High School .....	15
Purposes of the College .....	12	Student Publications .....	31
Radiation Therapy, AS degree program .....	58, 60	Student Work-Study .....	18
Certificate .....	59	Table of Contents .....	1
Courses .....	166	Technical Education Programs Offered .....	37
*Radio-Television, AA degree program		Technical Education, Division of	
Radiologic Science, AS degree program .....	58	Allied Health Technology .....	43
Radiologic Science Special Degree Program .....	59	Business Administration .....	63
Courses .....	166	Criminal Justice .....	86
Reading Communications, Department of .....	85	Engineering Technology .....	95
Courses .....	167	Term Combination .....	24
Real Estate, AS degree program .....	67	Term System .....	23
Courses .....	167	Theater, Department of .....	107
Records and Grade Policy .....	24	Courses .....	171
*Recreation, AA degree program		*Tourism Industries Administration, AA degree	
Courses .....	142	program	
Refund Policies .....	23	AS degree program .....	74
Registration .....	17	Courses .....	172
*Religion, AA degree program		Transportation and Traffic Management	
Courses .....	168	AS degree program .....	67
Religious Clubs .....	30	Courses .....	172
Repetition of Courses .....	25	Transcripts .....	26
Requirements of Associate in Arts Degree .....	37	Transfer Students .....	15
Requirements of Associate in General Studies ..	42	Transportation .....	29
Respiratory Therapy Technology, AS degree		Transportation Technology Department .....	93
program .....	61	(also see "Aviation Programs")	
Courses .....	168	Ultrasound Certificate Program (see Diagnostic	
Restaurant and Food Service Administration,		Medical Sonography) .....	46
AS degree program .....	73	Courses .....	134
Russian (See Modern Foreign Language		Unit of Credit .....	23
Courses)		University Parallel Degree Requirements .....	37
Schedule Changes .....	23	University Parallel Programs Offered .....	37
Scholarships .....	19	Unsatisfactory Record Cancellation Policy .....	24



Veteran Student .....	21	Work-Study Programs .....	18
*Veterinary Medicine, AA degree program		Zoology Courses .....	129
Where to go for Help .....	8		
Withdrawals .....	23, 24, 35		
Women's Center .....	21	*See program sheets available in Campus Counseling Office.	

**PLEASE COMPLETE  
AND SUBMIT  
WITH APPLICATION**



# PLEASE SUBMIT WITH COMPLETED APPLICATION

Instructions: Select the five most important goals from the list below with # 1 the highest and # 5 the lowest.

## STUDENT GOALS INVENTORY

Name: \_\_\_\_\_

Social Security Number \_\_\_\_\_

Enrollment Status: ☐ part-time  
☐ full-time

Employed: ☐ part-time  
☐ full-time

Major: \_\_\_\_\_

Date: \_\_\_\_\_

### A. My goals with regard to CAREER DEVELOPMENT are:

1. ☐ To determine a career goal
2. ☐ To prepare for an immediate entry level occupation
3. ☐ To meet the employment requirements of a specific job
4. ☐ To discover my career potentialities and competencies
5. ☐ To develop management/leadership skills
6. ☐ To earn an Associate in Science Degree (to get a job)
7. ☐ To earn an Associate in General Science Degree
8. ☐ To earn a Planned Occupational Certificate
9. ☐ To earn an Associate in Arts Degree (to transfer to another college)
10. ☐ To take courses to retain my present job
11. ☐ To take courses in order to get a promotion
12. ☐ To prepare myself to change occupations
13. ☐ To prepare for local, state, national board exams
14. ☐ To take courses to keep current in my field
15. ☐ Others

### B. My goals with regard to PERSONAL DEVELOPMENT are:

1. ☐ To explore my talents, skills, abilities and potentials in these areas in order to determine my goals
2. ☐ To successfully undergo a transitional period in my life
3. ☐ To assist in my personal adjustment
4. ☐ To understand myself better
5. ☐ To develop my self worth and confidence
6. ☐ To meet my physical needs
7. ☐ To focus on my personal growth
8. ☐ To clarify my values
9. ☐ To develop personal strengths
10. ☐ To explore/understand my feelings, thoughts and behaviors
11. ☐ To explore my attitudes toward marriage, parenthood, and/or divorce
12. ☐ To aid in my adjustment to a changed style of living (retirement, changes in employment or marital status, prison release, etc.)
13. ☐ To learn more about my health
14. ☐ To postpone the time when I will have to become financially independent
15. ☐ To focus on my independence
16. ☐ Others

### C. My goals with regard to SOCIAL DEVELOPMENT are:

1. ☐ To become active in the organizational life of the college
2. ☐ To take an active leadership role
3. ☐ To enhance my abilities in social interaction
4. ☐ To learn more about team work, cooperation and group skills
5. ☐ To interact with people of various ages and backgrounds
6. ☐ To participate in the athletic/recreational program
7. ☐ To exercise my social responsibility
8. ☐ To develop a social awareness
9. ☐ To obtain the education that's expected of me
10. ☐ To develop an understanding of other ethnic and social groups
11. ☐ Others

### D. My goals with regard to ACADEMIC DEVELOPMENT are:

1. ☐ To upgrade my basic academic skills (reading, writing, study and/or mathematics)
2. ☐ To further develop my communication skills (oral, written and/or non-verbal)
3. ☐ To develop my ability for critical thinking
4. ☐ To upgrade my grade point average (or entry or reentry to a university)
5. ☐ To prepare for transfer to an upper division university
6. ☐ To learn more about my field of interest
7. ☐ To pursue an area out of intellectual curiosity
8. ☐ To strive for academic recognition (honors, grades)
9. ☐ Others

### E. My goals with regard to CULTURAL DEVELOPMENT are:


1. ☐ To pursue my avocational interests
2. ☐ To develop cultural and aesthetic appreciation
3. ☐ To develop artistic, dramatic and/or musical talents
4. ☐ To develop skills/interests for my leisure time
5. ☐ Others


### F. My goals with regard to COMMUNITY DEVELOPMENT are:

1. ☐ To learn more about shaping/changing the environment
2. ☐ To develop the skills to become involved with the community
3. ☐ To learn about community problem solving
4. ☐ To prepare myself for volunteer community service
5. ☐ To learn about the "system" — living with, coping and changing it
6. ☐ To develop community leadership skills
7. ☐ Others

RETURNING BCC STUDENT  
LAST TERM \_\_\_\_\_ YR \_\_\_\_\_

Name if different than in previous enrollment.  
PREVIOUSLY: ☐ Credit, ☐ Audit, or ☐ Non-credit

**BROWARD COMMUNITY COLLEGE**  
225 East Las Olas Boulevard  
Fort Lauderdale, Florida 33301  
(Mailing Address)



761-7465

CRT OPERATOR	TERM
DATE	
RECEIPT NO.	AMOUNT

**CIRCLED NUMBERS MUST BE COMPLETED BEFORE APPLICATION WILL BE PROCESSED.**

PLEASE TYPE OR PRINT IN INK/BE SURE TO COMPLETE BOTH SIDES OF APPLICATION/NEW BCC STUDENTS AND PREVIOUS NON-CREDIT AND AUDIT STUDENTS "TAKING CREDIT CLASSES" SUBMIT A \$10.00 (Check or Money Order) NON-REFUNDABLE APPLICATION FEE WITH THIS APPLICATION/THE \$10.00 APPLICATION FEE IS REQUIRED ONLY WITH YOUR FIRST APPLICATION.

### Personal Information

**1** SOCIAL SECURITY NO. \_\_\_\_\_

**2** ☐ Male ☐ Female

**3** BIRTH DATE \_\_\_\_\_ Month/Day/Year

**4** LEGAL NAME Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden \_\_\_\_\_

**5** COUNTRY OF CITIZENSHIP \_\_\_\_\_ State/Country

**6** ADDRESS Street \_\_\_\_\_

**7** HOME PHONE \_\_\_\_\_

**8** RACE (This information is needed for reporting to H.E.W.)

☐ American Indian ☐ Black (not of Hispanic origin) ☐ Cuban National (Hispanic) ☐ Hispanic ☐ Asian or Pacific Islander ☐ Caucasian/White (not of Hispanic origin)

**9** Language spoken in the home other than English \_\_\_\_\_

**10** BUSINESS PHONE \_\_\_\_\_

**11** EMERGENCY PHONE \_\_\_\_\_

Students and Visitors must submit the "International Student Requirements" form before consideration for admission can be made. Contact the Admissions Office at 761-7465.

**FOR OFFICE USE ONLY**

Resident Immigrant Aliens must have their Alien Registration Card verified by College personnel or the student will be considered an International Student.

I.D. No. \_\_\_\_\_ BCC Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

### Educational Background

**COLLEGES OR UNIVERSITIES ATTENDED: NOTE - DEGREE SEEKING STUDENTS:**  
Transcripts from all institutions are required. Failure to submit transcripts may jeopardize future registration at BCC.

If BCC is your first college, your high school transcript reflecting the graduation date should be submitted during the term you plan to attend.

**HIGH SCHOOL ATTENDED** Name of School \_\_\_\_\_

**OR SOURCE OF GED** City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Month/Year Graduated or Completed GED \_\_\_\_\_

**1** ☐ GRADUATED **1A** ☐ Anticipated Date of Graduation \_\_\_\_\_

**2** ☐ COMPLETED GED \_\_\_\_\_

**3** ☐ RECEIVED CERTIFICATE OF ATTENDANCE \_\_\_\_\_

**4** ☐ NONE OF THE ABOVE **6** ☐ Early Admissions\* ☐ Dual Enrollment\*

\*See H.S. Guidance Counselor

**1.** Name \_\_\_\_\_ Degree Received \_\_\_\_\_

Dates Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**2.** Name \_\_\_\_\_ Degree Received \_\_\_\_\_

Dates Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**12** College Status (CHECK ONE ONLY)

☐ BCC IS MY FIRST COLLEGE ☐ OR \_\_\_\_\_

**13** Admissions Basis (CHECK ONE ONLY)

I AM A: \_\_\_\_\_



RETURNING BCC STUDENT  
LAST TERM \_\_\_\_\_ YR \_\_\_\_\_

Name if different than in previous enrollment.  
PREVIOUSLY ☐ Credit, ☐ Audit, or ☐ Non-credit

APPLICATION  
BROWARD COMMUNITY COLLEGE

225 East Las Olas Boulevard  
Fort Lauderdale, Florida 33301  
(Mailing Address)  
761-7465

CRT OPERATOR	TERM
DATE	
RECEIPT NO	AMOUNT

CIRCLED NUMBERS MUST BE COMPLETED BEFORE APPLICATION WILL BE PROCESSED.  
PLEASE TYPE OR PRINT IN INK/BE SURE TO COMPLETE BOTH SIDES OF APPLICATION/NEW BCC STUDENTS AND PREVIOUS  
NON-CREDIT AND AUDIT STUDENTS "TAKING CREDIT CLASSES" SUBMIT A \$10.00 (Check or Money Order) NON-REFUNDABLE  
APPLICATION FEE WITH THIS APPLICATION/THE \$10.00 APPLICATION FEE IS REQUIRED ONLY WITH YOUR FIRST APPLICATION.

Personal Information

1 SOCIAL SECURITY NO _____	2 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female	3 BIRTH DATE _____ Month/Day/Year
4 LEGAL NAME _____ Last First Middle Maiden	5 BIRTHPLACE _____ State/Country	6 COUNTRY OF CITIZENSHIP _____
6 ADDRESS _____ Street	7 HOME PHONE _____	BUSINESS PHONE _____
City _____ County _____ State _____ Zip _____	EMERGENCY PHONE _____	
8 RACE (This information is needed for reporting to H.E.W.) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black (not of Hispanic origin) <input type="checkbox"/> Cuban National (Hispanic) <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Caucasian/White (not of Hispanic origin)		
9 Language spoken in the home other than English _____		

10 **NON US CITIZENS ONLY**  
☐ Student ☐ Resident Immigrant Alien  
☐ Visitor ☐ Vietnamese Refugee  
☐ Cuban Refugee ☐ Haitian Refugee

Students and Visitors must submit the "International Student Requirements" form before consideration for admission can be made. Contact the Admissions Office at 761-7465.  
**FOR OFFICE USE ONLY**  
Resident Immigrant Aliens must have their Alien Registration Card verified by College personnel or the student will be considered an International Student.  
I.O. No. \_\_\_\_\_ BCC Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

Educational Background

If BCC is your first college, your high school transcript reflecting the graduation date should be submitted during the term you plan to attend.  
HIGH SCHOOL ATTENDED OR SOURCE OF GED \_\_\_\_\_  
Name of School \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_  
Month/Year Graduated or Completed GED \_\_\_\_\_  
1 ☐ GRADUATED 1A ☐ Anticipated Date of Graduation  
2 ☐ COMPLETED GED  
3 ☐ RECEIVED CERTIFICATE OF ATTENDANCE  
4 ☐ NONE OF THE ABOVE 6 ☐ Early Admissions\*  
5 ☐ Dual Enrollment\* \*See H.S. Guidance Counselor

COLLEGES OR UNIVERSITIES ATTENDED: NOTE - DEGREE SEEKING STUDENTS:  
Transcripts from all institutions are required. Failure to submit transcripts may jeopardize future registration at BCC.

1. Name _____ Degree Received _____
Dates Attended _____ City _____ State _____
2. Name _____ Degree Received _____
Dates Attended _____ City _____ State _____

12 College Status (CHECK ONE ONLY)

☐ BCC IS MY FIRST COLLEGE - OR -  
I HAVE ATTENDED ANOTHER COLLEGE AND I AM:  
☐ Eligible to return ☐ On Probation, but eligible to return.  
☐ On Suspension Mo. \_\_\_\_\_ Yr \_\_\_\_\_

RETURNING BCC STUDENTS CHECK BOX NO. 1 IN ITEM 13.

13 Admissions Basis (CHECK ONE ONLY)

I AM A:  
☐ Returning BCC Student ☐ Applied to BCC but did not take classes  
Must complete information in top left corner ☐ Transient Student - Taking courses at BCC only 1 term.  
☐ New BCC Student  
I AM A TRANSFER STUDENT FROM AN:  
☐ Institute 4 yr. College ☐ Out-of-state 4 yr. College  
☐ State Comm./Jr. College ☐ Out-of-state Comm./Jr. College

14 I Want COURSES FOR:

C ☐ COLLEGE CREDIT  
A ☐ AUDIT (all classes)

14a I WILL BE APPLYING FOR FINANCIAL AID

☐ YES  
☐ NO

Contact Financial Aid Office for Forms

15 I Will ENTER IN TERM. (Check one) Students leaving area blank will be assigned to the next appropriate term

☐ Fall (Aug - Dec) year ☐ II - Winter (Jan - May) year ☐ IIIA - Summer (May - Jun) year  
☐ IA or IB mini term ☐ IIA or IIB mini term ☐ IIIB - Summer (June - Aug)

16 Degree Number Required

☐ 0 ☐ 0 ☐ 0  
☐ ☐ ☐ ☐ ☐ ☐  
☐ ☐ ☐ ☐ ☐ ☐  
☐ ☐ ☐ ☐ ☐ ☐

(See reverse side) I AM SEEKING AN. (See the back of application for a listing of the different BCC Degrees.)  
CHECK APPROPRIATE BOX

☐ I am not interested in seeking a degree at this time.  
☐ A.A. DEGREE (UNIVERSITY TRANSFER DEGREE) Major or Program \_\_\_\_\_  
☐ A.S. DEGREE (TECHNICAL DEGREE) Major or Program \_\_\_\_\_  
☐ CERTIFICATE Major or Program \_\_\_\_\_

YOUR MAJOR MAY BE CHANGED ANY TIME BY CONTACTING THE REGISTRATION OFFICE.

\*Alfred Health Agencies' admission to the college does not constitute an admittance to any of the Alfred Health Programs. Each student must submit a letter of intent to the Division of Alfred Health.

17 I Will Attend :

☐ Central Campus ☐ North Campus ☐ South Campus ☐ Fort Lauderdale Center

18a FLORIDA RESIDENT STUDENT MUST HAVE THIS AFFIDAVIT NOTARIZED. FEES ARE ASSESSED BY THE STUDENT'S RESIDENCY

BONA FIDE RESIDENT, as used here, means that the applicant (or his 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

I certify that I have been a bonafide Florida resident and have lived in Florida at least  
ONE YEAR CONSECUTIVELY since:  
(Documentary proof may be required) \_\_\_\_\_ Month / Day / Year

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

Signature of Notary Public (seal and stamp of notary required)

Applicant 18 years of age or older OR Parent or Legal Guardian if Applicant is under 18 years of age  
(To be signed in the presence of a Notary.) If Legal Guardian, documentary proof required.

18b If you have not lived in Florida for at least one year, in which state were you a legal resident?

GOOD CONDUCT AND CITIZENSHIP

APPLICANTS WHO HAVE EXPERIENCED DISCIPLINARY PROBLEMS AT EDUCATIONAL INSTITUTIONS OR WITH OTHER AUTHORITIES (NOT INCLUDING MINOR TRAFFIC VIOLATIONS) MUST STATE CIRCUMSTANCES INVOLVE ON A SEPARATE SHEET AND SUBMIT WITH THIS APPLICATION. THIS INFORMATION WILL NOT NECESSARILY EXCLUDE APPLICANTS FOR ADMISSION, AND WILL BE HANDLED CONFIDENTIALLY. I CERTIFY THAT ALL STATEMENTS GIVEN IN THIS APPLICATION ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I AGREE TO ABIDE BY ALL RULES AND REGULATIONS OF BROWARD COMMUNITY COLLEGE. I AGREE THAT IF MY CREDENTIALS ARE NOT COMPLETE WITHIN THIRTY WORKS AFTER REGISTRATION OR IF ANY INFORMATION IS FOUND TO BE FALSE, I MAY BE SUSPENDED FROM CLASSES WITHOUT A REFUND OF ANY FEES PAID.

19 Applicant's Signature

Date \_\_\_\_\_

Broward Community College is an equal opportunity institution. No person shall be denied admission or other benefits on the basis of race, sex, or religion.

## PLEASE SELECT YOUR MAJOR FIELD UNDER YOUR EDUCATIONAL OBJECTIVE

**NON DEGREE STUDENTS** - Students taking courses for their own personal objectives, please mark "Not interested in seeking a degree at this time."

**ASSOCIATE IN ARTS DEGREE PROGRAMS (A.A.) MAJOR FIELD** - Those who plan to earn a degree at BCC and transfer to a university or college.

001 Agricultural Science	013 Drama	037 Music	046 Pre-Physical Therapy
007 Anthropology	014 Education (Elementary)	038 Music Education	056 Pre-Veterinary Medicine
002 Architecture	015 Education (Secondary)	039 Nursing	049 Psychology
003 Art	016 Engineering	040 Oceanography	050 Radio & Television
004 Astronomy	017 English	041 Occupational Therapy	051 Recreation
005 Biology	020 Food and Nutrition Science	043 Pharmacy	052 Religion
006 Building Construction	021 Foreign Language	046 Physical Education	054 Social Welfare
007 Business Administration	026 History	047 Physics	063 Sociology
008 Business Education	068 Human Services	048 Political Science	065 Speech
009 Chemistry	028 Interior Design	011 Pre-Chiropractic	064 Speech Pathology-Audiology
062 Computer Systems Sci. Data Processing	029 Journalism	012 Pre-Dental	058 Tourism Industries Admin.
065 Criminal Justice	031 Law	024 Pre-Geology	057 A.A. Degree in Liberal Arts (Undecided Major)
Pre-Criminal Justice	033 Mathematics	034 Pre-Medical	
Corrections Emphasis	035 Medical Technology	042 Pre-Optomety	
Corrections	036 Marketing Management		
Law Enforcement			

**ASSOCIATE IN SCIENCE DEGREE PROGRAM (A.S.) MAJOR FIELD** - Those students who plan to earn a two year technical occupational degree and begin work in that area or possibly transfer in special areas

100 Accounting	113 Data Processing (Engineering-Scientific Option)	General Insurance	140 Pest Control Technology
103 Air Traffic Controller	146 Dental Assisting	Insurance Sales	153 Physical Therapy Assistant
163 Airline Marketing Careers	147 Dietetic Technician Management	Life Insurance Marketing	130 Purchasing Management
104 Architectural Technology	114 Electronic Technology	170 Interior Design Technology	159 Radiation Therapy Technology
168 Automotive Technology	160 Emergency Medical Technology	123 Landscape Technology	131 Radiologic Technology
05 Aviation Administration	141 Fashion Marketing	172 Legal Assisting	167 Radiologic Technology Special Program for Degree
173 Aviation Maintenance	118 Fire Science Technology	161 Management	138 Real Estate
06 Banking	190 General Studies	126 Marketing	165 Restaurant and Food Service Admin.
119 Business Administration-General	155 Home Furnishings Marketing	164 Materials Management	132 Respiratory Therapy Technology
107 Career Pilot	121 Hotel - Motel Administration	139 Medical Laboratory Technology	157 Savings and Loan Career
108 Commercial Art	169 Human Services Technology	127 Nursing	142 Tourism Industries Admin.
109 Contracting & Civil Engineering	122 Insurance Careers	134 Office Careers	174 Transportation and Traffic Management
154 Court and Conference Reporting	Chartered Life Underwriters	Administrative Assistant	199 Other
110 Criminal Justice	Chartered Prop. & Casualty Underwriters	Aviation Specialist	
Law Enforcement		Information/Word Processing	
Corrections		Legal Secretary	
Crime Scene		Medical Secretary	
112 Data Processing (Business Option)		Office Specialist	

**CERTIFICATE PROGRAMS SPECIALIZED AREAS** - Those students who plan to earn a one year or more specialized certificate only.

214 Accounting	220 Drafting	237 Secretarial	213 Small Business Admin.
211 Air Traffic Controller	210 Electronics	206 Secretarial Certified Professional	275 Technical Report Writing
221 Building Construction	205 Emergency Medical Technician	207 Secretarial Advanced	229 Traffic Management
204 Clerk Typist	202 Fire Science	Executive	299 Other
212 Corrections	203 Food Service	Legal	
216 Credit Union Leadership Training	211 Income Tax Preparation	General	
201 Data Processing	215 Medical Assisting	Medical	
217 Dental Assisting	208 Paramedic	Insurance	
230 Diagnostic Medical Sonography	209 Police Science	Real Estate	
Ultra-Sound	228 Pre-School & Day Care Center	Accounting	
	228 Radiation Therapy Technology		

## IMPORTANT: REMINDERS BEFORE SUBMITTING APPLICATION

**ALL** applicants must thoroughly complete all applicable parts of the application and include the following:

1. A \$10.00 check or money order application fee that is non-refundable for all new credit and audit students. Returning former non-credit students who are applying for credit or audit must also pay the \$10.00 fee (if mailing)
2. Forms are available at the Registrar's Office to voluntarily provide the college with information concerning any disability you feel we should have on record for you
3. **TRANSCRIPTS** YOU must request your own final high school and/or college transcript(s) and have them forwarded to Broward Community College. Failure to submit your transcripts may jeopardize future registration at Broward Community College

Points to consider in filing completed application. It is **imperative** that **all** spaces are completed unless they absolutely do not apply

1. Social Security Number, Addresses, Dates, etc. are very necessary
2. The **Residency Affidavit** should be completed and notarized if applicant has lived in Florida consecutively for at least one year prior to the term he plans to enter **ATTENTION** The date you began your Florida residency is mandatory and if omitted you will be classified as out-of-state
3. Application must be signed and dated
4. **TRANSFER STUDENTS** If you want to have your credits from another institution evaluated and added to your Broward Community College academic record please request this in writing at your campus counseling office. This is necessary **only** if you are a degree seeking student

PLEASE DIRECT QUESTIONS TO THE CAMPUS REGISTRAR'S OFFICE

Required Community College students to the state of Florida must complete the College and must complete a credit hour of college credit before they can be considered for admission to the College.

**Fort Lauderdale Center**  
College Administrative Offices  
225 East Las Olas Boulevard  
Fort Lauderdale, FL 33301  
761 7465

**Central Campus**  
3501 Southwest Davis Road  
Fort Lauderdale, FL 33314  
475-8865

**North Campus**  
1000 Coconut Creek Boulevard  
Pompano Beach, FL 33063  
973-2240

**South Campus**  
7200 Hollywood/Pines Blvd  
Pembroke Pines, FL 33024  
963-8835



RETURNING BCC STUDENTS CHECK BOX NO. 1 IN ITEM 13.

**14 I Want** COURSES FOR:

**14 a** I WILL BE APPLYING FOR FINANCIAL AID

C ☐ COLLEGE CREDIT  
A ☐ AUDIT (all classes)

Contact Financial Aid Office for Forms

15

**I Will** ENTER IN TERM; (Check one) Students leaving area blank will be assigned to the next appropriate term

☐ - Fall (Aug - Dec) year  
☐ IA or ☐ IB mini term☐ II - Winter (Jan - May)  $\frac{\text{year}}{\text{year}}$   
☐ IIA or ☐ IIB mini term

**16** Degree Number Required

(See reverse side) I AM SEEKING AN: (See the back of application for a listing of the different BCC Degrees.)  
CHECK APPROPRIATE BOX

☐ I am not interested in seeking a degree at this time.

NAME	DATE	TIME	LOCATION	STATUS	REMARKS
JOHN DOE	10/26/2023	10:00 AM	Room 101	Present	On time, ready to start.
JANE SMITH	10/26/2023	10:00 AM	Room 101	Absent	Called in sick.
BOB JONES	10/26/2023	10:00 AM	Room 101	Present	Arrived late.
ALICE BROWN	10/26/2023	10:00 AM	Room 101	Present	Good attendance.
CHARLIE GREEN	10/26/2023	10:00 AM	Room 101	Absent	No contact.
DAVID WHITE	10/26/2023	10:00 AM	Room 101	Present	Participated actively.
EVE BLACK	10/26/2023	10:00 AM	Room 101	Present	Good progress.
FRANK GRAY	10/26/2023	10:00 AM	Room 101	Absent	Left no message.
GRACE HARRIS	10/26/2023	10:00 AM	Room 101	Present	Completed assignment.
HELEN KIM	10/26/2023	10:00 AM	Room 101	Present	Good effort.
IRVING LEE	10/26/2023	10:00 AM	Room 101	Absent	Emergency situation.
JACK MASON	10/26/2023	10:00 AM	Room 101	Present	Strong performance.
JILL NELSON	10/26/2023	10:00 AM	Room 101	Present	Good teamwork.
JOHN O'BRIEN	10/26/2023	10:00 AM	Room 101	Absent	Family emergency.
JANE PETERSON	10/26/2023	10:00 AM	Room 101	Present	Met expectations.
JOHN QUINN	10/26/2023	10:00 AM	Room 101	Present	Good communication.
JANE ROSS	10/26/2023	10:00 AM	Room 101	Absent	Personal matter.
JOHN TAYLOR	10/26/2023	10:00 AM	Room 101	Present	Good focus.
JANE WALKER	10/26/2023	10:00 AM	Room 101	Present	Good results.
JOHN YOUNG	10/26/2023	10:00 AM	Room 101	Absent	Traveling.
JANE ZIMMERMAN	10/26/2023	10:00 AM	Room 101	Present	Good participation.

☐ ☐ ☐ ☐ A.S. DEGREE (TECHNICAL DEGREE)

☐ ☐ ☐ CERTIFICATE

YOUR MAJOR MAY BE CHANGED ANY TIME BY CONTACTING THE REGISTRATION OFFICE.

\*Allied Health Applicants: Admission to the college does not constitute an admittance to any of the Allied Health Programs. Each student must submit a letter of intent to the Division of Allied Health.

## 17 I Will Attend :

1 ☐ Central Campus      2 ☐ North Campus

3 ☐ South Campus      4 ☐ Fort Lauderdale Center

189

FLORIDA RESIDENT STUDENT MUST HAVE THIS AFFIDAVIT NOTARIZED. FEES ARE ASSESSED BY THE STUDENT'S RESIDENCY.

**BONA FIDE RESIDENT**, as used here, means that the applicant (or his 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.

I certify that I have been a bonafide Florida resident and have lived in Florida at least ONE YEAR CONSECUTIVELY since: \_\_\_\_\_  
 (Documentary proof may be required )      Month      Day      Year

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

Signature of Notary Public (seal and stamp of notary required)

**Applicant 18 years of age or older OR Parent or Legal Guardian if Applicant is under 18 years of age.**  
(To be signed in the presence of a Notary.) If Legal Guardian, documentary proof required.

181

**If you have not lived in Florida for at least one year, in which state were you a legal resident?**

## GOOD CONDUCT AND CITIZENSHIP

APPLICANTS WHO HAVE EXPERIENCED DISCIPLINARY PROBLEMS AT EDUCATIONAL INSTITUTIONS OR WITH OTHER AUTHORITIES (NOT INCLUDING MINOR TRAFFIC VIOLATIONS) MUST STATE CIRCUMSTANCES INVOLVED ON A SEPARATE SHEET AND SUBMIT WITH THIS APPLICATION. THIS INFORMATION WILL NOT NECESSARILY EXCLUDE APPLICANTS FOR ADMISSION, AND WILL BE HANDLED CONFIDENTIALLY. I CERTIFY THAT ALL STATEMENTS GIVEN IN THIS APPLICATION ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I AGREE TO ABIDE BY ALL RULES AND REGULATIONS OF BROWARD COMMUNITY COLLEGE. I AGREE THAT IF MY CREDENTIALS ARE NOT COMPLETE WITHIN THREE WEEKS AFTER REGISTRATION OR IF ANY INFORMATION IS FOUND TO BE FALSE, I MAY BE SUSPENDED FROM CLASSES WITHOUT A REFUND OF ANY FEES PAID.

19

Applicant's Signature:

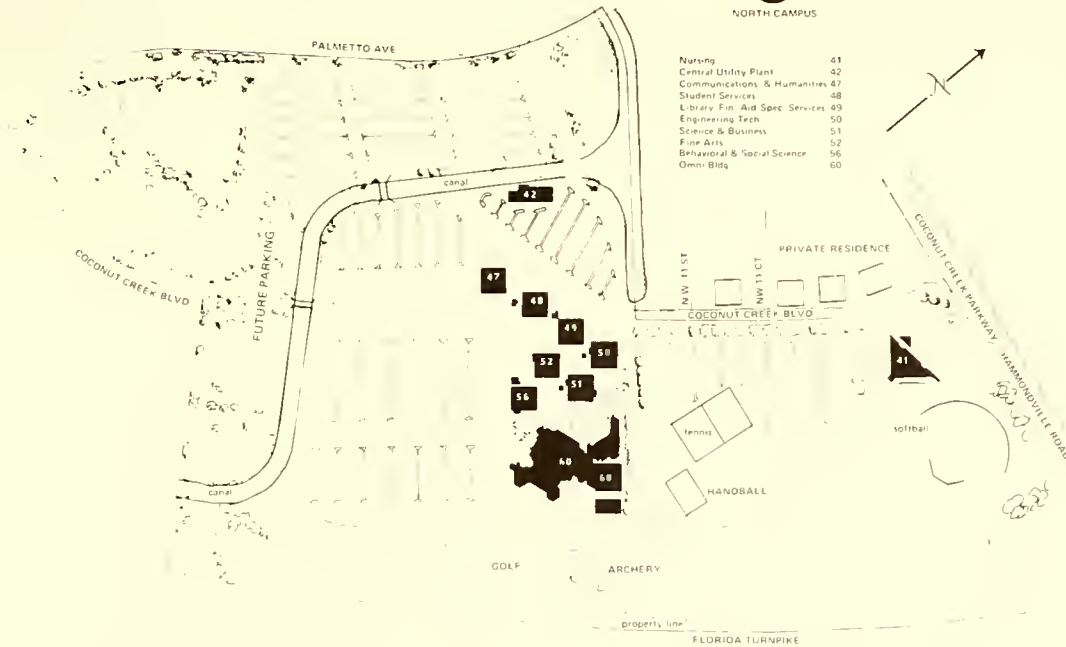
Date \_\_\_\_\_

Broward Community College is dedicated to the concept of equal opportunity. The College will not discriminate on the basis of race, color, religion, sex, age, national origin, handicap or veteran's status in its employment practices or in the admission and treatment of students.

BROWARD COMMUNITY COLLEGE  
NORTH CAMPUS



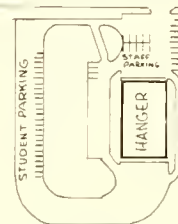
NORTH CAMPUS



PEMBROKE ROAD

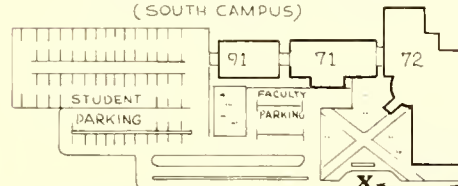
LEGEND

- 71 Schlesinger Hall
- 72 Future Southwest Regional Library
- 91 Technical Classroom

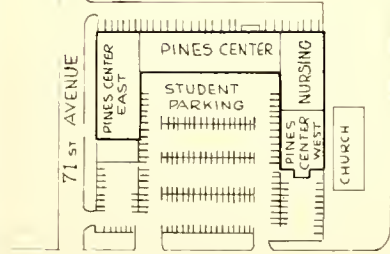


AVIATION HANGER  
FACILITY 501-SOUTH

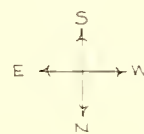
BROWARD COMMUNITY COLLEGE  
JUDSON A. SAMUELS CAMPUS  
(SOUTH CAMPUS)



"YOU ARE HERE"



72nd AVENUE

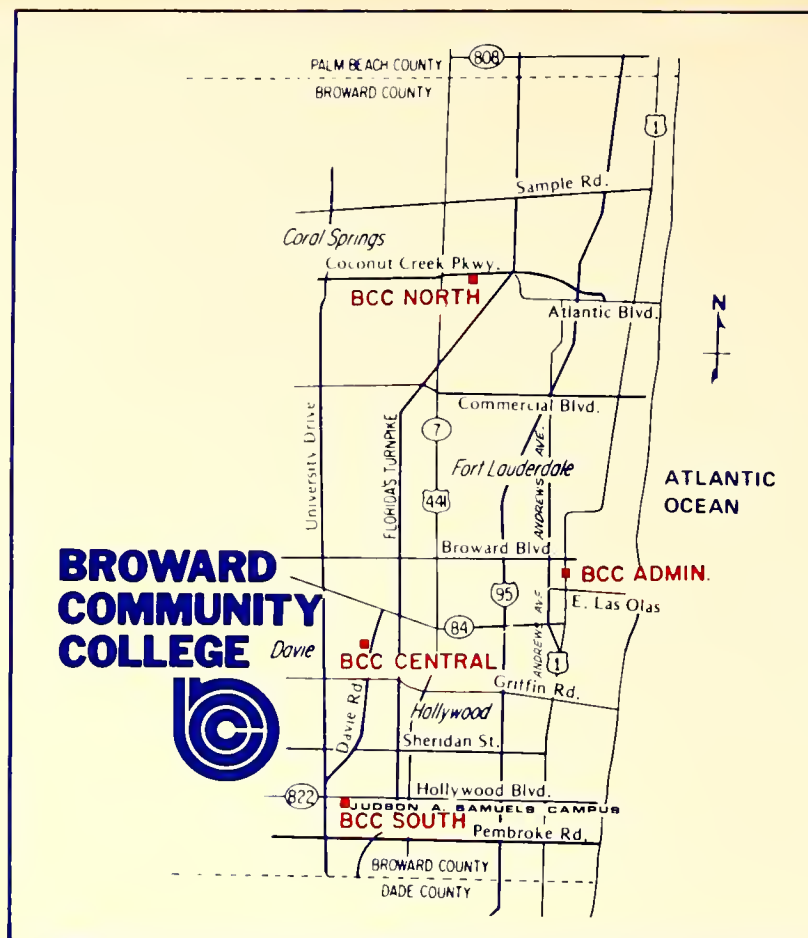


MAIN ENTRANCE

HOLLYWOOD / PINES BOULEVARD

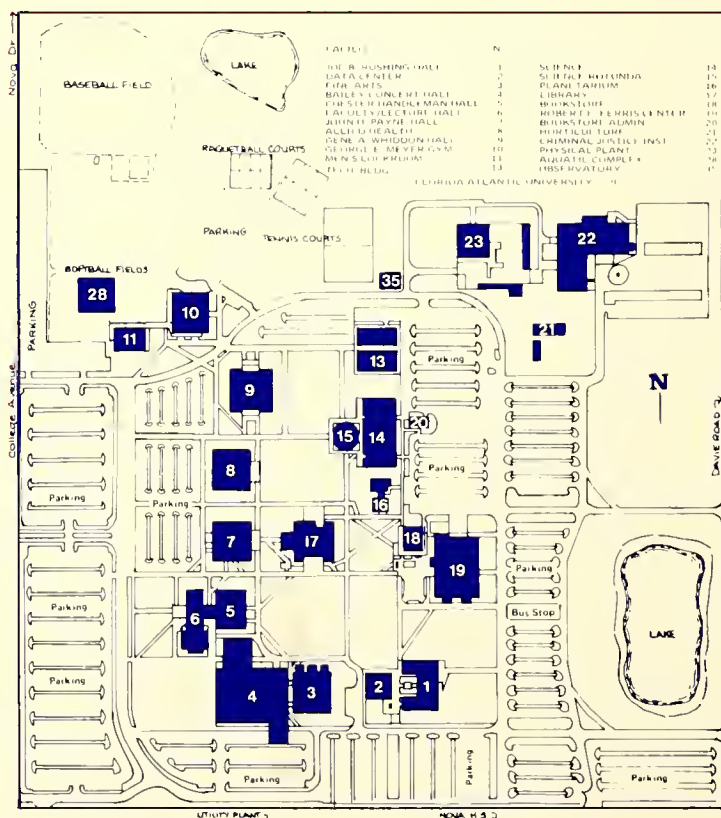
UNIVERSITY DRIVE





# BROWARD COMMUNITY COLLEGE

## Fort Lauderdale, Florida



**CENTRAL**  
3501 SOUTHWEST DAVIE ROAD,  
FT. LAUDERDALE, FL 33314