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BROWARD JUNIOR COLLEGE

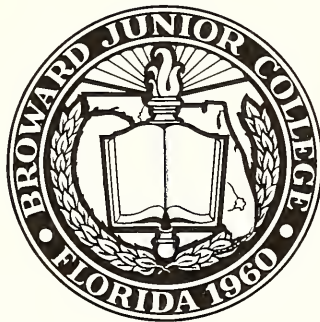
FORT LAUDERDALE, FLORIDA

**CATALOG-1968
1969**

GENERAL CATALOG 1968-1969

BROWARD JUNIOR COLLEGE

Fort Lauderdale, Florida




Accredited By

Florida State Department of Education
Southern Association of Colleges and Schools

Member of

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



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DIRECTORY OF CORRESPONDENCE

A. HUGH ADAMS, President

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

CLINTON D. HAMILTON,

Vice President and Dean of Academic Affairs
Curriculum, courses of study, faculty activities, and general academic regulations.

LESTER B. TRUSSLER, Registrar and Director of Admissions

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

JACK D. TAYLOR, Dean of Student Affairs

Student activities, lyceum programs, student orientation and information, discipline, dress code, student organizations, guidance and counseling, student loans, scholarships, workshops, and employment.

FRANK A. BROKAW, Dean of Business Affairs

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

EMERGENCY CALLS:

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

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

WHERE TO GO FOR HELP

Academic Standing, Probation, Suspension, Reinstatement	Registrar
Add, Drop, or Change Courses	Counseling Office and Registrar
Admissions, Registration, and Academic Records	Registrar
Advisor or Counselor, and Assignment of	Director of Guidance and Counseling
Arrange Student Party or Outing ..	Schedule Event with Director of Student Activities
Arrange Special Meal in Cafeteria or for Outing	Assistant to the President and Cafeteria Manager
Books and Classroom Supplies	Bookstore
Cash a Check, Pay College Bills, Adjustments in College Bill	Business Office
Check Out Books	Library
Class Enrollment Overload Form	Division Chairman and Associate Dean
Course Overload Form	Counselor, Registrar, and Associate Dean
Evaluation of Permanent Records for Graduation ..	Registrar
Help With Personal Problems	Counseling Office
Illness	College Nurse
Loans, Scholarships	Director of Financial Aids
Lost and Found	Switchboard Operator in Administration Building
Parking Permit	Chief of Security—Campus Services Building
Permission to Organize a Club	Dean of Student Affairs and Director of Student Activities
Report Matters Needing Attention on Campus and in Buildings	Dean of Business Affairs
Student Work on Campus	Director of Financial Aids
Test Results and Interpretation	Counselor
Transfer (In or Out)	Registrar and Director of Admissions
Waiver of Requirements Form	Division Chairman and Associate Dean
Withdrawal from College	Registrar

IN CASE OF ACCIDENT, REPORT TO Instructor, School Nurse, or Security Officer

College Calendar

1968-1969

August 5 (M)—Last day for new students to file complete applications for admission for the first term. Students submitting applications after this date must pay a \$5.00 late application fee.

August 6-9 (T-F)—Orientation of new students.

August 13 (T)—All faculty report for work (faculty meetings, etc.).

August 13 (T)—Registration for returning evening students only 6:00-8:00 p.m.

August 14 (W)—8:00 a.m.-3:00 p.m.—Registration for Sophomores by time card appointment only. (Obtain time card from the Registrar's Office).

August 14 (W)—6:00 p.m.-8:00 p.m.—Registration for new evening students only.

August 15 (Th)—8:00 a.m.-3:00 p.m.—Registration for returning Freshmen by time card appointment only.

August 16 (F)—8:00 a.m.-3:00 p.m.—Registration for new Freshmen by time card appointment only.

August 19 (M)—8:00 a.m.—Classes begin.

August 19 & 20 (M & T)—Late registration for day (1:00 p.m. to 3:30 p.m.) and evening (6:00 p.m. to 8:00 p.m.) applicants who failed to register during the regular registration periods. Late registration fee is \$10.00

August 21, 22, & 23 (W, Th, & F)—Schedule adjustments for **graduation requirements** and **class conflicts** only — as recommended by the Counseling Office. A \$5.00 fee is charged for a change of schedule. Any change that is initiated by the student will carry a \$5.00 fee. Drop and add begins 8:30 a.m.

August 29 (Th)—Last day for completion of withdrawal with 80% refund.

August 30 (F)—5:00 p.m.—Labor Day holiday begins. No evening classes.

September 2 (M)—Labor Day holiday.

September 3 (T)—8:00 a.m.—Classes resume after Labor Day holiday.

September 13 (F)—Last day to change a course from credit to audit, or last day to drop a course without receiving grade penalty.

September 13 (F)—Examination day to remove "I" grade for previous terms (either Term II, Term IIIA or Term IIIB).

- September 27 (F)**—Last day for faculty to complete grade reports or make corrections on incomplete grades in the Registrar's Office.
- September 30-October 4 (M-F)**—Last week to secure evaluations for completion of degree requirements for Term I.
- October 19 (Sat)**—Last day for Mid-Term grade reports to be brought to Registrar's Office by 10:00 a.m.
- November 15 (F)**—Last day for student to withdraw from a class.
- November 27 (W)**—5:00 p.m.—Thanksgiving holiday begins. No night classes.
- November 28-29 (Th & F)**—Thanksgiving holiday.
- December 2 (M)**—8:00 a.m.—Classes resume after Thanksgiving holiday.
- December 2-5 (M-Th)**—3:00 p.m.-5:00 p.m. & 6:00 p.m.-8:30 p.m. Advanced registration for Term II.
- December 9-13 (M-F)**—Final examinations.
- December 13 (F)**—First term ends.
- December 16 (M)**—Last day for new students to file complete application for the second term. Students submitting applications after this date must pay a \$5.00 late application fee.
- December 14 (Sat)**—All grades due in the Registrar's Office on or before 10:00 a.m.
- December 20 (F)**—Orientation of new students for Term II 1968-69 school year.

TERM II

- January 2 & 3 (Th & F)**—8:00 a.m.-3:00 p.m.—Registration for day students by time card appointment only. (Obtain time card in the Registrar's Office).
- January 2 (Th)**—6:00 p.m.-8:00 p.m.—Registration for returning evening students only.
- January 3 (F)**—6:00 p.m.-8:00 p.m.—Registration for new evening students.
- January 6 (M)**—8:00 a.m.—Classes begin.
- January 6-7 (M & T)**—Late registration for day students 1:00 p.m. to 3:30 p.m.; late registration for evening students from 6:00 p.m. to 8:00 p.m.; applicants who failed to register during regular enrollment must pay a late registration fee of \$10.00.
- January 8, 9, & 10 (W, Th, F)**—Schedule changes and adjustments for **graduation requirements** and **class conflicts** only—as recommended by the Counseling Office. A \$5.00 fee is charged for a change of schedule. Any change that is initiated by the student will carry a \$5.00 fee. Drop and add begins at 8:30 a.m.

- January 14 (T)**—Last day for completion of withdrawal with 80% refund.
- January 31 (F)**—Last day to change from credit to audit or last day to drop a course without receiving grade penalty, or last day to change "I" grade from previous term (Term I) by examination.
- February 14 (F)**—Last day for instructor to report "I" grade changes.
- February 17-21 (M-F)**—Last week to secure evaluations for completion of degree requirements for Term II.
- February 26 (W)**—Last day to pay graduation fees for April 30, 1969.
- March 1 (Sat)**—10:00 a.m.—Instructors mid-term grade progress reports due in the Registrar's Office.
- March 28 (F)**—Last day for a student to withdraw from a class in Term II.
- April 3 (Th)**—Holiday begins at 5:00 p.m.. No evening classes.
- April 4 (F)**—Holiday.
- April 7 (M)**—8:00 a.m.—Classes resume after holiday.
- April 21 (M)**—Last day for new students to file complete applications for admission to Term IIIA. Students submitting applications after this date must pay a \$5.00 late application fee.
- April 21-25 (M-F)**—Final examinations.
- April 25 (F)**—Term II ends.
- April 26 (Sat)**—All grades due in the Registrar's Office on or before 10:00 a.m.
- April 30 (W)**—Graduation.

TERM IIIA

- May 1 (Th)**—8:00 a.m. to 3:00 p.m.—Registration for day students by time card appointment only. (Obtain time card from the Registrar's Office).
6:00 p.m. to 8:00 p.m.—Registration for evening students only.
- May 2 (F)**—Classes begin.
- May 5 (M)**—Late registration for day (1:00 to 3:30 p.m.) and evening (6:00 to 8:00 p.m.) applicants who failed to register during regular registration periods must pay a late registration fee of \$10.00.
- May 7, 8, & 9 (W, Th, & F)**—Schedule adjustments for **graduation requirements** and **class conflicts** only—as recommended by the Counseling Office. A \$5.00 fee is charged for a change of schedule. Any change that is initiated by the student will carry a \$5.00 fee. Drop and add begins at 8:30 a.m.

- May 9 (F)**—Last day for completion of withdrawal with 80% refund.
- May 9 (F)**—Last day to change a course from credit to audit, or last day to drop a course without receiving grade penalty.
- May 30 (F)**—Memorial Day holiday. No evening classes.
- June 3 (T)**—Last day for new students to file complete application for Term IIIB. Students submitting applications after this date must pay a \$5.00 late application fee.
- June 13 (F)**—Final examinations.
- June 13 (F)**—Term IIIA ends.
- June 14 (Sat)**—All grades due in the Registrar's Office on or before 10:00 a.m.

TERM IIIB

- June 16 (M)**—8:00 a.m. to 3:00 p.m.—Registration for day students by time card appointment only. (Obtain time card from the Registrar's Office).
6:00 p.m. to 8:00 p.m.—Registration for evening students only.
- June 17 (T)**—Classes begin.
- June 17 (T)**—Late registration for day (1:00 to 3:30 p.m.) and evening (6:00 to 8:00 p.m.) applicants who failed to register during regular registration periods must pay a late registration fee of \$10.00.
- June 18, 19, & 20 (W, Th, & F)**—Schedule adjustments for **graduation requirements** and **class conflicts** only—as recommended by the Counseling Office. A \$5.00 fee is charged for a change of schedule. Any change that is initiated by the student will carry a \$5.00 fee. Drop and add begins at 8:30 a.m.
- June 20 (F)**—Last day for completion of withdrawal with 80% refund.
- June 20 (F)**—Last day to change a course from credit to audit, or last day to drop a course without receiving grade penalty.
- July 3 (Th)**—10:00 p.m.—July Fourth holiday begins. Evening classes will be held.
- July 4 (F)**—Fourth of July holiday.
- July 7 (M)**—Classes resume after July Fourth holiday.
- July 29 (T)**—Final examinations.
- July 29 (T)**—Term IIIB ends.
- July 30 (W)**—All grades due in the Registrar's Office on or before 10:00 a.m.

HISTORY

Broward Junior College was authorized by the Florida State Legislature in 1959. The local Advisory Committee was appointed by the State Board of Education in October of that year. Dr. Joe B. Rushing became the first President and assumed his duties on April 7, 1960.

In August, 1963, the college moved to its permanent, 152-acre campus on Southwest Davie Road, Fort Lauderdale. In the fall of 1965, Dr. Rushing resigned as President of the college. Dr. Myron Blee became the second President of the Junior College until his resignation in 1968.

Dr. Hugh Adams was appointed President of Broward Junior College and assumed the position on April 15, 1968.

The institution has grown from an enrollment of 438 in 1960-61 to 4364 in 1967-68. The faculty has expanded from a beginning nucleus of twenty-eight to a corps of 192. The plant facilities have moved from the Naval Air Base to its present site and escalated in magnitude to eighteen buildings. Other than these personnel and physical developments, the college has expanded from a limited university parallel curriculum to a comprehensive one that includes both university parallel and technical programs.

PURPOSES

Broward Junior College has as its main purposes:

1. To provide programs which parallel the first two years of degree programs in four-year colleges and universities.
2. To provide educational opportunities for students who do not plan to complete a four-year degree program, but who can profit from the pursuit of a one-year and/or two-year program of technical, health, semi-professional and occupational education beyond the high school level.
3. To provide programs for students which will enrich their cultural lives and improve their personal efficiency.
4. To serve as an educational and cultural center for Broward County and South Florida.

ACCREDITATION

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

Student Personnel Services

ORIENTATION

The Orientation Program is designed to assist the student in making an adjustment to college. This program provides the student with information about campus facilities and services and introduces the Administration and Staff of the College. The rules and regulations of the institution and the responsibilities of the student as an individual are discussed. The Orientation Program is offered prior to the beginning of Terms I and II and participation of all full-time students during their first term of enrollment is required.

COUNSELING

The counseling program helps the student to initiate, continue, and complete his college career in the best possible way. A staff of professional counselors is available to assist students in resolving their educational, vocational, and personal problems. The students are provided an opportunity to carefully evaluate their educational and career plans and to learn more about the College's programs and services. Specialized testing is available to the student who is in need of objective information concerning his abilities, achievements, interests, and personality. All students and interested parents are encouraged to request help from the Counseling Staff at any time.

PLACEMENT TESTING AND ADVISEMENT

Every full-time student must have completed the Florida Twelfth Grade Placement Test battery before receiving program advisement. Students with previous foreign language experience will be given placement tests by the counseling office in order to determine the level of study to be initiated at Broward Junior College. A number of testing dates are scheduled throughout the year at Broward Junior College. Applicants who have not taken the Florida Twelfth Grade Placement Tests will be notified by the Counseling Office and should plan to take these tests at the earliest scheduled date. Requests for variance from the testing requirement (possible for some transient students and sophomore level students transferring into the College) should be directed to the Director of Guidance. This should be done well in advance of advisement dates.

All full-time students receive program advisement prior to registration for each term at Broward Junior College. A core of faculty

advisers, representing every department and division, works closely with the counseling staff to assist the student in planning his academic program. Full consideration is given to educational and vocational objectives which are in accord with the abilities and interests of the student. Appointments are arranged by the Counseling Office for advisement of new and returning students in the direction of the following career-related goals:

CURRICULA OFFERED GENERAL EDUCATION

Accounting	Mid-Management Program
Pre-Agricultural Science	(Retailing, Distribution, Marketing)
Pre-Architecture	Pre-Music or Music Education
Pre-Art	Pre-Oceanographic
Pre-Astronomy	Pre-Occupational Therapy
Pre-Biology	Pre-Optometry
Pre-Business Administration	Pre-Pharmacy
Pre-Business Education	Pre-Physical Education (Men)
Pre-Chemistry	Pre-Physical Education (Women)
Pre-Dental	Pre-Physical Therapy
Pre-Education (Elementary)	Pre-Physics
Pre-Education (Secondary)	Pre-Political Science
Pre-Engineering	Pre-Psychology
Pre-English	Pre-Radio-TV
Pre-Foreign Language	Pre-Recreation
Pre-Forestry (& Technology)	Recreation Aide
(& Wild Life)	Pre-Religion
General Business	Pre-Secretarial Science
Pre-Health Education	Pre-Social Science
Pre-History	Pre-Social Welfare
Pre-Journalism	Pre-Speech or Drama
Pre-Law	Pre-Veterinary Medicine
Pre-Law Enforcement	Secretarial (General, Legal & Medical)
Pre-Liberal Arts	Secretarial Teacher Aide
Pre-Library Science	Teacher Aide
Pre-Mathematics	
Pre-Medical	
Pre-Medical Technology	

TECHNICAL EDUCATION

Accounting	Food Service Administration
Aerospace	Technology
Technology	Graphic Arts Technology
Aviation Administration	Hotel-Motel Administration
Building & Contracting	Technology
Technology	Industrial Engineering
Data Processing Technology	Technology
Drafting and Design	Landscape Technology
Technology	Medical Assisting Technology
Architectural Drafting	Mid-Management Program
Civil Drafting	(Retailing, Distribution,
Electronic Drafting	Marketing)
Product Design	Nursing Technology
Tool Design	Police Administration
Die Design	Police Science and Criminology
Electronic Computer Technology	Technology
Electronics Technology	Radiologic Technology
Electronic Retailing and	Respiratory Therapy Technology
Wholesaling	Technical Illustration Technology
Fire Science Technology	Technical Writer Technology

CERTIFICATE PROGRAMS

Data Processing	Recreation
General Business	Secretarial
Merchandising	Teacher of Private Nursery Schools
Police Science	and Kindergartens

Many students will not be clear regarding their career-goals. Such students are well advised to pursue the college's program in general education and to seek early assistance in working through a vocational decision. The staff of the Counseling Office is available for help in this area.

Students are encouraged to correspond with the senior college or university which they contemplate attending after completion of their first two years study. They should familiarize themselves with specific admission and degree requirements. Counselors and faculty advisers are available to assist in identifying and clarifying such requirements.

PLACEMENT SERVICES

The Junior College Placement Office is one of the guidance functions within Student Personnel Services. It has two basic ob-

jectives (1) to provide part-time employment for students at the college and (2) to provide employment for students upon the completion of their studies.

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

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

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

STUDY SKILLS

An opportunity will be given to all freshmen and transfer students to participate in Student Personnel Services (SPS) classes. The content of the SPS classes emphasizes study skills, orientation to college, academic and occupational information, and group counseling. The classes will meet for one hour a week during the regular terms. They are voluntary and will not carry credit. The purpose of the class is to aid the student in his general adjustment to the college and to disseminate important information to him at a time when it is most meaningful. The course will be taught by the Counseling Staff.

FINANCIAL AID

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

Fall Semester — August 1
Spring Semester — December 15
Summer Semester — April 1

Financial Aid applications are available through the college's Financial Aid Office or from the student's high school counselor or guidance office. **Two forms are required:**

- A. **The Parents Confidential Statement.** Broward Junior College is a member of the College Scholarship Service and students seeking financial assistance are required to submit a completed copy of the **Parents Confidential Statement (PCS)** form to the College Scholarship Service, designating Broward Junior College as one of the recipients. The PCS should be completed and mailed directly to the College Scholarship Service, at the address indicated on their form, **at least one month** prior to selected semester.
- B. **Broward Junior College Applications for Financial Aid.** In addition to the PCS form, all applicants must also submit the BJC application form by the application dates shown above, in order to be considered for any type of student aid — grant, loan, scholarship, or workship. This form is to be submitted directly to the Student Financial Aid Office of Broward Junior College.

FINANCIAL AID AVAILABLE:

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

Through Educational Opportunity Grants the college can help students of exceptional financial need. These grants are made by the United States Government through the college. Only full-time students of exceptional financial need are eligible for this award.

Special grants are provided through Vocational Rehabilitation and the Florida Council of the Blind. Qualified students should make applications for these awards by July 1 for the ensuing year through their district agencies.

Sponsored Scholarships. (1) Designated. Established by the donor(s) for individuals who meet specific qualifications. The donor may restrict this financial aid to students from a specific community, academic program, religion or racial background. (2) Undesignated. Scholarship may or may not be administered by the college. In any event, the scholarship will be subject to the general regulations of this institution.

Student Workships. A number of students will be employed on a part-time basis on the College campus, in local public schools, and at the Board of Public Instruction. A student is allowed to work five to fifteen hours per week. The positions may range from laboratory assistants to typists. Workships on campus will be available only to full-time students who maintain a satisfactory grade point average. The criteria governing off-campus employment are estab-

lished on an individual basis in accordance with the policies specified under the Economic Opportunity Act of 1964.

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

In addition to these institutional loans the college also provides United Student Loans, Florida Student Scholarship Loans, Florida General Scholarship Loans for Teachers, and Florida Nursing Scholarship Loans. Applications and loan notes are available in the Financial Aid Office.

INSURANCE

A low-cost accident insurance is offered to students through a local agency. All students are strongly encouraged to avail themselves of this service. Forms for this insurance program are located in the Student Personnel lobby.

HEALTH SERVICES

Medical and hospital facilities are not provided by the college. In case of accident or illness students should report to the Health Center which is located in the first floor of the Library. First aid and emergency service are provided with a full-time registered nurse in attendance. Do not report to the Nursing Department.

HOSPITALITY CENTER

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

HOUSING

Housing facilities are not provided by the college. The college strongly discourages young people under the age of twenty-one years from moving into the community to attend college unless they can live with their parents or other relatives.

Unmarried students under twenty-one years of age must furnish the Dean of Student Affairs with a statement that their parent (s) or legal guardian (s) are aware of and approve their housing arrangement. This statement must be submitted on a form available upon request from the Dean of Student Affairs. A similar statement must be provided any time the student changes residence address. It is the responsibility of the student to provide this information.

TRANSPORTATION

The campus is readily accessible by automobile. One of the service clubs will coordinate car pools to all sections of the county.

LIBRARY

The College Library is conveniently located in the center of the campus. It has a book collection of 32,000 volumes and about 4,000 volumes are being added each year. In addition, there are subscriptions to approximately 300 periodicals. These books and magazines are selected by the faculty and the library staff and reflect primarily the course of instruction given on the campus.

Trained professional librarians with many years of college and university library experience are available and eager to assist students at all times the library is open. A somewhat formal atmosphere of individual, academic research is maintained in the second floor reading room which houses the principal book collection on shelves open to students. A more informal reading room is open on the first floor for students who wish to study together. Library hours, regulations and policies which affect students are published in the student handbook each year.

The Library Staff encourages students and faculty to make suggestions for the improvement of service to the college community and also appreciates recommendations for titles of books to be added to the collection.

BOOKSTORE

The college Bookstore, located to the west of the Hospitality Center, is operated by the college for the convenience of the students, faculty and staff. It offers a complete line of textbooks (new and used) and college supplies. Also available is a large selection of paperbacks, school jewelry, athletic and monogrammed clothing, and other school necessities. The Bookstore will also purchase from students textbooks which the students do not wish to keep.

STUDENT ACTIVITIES

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

CLUBS, ORGANIZATIONS AND PROGRAMS

The development of student organizations, clubs, and programs within the college is encouraged as a function of the activities program operating under the supervision and coordination of the Dean of Student Affairs. The following will be ascribed to student groups:

A. **Student Organizations** — Most of these activities or groups are departmentally affiliated and are directly supported by student activity funds under specific annual budgetary appropriation. 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 allow a varying degree of student direction. Included in student organizations are the following:

1. Honorary Societies
2. Departmentally affiliated activities
3. Inter-collegiate athletics
4. Intramurals
5. Extramurals
6. Student Government Association
7. Inter-club council

B. **Student Programs** — These activities are under the administrative supervision of the Director of Student Activities and are designed to enrich the intellectual, cultural, and social life of the students. They encompass all student activities not covered by either clubs or organizations. They are designed to correlate and supplement the curriculum with functions, presentations, and performances of a professional quality. This is a basic effort to enrich students culturally and technologically.

C. **Student Clubs** — These groups center their purposes around an interest, profession, or service, and are authorized by the Student Activities Board to pursue stated goals. They are designed to permit students to perform in areas of useful pursuits which capture their individual attention or interest. Through these clubs the students will develop mature, responsible, social, and democratic attitudes.

STUDENT ACTIVITIES BOARD

The Student Activities Board is a student-faculty committee whose purpose is to assure that student activities are in keeping with the best interests of the students and college. It develops regulations to encourage wholesome group activity and discourage conduct which would be incompatible with the total education and well-being of the students. The Board serves in an advisory capacity to the Presi-

dent and consequently depends upon his approval to all changes and additions that pertain to the code of regulations that apply to the program. The primary function of the Board is to assure that student activities funds are utilized in accordance with the justification given in the allocation of the funds by the Board in its annual Student Activities budget.

COUNCIL OF ADVISORS AND SPONSORS

This council consists of all the advisors and sponsors operating within the framework of the Student Activities program. Its purpose is to coordinate efforts of the clubs and organizations and serve as a body to articulate properly matters of common interest.

STUDENT GOVERNMENT

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

INTRAMURAL SPORTS PROGRAM

The purpose of the Intramural Sports Program at the College is to provide an opportunity for students to participate in the individual, dual, and team sports of their choice. It is the desire of the intramural committee to select activities which will provide enjoyment and physical recreation during the student's college career, contribute to the student's physical well being, improve recreational skills for leisure time use in adult life, and aid in the development of sound emotional and social qualities.

Participation is entirely voluntary and all students are invited to take part. Among the activities included in the program are: basketball, tag-football, table tennis, tennis, softball, volleyball, badminton, swimming, golf, bowling, paddleball, archery, and recreational games.

ATHLETICS

The College is a member of the Florida Junior College Athletic Association, and the National Junior College Athletic Association. It began intercollegiate basketball in the 1962-63 college year, baseball in the 1963-64 college year, and tennis and golf in the 1965-66 college year.

STUDENT PUBLICATIONS

The **Paladin** and the **Guardian**, bimonthly newspapers; **Silver Sands**, the college magazine; and **P'an Ku**, the college literary magazine, are the four student publications of Broward Junior College. Students with high school communication experience are urged to join the staffs of these publications.

"Community College Calling" — This is a radio production activity whose purpose is to inform the general public of the latest news and happenings at Broward Junior College. At the same time the program is used to instruct students in procedures in radio broadcasting.

FINE ARTS PROGRAM

COMMUNITY COLLEGE ORCHESTRA, WIND ENSEMBLE, AND COLLEGE CHORALE — These organizations are open to all students. Programs are presented for various college and community events.

DRAMA—The drama program of the college affords each student an opportunity to participate in its programs. All try-outs for productions are open to any student, either part-time or full-time. There is a major production during the fall term and spring term. During Term IIIB, the college offers a community college drama workshop. This workshop provides the students with a summer stock type program during which two major productions are performed during the six week term. It is open to community teachers or directors of drama in high schools as well as college students.

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

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

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

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

LYCEUM PROGRAM

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

ASSEMBLIES AND DEPARTMENTAL PROGRAM

These are student activities which are specifically designed to bring programs and performances that have a direct bearing upon the curricular pursuits of the various disciplines reported in our academic program.

SCIENCE AND RESEARCH PROGRAM

This program is designed to allow advanced students in the natural and social sciences to pursue projects that enhance their proficiency in these areas.

SCHOLASTIC HONORARY GROUPS

DELTA PSI OMEGA — This is a dramatic organization for the purpose of providing an honor society for those doing a high standard of work in dramatics.

PHI THETA KAPPA — This is a National Honorary Scholastic Society, whose purpose is to promote scholarship, develop character, and cultivate fellowship among students of the junior colleges.

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

PROFESSIONAL AND ACADEMIC GROUPS

HOMINES LEGIS — The purpose of this club is to advance the law enforcement profession and to bring outstanding police science leaders to the campus.

NATIONAL STUDENT EDUCATION ASSOCIATION — The NSEA seeks to attract capable students to teaching as a career. Through projects and programs the club presents opportunities for a better understanding of the profession.

STUDENT NURSES' ASSOCIATION OF FLORIDA, DIST. #13 — The purpose of this organization is to aid in the preparation of nursing students and the development of professional responsibilities.

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

INTERNATIONAL FOREIGN LANGUAGE ORGANIZATION — This

group is open to students of French, German and Spanish. It provides an opportunity for inter-cultural exchange and for reinforcement of the spoken language.

INTEREST CLUBS

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

HATIKVAH — The purpose of this organization is to promote the social, service, and cultural aspects of life for Jewish students at Broward Junior College.

L'AUBERGISTE CLUB — The purpose of this club is to create more interest in the hospitality industry and specifically to promote professional interest and participation in the field of hotel-motel administration.

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

PHYSICAL EDUCATION MAJORS — This club promotes further interest in the progress of health, physical education, recreation, and athletics.

SALES AND MARKETING CLUB — This club encourages students to consider career opportunities in the Sales and Marketing aspect field of business.

SIGMA THETA CHI — This club recognizes individual contributions through communications, and promotes a free press and freedom of expression.

VETERANS' CLUB — This club aids incoming veterans in orienting themselves to school and civilian life and in the development of mature, responsible leadership.

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

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

SERVICE CLUBS

CIRCLE K — Circle K is an organization for men who are interested in the betterment of educational and community life. In addition, the club sponsors social and recreational activities for the college. Circle K is sponsored by the Beach Kiwanis Club of Fort Lauderdale. Its motto is "We Build".

RELIGIOUS CLUBS

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

INTER-SOCIAL SOCIETY COUNCIL

The ISSC is a student organization designed to recommend controls for and to supervise all groups defined as Social Societies. Included in the council are two sub-committees representing men's and women's organizations respectively.

SOCIAL SOCIETIES

The following social organizations should not be confused with fraternities and sororities.

ALPHA DELTA — Purpose: To maintain good character; to establish high ideals and moral standards; to establish close relationships among the sisters.

ALPHA THETA CHI — Purpose: To promote a feeling of true brotherhood among the brothers for life; to provide a working fellowship for assisting one another throughout life; to pursue interests of a cultural nature.

BETA EPSILON PHI — Purpose: To provide opportunities to participate in social functions and to engage in community service.

DELTA CHI EPSILON — Purpose: To promote friendship among young women; to sponsor social activities and functions for the benefit of the membership and general community; to encourage group participation in school activities; to promote good fellowship and high scholarship; to cooperate with the administration of the educational institution of which this sorority is a part; to do such other things as are consistent with the laws of the nation, state, and community.

DELTA GAMMA PHI — Purpose: To unite congenially young women of the community for purposes of friendship and cultural development, and for participation in the sisterhood.

DIDO — Purpose: To promote sisterhood among members; to provide an exchange of ideas and interests, and to promote the cultural well-being of the sisters, college, and community.

GAMMA TAU OMEGA — Purpose: To promote brotherhood among members; to provide an exchange of ideas and interests; to promote the cultural well-being of members, college, and community.

LAMBDA EPSILON PI — Purpose: To promote brotherhood among members; to provide an exchange of ideas and interests; to promote the cultural well-being of the members, college, and community.

PHI DELTA SIGMA — Purpose: To promote student fellowship through social activity.

SIGMA ALPHA PI — Purpose: To unite those interested in the field of aviation and to promote cultural and intellectual growth.

SIGMA TAU SIGMA — Purpose: To promote brotherhood among young men; to sponsor social activities and functions for the benefit of the membership; and general community; to do such other things as are consistent with the laws of the nation, the state, and the community to promote fellowship and charity.

THETA KAPPA GAMMA — Purpose: Is an association of young men, joined together for the purpose of promoting social functions and engaging in community service.

VESTA — Purpose: To serve the school and community by and through scholarship, leadership, and citizenship; to promote fellowship and stimulate cultural interests among the members.

LAMBDA PSI OMEGA — Purpose: To promote brotherhood among young men; to sponsor social activities for the benefit of the membership and the community; to promote fellowship and general good will throughout the community, state, and nation, in accordance with the laws of the land.

INTER-CLUB COUNCIL

This is a committee comprised of representatives of the recognized clubs other than social societies, of Broward Junior College. Its purpose is to coordinate efforts in the pursuance of common goals and to provide a medium of articulation for the resolution of mutual problems.

INACTIVE CLUBS

Armed Forces Communications and Electronics Assoc.

Phi Sci

Young Americans for Freedom Club

The JCBC Book Club

Circlettes

College Civitan

Gamma Sigma Sigma

Civenettes

Jay bees

Baptist Student Union

Christian Science Organization

Methodist Student Fellowship

Inter-Varsity Club

Admissions and General Regulations

*ADMISSIONS REQUIREMENTS

- A. Students entering College for the first time:
1. Graduates of regionally accredited secondary schools in Florida are eligible for admission.
 2. Applicants who are 21 years or older who have not completed high school may take the General Educational tests and earn a high school Equivalency Diploma by earning an average score of 45, with no score less than 40. This is recognized by the State Department of Education, other State Departments and the U. S. Armed Forces.
 3. Out of State applicants who rank in the upper fifty percent of their high school graduating class.
- B. Transfer Students:
- Those who have attended another accredited college or university are considered transfer students.
1. Academic courses in which a student has earned a grade of "C" or better will be acceptable for transfer purposes. All grades will be computed in grade average.
 2. Transfer students must submit complete college transcripts from all previous colleges attended before being considered for admission. When a student has less than a 2.0 average, he will be considered for admission on academic probation.
 3. Transfer students not eligible for readmission to the institutions they have previously attended, may, after one regular term of non-attendance apply for admission to the College and they will be considered on the basis of a personal interview, appropriate testing, and previous college records.
 4. A personal interview is necessary for all transfer students as well as complete information on the application for admission. Incomplete information will cause rejection of the application. False information will result in immediate dismissal without refund of fees paid.
 5. Credits earned in another college during suspension from Broward Junior College will not be honored.

*NOTE: Any variation from these policies must be approved by the Academic Standards Committee.

C. Special Students:

Adults and other students who cannot qualify under the categories outlined above may apply to the Registrar to audit a course or to attend a non-credit course.

D. Non-Citizen

One who has not taken out first papers for United States Citizenship.

1. He must meet the requirements outlined above.
2. He must be able to speak and write the English language fluently.
3. He must establish respectable character references by three or more local citizens who are not blood relatives.
4. He must establish adequate financial security to meet all expenses.
5. He must have academic ability and motivation to pursue a college course of study.

E. Nursing Students:

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

F. Transient Student:

A student of another college or university, who wishes to earn credits to transfer to that institution, may be admitted as a transient student. He must present an official statement from the institution he has been attending, in which it is certified, that he is in good standing and that the credits he earns at BJC will be accepted as part of his program there. Such a student is not required to file a transcript of his previous college credits, but he is limited to one term during the academic year.

- G. This College cooperates fully with accredited high schools and Colleges on the advanced placement program.

ADMISSION PROCEDURES

1. Freshman or transfer students seeking admission to Broward Junior College should obtain forms for the following information from the Admissions and Records Office.
 - a. Application
 - b. Affidavit of Residence
 - c. Health Certificate
 - d. Student Personnel Form
 - e. Request for High School and/or College Transcript.
 - f. Housing Approval Form for minors living away from home.
 - g. Photo
2. A check of \$10.00 made payable to Broward Junior College must accompany the application for admission. It is not refundable. See College Calendar for late fee charge.
3. Fill out the forms listed above and bring or mail them to the Admissions and Records Office. Affidavit of Residence must be signed and notarized if the applicant is a bona-fide resident of the State of Florida.
4. The applicant must request the high school last attended and any college or university where he has previously enrolled to send a transcript of his records. All transcripts become a part of the permanent records of the College and will not be returned.
5. Applicants planning to enter college at the beginning of a specific term should consult the college calendar in the catalog for dates affecting their enrollment.
6. All applicants must complete the Florida Twelfth Grade tests before they can be advised for their academic program.

ADMISSION POLICIES

Admission and application forms can be obtained by writing the Registrar, Davie Road, Fort Lauderdale, Florida.

An application for admission should be completed at least one month before the registration dates for the term in which admission is desired, if the applicant is to be assured of admission. All credentials submitted in support of an application for admission become the permanent property of the College. A non-refundable application fee of \$10.00 must accompany each application. Students submitting an application late must also pay a \$5.00 late application fee.

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

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.

REGISTRATION

Students are required to register for courses at the beginning of each term. The Admissions Procedures must be completed in the Office of the Registrar before registering for courses. A student cannot earn credit by attending a section of a class for which he has not officially registered.

A student whose attendance at the college is interrupted by one or more regular terms may apply for readmission and, if readmitted, will be subject to the rules and regulations that are in effect at the time he applies for readmission.

Registration dates are listed in the College Calendar. Students who enroll in a course after instruction has begun are at a distinct disadvantage. They are responsible for assignments and instruction which they have missed. Late registrants will be charged an additional fee of \$10.00.

ADVANCED PLACEMENT

It is the policy of Broward Junior College to grant credit to a student who presents a score of 5, 4, or 3 on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board. Such credit will be assigned by the Registrar in terms of the policies of the institution and shall meet graduation, general education, program and elective requirements. The student is responsible for any charges involved and for making test arrangements with the College Entrance Examination Board, Box 592, Princeton, New Jersey. Additional information can be secured from high school counselors, Broward Junior College counseling center or directly from the College Entrance Examination Board. See page 26, G entry for details.

REPEAT RULE

A student may repeat a course in which he has received an "F" (failing grade) or a low grade, with the approval of the instructor of the course in which he is to be enrolled. For all courses that are repeated the grades and credit hours of both the first and subsequent registrations, will be counted in computing the student's grade point average.

ADDING, DROPPING, OR CHANGING SCHEDULE

Information regarding the procedure to initiate a schedule change can be obtained from the Registrar's Office. The student is expected to continue in class attendance and participation until he has complied with procedures outlined by the Registrar's Office. Schedule changes are possible early in the first week in the term when absolutely necessary. However, a \$5.00 fee will be charged for each drop/add form processed. No charge will be made when the responsibility is clearly due to:

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

Students may not change an original registration for the purpose of transportation or work schedule other than to drop courses.

CLASS ATTENDANCE

Regular and punctual attendance at all classes and laboratories is required. Students are responsible for all assignments and instruction presented. Each Instructor keeps a record of class attendance and promptly reports absences to the office of the Registrar.

The Registrar will promptly contact the student involved and will see that the student returns to class or promptly withdraws from the class or he may exercise his judgment to administratively withdraw the student with the grade he was earning when he left class.

Excessive absences may result in an administrative entry of "F" on the student's permanent record.

The College will hold the student responsible for completion of the courses for which he has been enrolled, unless he obtains approval for a change in his registration, or files an official withdrawal from the College.

TRANSCRIPTS

Each student at Broward Junior College is entitled to one official transcript free. A fee of two dollars is charged for each additional transcript which a student requests. Transcripts are mailed as promptly as possible; however, students should make written requests to the Registrar's Office at least two weeks before the credentials are

needed. No transcript or official statement will be issued for students who are financially indebted to the college, or have not fully satisfied admission requirements. A request for a transcript of credit should give the last date of attendance at the college. Married women should give their maiden names as well as their married names.

REFUND POLICIES

If a student is officially withdrawn from the College on or before the last date listed in the calendar for withdrawing, he is entitled to an eighty (80) per cent refund of the following fees: matriculation and tuition, student activity, laboratory, reading, physical education, and private music.

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

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

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

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

PROGRAM FOR VETERANS AND FOR VETERANS' DEPENDENTS

This College is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veterans' training laws and dependents of deceased veterans who expect to enroll under the War Orphans Education Assistance Act, should consult with the local Veterans Administration office well in advance of registration.

Upon enrollment, veterans and veterans' dependents, are required to pay all regular fees and charges, just as other students. Upon certification of approval and attendance by the College and

ART 221—Sculpture	10	10
ART 231—Watercolor	2	2
ART 232—Oil Painting	2	2
ART 271—Lettering	2	2
ART 273—Advertising Design	2	2
ART 280—Ceramics	15	15
ENG 093 and 105—Reading Development	5	5
HPR—General Fee	2	2
HPR—Bowling	17	17
HPR—Horsemanship	20	20
HPR—Swimming	4	4
HPR—Scuba Diving	25	25
HPR—Skeet and Trap Shooting	30	30
HPR—Sport Officiating	2	2
HPR—Water Skiing	35	35
HPR—Casting & Angling	2	2
Laboratory (courses with laboratories except those listed below)	5	5
MA 210—Basic Medical Laboratory Techniques	10	10
Private Music—One half hour lesson per week	23	23
Private Music—Two half hour lessons per week	45	45
Private Music—Practice Room, One hour daily with piano	5	5
Miscellaneous Fees:		
Add and Drop	5	5
Admission	10	10
Graduation	10	10
Late Admission	5	5
Late Registration	10	10
Transcript: First Transcript	Free	Free
Transcript: Each Additional	2	2

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

NOTE: The District Board of Trustees, under extremely meritorious circumstances, may waive a fee or make refunds. The fees are subject to change by action of the Board of Trustees.

Fees for full-time students during the short terms include a five dollar (5.00) activity fee.

Part-time students for all terms may elect to participate in student activities by paying the ten dollar (10.00) fee during the regular terms and the five dollar (5.00) fee during the short terms. The payment of this fee by part-time students does not waive constitutional provisions of campus organizations which may require full-time student status.

SELECTIVE SERVICE STATUS

Students, by furnishing the Registrar's Office with their Selective Service Numbers, are automatically requesting that academic information be forwarded to their Draft Boards. It is the responsibility of the individual students to make sure that the Registrar's Office has the number prior to the end of the Add/Drop period of any term.

GENERAL REGULATIONS CLASSIFICATION OF STUDENTS

A student who has earned 28 or more semester hours credit is classified as a sophomore.

A student is a full-time student if he carries not less than 12 semester hours (in academic courses) in a given term. Veterans have to carry 14 academic hours to be eligible for subsistence benefits.

ASSEMBLY ATTENDANCE

Full-time Day Division students are expected to attend all scheduled assemblies and convocations if they have a class any time before or immediately following the hour set aside for assemblies or convocations.

CONDUCT

A college education is a privilege, not a right. College students are considered to have reached an age of responsible citizenship and are expected to conduct themselves appropriately both on and off campus.

Every student, by the act of registering for scholastic work at Broward Junior College, obligates himself to obey rules and regulations which the institution formulates. The college reserves the right to discipline or dismiss any student whose conduct is considered unbecoming or detrimental to the college or community.

Decisions to dismiss a student will be reviewed by the President of the College. The decision of the President of the College is final.

Administration of the Curricula

TERM SYSTEM

The term system is used. The academic year is divided into three terms. Terms I and II are approximately seventeen weeks in length and Term III approximately twelve weeks. Term III is divided into two parts, Term III-A and Term III-B.

UNIT OF CREDIT

The unit of credit is the semester hour, each representing one hour of recitation with two hours of preparation per week for a period of approximately seventeen weeks. Generally, two hours of laboratory work count as one hour of class work. The schedule in Terms III-A and III-B is adjusted to include the same time equivalent as is used in the longer terms.

STUDENT COURSE LOAD

During Terms I and II the minimum course load for a full-time student is twelve (12) or more semester hours, and the maximum course load a student may carry is 21 semester hours. Veterans must enroll for fourteen (14) or more semester hours in order to qualify for full-time veteran benefits. During Term III the minimum course load for a full-time student is five semester hours each half of the term. The normal course load for a student is sixteen (16) semester hours during Terms I and II and six (6) semester hours during each half of Term III. In exceptional cases a student who has earned a "B" (3.0) average or above on his previous college work may secure written permission from his faculty advisor and the Dean of Academic Affairs to enroll for more than eighteen (18) semester hours. Students should secure the proper petition form from the Admissions and Records Office and have it properly filled out. The maximum number of semester hours for which a student may enroll during each half of Term III is seven.

GRADES AND RECORDS **(Totaling Grades)**

POLICY

- A. Final grades for each term are recorded and preserved. Reports are submitted to students and to their parents or legal guardians at the close of the term.

B. Grade points are earned and recorded as follows:

Grades	Grade Points per Semester Hour
A	Excellent 4
B	Good 3
C	Average 2
D	Passing 1
F	Failure 0
I	Incomplete 0
W	Official Withdrawal 0
WP	Withdrawal Passing 0
WF	Withdrawal Failing 0
WT	Withdrawal-Transferred to another section 0
XF	Failure-excessive absences 0
AU	Audit 0
NC	Non-Credit course 0
NG	No Grade Assigned 0

- C. "I" grades will become "F" grades if not completed by the time stated in the College Calendar. "I" grades will be awarded only by the approval of the Instructor and Registrar when a student has been unable to complete his work because of circumstances beyond his control, such as emergencies because of death or serious illness.
- D. No student may change a course from credit to audit after the first calendar month of a regular Term I and II or after the first calendar week of either Term III-A or III-B.
- E. Grade point averages are computed on all work attempted at all colleges.
- F. "NG" grades are assigned for 090 level courses if a student needs more time to complete the course, and this grade is not calculated in the grade point average.

SCHOLASTIC STANDARDS

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

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

Students, after being placed on academic probation, will be placed on academic suspension at the end of any term that they become 20 or more grade points below a "C" grade average. No

student will be suspended academically at the end of any term in which a term grade point average of 2.0 is attained. After one regular term of suspension has passed, a student may apply for readmission and if readmitted, may be permitted to register for the next term on academic probation.

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

ACADEMIC HONORS

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

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

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

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

EVENING CLASSES

Broward Junior College provides an educational program for people who are unable to attend college during the day. The evening program is multipurpose in function. It is designed to offer courses to meet the needs of persons who wish to complete the first two years of a four year college program and those who wish to take two years of college work in some area and pause in their education at this point. It is also designed to meet the needs of persons who wish to increase their proficiencies and broaden their educational and cultural backgrounds by taking a course, or courses in certain areas. As the total program of the College expands, the program of the evening courses will expand proportionately. The college will at all times, as financial means and physical facilities permit, attempt to meet student and community needs.

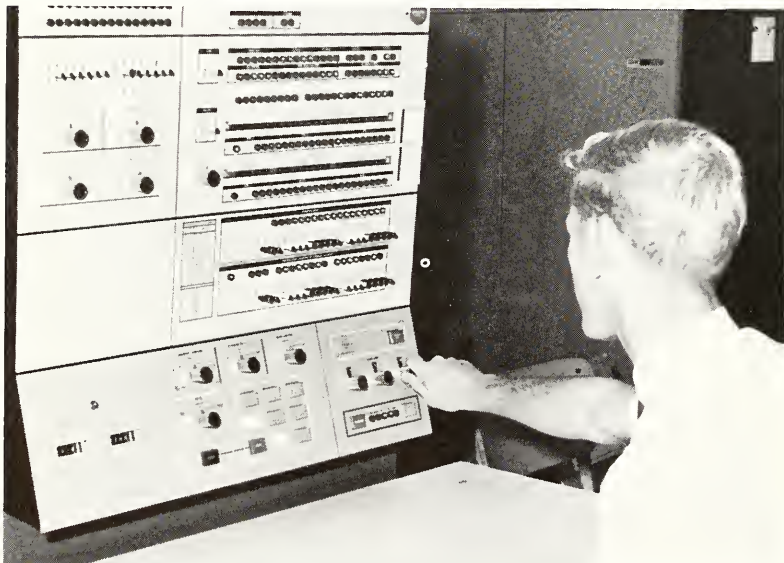
The policies for admission, registration, graduation and requirements are the same for the evening student as for the day student. A separate brochure describing the program offered each term is available. For admission information please contact the Registrar, Broward Junior College, Davie Road, Fort Lauderdale, Florida.

CORRESPONDENCE AND EXTENSION COURSES

A maximum of 15 semester hours in correspondence and extension course credits may be accepted from regionally accredited or recognized college and universities. No more than six of the final 15 semester hours before graduation may be earned through correspondence. No student will be granted a degree from Broward Junior College who has earned less than 24 semester hours in residence. A regular student must secure permission from the Dean of Academic Affairs before registering for a correspondence and extension course. The combined load of residence and correspondence study should not exceed 8 semester hours per regular term.

HONORS PROGRAM

For those students who are capable of superior academic achievement, Broward Junior College announces a full-scale honors program to become operative at the beginning of the school year 1969-70. However, some honors courses will begin during the academic year 1968-69. Any student interested in such courses should contact the office of the Dean of Academic Affairs, or the Director of the Honors Program.



General Education Requirements

A. Objectives

General Education as defined by Broward Junior College is that part of learning which makes it possible for all students to achieve lives that are satisfying to themselves and useful to society.

The objectives of General Education are to be attained by presenting a program enabling the student:

1. To continue the development of intellectual powers
 - a. in using methods of logical thinking,
 - b. in discriminating values,
 - c. in creating and appreciating the creativeness of others.
2. To improve the art of communication.
3. To increase the understanding of self, of the nature of the universe, and society.
 - a. by maintaining mental and physical health,
 - b. by comprehending the nature of the universe,
 - c. by accepting the privileges and responsibilities of democratic citizenship,
 - d. by sharing in the development of family life,
 - e. by being aware of economic conditions.
4. To further the growth of ethical and spiritual values to be translated into effective patterns of living.

B. Requirements for Degrees

1. Special and Technical Curricula (Associate in Science)

There is a variation in kind and amount of General Education needed by students. For this reason specific General Education requirements for each of the special and technical curricula are found under the Degree Requirements of that curriculum. The 080 and 090 series of courses may be considered as meeting the requirements in general education for graduation if it is so specified in the pertinent program.

2. University Parallel Curricula (Associate in Arts)

Candidates for the Associate in Arts degree in University Parallel Curricula must fulfill the following general education requirements:

(A) Area Requirements:

Area 1. English Composition	6 semester hours
Area 2. The Humanities	6 semester hours
Area 3. Natural Science	6 semester hours
Area 4. Social Science	6 semester hours
Area 5. Mathematics	3 semester hours

Note: Students planning to transfer to any of the state universities in Florida are reminded that, in addition to the general

education program, certain other lower division requirements must be met in order to be admitted to the upper division. In some specialized programs (e.g., pre-engineering and pre-medicine) care must be taken to select the proper level of mathematics and science courses.

Students should carefully plan their curriculum to coincide with the requirements of the university to which they anticipate transferring.



Degree Requirements

UNIVERSITY PARALLEL

*Requirements for the Associate in Arts Degree in University Parallel curricula:

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.

***NOTE:** Basic Education courses (090 series) will not be acceptable as a substitute for a college transfer course that will count toward the Associate in Arts Degree.

2. Completion of the requirements in General Education as follows:

A. Area Requirements:

Area 1. English Composition 6 semester hours
ENG 101 and 102, 103 or 104

Area 2. The Humanities 6 semester hours

a. One of the following courses:

ENG 201, or ENG 202, or
ENG 221, or ENG 222, or
ENG 230, or ENG 231; or
FRE 205, or FRE 206, or
SPA 205, or SPA 206, or
GER 205, or GER 206 and

b. One of the following courses:

ART 207, or MU 207, or *DRA 207*
PHI 260, or PHI 263

Area 3. Natural and Physical Sciences 6 semester hours

One course should be biology
and one course should be from the
physical sciences. At least one
course should include scheduled
laboratory work.

BIO 100-105, BIO 150, BIO 160;
CHE 107, 131, 132;
PHY 110, 111;
GY 105, 106;
AST 101

*A student **cannot** earn an associate degree in arts and an associate degree in technology at the same time. The conferring of an additional degree must represent at least 30 semester hours of additional work with the necessary field and residency requirements.

Area 4. Social Science 6 semester hours

Select any one of the following combinations:

- (a) HIS 101 and 102
- (b) HIS 201 and 202
- (c) HIS 111 and 112
- (d) PSC 121 and 122 or 221
- (e) HIS 102 and HIS 202

NOTE: All students should consult their advisers in Guidance and Counseling before selecting their combination of courses listed above.

Area 5. Mathematics 3 semester hours

B. Modern Foreign Languages:

All students who intend to enter the College of Arts and Sciences at an upper division institution are required to complete the intermediate level of a foreign language, FRE 201-202, GER 201-202, or SPA 201-202 as a part of their lower division program. Any student who intends to enter another school or college of an upper division institution must take the responsibility of determining the foreign language requirements of that specific department or college.

C. Students planning to obtain an AA degree at Broward Junior College will not be permitted to take more than twenty-one (21) semester hours in any **one discipline** area*.

*Note: By this we mean the discipline areas as listed in the catalog — such as ART, BA, BIO, CHE, DRA, ECO, EDU, EGR, ENG, FRE, GEO, GER, GY, HIS, HPR, JOU, MTH, MU, PHI, PHY, PSC, PSY, SOC, SPA, SPE STA.

3. Completion of four semester hours of Physical Education activities.* No more than 4 one semester hour activity courses can be used toward a degree.

*Note: All regularly enrolled freshmen and sophomores will be required to take 4 semester hours of Physical Education Activities unless they have reached their 29th birthday, served in the military forces for one year or more, or are medically excused by a written statement from a physician submitted to the Registrar.

4. Completion of a minimum of twenty-four hours of residence as a degree seeking student at Broward Junior College, including the last twelve semester hours.

5. Make formal application for the degree to the Registrar at the completion of forty-five semester hours.

6. Remove all admission conditions.

7. Attend all official graduation exercises.

8. Honors are computed on 40 or more semester hours earned at Broward Junior College.

General Education

DIVISION OF BUSINESS ADMINISTRATION AND ECONOMICS

DIVISION OF COMMUNICATIONS

DIVISION OF FINE ARTS

DIVISION OF HEALTH, PHYSICAL EDUCATION, AND RECREATION

DIVISION OF MATHEMATICS AND SCIENCE

DIVISION OF SOCIAL SCIENCES

SUGGESTED PROGRAMS IN GENERAL EDUCATION CURRICULUM

The student who follows any one of the SUGGESTED programs outlined on the succeeding pages will earn a degree at BJC and will meet the appropriate general education requirements of most upper division colleges. He would be wise to familiarize himself with the special requirements of the particular college to which he may choose to transfer.

Students and Advisors are reminded that Developmental Reading and/or Study Skills Counseling are suggested for all individuals who may profit from these courses. When signing up, students may consider lightening the remainder of the study load for that term.

DIVISION OF BUSINESS ADMINISTRATION AND ECONOMICS

Accounting

Business Administration

Economics

Mid-Management

Secretarial Science

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

The following programs are designed to provide the student with an opportunity for preparation to enter a specialized field of employment or for the employed student, an opportunity to acquire additional proficiency in the respective study. Individual programs will also be arranged to meet specific needs of students with unusual requirements.

These specialized programs lead to an Associate Degree in Business Administration, with emphasis on employable skills or advanced training. Most of the courses will transfer for credit to

senior institutions, but if the student is reasonably sure he is continuing on for his bachelor's degree, he should follow the "Suggested Pre-Business Administration Program".

SUGGESTED ACCOUNTING PROGRAM

FIRST YEAR

First Term	Second Term
ENG 101—Composition 3	ENG 102, 103 or 104—Composition 3
*BA 101—Elementary Typing 3	ECO 190—Introduction to Economics ... 3
BA 150—Business Mathematics 3	BA 222—Principles of Accounting 3
BA 221—Principles of Accounting 3	BA 232—Business Law 3
BA 231—Business Law 3	PSY 100—Human Relations in Business and Industry 3
HPR—Physical Education 1	HPR—Physical Education 1
Total Semester Hours 16	Total Semester Hours 16

SECOND YEAR

First Term	Second Term
BA 223—Intermediate Accounting 3	BA 224—Intermediate Accounting 3
BA 227—Income Tax 3	BA 225—Cost Accounting 3
BA 247—Calculating Machines 2	STA 221—Statistics 3
BA 245—Business Communications 3	BA 260—Introduction to Management 3
PSC 121—National Government 3	Electives 3
HPR—Physical Education 1	HPR—Physical Education 1
Total Semester Hours 15	Total Semester Hours 16

*May be exempt if taken for one year in high school with grade of "C" or by passing a proficiency test; ECO 140, SPE 100, BA 100, or BA 102 is recommended instead.

SUGGESTED GENERAL BUSINESS (CLERICAL) PROGRAM

FIRST YEAR

First Term	Second Term
ENG 100 or 101 3	ENG 102, 103 or 104 3
Social Science (PSC 121, HIS 101 or 111) 3	*BA 102 or 201—Typing 3
*BA 101 or 102—Typing 3	BA 150—Business Math 3
BA 100—Intro. to Business 3	PSY 100—Human Relations 3
HPR 1	ECO 140—Personal Finance 3
Elective 3	HPR 1
Total Semester Hours 16	Total Semester Hours 16

Term III-A

BA 231—Business Law 3
BA 247—Calculating Machines 3
Total Semester Hours 6

SECOND YEAR

First Term	Second Term
BA 121—Accounting Survey OR	BA 261—Office Management OR
BA 221—Principles of Accounting 3	BA 262—Prin. Supervision 3
*BA 242—Transcribing Machines 3	**BA 227—Income Tax 3
BA 245—Business Communications 3	DP 101 or 102 3
BA 170—Principles of Marketing 3	HPR 1
HPR 1	Elective 3
Elective 2	
Total Semester Hours 15	Total Semester Hours 13

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

**Substitution of another business course allowed.

SUGGESTED PROGRAM FOR EXECUTIVE (GENERAL) SECRETARY

FIRST YEAR

First Term	Second Term
BA 100—Introduction to Business 3	*BA 102—Intermediate Typing 3
*BA 101—Elementary Typing 3	*BA 111—Beginning Shorthand 3
ENG 100 or 101 3	BA 150—Business Math 3
PSC 121 or HIS 101 or 111 3	ENG 102, 103 or 104 3
HPR—Physical Education 1	HPR—Physical Education 1
Total Semester Hours 13	Electives 3
	Total Semester Hours 16

Term III-A or III-B

Psy 100—Human Relations in Bus. & Ind. 3
BA 121—Accounting Survey 3
Total Semester Hours 6

SECOND YEAR

First Term	Second Term
*BA 112—Intermediate Shorthand 3	**BA 211—Advanced Shorthand 3
BA 201—Advanced Typing 3	BA 231—Business Law 3
BA 247—Calculating Machines 3	BA 245—Bus. Communications 3
ECO 190—Intro. to Economics 3	BA 244—Sec. Procedures 3
HPR—Physical Education 1	BA 242—Transcribing Machines & Filing 3
BA 261—Office Management or	HPR—Physical Education 1
BA 262—Prin. Supervision 3	
Total Semester Hours 16	Total Semester Hours 16

*May be exempt if taken in high school or by passing a proficiency test.

**Should not be taken before the first term of the second year.

Suggested electives: BA 232, BA 262, ECO 251 and 252, DP 102, and GEO 221.

SUGGESTED PROGRAM FOR LEGAL SECRETARY

FIRST YEAR

First Term		Second Term	
ENG 100 or 101	3	ENG 103 or 104	3
Social Science:		BA 100—Introduction to Bus.	3
PSC 121, or HIS 101 or 111	3	BA 102—Intermediate Typing	3
*BA 101—Elementary Typing	3	BA 112—Intermediate Shorthand	3
*BA 111—Beginning Shorthand	3	BA 121—Accounting Survey	3
BA 150—Business Math	3	HPR	1
or MTH 100			—
HPR	1	Total Semester Hours	16
Total Semester Hours			
	16		

Term IIIA or B

BA 231—Business Law	3
BA 201—Advanced Typing	3
Total Semester Hours	
	6

SECOND YEAR

First Term		Second Term	
BA 211—Advanced Shorthand	3	BA 216—Legal Techniques II	3
BA 215—Legal Techniques I	3	ECO 140—Personal Finance	3
BA 232—Business Law	3	BA 245—Business Communications	3
PSY 100—Human Relations	3	BA 290—Real Estate	3
BA 242—Transcribing Machines	3	Electives	3
HPR	1	HPR	1
Total Semester Hours		Total Semester Hours	
	16		16

*Students who have successfully completed one year of shorthand and/or typing in high school should take BA 102 and/or BA 112 the first term; BA 201 and BA 211 the second term. Students who have successfully completed two years of shorthand and/or typing in high school should delay taking the advanced courses until the second term. (Suggested substitution for BA 101, DP 102 Unit Record Equipment). Recommended electives: BA 247 Calculating Machines; BA 261 Office Management; BA 262 Principles of Supervision; DP 102, Unit Record; and BA 170, Principles of Marketing.

SUGGESTED PROGRAM FOR MEDICAL SECRETARY

FIRST YEAR

First Term		Second Term	
ENG 100 or 101	3	ENG 102, 103, or 104	3
*BA 101—Elementary Typing	3	*BA 102—Intermediate Typing	3
*BA 111—Beginning Shorthand	3	*BA 112—Intermediate Shorthand	3
MA 110—Introduction to		BA 150—Business Math	3
Medical Assisting	2	PSY 100—Human Relations	3
MA 115—Medical Terminology	3	HPR—Physical Education	1
HPR—Physical Education	1		—
Total Semester Hours		Total Semester Hours	
	15		16

Term III-A or III-B

PSC 121—National Government	3
BA 100—Intro. to Business	3
	<hr/>
Total Semester Hours	6

SECOND YEAR

First Term		Second Term	
BA 201—Advanced Typing	3	BA 214—Medical Shorthand	3
BA 211—Advanced Shorthand	3	BA 242—Transcribing Machines & Filing	3
BA 231—Business Law	3	BA 244—Secretarial Procedures	3
BA 121—Accounting Survey	3	MA 120—Office Practice and Procedure	3
BA 245—Business Communications	3	HPR—Physical Education	1
HPR—Physical Education	1	BA 261—Office Management	3
	<hr/>		<hr/>
Total Semester Hours	16	Total Semester Hours	16

*May be exempt if taken in high school or by passing a proficiency test.

Suggested electives: B10 140, BA 246, BA 261, MA 210, MA 220, DP 102, PSC 122

MID-MANAGEMENT IN DISTRIBUTION AND MARKETING

This is a two-year planned program leading to an Associate in Arts Degree in Business Administration. It includes a cooperative plan in which classroom instruction is supplemented with on-the-job training in an approved distributive or marketing occupation. (Examples: retailing, wholesaling, advertising, banking, credit sales, transportation, loan companies and insurance.) Each student is placed in a real occupational situation and trained (usually in the afternoon) in the required responsibilities and attitudes. Students should arrange to discuss the possibilities of entering this program at least two or three weeks before registration with the program supervisor.

SUGGESTED COURSE REQUIREMENTS

FIRST YEAR			
First Term		Second Term	
ENG 100 or 101—Composition	3	ENG 102 or 103—Composition	3
BA 100—Introduction to Business	3	BA 170—Marketing	3
BA 130—Salesmanship	3	BA 173—Distribution and Marketing Practice	3
BA 150—Business Mathematics	3	ECO 190—Intro. to Economics OR	
HPR—Physical Education	1	ECO 251—Economics	3
	<hr/>	HPR—Physical Education	1
Total Semester Hours	13		<hr/>
		Total Semester Hours	13

Term III-A or III-B

SPE 100—Introductory Speech	3
PSY 100—Human Relations in Business and Industry	3
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Total Semester Hours	6

SECOND YEAR**First Term**

BA 171—Adv. and Sales Promotion	3
BA 221—Principles of Accounting	3
BA 231—Business Law	3
BA 245—Business Communications	3
BA 283—Distribution and Marketing Practice	3
HPR—Physical Education	1
<hr/>	
Total Semester Hours	16

Second Term

BA 222—Principles of Accounting OR	
BA 232—Business Law	3
BA 260—Introduction to Management	3
BA 271—Merchandising OR	
BA 262—Principles of Supervision	3
BA 284—Distribution and Marketing Practice	3
PSC 121—National Government	3
HPR—Physical Education	1
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Total Semester Hours	16

CERTIFICATE BUSINESS PROGRAMS

For those students who wish to attend college for less than two years, special one-year programs are offered. Upon completion of the required courses with an average of "C", and having filed a certificate application with the office of the Registrar, a certificate of accomplishment is granted.

ONE-YEAR SECRETARIAL**First Term**

ENG 100 or 101	3
BA 102—Intermediate Typing	3
BA 112—Intermediate Shorthand	3
BA 150—Business Math	3
BA 100—Introduction to Business	3
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Total Semester Hours	15

Second Term

BA 201—Advanced Typing	3
BA 211—Advanced Shorthand	3
BA 121—Accounting Survey	3
BA 245—Business Communications	3
BA 244—Secretarial Procedures	3
<hr/>	
Total Semester Hours	15

Term III-A

BA 242—Transcribing Machines	3
ECO 140—Personal Finance OR	
PSY 100—Human Relations	3
<hr/>	
Total Semester Hours	6

Students who have successfully completed two years of shorthand and typing in high school should delay typing and shorthand courses until Term II. Suggested electives: DP 102 Unit Record; BA 247 Calculating Machines.

ONE-YEAR CLERICAL TYPIST

First Term		Second Term			
ENG 100 or 101	3	BA 102 or 201—Typing	3		
BA 100—Introduction to Business	3	BA 121—Accounting Survey	3		
BA 101 or 102—Typing	3	BA 245—Business Communications	3		
BA 150—Business Math	3	PSY 100—Human Relations	3		
BA 247—Calculating Machines	3	ECO 140—Personal Finance	3		
Total Semester Hours		15	Total Semester Hours		15
Term III-A					
		BA 242—Transcribing Machines	3		
		DP 102—Unit Record Equipment	3		
		Total Semester Hours		6	

Students who have successfully completed two years of typewriting in high school may substitute DP 102, Unit Record Equipment, in place of BA 102 and elect from the following for a three-hour course during III-A: ENG 103; BA 261 Office Management; BA 262 Principles of Supervisions; BA 170 Principles of Marketing; or BA 227 Income Tax.

CERTIFIED PROFESSIONAL SECRETARY PROGRAM

The College, in cooperation with the National Secretaries Association, offers the following certificate program for secretaries. It is offered primarily as an aid to those secretaries preparing for the national examination used to qualify secretaries for the title "Certified Professional Secretary." However, it is a program that should be of considerable aid to any secretary interested in increasing her proficiencies and in qualifying herself for a top secretarial position. A certificate is to be granted upon the completion of a planned program based on individual needs including twenty-four hours from the following courses:

	Credits
BA 100—Introduction to Business	3
BA 231—Business Law	3
BA 232—Business Law	3
BA 121—Accounting Survey	3
BA 221—Principles of Accounting	3
BA 244—Secretarial Procedures	3
BA 245—Business Communications	3
BA 260—Introduction to Management	3
BA 261—Office Management	3
ECO 251—Economics	3
ECO 252—Economics	3
PSY 100—Human Relations in Business	3
BA 201—Advanced Typewriting	3
BA 211—Advanced Shorthand	3

ONE YEAR MERCHANDISING

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

CERTIFICATE PROGRAM IN MERCHANDISING

	Credits
ENG 101—Composition	3
PSC 121—National Government	3
BA 100—Introduction to Business	3
BA 130—Salesmanship	3
BA 150—Business Mathematics	3
BA 170—Principles of Marketing	3
BA 171—Advertising and Sales Promotion	3
BA 262—Principles in Supervision	3
BA 271—Merchandising	3
PSY 100—Human Relations in Business and Industry	3
	—
	30

BUSINESS ADMINISTRATION AND ECONOMICS

Education for business prepares the student vocationally and helps to develop the social and economic attitudes which are essential in establishing the future success of American youth in our democratic economic system. It offers a knowledge and understanding of business and business methods, a competency in skills, and the development of character and personality that will help the student cope with our changing economy.

These programs offer two directions granting the associate of arts degree. The transfer type includes the Pre-Business Administration, Pre-Secretarial, and Pre-Business Teacher Training curricula and covers the first two years of a four-year university program leading to a Bachelor of Arts degree.

The non-transfer group emphasizes specialized programs for employable skills and advanced training in order to enter business. Most of the courses will transfer to universities. The specialized curricula are Accounting; General Business (Clerical); Secretarial Science—General, Legal, and Medical; and Mid-Management in Distribution and Marketing. These programs are shown on pages 46 to 50.

There are also specialized programs for which certificates are granted. These are: One-Year Secretarial, One-Year Clerical Typist, and Certified Professional Secretary, and One-Year Merchandising. These programs are shown on pages 50 to 52. Special program may be developed for students with unusual requirements.

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

FIRST YEAR			
First Term		Second Term	
ENG 101—Composition	3	ENG 102, 103 or 104—Composition	3
Social Science	3	Science	3-4
*BA 101—Elementary Typing	3	PSY 201—General Psychology	3
BA 100—Introduction to Business	3	Social Science	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
13		13-14	
Term III-A or III-B			
Science		3-4	
MTH 131—Basic College Math		3	
Total Semester Hours		6-7	

SECOND YEAR			
First Term		Second Term	
MTH 132—College Algebra	4	STA 221—Statistics	3
BA 221—Principles of Accounting	3	BA 222—Principles of Accounting	3
ECO 251—Principles of Economics	3	BA 231—Business Law	3
Humanities	3	ECO 252—Principles of Economics	3
Elective	3	Humanities	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
17		16	

*May be waived if taken in high school with a grade of "C" or by passing a proficiency test. SPE 100 Introductory Speech or BA 260 Introduction to Management is recommended as an alternative. Certain universities also require DP 101 Basic Computing Machines. (Statistics counts as Math after a basic math course has been taken.)

SUGGESTED PRE-BUSINESS EDUCATION

FIRST YEAR			
First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
Social Science	3	Science	3-4
*BA 111—Beginning Shorthand	3	*BA 112—Intermediate Shorthand	3
*BA 101—Elementary Typing	3	*BA 102—Intermediate Typing	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
13		16-17	
Term III-A or III-B			
Science		3-4	
BA 100—Introduction to Business		3	
Total Semester Hours		6-7	

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
PSY 201—General Psychology	3	EDU 250—Introduction to Education ...	3
BA 221—Prin. of Accounting	3	BA 222—Principles of Accounting	3
**BA 211—Advanced Shorthand	3	MTH 100—General Education	
BA 201—Advanced Typing	3	College Mathematics	3
HPR—Physical Education	1	Social Science	3
	—	HPR—Physical Education	1
Total Semester Hours	16	Total Semester Hours	16

*May be exempt if taken in high school or by passing a proficiency test.

**Should not be taken before the first term of the second year.

Suggested electives: BA 231, ECO 251, ECO 252.

SUGGESTED PRE-SECRETARIAL SCIENCE*

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
Social Science	3	MTH 131—College Mathematics	3
**BA 101—Elementary Typing	3	**BA 102—Intermediate Typing	3
Science	3	**BA 111—Beginning Shorthand	3
HPR—Physical Education	1	BA 247—Calculating Machines	3
	—	HPR—Physical Education	1
Total Semester Hours	13	Total Semester Hours	16

Term III-A or III-B

Science	3-4
Social Science	3
	—
Total Semester Hours	6-7

SECOND YEAR

First Term		Second Term	
Humanities	3	ECO 190—Intro. to Economics	3
**BA 112—Intermediate Shorthand	3	Humanities	3
BA 242—Transcribing Machines and Filing	3	PSY 201—General Psychology	3
BA 245—Business Communication ...	3	**BA 211—Advanced Shorthand	3
BA 201—Advanced Typing	3	BA 244—Secretarial Procedures	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	16	Total Semester Hours	16

*Not to be confused with the specialized secretarial program.

**May be exempt if taken in high school or by passing a proficiency test.

***Should not be taken before the first term of the second year.

COURSES OF INSTRUCTION BUSINESS ADMINISTRATION

BA 100—Introduction to Business

Basic study of the nature of business activity in relation to the economic society in which we live and how it is owned, organized, managed and controlled. Course content designed to give special emphasis on business vocabulary and career opportunities by surveying various areas of specialization as to personal characteristics and training.

Credit, 3 semester hours

BA 101—Elementary Typing

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

Credit, 3 semester hours

BA 102—Intermediate Typing

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

Credit, 3 semester hours

BA 111—Beginning Shorthand

Gregg shorthand Diamond Jubilee Series. Complete shorthand theory presented. Emphasis upon reading and writing shorthand accurately and with correct techniques. Attention given to development of appropriate speed in writing simple new material dictation. Closed for credit to students with high school credit in shorthand. Prerequisite: One year of high school typing, BA 101, or concurrent enrollment in BA 101. Four class hours.

Credit, 3 semester hours

BA 112—Intermediate Shorthand

Continuation of BA 111 with reading and transcribing of own shorthand notes

with increased practice in dictation and transcription. Spelling, punctuation, and arrangement are stressed. Prerequisite: BA 111 with a grade of C or better, or one year of shorthand in high school with a grade of C or better, and BA 102 or concurrent enrollment in BA 102. Four class hours.

Credit, 3 semester hours

BA 113—Shorthand I

First course in a series of three open to evening division students only. Gregg Shorthand Diamond Jubilee Series. First forty lessons of shorthand theory presented with emphasis upon reading and writing shorthand accurately. Not to be taken as a prerequisite to BA 112. Prerequisites: One year of high school typing, BA 101, or concurrent enrollment in BA 101. Three class hours. Offered Term I only.

Credit, 3 semester hours

BA 114—Shorthand II

Continuation of BA 113, second in a series for evening division students only. Completion of shorthand theory, plus development of writing new material dictation and transcribing from own shorthand notes. Three class hours. Prerequisite: BA 113 and BA 102 or concurrent enrollment. Offered Term II only.

Credit, 3 semester hours

BA 115—Shorthand III

Third in a series for evening division students only. Increased speed in taking dictation is emphasized; and spelling, punctuation, and letter arrangements are stressed in transcriptions. Prerequisite: BA 114 and BA 201 or concurrent enrollment. Three class hours.

Credit, 3 semester hours

BA 121—Accounting Survey

This course deals with standard book-keeping procedures for small firms, both

business and professional. Attention is given to journalizing, posting, and preparing the trial balance and financial statements. Procedures for handling petty cash and bank deposits and withdrawals are studied. This course is primarily for the non-accounting major, and for the student who needs additional background prior to taking BA 221.

Credit, 3 semester hours

BA 121 (M)—Accounting Survey for Medical Assisting

This course deals with standard book-keeping procedures for small firms, both business and professional. Attention is given to journalizing, posting, and preparing the trial balance and financial statements. Procedures for handling petty cash and bank deposits and withdrawals are studied. This course is primarily for Medical Assisting students with special emphasis to be placed on professional accounting for physicians.

Credit, 3 semester hours

BA 130—Salesmanship

Introduction to selling and an analysis of problems and techniques of personal salesmanship. Demonstrations.

Credit, 3 semester hours

BA 150—Business Mathematics

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

Credit, 3 semester hours

BA 170—Principles of Marketing

Study of company management areas dealing with the broad problem of sales. Emphasis given to the kinds of decisions for which the marketing manager is responsible: Prices, advertising, and other

promotion, sales management, the kind of products to be manufactured, and the marketing channels to be used. Prerequisite: BA 100 or approval of instructor.

Credit, 3 semester hours

BA 171—Advertising and Sales Promotion

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. Prerequisite: BA 100 or approval of instructor.

Credit, 3 semester hours

BA 173—Distribution and Marketing Practices

Features practical arrangement by which each student is placed in a real occupational situation and trained in the responsibilities and attitudes required on actual jobs that exist in the field of his career interests. The student's career training for distributive occupations proceeds in harmony with prevailing practices in the particular field. Prerequisite: BA 100 or instructor approval.

Credit, 3 semester hours

BA 201—Advanced Typing

Stresses improvement of production ability, a thorough review of office forms, letters, tabulated reports, invoices, legal documents, and frequent special practice to develop maximum typing skill. Duplicating processes taught. Prerequisite: BA 102 with a grade of C or better, or a satisfactory mark on an exemption test for BA 102. Three class hours.

Credit, 3 semester hours

BA 211—Advanced Shorthand

Intensive speed-building program through shorthand vocabulary and planned dictation. Office standards of speed and accuracy are emphasized in

dictation and transcription. Prerequisites: BA 112 with a grade of C or better and BA 201 or concurrent enrollment in BA 201.

Credit, 3 semester hours

BA 214—Medical Shorthand

Course emphasizes writing medical terms in shorthand. A substantial vocabulary is acquired through dictation of medical letters and reports. Prerequisites: MA 115, BA 211 with a grade of C or better, BA 201. Offered Term II only.

Credit, 3 semester hours

BA 215—Legal Secretarial Techniques, Part I

An introduction to legal terminology and how to type legal documents and pleadings. Also includes office procedures. Prerequisites: BA 102 and BA 112; may be taken concurrently with BA 211. Offered Term I.

Credit, 3 semester hours

BA 216—Legal Secretarial Techniques, Part II

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

Credit, 3 semester hours

BA 221—Principles of Accounting

Introductory study of the fundamental principles of record-keeping techniques and reporting of financial activities as applied to individual proprietorships. Prerequisite: High school bookkeeping, BA 150, BA 121, satisfactory score on Mathematics section of Florida High School Placement Test, work experience, or prior approval of the Instructor.

Credit, 3 semester hours

BA 222—Principles of Accounting

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

Credit, 3 semester hours

BA 223—Intermediate Accounting

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

Credit, 3 semester hours

BA 224—Intermediate Accounting

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

Credit, 3 semester hours

BA 225—Cost Accounting

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

Credit, 3 semester hours

BA 227—Income Tax

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

Credit, 3 semester hours

BA 231—Business Law

Study of basic principles of law and their application to business problems, encompassing discussion of courts and legal procedures, the law of contracts, agency and employment, negotiable instruments, personal property and bailments.

Credit, 3 semester hours

BA 232—Business Law

Continuation of 231, including a study of legal principles covering sales of goods, insurance, suretyship, partnerships, corporations, real property, leases, bankruptcy, torts, and business crimes. Prerequisite: BA 231.

Credit, 3 semester hours

BA 242—Transcribing Machines and Filing

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

Credit, 3 semester hours

BA 244—Secretarial Procedures

Course designed for students completing their secretarial programs. Duties, responsibilities, and personal qualifications of a secretary, and efficiency in office routine are emphasized. An overview of the secretarial field as a career and techniques of finding a job are included. Duplicating processes taught. Prerequisites: BA 102 and BA 112.

Credit, 3 semester hours

BA 245—Business Communications

Study of the psychology and techniques of effective business writing, stressing the use, planning, and writing of important types of business letters. Use of dictating equipment and report writing included. Prerequisites: BA 101, or equivalent, and Eng. 100 or 101.

Credit, 3 semester hours

BA 247—Calculating Machines

Through regular practice of correct techniques, the student learns the basic skills and develops a degree of speed and accuracy on the rotary calculators, printing calculators, and ten-key and full-key adding machines. Prerequisite: BA 150 or equivalent.

Credit, 3 semester hours

BA 260—Introduction to Management

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

Credit, 3 semester hours

BA 261—Office Management

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

Credit, 3 semester hours

BA 262—Principles of Supervision

Includes principles and necessary techniques of supervision, importance and place of supervision in the business organization, and the handling of human relations with employees, fellow supervisors, and higher management in business, including manufacturing and construction industries. Offered Term II only.

Credit, 3 semester hours

BA 271—Merchandising

A study of the principles and methods of retailing with emphasis on various methods of merchandising competition.

An investigation is made in the subject areas of the retail revolution, retailing as a career, the retail store, retail organization, merchandise management including buying, control receiving and pricing, sales promotion, customer services and retail control.

Credit, 3 semester hours

BA 283-284—Distribution and Marketing Practice

Continuation of BA 173. Includes an average of fifteen hours of supervised

work experience weekly, with related weekly seminar as scheduled by Instructor. Prerequisite: BA 173.

Credit, 3 semester hours each semester

BA 290—Principles of Real Estate

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

Credit, 3 semester hours

ECONOMICS

ECO 140—Personal Finance

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

Credit, 3 semester hours

ECO 190—Introduction to Economics

One-term survey of economic institutions and economic analysis. Course considers both individual decision-making units and the functioning of the economy as a whole, with some emphasis on current economic problems. It is primarily designed for terminal programs,

or for students whose time is limited to a less intensive study than the two-term principles of economics course. (Credit will not be given for both this course and ECO 251.)

Credit, 3 semester hours

ECO 251—Principles of Economics

Introductory course in economic principles and analysis. Areas covered include: basic economic problems and concepts; functioning of an enterprise economy; business organization and finance; public finance; national income accounting and analysis; money and banking.

Credit, 3 semester hours

ECO 252—Principles of Economics

Extension of ECO 251, dealing with: price theory; income distribution; international trade and finance; economic growth; and comparative economic systems. Prerequisite: ECO 251 or instructor approval.

Credit, 3 semester hours

DIVISION OF COMMUNICATIONS

English Journalism Modern Foreign Languages Reading Speech

Campbell, Division Chairman and Basic Skills Area Leader; Hill, N., Director of Honors Program; Kempton, Department Head of Modern Foreign Languages; Nichols, D., Department Head of Speech; Rigg, Department Head of English; Hayes, Journalism Area Leader; Porter, Reading Skills Area Leader; Adkins, Brogdon, Burdick, Burns, Caballero, Carl, Cavanagh, Cowgill, Crowell, Dickerson, Duckham, Dunlevy, Esco, Glaze, Grasso, Ingleso, Johnston, Koenig, Nichols, J., Nitka, Owen, Pedigo, Ragow, Robertson, Shaw, Smith, Stut, Sundquist, Stebner, Tarullo, Weldon, Wilkenson, and Yater.

The Division of Communications represents that portion of the college curriculum which is basic to the communication skills and which is necessary for the student's progress in all curricula. The program emphasizes development in broad aspects of linguistics in English and in the foreign languages of French, German, and Spanish. In literature courses, the ability to evaluate critically is given paramount importance. Emphasis is placed upon preparing the student to express himself in both oral and written language.

All regularly enrolled Freshman and Sophomore students are required to complete a minimum of 6 semester hours of English communication. Requirements in foreign languages vary according to the curriculum desired.

All candidates for the A.A. degree are encouraged to complete the intermediate level of a foreign language.

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

Literature courses are designed to serve as a foundation in the Humanities, and to provide specific practice in the comprehension of the written languages.

In addition to the regularly established courses in the general education curriculum, courses are offered in English which develop the ability of the individual student to express himself in logical fashion. These non-transferable courses are offered as review and remedial courses in grammar and orthography, syntax and paragraph development. Within the foreign language areas, conversa-

tional courses are provided to give latitude to the student in grammar and literature.

The Speech curriculum offers a student the opportunity to fulfill general educational requirements as well as provide a course of study leading to a major or minor in general speech, public speaking, speech correction, and radio-television. A student seeking a major or minor in any of these areas should make an appointment with a speech instructor in order to plan a logical program of study while the student is at the college.

The general program of study in Speech provides the student with lower level courses which enable him to pursue a degree in teaching, law, public relations, business management, mass media and provides experience in all inter-personal relationships involved in speech situations. The courses provide a program of Intercollegiate and Intramural forensic activities under the supervision of the area leader of the program of Forensics. Students who desire to participate in either of these programs should contact the area leader. This program prepares students for invitational tournaments and Florida Junior College Conference Tournaments. These activities provide participation in: discussion, debate, oratory, extemporaneous and after-dinner speaking, oral interpretation and Readers' Theatre.

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

Basic Communication Courses 091, 092, 093, etc. in English will carry 3 semester hours credit for each course. They are designed for local credit only; they will not be acceptable as a substitute for a college transfer course that will count toward the college Associate of Arts Degree; and they will probably not be acceptable by other institutions as counting toward a four-year college degree.

Basic English Communications 091: Students who have a score which is between the first and the thirtieth percentiles on the Florida Twelfth Grade Test in the subject-matter discipline for which the class is offered will be placed in the 091 classes. The exceptions to this will be students who have a score of 275 or over on the total Florida Twelfth Grade Test and a 2.0 cumulative high school grade point average in the respective subject-matter disciplines. These

students will be placed in a higher level of the discipline that is being considered.

Basic English Communications 092: Students who place in the thirty-first to the fiftieth percentiles on the Florida Twelfth Grade Test in the discipline for which the class is offered will be placed in the 092 classes. The exception will be students who score 300 or over on the Florida Twelfth Grade Test and have a high school cumulative grade point average in the particular discipline of 2.5 or over. These students will be placed in a higher level of the discipline being considered.

Any student who is enrolled in either Basic Communications 091 or 092 in English may request to take the Comprehensive Test for that particular discipline to determine whether his background is sufficient to be placed in a higher level course.

A student passing the Comprehensive Test for the English 091 or 092 course in which he is enrolled may be given non-transfer (NT) credit for it and may be enrolled in either 092 (NT) course or in the first level of the college-transfer course in that discipline for which he has passed the Comprehensive Test.

Any student who is enrolled in the 090 series courses, the 100 level courses, or the 101 level courses in English Communications or Composition may take the Comprehensive Test for English 101 and upon passing same with a proper score be given credit for English Composition 101 and then be transferred to English Composition 102.

In further addition to the standard general education courses, the college provides a special course in technical writing, ENG 103, for those who intend working toward the junior college two-year degree as well as those who plan eventually to exercise their talents in technical fields. A similar course, ENG 104, is offered for professional people with a course in scientific, industrial and professional writing. A directorate for publications, established within the division, monitors student publications and conducts instruction in Journalism. Courses offered include "Writing Mass Communications", and "Introduction to News Writing".

Basic English Communications 093: English 093, Reading Communications, is a supporting course for both English 091 and English 092, and is a basic course for all reading development. The student should plan to enroll in English 093 at the same time that he enrolls in English 091. However, if his English program begins with English 092, he should plan to enroll in English 093 in the term immediately following his English 092 course. In either case he should enroll in English 093 as soon as his counselor can properly place him.

DEVELOPMENTAL READING SERVICES (English Communications 093)

A developmental reading course is offered for students who desire to improve their reading habits and skills. Students may enroll at the time of registration and earn three credits by successfully completing this course. These credits are non-transferable and are not applicable to all degree programs at the junior college. This course does employ the most modern techniques and equipment and is of immeasurable value to the student who desires to get the most benefit from his college program. Emphasis is placed on improvement of vocabulary, reading speed, comprehension, organization of ideas, and critical analysis of various types of reading materials.

English Communications 093 is a concurrent requirement for students enrolled in English Communications 091 and a consecutive requirement for students enrolled in English Communications 092. Advanced Developmental Reading, English Communications 105, is offered as an advanced elective for students who have successfully completed English Communications 093, or who can demonstrate a fiftieth percentile minimum achievement on national college norms.

SUGGESTED PRE-ENGLISH (A.A. Degree)

FIRST YEAR	
First Term	Second Term
ENG 101—Composition 3	ENG 102—Composition 3
SPE 100—Introduction to Speech 3	MTH 131—Basic College Math 3
Social Science 3	Science 3
Modern Foreign Language 3	Social Science 3
HPR—Physical Education 1	Modern Foreign Language 3
..... —	HPR—Physical Education 1
Total Semester Hours 13	Total Semester Hours 16
Summer Terms	
Science 3	3
Total Semester Hours 3	3
SECOND YEAR	
First Term	Second Term
ENG 104—Scientific, Industrial & Professional Writing 3	JOU 201—Writing for Mass Communication 3
ENG 201—World Literature 3	ENG 222—English Literature 3
ENG 221—English Literature 3	Modern Foreign Language 3
PSY 201—General Psychology 3	PHI 260—Introduction to Philosophy 3
Modern Foreign Language 3	Elective 3
HPR—Physical Education 1	HPR—Physical Education 1
..... — —
Total Semester Hours 16	Total Semester Hours 16

RECOMMENDED ELECTIVES

EDU 250—Introduction to Ed	3
SPE 111—Public Speaking	3
ART 207—Art Appreciation	3
PHI 263—Ethics	3
MU 207—Music Appreciation	3
ENG 230—American Literature	3

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

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
HIS 101—World Civilization	3	HIS 102—World Civilization	3
Modern Foreign Language (level according to placement test.)	3	Modern Foreign Language (in sequence)	3
SPE 115—Phonetics of American English	3	BIO 100—Modern Principles of Biology	3
HPR—Physical Education	1	BIO 105—Modern Principles of Biology Laboratory	1
	—	HPR—Physical Education	1
Total Semester Hours	13	Total Semester Hours	14

Summer Terms

SOC 211—General Sociology	3
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Total Semester Hours 3

SECOND YEAR

First Term		Second Term	
ENG 201—World Literature	3	ENG 202—World Literature	3
Modern Foreign Language (in sequence)	3	Modern Foreign Language (in sequence)	3
2nd Modern Foreign Language	3	2nd Modern Foreign Language	3
GY 105—Physical Geology OR		ART 207—Art Appreciation	3
CHE 107—Chemistry for General Education	3	GEO 201—World Regional Geography	3
GY 106—Geology Lab	1	HPR—Physical Education	1
MTH 100—General Education College Math	3	Total Semester Hours	16
HPR—Physical Education	1		
Total Semester Hours	17		

SUGGESTED ELECTIVES

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

SUGGESTED PRE-JOURNALISM (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
HIS 101—World Civilization	3	PSC 122—State and Local Gov't.	3
*BA 101—Elementary Typing	3	MTH 131—Basic College Mathematics	
HPR—Physical Education	1	OR	
JOU 201—Writing for Mass Communication	3	MTH 132—Contemporary Algebra	3-4
	—	HPR—Physical Education	1
Total Semester Hours	13	JOU 101—Introduction to News Writing	1
		JOU 210—Photographic Journalism	4
		—	
		Total Semester Hours	15-16

Summer Terms

SPE 100—Introductory Speech	3
GEO 201—World Regional Geography	3
—	
Total Semester Hours	6

SECOND YEAR

First Term		Second Term	
PSY 201—General Psychology	3	JOU 102—Introduction to News Writing	1
ECO 251—Principles of Economics Science	3-4	PHI 260—Introduction to Philosophy	
ENG 231—Contemporary American Literature	3	OR	
HPR—Physical Education	1	PHI 263—Ethics	3
JOU 118—Survey of Communication	3	ECO 252—Principles of Economics	3
—		ENG 202—World Literature OR	
Total Semester Hours	16-17	ENG 222—English Literature	3
		HPR—Physical Education	1
		Science	3-4
		LS 260—Library Resources	1
		—	
		Total Semester Hours	15-16

*Students who have successfully passed elementary typing in high school or who can pass a typing speed test of 30 WPM will be exempt from the BA 101 requirement and select an elective.

PRE-LIBRARY SCIENCE (A.A. Degree)

See Notes Under Pre-Liberal Arts

SUGGESTED PRE-LAW ENFORCEMENT (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 104—Composition	3
History	3	Natural Science	4
Political Science	3	History	3
POL 100—Intro. to Police Science	3	POL 101—Police Administration	3
HPR—Physical Education	1	HPR—Physical Education	1
—		—	
Total Semester Hours	13	Total Semester Hours	14

Summer Terms

Mathematics	3
PSY 201—General Psychology	3

Total Semester Hours 6

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
Natural Science	3	Natural Science	3
PSY 221—Applied Psychology	3	ECO 251—Principles of Eco	3
SOC 211—General Sociology	3	SOC 221—Social Problems	3
Speech	3	Elective	3
HPR—Physical Education	1	HPR—Physical Education	1
<hr/>		<hr/>	
Total Semester Hours	16	Total Semester Hours	16

SUGGESTED PRE-LIBERAL ARTS (A.A. Degree)

In addition to the BJC General Education Requirements, any academic courses that will transfer may be elected. A student may well concentrate his elective in one or two areas of major interest to him. He will need to complete, in order to earn a baccalaureate degree at almost any college of liberal arts, at least one course in mathematics beyond our general education minimum, a total of two physical sciences and two biological sciences, and a foreign language to at least the intermediate level of proficiency.

This program may also be considered by the student who wishes to complete his education with two years at BJC.

A pre-liberal arts program can be adapted to meet the goals of a student seeking to major in any of the natural sciences, mathematics, foreign languages, social studies, or humanities.

No program example is suggested.

SUGGESTED RADIO-TELEVISION (A.A. Degree)**FIRST YEAR**

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
HIS 101—World Civilization	3	HIS 102—World Civilization	3
SPE 100—Intro. to Speech	3	Foreign Language	3
Foreign Language	3	BIO 100—Modern Biology	3
HPR—Physical Education	1	BIO 105—Modern Biology Lab.	1
<hr/>		DRA 255—Acting	3
Total Semester Hours	13	HPR—Physical Education	1
		<hr/>	
		Total Semester Hours	17

Term III-A or III-B

Elective Science	3
<hr/>	
Total Semester Hours	3

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
SPE 140—Oral Interpretation	3	SPE 235 Advanced—Radio, Television and Film	3
SPE 230—Fundamentals of Radio and Television announcing	3	JOU 201—Writing for Mass Communication	3
SPE 115—Phonetics	3	DRA 251—Stagecraft	3
MTH 100—General Education College Math	3	HPR—Physical Education	1
HPR—Physical Education	1	AST 101—Elementary Astronomy	3
Total Semester Hours		Total Semester Hours	
16		16	

Students are urged to consult with a member of the Speech Programs about this program before enrollment.

SUGGESTED PRE-SPEECH (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
SPE 100—Intro. to Speech	3	DRA 251—Stagecraft OR	
SPE 110—Voice and Diction OR		SPE 111—Public Speaking	3
SPE 115—Phonetics of American English	3	DRA 255—Acting OR	
BIO 100—Modern Biology	3	SPE 220—Intro. to Speech Correction	3
BIO 105—Modern Biology Lab	1	History	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
14		13	

Summer Terms

History	3
Mathematics	3
Total Semester Hours	
6	

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
BIO 160—General Zoology	4	Foreign Language	3
Foreign Language	3	DRA 255—Acting	3
SPE 105—Argumentation & Debate OR		DRA 260—Contemporary Drama	3
SPE 115—Phonetics of American English	3	SPE 112—Group Discussion and Conference Techniques	3
SPE 140—Oral Interpretation		HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
17		16	

Students are urged to consult with a member of the Speech Department about his courses.

COURSES OF INSTRUCTION

ENGLISH

English Communications 091 (NT)

A course which helps the student who has difficulty with written and oral English, in planning, organizing, and logical thinking. This course assists students to compose clear, well-planned sentences and paragraphs by means of programmed instructions tailored to the individual student's needs. Students who enroll in English Communications 091 will be required to also enroll in Reading Communications 093, a course which will assist them to read and understand. An assigned counselor's approval is required. **Credit, 3 semester hours for each course —a total of 6 semester hours.**

English Communications 092 (NT)

An English course which helps students who have trouble with matters of capitalization, punctuation, word arrangement, spelling, usage, and word selection. This course assists students to write sentences, paragraphs, and short compositions in formal standard English. Students enrolling in English Communications 092 who have difficulty in reading will be required to also enroll in Reading Communications 093. An assigned counselor's approval is required.

Credit, 3 semester hours

Those who take Reading Communications 093 will receive 3 additional hours credit.

Reading Communication 093 (NT)

A special reading course to help students in understanding college level reading materials. This course will train students to understand types of reading which they will encounter in the various college subjects they will be taking. An assigned counselor's approval is required for 091 and 092 students who desire to waive 093.

Credit, 3 semester hours

Enrollment Priority:

Term I: Students enrolled in English 091 plus students enrolled in English 092 who have counselor approval.

Term II: Students who have just completed English 092 plus those currently enrolled in English 091.

Term III: Students currently enrolled in 091 plus those just completing or currently enrolled in 092.

Others may enroll during any term on space available basis with counselor approval.

ENG 100—English Communications

Special course in written communication for the student whose background indicates an inadequate potential for successful participation in English 101. Considerable attention given to rhetorical principles and practice in composition. Student may receive transfer credit for this course, providing instructor judges student fully prepared for ENG 102. Prerequisite: Counseling or Instructor approval.

Credit, 3 semester hours

ENG 101—Composition

Study of semantics, syntax, and rhetoric skills of writing.

Credit, 3 semester hours

ENG 102—Composition

Continuation of ENG 101 with emphasis upon the research techniques and a required term paper. Prerequisite: ENG 101.

Credit, 3 semester hours

ENG 103—Technical Report Writing

Course designed for students enrolled in terminal programs and technical curricula. Consists of additional training in the fundamentals of semantics, syntax, and rhetoric; and will emphasize experiences in various types of writing used by modern industry such as letters, reports, surveys and abstracts. Prerequisite: ENG 092, ENG 100, ENG 101 or Instructor approval.

Credit, 3 semester hours

ENG 104—Composition (Scientific and Professional)

Training in the writing of various reports of a practical nature which relate to student's principal field of interest and which involve effective application of the writing techniques involved in exposition, description, narration, abstracting, and argument. Emphasis will be placed on the writing of a research paper which relates to an appropriate scientific or professional topic. Stress will also be placed upon development of verbal communications skills by means of oral presentations, conference type sessions, and panel discussions. Prerequisite: ENG 101.

Credit, 3 semester hours

ENG 105—Advanced Developmental Reading

Offered only to students who have achieved an overall achievement of reading efficiency at 50 percentile or better on a national college reading test and/or successful completion of English 093. This course stresses the development of speed, analytical reading and thinking, and continued growth in inferential and critical abilities which lead to full maturity in reading as part of Communication. Three hours weekly — one in lecture and two in laboratory under supervision of Instructor. Ten additional laboratory hours required on independent basis, working on specified materials.

Credit, 1 semester hour

ENG 201—World Literature

Study of selected masterpieces of literature from various nations of the world through the renaissance periods. Prerequisite: Six hours of freshman English or three hours of Composition 101 with a semester grade of "B" or better in same.

Credit, 3 semester hours

ENG 202—World Literature

Study of various literatures of the world from end of renaissance periods to present day. Prerequisite: Six hours of freshman English or three hours of Composition 101 with a semester grade of "B" or better in same.

Credit, 3 semester hours

ENG 221—English Literature

Selected masterpieces of British literature from the beginning up to the romantic period. Prerequisite: Six hours of freshman English or three hours of Composition 101 with a semester grade of "B" or better in same.

Credit, 3 semester hours

ENG 222—English Literature

Selected masterpieces of British literature from the beginning of period for romantic poets to present day. Prerequisite: Six hours of freshman English or three hours of Composition 101 with a semester grade of "B" or better in same.

Credit, 3 semester hours

ENG 230—American Literature

American literature masterpieces from its beginning to 1900. Prerequisite: Six hours of freshman English or three hours of Composition 101 with a semester grade of "B" or better in same.

Credit, 3 semester hours

ENG 231—Contemporary Literature

Selected American literature masterpieces from 1900 to present time. Prerequisite: Six hours of freshman English or three hours of Composition 101 with a semester grade of "B" in same.

Credit, 3 semester hours

ENG 240—Creative Writing

Analysis of narrative prose fiction, practice in writing fiction, and critical discussion of student writing. Prerequisites: Six hours of freshman English, one course in literature, and instructor's approval.

Credit, 3 semester hours

FRENCH

FRE 101—Elementary French

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with French 102.

Credit, 3 semester hours

FRE 102—Elementary French

Continuation of French 101. Further development of basic skills and selected readings. Prerequisite: French 101 or its equivalent.

Credit, 3 semester hours

FRE 201—Intermediate French

Careful review of grammar elements. Readings based on French Civilization: geographical, historical, and literary. Increased use of French in class discussions and reports. Prerequisite: French 102 or its equivalent.

Credit, 3 semester hours

FRE 202—Intermediate French

Continuation of French 201. Short story masterpieces. Prerequisite: French 201 or its equivalent.

Credit, 3 semester hours

FRE 203—Advanced Composition and Conversation

For students wishing to attain greater proficiency in spoken and written French. Composition and conversation based on selected readings and a variety of contemporary topics. Prerequisite: French 202 or its equivalent.

Credit, 3 semester hours

FRE 204—Advanced Composition and Conversation

Continuation of French 203. Prerequisite: French 203 or instructor approval.

Credit, 3 semester hours

FRE 205—Studies in French Literature and Culture

Selected French prose and poetry masterpieces. Discussions and written reports in French, with careful attention to development of correct expression and fluency. Prerequisite: French 204 or its equivalent or instructor approval.

Credit, 3 semester hours

FRE 206—Studies in French Literature and Culture

Continuation of French 205. Prerequisite: French 205 or its equivalent or instructor approval.

Credit, 3 semester hours



GERMAN

GER 101—Elementary German

Fundamentals, with emphasis on pronunciation and conversation for fluency, supplemented by language laboratory work. Introduction of, and understanding of, reading and writing to communicate effectively and grammatically. Student is expected to continue sequence with German 102.

Credit, 3 semester hours

GER 102—Elementary German

Further development of German 101. Fuller use of conversation in class. Introduction to literary and musical masters. Prerequisite: German 101 or equivalent.

Credit, 3 semester hours

GER 201—Intermediate German

Review of grammar and improved composition. Daily emphasis on oral German. Prerequisite: German 102 or equivalent.

Credit, 3 semester hours

GER 202—Intermediate German

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

Credit, 3 semester hours

GER 205—Studies in German Literature and Culture

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

Credit, 3 semester hours

GER 206—Studies in German Literature and Culture

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

Credit, 3 semester hours

JOURNALISM

JOU 101 and JOU 102—Introduction to News Writing

Practical application of news writing and editing principles through work with college media. Prerequisite: JOU 201.

Credit, 1 semester hour

JOU 118—Survey of Communications

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

Credit, 3 semester hours

JOU 201—Writing for Mass Communication

Pre-professional course providing fundamental instruction and practice in

writing as a basis for all upper division courses in Journalism, Advertising, and Broadcasting. Open to freshmen.

Credit, 3 semester hours

JOU 210—Photographic Journalism

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

Credit, 4 semester hours

LIBRARY SCIENCE

LS 260—Library Resources

Introductory course dealing with the card catalog and more common filing rules, periodical indexes, encyclopedias and dictionaries, and basic reference books in standard subject areas. One

lecture a week, assigned practical problems, and several field trips during the semester. Prerequisite: Instructor approval.

Credit, 1 semester hour

SPANISH

SPA 101—Elementary Spanish

Basic Spanish grammar with a view to reading, writing, and understanding simple Spanish. Student is expected to continue sequence with Spanish 102.

Credit, 3 semester hours

SPA 102—Elementary Spanish

Continuation of Spanish 101, supplemented by first-year reader on historical and contemporary Spain. Prerequisite: Spanish 101 or equivalent.

Credit, 3 semester hours

SPA 103—Elementary Spanish Accelerated

Comprehensive and intensive course in elementary Spanish, designed for students presenting credit covering regular two-semester course, but who, because of a time lapse or insufficient preparation, may find the intermediate level of Spanish too advanced.

Credit, 3 semester hours

SPA 104—Elementary Spanish

A course designed for students who want the opportunity to travel in a Spanish speaking country at a reasonable cost. This course permits students to have direct contact with the Spanish culture by meeting Spanish speaking people in their own country. Prerequisite: SPA 101 or equivalent.

Credit, 1 semester hour

SPA 201—Intermediate Spanish

Intensive review of grammar plus reading in modern Spanish prose. Course conducted entirely in Spanish, allowing students opportunity to use oral Spanish.

Prerequisite: Spanish 102 or Spanish 103 or equivalent.

Credit, 3 semester hours

SPA 202—Intermediate Spanish

Emphasis on rapid reading of Spanish prose. Composition and conversation based on reading. Prerequisite: Spanish 201 or equivalent.

Credit, 3 semester hours

SPA 203—Advanced Composition and Conversation

For students who wish to attain greater proficiency in spoken and written Spanish. Conversation and discussion on a variety of contemporary topics. Prerequisite: Spanish 202 or equivalent.

Credit, 3 semester hours

SPA 204—Advanced Composition and Conversation

Continuation of Spanish 203. Prerequisite: Spanish 203 or instructor approval.

Credit, 3 semester hours

SPA 205—Studies in Spanish Literature and Culture

Course enables student to read intelligently classical masterpieces in Spanish prose and poetry. Careful attention is given to correct expression and fluency. Course is conducted entirely in Spanish. Prerequisite: Spanish 204 or Instructor approval.

Credit, 3 semester hours

SPA 206—Studies in Spanish Literature and Culture

Continuation of Spanish 205. Prerequisite: Spanish 205 or instructor approval.

Credit, 3 semester hours

SPEECH

SPE 100—Introductory Speech

Course deals with the practical aspects of everyday speaking situations rather than the physiological and pathological approaches to speech. Emphasis placed on critical listening, evaluation of speech habits, platform behavior, combating

stage fright, reading from a manuscript, impromptu and extemporaneous speaking. Course is required for speech majors and minors. Student may be referred by the instructor to take SPE 110.

Credit, 3 semester hours

SPE 105—Argumentation and Debate

Course in principles of argumentation, including analysis, evidence, inference, and refutation, as they pertain to the debate situation. Students have the opportunity to participate in intramural and intercollegiate debate. Prerequisite: SPE 100.

Credit, 3 semester hours

SPE 106, 107, 108, 109—Forensic Laboratory

Study of advanced debate techniques and other speech activities, keyed primarily to students interested in intercollegiate forensic competition. Course may be taken in sequence for one hour credit each semester for a total of four semester credit hours. Prerequisite: instructor's permission.

Credit, 1 semester hour

SPE 110—Voice and Diction

Study of the anatomy and function of speech mechanism and fundamentals of the science of sound. Drill in breath control, resonance, articulation, acceptable pronunciation, intonation, rhythm, phrasing, variety and expressiveness. Required of all speech majors and minors. May be omitted by permission of speech instructor. Three hours lecture, one hour lab.

Credit, 3 semester hours

SPE 110L—Voice and Diction Laboratory

Private speech improvement sessions. Hours arranged on individual basis. Open to all students. Required of students enrolled in SPE 110.

SPE 111—Public Speaking

Techniques of oral communication, including speech structure, delivery, and vocabulary. Original speeches in varied subjects for varied occasions, with individual criticism. Study and drill in parliamentary procedure and presiding for group action. Prerequisite: SPE 100.

Credit, 3 semester hours

SPE 112—Group Discussion and Conference Techniques

Study of principles, problems and types of discussion; development of leadership and participation in cooperative thinking, problem-solving and the resolution of group conflicts through discussion. Prerequisite: SPE 100.

Credit, 3 semester hours

SPE 113—Business Speaking

Course designed to assist the individual in business and professional group relationships. Public and ceremonial speeches, conferences, interviews and counseling. Course may not be taken for credit, if credit has been received for SPE 100. Course is recommended only for students in Special Degree or Technical Programs.

Credit, 3 semester hours

SPE 115—The Phonetics of American English

Course designed for student planning further study in fields of general speech correction. Study of normal and variant forms of the sounds of American English, use of the International Phonetic Alphabet, standards of American pronunciation and inflection, methods of sound formation, and phonetics in corrective speech.

Credit, 3 semester hours

SPE 140—Oral Interpretation

Principles of analysis and oral interpretation of various forms of literature. Emphasis on poetry, drama and group reading, including Readers' Theatre. Recommended for English and Speech majors. Prerequisite: SPE 100.

Credit, 3 semester hours

SPE 220—An Introduction to Speech Correction

Survey of the etiology and therapeutic methods as related to prime speech problems of pre-school and elementary school populations. This course is designed for the speech correctionist and those majoring in education and general speech.

Credit, 3 semester hours

**SPE 230—Fundamentals of Radio
and Television Announcing**

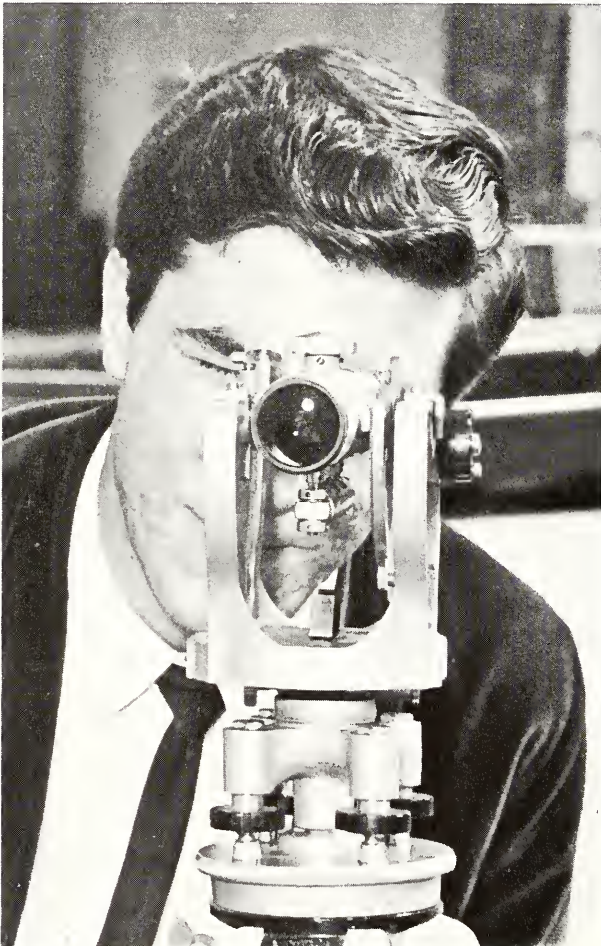
Basic problems of radio communication, the formation of correct microphone technique, the projection of a radio personality. Study and development of a professional attitude; fundamentals of radio-speech-phrasing, modulation, pronunciation. Assignments will include spot announcing sports events, newscasting, and simple continuity. Prerequisite: SPE 100.

Credit, 3 semester hours

**SPE 235—Advanced Radio,
Television and Film**

Major aspect of broadcasting and film production. General introduction to the broadcast media, with attention to use of microphone and motion picture technique, propaganda, film aesthetics, education televising and censorship. Lab 3 hours — Lecture one hour.

Credit, 3 semester hours



DIVISION OF FINE ARTS

Art

Drama

Music

Cavendish, Division Chairman and Music Area Leader; Mullikin, Drama Area Leader; Pactor, Art Area Leader; Anderson, Blankenship, Green, Huss, Little, McMillion, Tobe, Wallace, and Woodle.

The Division of Fine Arts offers the student an opportunity to investigate and acquaint himself with the visual arts, music, speech and drama. A student may select courses which increase his understanding and appreciation of the arts as part of his general cultural knowledge and heritage, or he may follow a program of studies in one area leading to a major at a senior institution.

ART COURSES

The Art curriculum offers the student those basic courses which will meet the requirements leading to a major or minor in art. Students who plan intensive study in art should confer, well in advance of initial registration, with an art advisor in order to plan a program of work which best fits the individual's needs, interests and abilities. Lower division requirements at the senior institutions vary considerably. It is strongly recommended that students who intend to major or minor in art or art education consult the programs offered at the institution to which they intend to transfer.

Students are encouraged to take both Basic design courses before attempting 200 level studio subjects. Art majors should take the basic 100 level courses in their freshman year.

Materials for studio courses will cost at least \$20.00. In Art courses the right is reserved to permanently keep selections from a student's work.

SUGGESTED PRE-ART (A.A. Degree)

The "fixed" number of hours of studio work and class attendance for Art courses is greater than for most academic schedules. Students planning to work part-time should consider this when planning a reasonable work hour total.

DRAMA COURSES

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

The curricular and co-curricular programs in Drama provide the

student actor or technician with the theoretical and practical experiences in the theatre arts which may lead to further work in all aspects of educational and professional theatre. Major productions performed in the Campus Little Theatre are open to all interested students. Drama majors and minors are required to participate in the performing arts program.

MUSIC COURSES

The Music curriculum offers two specialized Associate of Art degrees which represent the first two years of work leading to a degree in Music or Music Education at a senior institution. Before registering as a music major, a student must demonstrate through audition the ability to sing or play an accepted musical instrument. Music majors are required to participate in at least one music activity each term. It is deemed advisable for music majors to participate in more than one activity per term to meet requirements for certain institutions. The music student is required to attend the weekly music seminar programs. Satisfactory fulfillment of this requirement is prerequisite to graduation.

MUSIC ACTIVITIES

The following music activities are open to all students of the College, either for credit or on an audit basis: College Chorale (MUS 126), Wind Ensemble (MUS 136), and Community-College Orchestra (MUS 138).

SUGGESTED PRE-ART (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ART 106—Basic Design—Two Dimensional	3	ART 107—Basic Design—Three Dimensional	3
ENG 101—Composition	3	ENG 102 OR 104—Composition	3
MTH 100—General Education College Mathematics	3	ART 207—Art Appreciation— Humanities	3
HIS 101—World Civilization	3	HIS 102—World Civilization	3
HPR—Physical Education	1	HPR—Physical Education	1
	<hr/>		<hr/>
Total Semester Hours	13	Total Semester Hours	13

Summer Terms

*Elective	3
*Elective	3
	<hr/>
Total Semester Hours	6

SECOND YEAR

First Term		Second Term	
ART 101—Beginning Drawing	3	ART 102—Life Drawing	3
ART 208—Art History I	3	**ART Elective — One (1) course	
Humanities	3	from the following: 206, 208,	
BIO 100—Modern Biology	3	209, 211, 215, 221, 231, 232,	
BIO 105—Modern Biology Lab	1	271, 273, 280	3
*Elective	3	BIO 150—General Botany OR	
HPR—Physical Education	1	BIO 160—General Zoology	4
	—	Humanities	3
Total Semester Hours	17	*Elective	3
		HPR—Physical Education	1
			—
		Total Semester Hours	17

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

**Students must have the necessary prerequisites for the advanced studio courses. Some Universities will not accept advanced studio courses taken at the College toward the major in Art but will count the hours toward their degree. Students are urged to consult the catalog of the senior institution for preparation of their programs.

SUGGESTED PRE-DRAMA (A.A. Degree)

FIRST YEAR				Second Term			
First Term				Second Term			
ENG 101—Composition	3	ENG 102—Composition	3	DRA 251—Stagecraft OR			
SPE 100—Intro. to Speech	3	SPE 111—Public Speaking	3	DRA 255—Acting OR			
SPE 110—Voice and Diction OR		SPE 220—Intro. to Speech		Correction	3		
SPE 115—Phonetics of American		History	3	HPR—Physical Education	1		
English	3				—		
BIO 100—Modern Biology	3	Total Semester Hours	14	Total Semester Hours	13		
BIO 105—Modern Biology Lab	1						
HPR—Physical Education	1						
	—						
Total Semester Hours	14						
		Summer Terms					
		History	3				
		Mathematics	3				
			—				
		Total Semester Hours	6				

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
BIO 160—General Zoology	4	Foreign Language	3
Foreign Language	3	DRA 255—Acting	3
SPE 105—Argumentation & Debate		DRA 260—Contemporary Drama	3
OR		SPE 112—Group Discussion and	
SPE 115—Phonetics of American		Conference Techniques	3
English	3	HPR—Physical Education	1
SPE 140—Oral Interpretation			—
OR		Total Semester Hours	16
DRA 265—History of the Theatre	3		
HPR—Physical Education	1		
	—		
Total Semester Hours	17		

Students are urged to consult with a member of the Drama Department about his courses.

CURRICULUM FOR PRE-MUSIC

General Education		Music	
English 101, 102	6	MUS 111, 112, 211, 212	16
Foreign Languages	12	Applied Major	
HPR	4	MUS 181, 182, 281, 282	12
Humanities Elective	3	Applied Minor	
	—	MUS 161, 162, 261, 262	4
Total Semester Hours	25	Music Activity (Chorus, Band	
		or Orchestra)	4
		MUS 210	3
			—
		Total Semester Hours	39

SUGGESTED PRE-BACHELOR OF MUSIC (A.A. Degree)

FIRST YEAR			
First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
*Foreign Language	3	*Foreign Language	3
MU 111—Theory of Music	4	MU 112—Theory of Music	4
MU 181—Applied Music	3	MU 182—Applied Music	3
MU 161—Applied Music	1	MU 162—Applied Music	1
MU—Activity (Chorus, Band		MU—Activity	1
or Orchestra)	1	HPR—Physical Education	1
HPR—Physical Education	1		—
	—	Total Semester Hours	16
Total Semester Hours	16		

SECOND YEAR

First Term		Second Term	
MU 211—Theory of Music	4	MU 212—Theory of Music	4
MU 281—Applied Music	3	MU 282—Applied Music	3
MU 261—Applied Music	1	MU 262—Applied Music	1
MU—Activity	1	MU—Activity	1
Foreign Language	3	MU 210—Intro. to Music Literature	3
Humanities elective	3	*Foreign Language	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
16		16	

*Voice Majors may take 1 year of French and 1 year of German.

Instrumental Majors may take 2 years of either French or German.

CURRICULUM FOR PRE-MUSIC EDUCATION

General Education		Music	
Eng. 101, 102	6	MUS 111, 112, 211, 212	16
Hist. 101, 102	6	Applied Principal	
HPR	4	MUS 171, 172, 271, 272	8
Lab. Science	4	*Applied Secondary	
Math. or Eng. Lit.	3	Four hours of piano, selected from	
Psychology 201	3	MUS 117, 118, 217, 218,	
	—	161, 162, 261, 262	4
Total Semester Hours		Music Activity	4
26		MUS 119, 120, 121	3
		MUS 210	3
		Total Semester Hours	
		38	

*Students with principal applied area in piano will take four hours of voice — MUS 161, 162, 261, 262.

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

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
MUS 111—Theory of Music	4	HIS 102—World Civilization	3
MUS 171—Applied Music	2	MUS 112—Theory of Music	4
MUS 161—Applied Music	1	MUS 172—Applied Music	2
MUS—Activity (Chorus, Band or Orchestra)	1	MUS 162—Applied Music	1
MUS 119—Brass Class OR		MUS—Activity	1
MUS 120—Woodwind Class OR		MUS 119—Brass Class OR	
MUS 121—String Class	1	MUS 120—Woodwind Class OR	
HPR—Physical Education	1	MUS 121—String Class	1
HIS 101—World Civilization	3	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
16		16	

SECOND YEAR

First Term		Second Term	
MUS 211—Theory of Music	4	MUS 212—Theory of Music	4
MUS 271—Applied Music	2	MUS 272—Applied Music	2
MUS 261—Applied Music	1	MUS 262—Applied Music	1
MUS—Activity	1	MUS—Activity	1
Mathematics OR		MUS 210—Intro. to Music	
Eng. Lit.	3	Literature	3
PSY 201—General Psychology	3	Lab. Science	4
HPR—Physical Education	1	HPR—Physical Education	1
MUS 119—Brass Class OR			—
MUS 120—Woodwind Class OR		Total Semester Hours	16
MUS 121—String Class	1		
Total Semester Hours	16		

COURSES OF INSTRUCTION

ART

Art 100—Introduction to Drawing and Painting

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

Credit, 3 semester hours

Art 101—Beginning Drawing

Landscape and still life composition in charcoal, ink, and other media. Sketch book. Six studio hours weekly.

Credit, 3 semester hours

Art 102—Life Drawing

Human and animal forms using various media. Sketch books. Six studio hours weekly. Prerequisite: Art 101.

Credit, 3 semester hours

Art 106—Basic Design—Two Dimensional Design

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

Credit, 3 semester hours

Art 107—Basic Design—Three Dimensional Design

Three dimensional study of form, fundamentals, principles and elements of design. Six studio hours weekly. Prerequisite: Art 106.

Credit, 3 semester hours

Art 206—Crafts—Woods, Metals and Plastics

Course offers experience with wide range of materials, adaptable to various levels of education. Design emphasis in plastics, wood, copper, silver and enameling. Six studio hours weekly. Prerequisite: Art 106, 107.

Credit, 3 semester hours

Art 207—Art Appreciation—Humanities

A course considering form and content in western world art, emphasizing historical aspect so that students may become aware how and why a work is created and its resulting contribution to their culture.

Credit, 3 semester hours

Art 208—Art History

Survey and analysis of western twentieth century art sources. Architecture, painting, sculpture and crafts from paleolithic times through the Renaissance.

Credit, 3 semester hours

Art 209—Art History II

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

Credit, 3 semester hours

Art 211—Printmaking

A study of positive and negative printmaking with problems in silk-screen and woodcut techniques. Introduction to intaglio techniques. Six studio hours weekly. Prerequisites: Art 101, 106.

Credit, 3 semester hours

Art 215—Photography for the Fine Artist

The creative use of black and white photography in the darkroom, studio and outdoors. Laboratory fee \$10.00. Class limited to ten students. Prerequisites: Art 106 and instructor approval. Two lecture hours and four studio hours weekly.

Credit, 3 semester hours

Art 211—Sculpture

Creative techniques in metal, wood, stone and clay. Six studio hours weekly. Prerequisites: Art 101, 106, 107.

Credit, 3 semester hours

Art 231—Watercolor (Offered Term I)

Creative techniques, color theory and composition. Six studio hours weekly. Prerequisite: Art 101, 106.

Credit, 3 semester hours

Art 232—Oil Painting (Offered Term II)

Creative techniques and composition. Six studio hours weekly. Prerequisites: Art 101, 106.

Credit, 3 semester hours

Art 271—Lettering

A course of study involving lettering, calligraphy and design problems related to lettering. Four studio hours weekly. Prerequisite: Art 106.

Credit, 2 semester hours

Art 273—Advertising Design (Offered Term II)

Design as applied to modern advertising techniques and media. Layout and preparation of samples for mass reproduction: magazine, direct mail, poster, packaging and display. Six studio hours weekly. Prerequisite: Art 106.

Credit, 3 semester hours

Art 280—Ceramics

Study of basic ceramic shaping techniques, glazing, decorating and firing. Six studio hours weekly. Prerequisites: Art 101, 106, 107.

Credit, 3 semester hours

DRAMA**DRA 251—Stagecraft**

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

Credit, 3 semester hours

DRA 252—Directing

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

Credit, 3 semester hours

DRA 255—Acting

The techniques of acting, including expressive attitudes, techniques and materials in instruction are considered.

Credit, 3 semester hours

DRA 260—Contemporary Drama

Course designed to acquaint the student with contemporary plays as a dramatic medium of the theatre. Plays will be studied as they relate to both past dramatic literature and to the history of the theatre. Each play will be analyzed from the dramatist's viewpoint.

Credit, 3 semester hours

DRA 265—History of the Theatre

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

Credit, 3 semester hours

MUSIC

MU 111, 112—Theory of Music

Integrated course in elementary written and keyboard harmony, dictation, sight singing, form and analysis. Prerequisite: Entrance examination. Five class periods weekly.

Credit, 4 hours each semester

MU 115, 116—Voice Class

Fundamentals of voice production and building of solo repertoire. Two hours weekly.

Credit, 1 hour each semester

MU 117, 118—Piano Class

Fundamentals of piano technique. Two hours weekly.

Credit, 1 hour each semester

MU 119—Brass Class

Development of elementary skill on cornet. Explores similarity to other Brasses and examines literature and teaching techniques for group instruction of young students. Two hours weekly.

Credit, 1 semester hour

MU 120—Woodwind Class

Development of elementary performing skill on clarinet. Explores similarity to other woodwinds and examines literature and teaching techniques for group instruction of young students. Two hours weekly.

Credit, 1 semester hour

MU 121—String Class

Development of elementary performing skill on a string instrument. Basic study of all string instruments. Examine literature and teaching techniques for group instruction of young students.

Credit, 1 semester hour

MU 207—Music Appreciation— Humanities

Course for non-music majors, designed to enlarge the student's personal appreciation of music and to expand his knowledge of music for cultural information. Emphasis on evaluation and listening to music from the Renaissance

through the Contemporary periods. First year students should register only with specific approval of instructor.

Credit, 3 semester hours

MU 210—Introduction to Music Literature

Detailed study of Western music literature, emphasizing development of major forms.

Credit, 3 semester hours

MU 211, 212—Theory of Music

Advanced music theory course, emphasizing chromatic harmony. Prerequisite: MU 111, 112 or an entrance examination. Five class periods weekly.

Credit, 4 hours per semester

MU 217, 218—Piano Class

Continuation of MU 117, 118. Two hours weekly.

Credit, 1 hour per semester

APPLIED MUSIC (INDIVIDUAL INSTRUCTION)

Individual instruction is available in following areas: voice, piano, organ, violin, viola, cello, string bass, flute, oboe, clarinet, saxophone, bassoon, trumpet, French horn, baritone, trombone, tuba, percussion.

MU 161, 162, 261, 262—Applied Music

Secondary Applied Music area. Individual instruction in areas listed above. One half-hour lesson weekly and one hour practice daily.

Credit, 1 hour per semester

MU 171, 172, 271, 272—Applied Music

Principal Applied Music area for Music Education majors. Individual instruction. Two half-hour lessons weekly and two hours practice daily.

Credit, 2 hours per semester

MU 181, 182, 281, 282—Applied Music

Major Applied Performing area for eventual Bachelor of Music candidates. Individual instruction. Two half-hour lessons weekly and three hours practice daily.

Credit, 3 hours per semester

MU 221—Conducting I

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

Credit, 2 semester hours

MU 222—Conducting II

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

Credit, 2 semester hours

MUSIC ACTIVITIES**MU 126—College Chorale**

Open to any Junior College student. Three rehearsals weekly. May be taken four times for credit.

Credit, 1 semester hour

MU 128—Chamber Choir

Small choral group whose members are selected by the director through audition. Three rehearsals weekly. May be taken four times for credit.

Credit, 1 semester hour

MU 136—Wind Ensemble

Open to all college students who play band instruments. Three rehearsals weekly. May be taken four times for credit.

Credit, 1 semester hour

MU 138—Community College Orchestra

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

Credit, 1 semester hour

DIVISION OF HEALTH, PHYSICAL EDUCATION, AND RECREATION

Brumley, Division Chairman; Andrews, Blucker, Burke, Erickson, Flint, Gifford, Landers, MacNamara, McGehee, Morris, Porterfield and Wheat.

Physical Education is that part of the college curriculum which is concerned with the physical well-being of each student with consideration for the social, intellectual, and emotional aspects of his development as they relate to the physical in the learning of skills, development of endurance, strength, and organic vigor.

All regularly enrolled freshmen and sophomore students will be required to take four (4) semester hours credit of physical education unless those students fall into these categories: students who have reached their 29th birthday, those who have served continuously in the military service for one year or more, those medically excused.

The following Health, Physical Education and Recreation courses do not count towards your 4 semester hours of activity: HPR 150, 151, 152, 153, 154, 155, 251.

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

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

UNIFORMS

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

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

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
*BIO 100—Modern Biology	3	*BIO 160—General Zoology OR	
BIO 105—Modern Biology Lab	1	CHE 107—Chemistry for General	
Social Science	3	Education	4
HPR 150—Intro. to Physical		Social Science	3
Education	3	HPR 152—First Aid & Safety	3
**HPR M-143—Physical Education		HPR 153—Intro. to Recreation	3
Laboratory	1	HPR 144—Skills & techniques of	
	—	Folk, Square & Social	
Total Semester Hours	14	Dance—Phy. Ed. Lab.	1
			—
		Total Semester Hours	17

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

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
*BIO 150—General Botany, BIO 130,		*MTH 100—General Education	
Anatomy & Physiology,		College Mathematics	
CHE 107, Chemistry for		OR	
General Education, OR		MTH 131—Basic College Math	3
PHY 110 and 111, Elements		Electives	6
of Physics and Lab.	4	HPR 154—Sport Officiating	3
HPR 151—Personal Hygiene	3	**HPR M-247—Physical Education	
**HPR M-243—Physical Education		Laboratory	1
Laboratory	1		—
Electives	6	Total Semester Hours	16
	—		
Total Semester Hours	17		

RECOMMENDED ELECTIVES

SPE 100—Introduction to Speech
 PSY 201—General Psychology
 PSY 211—Child Psychology
 PSY 212—Adolescent Psychology
 SOC 211—General Sociology
 EDU 250—Introduction to Education
 EDU 251—Educational Psychology

**M143, M243, M247 Men majors only
 144 (Men & Women) Coed—majors only.

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

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
*BIO 100—Modern Biology	3	CHE 107—Chemistry for General Education OR	
BIO 105—Modern Biology Lab	1	BIO 160—General Zoology	4
Social Science	3	Social Science	3
HPR 150—Intro. to Physical Education	3	HPR 152—First Aid & Safety	3
**HPR 139—Skills and techniques of Golf, Tennis, Archery	1	HPR 153—Intro. to Recreation	3
HPR 125—Gymnastics, Tumbling, and Trampoline	1	HPR 144—Skills & Techniques of Folk, Square and Social Dance	1
<hr/>		<hr/>	
Total Semester Hours	15	Total Semester Hours	17

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

SECOND YEAR

First Term		Second Term	
Humanities	3	Humanities	3
HPR 151—Personal Hygiene	3	*MTH 100—General Education College Mathematics OR	
BIO 130—Anatomy & Physiology OR PHY 110 and 111—Elements of Physics and Laboratory	4	MTH 131—Basic College Math	3
**HPR 239—Skills & Techniques of Volleyball and Basketball	1	Electives	6
Electives	6	HPR 154—Sport Officiating	3
<hr/>		**HPR 240—Skills & Techniques of Hockey, Soccer & Softball	1
Total Semester Hours	17	HPR 112, 113, 244, or 245—Swimming	1
<hr/>		<hr/>	
		Total Semester Hours	17

RECOMMENDED ELECTIVES

SPE 100—Introduction to Speech
 PSY 201—General Psychology
 PSY 211—Child Psychology
 PSY 212—Adolescent Psychology
 SOC 211—General Sociology
 EDU 250—Introduction to Education
 EDU 251—Educational Psychology

**139, 239, 240 Women majors only
 144 (Men & Women) Coed—majors only

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

FIRST YEAR

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

SECOND YEAR

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

SUGGESTED ELECTIVES:

SOC 231—The Family
 EDU 250—Introduction to Education
 PSY 211—Child Psychology
 PSY 212—Adolescent Psychology
 PSY 238—Social Psychology
 SPE 111—Public Speaking
 STA 221—Elementary Statistics

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

RECREATION (A.A. Degree)

FIRST YEAR

First Term	Second Term
ENG 101—Composition 3	ENG 102 or 104—Composition 3
HIS 101—World Civilization 3	SOC 211—General Sociology 3
ART 100—Introduction to Drawing and Painting 3	MU 207—Music Appreciation 3
HPR 153—Introduction to Recreation 3	HPR 151—Personal Hygiene 3
HPR—Activity 1	SPE 100—Introductory Speech OR SPE 111—Public Speaking 3
Total Semester Hours 13	HPR—Activity 1
	Total Semester Hours 16

Term III-A

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

SECOND YEAR

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

*MTH 131 required at Florida State University

**SCI lab required

***EDU 083 credit not transferrable

AREA I ENG 101, 102

AREA II MU 207, ENG 201

AREA III GY 105, 106, AST 101

AREA IV HIS 101, SOC 211

AREA V MTH 131

COURSES OF INSTRUCTION

HPR 101—Archery

Coeducational. Credit, 1 semester hour

HPR 103—Casting and Angling

Course designed primarily for beginners. It includes techniques and fundamentals for baitcasting, spincasting, spinning, and fly casting, surf spinning, and casting; also fishing field trips. Coeducational. Credit, 1 semester hour

HPR 104—Bowling

Coeducational. Credit, 1 semester hour

HPR 105—Dance (Modern)

Women only. Credit, 1 semester hour

HPR 106—Dance (Social)

Coeducational. Credit, 1 semester hour

HPR 107—Dance (Folk and Square)

Coeducational. Credit, 1 semester hour

HPR 108—Fencing

Coeducational. Credit, 1 semester hour

HPR 109—Beginning Golf

Coeducational. Credit, 1 semester hour

HPR 110—Gymnastics

(Tumbling & Trampoline)

Men only. Credit, 1 semester hour

HPR 111—Horsemanship

Coeducational. Credit, 1 semester hour

HPR 112—Beginning Swimming
Coeducational. Credit, 1 semester hour

HPR 113—Intermediate Swimming
Coeducational. Credit, 1 semester hour

HPR 114—Beginning Tennis
Coeducational. Credit, 1 semester hour

HPR 117—Recreational Games
Coeducational. Credit, 1 semester hour

HPR 120—Intermediate Modern Dance
Floor work—center of floor work and barre work. Prerequisite: HPR 105.
Credit, 1 semester hour

HPR 121—Volleyball and Basketball
Women only. Credit, 1 semester hour

HPR 122—Conditioning
Women only. Credit, 1 semester hour

HPR 123—Field Hockey
Women only. Credit, 1 semester hour

HPR 124—Soccer, Speedball and Softball
Women only. Credit, 1 semester hour

HPR 125—Gymnastics, Tumbling and Trampoline
Women only. Credit, 1 semester hour

HPR 131—Basketball and Volleyball
Men only. Credit, 1 semester hour

HPR 132—Softball and Speedball
Men only. Credit, 1 semester hour

HPR 133—Flag Football and Soccer
Men only. Credit, 1 semester hour

HPR 134—Handball and Paddle Ball
Men only. Credit, 1 semester hour

HPR 135—Conditioning
Men only. Credit, 1 semester hour

HPR 136—Weight Training
Men only. Credit, 1 semester hour

HPR 137—Unarmed Defense
Introduction to different areas of self-defense at developing fundamental knowledge of defense tactics and restraints. Course is required for Law Enforcement students. Course also serves

other students in fulfilling their physical education requirement.

Credit, 2 semester hours

HPR 138—Skeet and Trap Shooting
Fundamentals of Skeet and Trap Shooting and Hunter Safety Training Course. Coeducational. Credit, 1 semester hour

HPR 139—Skills and techniques of golf, tennis, and archery

Open to women physical education majors only. Course is designed to aid prospective physical education teacher in becoming more skilled in golf, tennis, and archery, and to gain a more thorough knowledge of strategies, rules, and techniques required for teaching these sports. Meets three hours weekly.

Credit, 1 semester hour

HPR 142—Beginning Water Skiing

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

Credit, 1 semester hour

HPR 143—Physical Education Lab

Conditioning and Self-testing—Open to men physical education majors only. Course designed to improve physical fitness of students majoring in physical education. Time will be spent in various conditioning programs, self-testing activities and vigorous exercise. Lectures will involve the organization and operation of conditioning programs for the physical education student as well as the athlete. Meets three hours weekly. (Men only)

Credit, 1 semester hour

HPR 144—Skills and techniques of Social, Square and Folk dancing

Open to physical education majors only. (Men and women) American and European folk forms; square, circle, reel, line, couple and solo dances; traditional and current social dances. Meets three hours weekly.

Credit, 1 semester hour

HPR 150—Introduction to Physical Education

Course gives the prospective teacher, early in his training, some understanding

of what is involved in the profession and an adequate preparation for teaching. Coeducational. **Credit, 3 semester hours**

HPR 151—Personal Hygiene

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

Credit, 3 semester hours

HPR 152—First Aid and Safety

Accepted standard principles of First Aid and general safety procedures applied in the elementary and secondary school programs. Course includes methods and materials for teaching safety and the organization of safety programs.

Credit, 3 semester hours

HPR 153—Introduction to Recreation

Acquaints the individual with the recreation organization and opportunities for leaders in this field.

Credit, 3 semester hours

HPR 154—Sport Officiating

Men only. Theory and practice of officiating in elected sports. Field work in intramural activities.

Credit, 3 semester hours

HPR 155—Sport Officiating

Women only. Theory and practice of officiating in elected sports. Practice in intramural activity.

Credit, 3 semester hours

HPR 201—Intermediate Archery

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

Credit, 1 semester hour

HPR 204—Intermediate Bowling

Prerequisite: HPR 104. Coeducational.

Credit, 1 semester hour

HPR 205—Contemporary Dance

Composition with respect to form,

design, dynamics and rhythm. Prerequisite: HPR 105, 120.

Credit, 1 semester hour

HPR 209—Intermediate Golf

Coeducational. Prerequisite: HPR 109.

Credit, 1 semester hour

HPR 214—Intermediate Tennis

Coeducational. Prerequisite: HPR 114.

Credit, 1 semester hour

HPR 220—Dance Composition

Principles of composition, student choreography and performance of solo and group compositions required. Prerequisite: HPR 105, 120, 205. (Women only)

Credit, 1 semester hour

HPR 236—Intermediate Weight Training

Advanced course in weight training for those who have completed HPR 136. Special attention given to Olympic lifts (2 hand press, 2 hand snatch and the 2 hand clean and jerk). In HPR 136 basic fundamentals of weight training were achieved. Better lifters in HPR 136 would have the opportunity to continue training at an advanced level with possible development into competitive lifters.

Credit, 1 semester hour

HPR 239—Skills and Techniques of Volleyball and Basketball

Open to women physical education majors only. Course designed to develop skills and knowledges necessary for the prospective physical education teacher in basketball and volleyball. Advanced skills, strategies and rules included. Meets three hours weekly.

Credit, 1 semester hour

HPR 240—Skills and Techniques of Hockey, Soccer, and Softball

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

Credit, 1 semester hour

HPR 242—Intermediate Water Skiing

Course designed for advanced slalom-ing, trick skiing, barefoot skiing. Pre-requisite: Water Skiing 142 or experi-enced on slalom. Coeducational.

Credit, 1 semester hour

HPR 243—Physical Education Lab

Skills and techniques of baseball, golf and handball. Open to men physical education majors only. Course designed to develop skills and knowledge neces-sary for prospective physical education teacher in baseball, golf, and handball. Advanced skills and strategies included. Meets three hours weekly. (Men only)

Credit, 1 semester hour

HPR 244—Senior Life Saving and Advanced Survival

Instructor's approval required. Coedu-cational.

Credit, 1 semester hour

HPR 245—Instructor Course (Swimming)

Instructor's approval required. Pre-requisite: 244. Coeducational.

Credit, 1 semester hour

HPR 246—Scuba Diving

Coeducational. **Credit, 1 semester hour**

HPR 247—Physical Education Lab

Skills and techniques in gymnastics, trampoline and tumbling. Open to men physical education majors only. Course designed to aid prospective physical education teacher in becoming more skilled in gymnastics and tumbling and in techniques required for teaching these skills. Meets three hours weekly. (Men only)

Credit, 1 semester hour

HPR 251—Community Health

The study of social efforts to protect and maintain health on the local, state, national and international level, with investigation of such problems as around water pollution, the problems of medical care, health insurance, unsolved health problems and school health. Students will be expected to visit local health agencies and school health classes. Two lecture hours and one lab per week. Prerequisite: HPR 151.

Credit, 3 semester hours

DIVISION OF MATHEMATICS AND SCIENCE

Biological Science

Mathematics

Physical Science

Smith, Division Chairman; Foss, Department Head of Mathe-matics; Harner, Department Head of Biological Science; Hill, De-partment Head of Physical Sciences; Abbott, Aurand, Bailey, Bishop, Bockstege, Cassell, Chesser, Chinoy, Clement, Comes, Condon, DeYampert, Dunne, Fritze, Greiger, Guinn, Haire, Hamilton, Holmes, Martin, Medusky, Nelms, Perfect, Reagan, Rhodes, Sivik, Spahn, Sullivan, VanArsdall, Warwick, and Will.

BIOLOGICAL SCIENCE

The biology offerings present the student a variety of options, while contributing courses to the numerous programs of the college. The student dependent upon his background, academic or pro-

fessional goal, may enter these courses by exercising one of three options:

- OPTION I Biology 100, Biology 105. This introductory course is recommended to the General Education student and those students planning to take only (1) one term of biology. Biology 105, the accompanying laboratory course should be taken by students planning to transfer to schools that require a laboratory science.
- OPTION II Biology 105, Biology 150, Biology 160. Biology majors should start their sequence with this option. These three courses should be planned with an advisor of the biology programs.
- OPTION III Biology 091 and Biology 092. Communications in the Natural Sciences and Intermediate Natural Sciences are designed to correct and/or refine deficiencies in the student's Natural Science background. The Counseling Service should be consulted prior to enrollment in these courses.

Basic Communications Courses 091 and 092 in Natural Science will carry 3 semester hours credit for each course. They are designed for local credit only; they will not be acceptable as a substitute for a college transfer course that will count toward the Junior College Associate of Arts Degree; and they will probably not be acceptable by other institutions as counting toward a four-year college degree.

Communications in Natural Science 091: Students who have a score which is between the first and the thirtieth percentiles on the Florida Twelfth Grade Test in the subject discipline for which the class is offered will be placed in the 091 classes. The exceptions to this will be students who have a score of 275 or over on the total Florida Twelfth Grade Test and a 2.0 cumulative high school grade point average in the respective subject matter disciplines. These students will be placed in a higher level of the discipline that is being considered.

Communications in Natural Science 092: Students who place in the thirty-first to the fiftieth percentiles on the Florida Twelfth Grade Test in the discipline for which the class is offered will be placed in the 092 classes. The exception will be students who score 300 or over on the Florida Twelfth Grade Test and have a high school cumulative grade point average in the particular discipline of 2.5 or over. These students will be placed in a higher level of the discipline being considered.

Any student who is enrolled in either Communications in Natural Science 091 or 092 may request to take the Comprehensive Test for that particular discipline to determine whether his background is sufficient to be placed in a higher level course.

A student passing the Comprehensive Test for the 091 or 092 course in which he is enrolled may be given non-transfer (NT) credit for it and may be enrolled in either 092 (NT) course or in the first level of the college-transfer course in that discipline for which he has passed the Comprehensive Test.

Any student who is enrolled in the 090 series in Science may take the Comprehensive Test for Biology 100 and upon passing same with a proper score, be given credit for Biology 100 and then be transferred to Biology 150 or 160.

MATHEMATICS

The mathematics curriculum has course offerings covering a variety of needs. Course prerequisites for physics and engineering are included. Entering students will be assigned to the mathematics course best suited to their needs and abilities on the basis of high school records, placement test scores, and stated goals. MTH 051 and MTH 061 are for in-service teachers. MTH 091 and MTH 092 are basic studies courses designed to correct deficiencies in the student's high school background. MTH 100 is a general education course recommended for most students needing only a single semester of mathematics. For students majoring in mathematics or science, and for other students needing more than one semester of mathematics, the following sequence of courses is available: MTH 131, MTH 132, MTH 133, MTH 231, MTH 232, MTH 234, MTH 235; these courses should ordinarily be taken in the sequence listed, except that where circumstances warrant, MTH 234 may be omitted or taken concurrently with MTH 231 or MTH 232. MTH 191 is a non-sequential service type of course which may be taken concurrently with any other mathematics course. MTH 171, MTH 172, MTH 271, and MTH 272 are designed to meet the needs of students in technical and specialized programs.

NOTE: Any student who is not prepared to begin with the suggested course in Mathematics in his program, should anticipate one additional term of Mathematics for each course required to complete the necessary prerequisites.

Basic Mathematics Communications 091: Students who have a score which is between the first and the thirtieth percentiles on the Florida Twelfth Grade Test in the subject-matter discipline for which the class is offered will be placed in the 091 classes. The exceptions to this will be students who have a score of 275 or over on the total Florida Twelfth Grade Test and a 2.0 cumulative high school grade point average in the respective subject-matter discipline that is being considered.

Basic Mathematics Communications 092: Students who place in the thirty-first to the fiftieth percentiles on the Florida Twelfth Grade Test in the discipline for which the class is offered will be placed in the 092 classes. The exception will be students who score 300 or over on the Florida Twelfth Grade Test and have a high school cumulative grade point average in the particular discipline of 2.5 or over. These students will be placed in a higher level of the discipline being considered.

PHYSICAL SCIENCE

The primary objectives in the design and contents of the courses offered by the various programs are to provide (1) thorough basic instruction with application to the sciences and practices concerned and to provide (2) a liberal as well as practical general education. Insofar as possible audio-visual aids and the laboratory methods of instruction are used, each student is given the opportunity to perform as many operations as possible himself. To this end each curriculum of the program includes those courses generally required in the first two years by four-year degree granting institutions.

Physical Sciences — Chemistry and Physics courses are designed to meet the needs prerequisite for General Education as well as for Nursing, Medicine, Dentistry, Pharmacy, Engineering and similar occupations. CHE 107 is a non-laboratory course of a terminal nature designed primarily for those students interested in meeting General Education requirements. It should not be taken by anyone who has credit in CHE 131, 132, or 133. CHE 107 may not be used in lieu of CHE 131 if the three term sequence is taken later. General Chemistry consists of a three term sequence, CHE 131, 132, 133. Any student requiring a year of General Chemistry in his program, and who begins this sequence, should plan to complete it in this school. Students whose program requires a year of Organic Chemistry, and who begins the sequence, CHE 221, 222 should plan to complete it in this school. Three levels of Physics are offered. PHY 110 (with or without laboratory, PHY 111), is designed as a terminal course. PHY 201 and 202 are of an intermediate level, while PHY 210 and 211 are intended for Physics, Engineering and other physical science majors. Courses in Engineering Drawing and Descriptive Geometry are also available for Engineering majors. In addition, courses are offered in Elementary Astronomy, Physical Geology (with or without laboratory) and Historical Geology.

SUGGESTED PRE-AGRICULTURAL SCIENCES (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
BIO 150—General Botany	4	BIO 160—General Zoology	4
MTH 132—Contemporary College Algebra	4	MTH 133—Trigonometry and Analytical Geometry	3
CHE 131—General Chemistry	3	CHE 132—General Chemistry	4
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours 15		Total Semester Hours 15	

Summer Terms

CHE 133—General Chemistry	4
Social Science	3

Total Semester Hours 7

SECOND YEAR

First Term		Second Term	
PHY 201—Intermediate Physics	4	PHY 202—Intermediate Physics	4
MTH 231—Calculus	5	PHI 161—Logic	3
Humanities	3	Humanities	3
Social Science	3	ECO 190—Introduction to Economics ...	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours 16		Total Semester Hours 14	

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

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
BIO 150—Botany	4	BIO 160—Zoology	4
MTH 132—Contemporary College Algebra	4	MTH 133—Trigonometry and Analytical Geometry	3
ART 101—Drawing	3	ART 106—Basic Design	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours 15		Total Semester Hours 14	

Summer Terms

ART 107—Basic Design	3
Social Science	3

Total Semester Hours 6

SECOND YEAR

First Term		Second Term	
MTH 231—Calculus	5	ART 208—Art History I	3
PHY 201—Intermediate Physics	4	PHY 202—Intermediate Physics	4
Humanities	3	Humanities	3
Social Science	3	PHI 161—Logic	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours 16		Total Semester Hours 14	

*Since very few electives are included in Architectural program, students should transfer as early as possible.

SUGGESTED PRE-ASTRONOMY (A.A. Degree)

The student should be advised that failure to maintain a B average (3.0) will jeopardize his chances of completing the 7-year minimum course for an astronomer.

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

FIRST YEAR

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

Term III-A

ENG 201—World Literature	3
PHI 260—Introduction to Philosophy	3
Total Semester Hours	6

SECOND YEAR

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

SUGGESTED PRE-BIOLOGY (A.A. Degree)

FIRST YEAR

First Term		Second Term	
*ENG 101—Composition	3	ENG 102 or 104—Composition	3
MTH 133—Trigonometry and Analytical Geometry	3	MTH 231—Calculus	5
CHE 131—General Chemistry	3	CHE 132—General Chemistry	4
FRE 101—Elementary French (or GER 101)**	3	FRE 102—Elementary French (or GER 102)	3
BIO 105—Biology Lab	1	HPR—Physical Education	1
HPR—Physical Education	1		—
Total Semester Hours	14	Total Semester Hours	16

Summer Terms	
CHE 133—General Chemistry	4
Social Science	3
	<hr/>
Total Semester Hours	7

SECOND YEAR

First Term	Second Term
***CHE 221—Organic Chemistry	CHE 222—Organic Chemistry
BIO 150—General Botany	BIO 160—General Zoology
MTH 232—Calculus	Humanities
Humanities	Social Science
HPR—Physical Education	HPR—Physical Education
	<hr/>
Total Semester Hours	Total Semester Hours
17	15

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

**University of Florida requires German.

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

SUGGESTED PRE-CHEMISTRY (A.A. Degree)

FIRST YEAR

First Term	Second Term
ENG 101—Composition	ENG 102 or 104—Composition
CHE 131—General Chemistry	CHE 132—General Chemistry
*MTH 132—Contemporary College Algebra	MTH 133—Trigonometry and Analytic Geometry
GER 101—Elementary German	GER 102—Elementary German
HPR—Physical Education	HPR—Physical Education
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Total Semester Hours	Total Semester Hours
14	14

Summer Terms

Term III-A	Term III-B
CHE 133—General Chemistry	Humanities
Social Science	Social Science
	HPR—Physical Education
	<hr/>
Total Semester Hours	Total Semester Hours
7	7

SECOND YEAR

First Term	Second Term
CHE 221—Organic Chemistry	CHE 222—Organic Chemistry
MTH 231—Calculus	MTH 232—Calculus
PHY 210—General Physics	PHY 211—General Physics
HPR—Physical Education	Humanities
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Total Semester Hours	Total Semester Hours
14	16

*Additional summer terms may be necessary if student is not ready for placement in MTH 132 or if the senior institution to which transfer is planned requires additional language hours.

SUGGESTED PRE-DENTAL (A.A. Degree)

See Suggested Program under Pre-Medical

SUGGESTED PRE-ENGINEERING (A.A. Degree)

FIRST YEAR

First Term		Second Term	
CHE 131—General Chemistry	3	ENG 102 or 104—Composition	3
ENG 101—Composition	3	MTH 231—Calculus	5
MTH 133—Trigonometry and Analytical Geometry	3	CHE 132—General Chemistry	4
EGR 101—Engineering Drawing	3	HPR—Physical Education	1
HPR—Physical Education	1	EGR 105—Descriptive Geometry	3
Total Semester Hours	13 (a)	Total Semester Hours	16

Summer Terms

CHE 133—General Chemistry	4
Humanities or Social Science	3
Total Semester Hours	7

SECOND YEAR

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

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

Agricultural Engineering substitute Biology for MTH 234 and MTH 235.

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

**SUGGESTED PRE-FORESTRY (A.A. Degree)
MAJOR IN
FOREST PRODUCTS TECHNOLOGY**

FIRST YEAR

First Term	Second Term
ENG 101—Composition 3	ENG 102 or 104—Composition 3
CHE 131—General Chemistry 3	CHE 132—General Chemistry 4
MTH 132—Contemporary College Algebra 4	MTH 133—Trigonometry and Analytical Geometry 3
EGR 101—Engineering Drawing 3	EGR 105—Descriptive Geometry 3
HPR—Physical Education 1	HPR—Physical Education 1
Total Semester Hours 14	Total Semester Hours 14

Summer Terms

Humanities 3
Social Science 3
Total Semester Hours 6

SECOND YEAR

First Term	Second Term
CHE 133—General Chemistry 4	Humanities 3
MTH 231—Calculus 5	MTH 232—Calculus 5
PHY 210—General Physics 4	PHY 211—General Physics 4
HPR—Physical Education 1	HPR—Physical Education 1
Total Semester Hours 14	Social Science 3
	Total Semester Hours 16

**SUGGESTED PRE-FORESTRY (A.A. Degree)
MAJOR IN
FORESTRY AND WILDLIFE***

FIRST YEAR

First Term	Second Term
ENG 101—Composition 3	ENG 102 or 104—Composition 3
CHE 131—General Chemistry 3	CHE 132—General Chemistry 4
MTH 132—Contemporary College Algebra 4	MTH 133—Trigonometry and Analytical Geometry 3
BIO 150—General Botany 4	BIO 160—General Zoology 4
HPR—Physical Education 1	HPR—Physical Education 1
Total Semester Hours 15	Total Semester Hours 15

Summer Terms

Humanities 3
Social Science 3
Total Semester Hours 6

SECOND YEAR

First Term	Second Term
CHE 133—General Chemistry 4	EGR 101—Engineering Drawing 3
PHY 201—Intermediate Physics 4	PHY 202—Intermediate Physics 4
STA 221—Elementary Statistics 3	Electives 3
Humanities 3	Social Science 3
HPR—Physical Education 1	HPR—Physical Education 1
Total Semester Hours 15	Total Semester Hours 14

Suggested Electives: Speech 100; Economics 251

*Will probably serve as well for General Forestry, Industrial Forestry, Timber Management, Forest Science, Forest Recreation or Wildlife.

SUGGESTED PRE-MATHEMATICS (A.A. Degree)

FIRST YEAR

First Term	Second Term
ENG 101—Composition 3	ENG 102 or 104—Composition 3
MTH 133—Trigonometry and Analytical Geometry 3	MTH 231—Calculus 5
GER 101—German (or FRE 101) 3	Social Science 3
Social Science 3	GER 102—German (or FRE 102) 3
MTH 191—Slide Rule Math 1	HPR—Physical Education 1
HPR—Physical Education 1	Total Semester Hours 15
Total Semester Hours 14	

Summer Terms

Humanities 3	3
Elective 3	3
Total Semester Hours 6	

SECOND YEAR

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

Students entering without qualifications to begin MTH 133 must anticipate more than the suggested two year sequence in mathematics. With program recommendation qualified students may take MTH 231 during the first term and continue the sequence.

SUGGESTED PRE-MEDICAL AND PRE-DENTAL (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
CHE 131—General Chemistry	3	CHE 132—General Chemistry	4
*MTH 231—Calculus	5	MTH 232—Calculus	5
Language (German)	3	Language (German)	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
	15		16

Summer Terms

CHE 133—General Chemistry	4
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Total Semester Hours 4

SECOND YEAR

First Term		Second Term	
BIO 150—General Botany	4	BIO 160—General Zoology	4
CHE 221—Organic Chemistry	4	CHE 222—Organic Chemistry	4
Humanities	3	Humanities	3
Social Science	3	Social Science	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
	15		15

*Additional summer terms may be necessary if student is not ready for placement in MTH 231 or if the senior institution to which transfer is planned requires additional language hours.

SUGGESTED PRE-MEDICAL TECHNOLOGY (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
HIS 111—History of Americas or PSC 121 National Government	3	HIS 112—History of Americas or PSC 122 State & Local Government	3
*MTH 133—Trigonometry and Analytical Geometry	3	BIO 150—General Botany	4
CHE 131—General Chemistry	3	CHE 132—General Chemistry	4
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
	13		15

Summer Terms

CHE 133—General Chemistry	4
Humanities	3
Elective	3

Total Semester Hours 10

SECOND YEAR

First Term		Second Term	
CHE 221—Organic Chemistry	4	CHE 222—Organic Chemistry	4
BIO 160—General Zoology	4	BIO 116—Paramedical Science II	4
PHY 110—Elements of Physics	3	Humanities	3
SOC 211—General Sociology	3	Elective	3-4
HPR—Physical Education	1	HPR—Physical Education	1
<hr/>		<hr/>	
Total Semester Hours	15	Total Semester Hours	15-16

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

SUGGESTED PRE-NURSING (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
BIO 150—Botany	4	BIO 160—Zoology	4
CHE 131—General Chemistry	3	CHE 132—General Chemistry	4
MTH 131—Basic College Math	3	Social Science	3
HPR—Physical Education	1	HPR—Physical Education	1
<hr/>		<hr/>	
Total Semester Hours	14	Total Semester Hours	15

Summer Terms

Humanities	3
Social Science	3

Total Semester Hours 6

SECOND YEAR

First Term		Second Term	
PSY 201—General Psychology	3	BIO 116—Paramedical Science II	4
BIO 115—Paramedical Science I	4	PHY 110—Elements of Physics	3
Humanities	3	NTR 201—Nutrition	2
CHE 133—General Chemistry	4	Electives	6
HPR—Physical Education	1	HPR—Physical Education	1
<hr/>		<hr/>	
Total Semester Hours	15	Total Semester Hours	16

Students should plan work after consulting the senior institution to which transfer is planned.

PRE-OCEANOGRAPHIC PROGRAM (A.A. Degree)

Any student interested in pursuing an Oceanographic program, should plan his work according to the curriculum requirements with the college or university wherein he wishes to matriculate. In addition, the student should check with his counselor and also investigate the requirements according to the Head of the Department in Science which will fit the student's needs.

SUGGESTED PRE-OPTOMETRY (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
CHE 131—General Chemistry	3	CHE 132—General Chemistry	4
MTH 131—Basic College Mathematics	3	MTH 132—Contemporary College	
Social Science	3	Algebra	4
HPR—Physical Education	1	Social Science	3
	—	HPR—Physical Education	1
Total Semester Hours	13	Total Semester Hours	15

Summer Terms

CHE 133—General Chemistry	4
MTH 133—Trigonometry and	
Analytic Geometry	3
Total Semester Hours	7

SECOND YEAR

The work for the second year should be planned on the basis of the senior institution to which transfer is planned; it will probably include PHY 201-202; BIO 160.

SUGGESTED PRE-PHARMACY (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
CHE 131—General Chemistry	3	CHE 132—General Chemistry	4
*MTH 132—Contemporary College		MTH 133—Trigonometry and	
Algebra	4	Analytic Geometry	3
Social Science	3	BIO 150—General Botany	4
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	14	Total Semester Hours	15

Summer Terms

Term III-A		Term III-B	
CHE 133—General Chemistry	4	Social Science	3
Humanities	3	HPR—Physical Education	1
	—		—
Total Semester Hours	7	Total Semester Hours	4

SECOND YEAR

First Term		Second Term	
CHE 221—Organic Chemistry	4	CHE 222—Organic Chemistry	4
MTH 231—Calculus	5	BIO 160—General Zoology	4
PHY 201—Intermediate Physics	4	PHY 202—Intermediate Physics	4
HPR—Physical Education	1	Humanities	3
	—		—
Total Semester Hours	14	Total Semester Hours	15

*Additional summer terms may be necessary if student is not ready for placement in MTH 132 or if the senior institution which transfer is planned requires language hours.

SUGGESTED PRE-PHYSICS (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
CHE 131—General Chemistry	3	CHE 132—General Chemistry	4
MTH 133—Trigonometry and Analytical Geometry	3	MTH 231—Calculus	5
German	3	German	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	13	Total Semester Hours	16

Summer Terms

CHE 133—General Chemistry	4
Social Science	6
	—
Total Semester Hours	10

SECOND YEAR

First Term		Second Term	
MTH 232—Calculus	5	MTH 235—Differential Equations	3
PHY 210—General Physics	4	PHY 211—General Physics	4
Humanities	3	PHY 250—Anal. Mechanics	3
HPR—Physical Education	1	Humanities	3
	—	HPR—Physical Education	1
Total Semester Hours	13		—
		Total Semester Hours	14

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

SUGGESTED PRE-VETERINARY MEDICINE (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104 Composition	3
MTH 132—Contemporary College Algebra	4	MTH 133—Trigonometry and Analytical Geometry	3
CHE 131—General Chemistry	3	CHE 132—General Chemistry	4
Social Science	3	Social Science	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	14	Total Semester Hours	14

Summer Terms

CHE 133—General Chemistry	4
	—
Total Semester Hours	4

SECOND YEAR

First Term		Second Term	
BIO 150—General Botany	4	BIO 160 General Zoology	4
CHE 221—Organic Chemistry	4	CHE 222—Organic Chemistry	4
PHY 201—Intermediate Physics	4	PHY 202—Intermediate Physics	4
Humanities	3	Humanities	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		16	

A student planning to enroll in Auburn University would be well advised to elect one year of a foreign language or take the correspondence course in Medical Vocabulary from Auburn University.

COURSES OF INSTRUCTION ASTRONOMY

AST 101—Elementary Astronomy I

Descriptive, non-mathematical study of the solar system and its neighboring stars as well as astronomical methods of general interest. Practice in telescopic observation with reflecting and refracting optical telescopes. Three lectures and additional evening observing sessions.

Credit, 3 semester hours

AST 102—Elementary Astronomy II

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

Credit, 3 semester hours

BIOLOGY

BIO 091 (NT)—Communications in Natural Science

An elementary biology course designed to improve the skills of the student who has had difficulty understanding science. This course will help the student increase his word meaning, idea grasping and reading ability.

Credit, 3 semester hours

BIO 092 (NT)—Communications in Natural Science

An intermediate biology course designed to add to the skills of the student. This course will help the student learn the language, the framework of ideas, and the problem-solving ways of science. An assigned counselor's approval is required.

Credit, 3 semester hours

BIO 100—Modern Principles of Biology

Course designed to give students an understanding of modern principles of

biology, while focusing on the nature and activities of living organisms. Course primarily for non-science majors. Three hours lecture weekly. (see BIO 105)

Credit, 3 semester hours

BIO 105—Modern Principles of Biology Laboratory

Two hours of laboratory weekly which may be taken concurrently with BIO 100. For students planning to transfer where laboratory is required for science credit.

Credit, 1 semester hour

BIO 115—Paramedical Science I

An integration of physical, chemical and biological subjects presented in support of the nurse in training. Anatomy, physiology, and microbiology are introduced in a sequence coordinated with the nursing program. Corequisite: BIO 105 Biology Lab.

Credit, 4 semester hours

BIO 116—Paramedical Science II

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

Credit, 4 semester hours

BIO 150—General Botany

Course designed to treat entire plant kingdom with emphasis on structure and function of flowering plants. Fundamental cell and tissue structure of both vascular and non-vascular plants are studied. Associated physiological and chemical effects as related to function are emphasized. Three lectures and one two-hour laboratory period weekly. Pre or corequisite: BIO 105.

Credit, 4 semester hours

BIO 160—General Zoology

Basic course pertaining to the development, anatomy, physiology, ecology and natural relationships of the animal kingdom. Laboratory study representing various groups. Three lectures and one two-hour laboratory period weekly. Pre or corequisite: BIO 105.

BIO 250—Principles of Marine Biology

Introduction to marine life involving identification of organisms and the nature of their environment. Collection trips and laboratory study relate to economic applications. Three lectures and one two-hour laboratory period weekly. Prerequisites: BIO 150 and 160 or instructor approval.

Credit, 4 semester hours

CHEMISTRY**CHE 107—Chemistry for General Education**

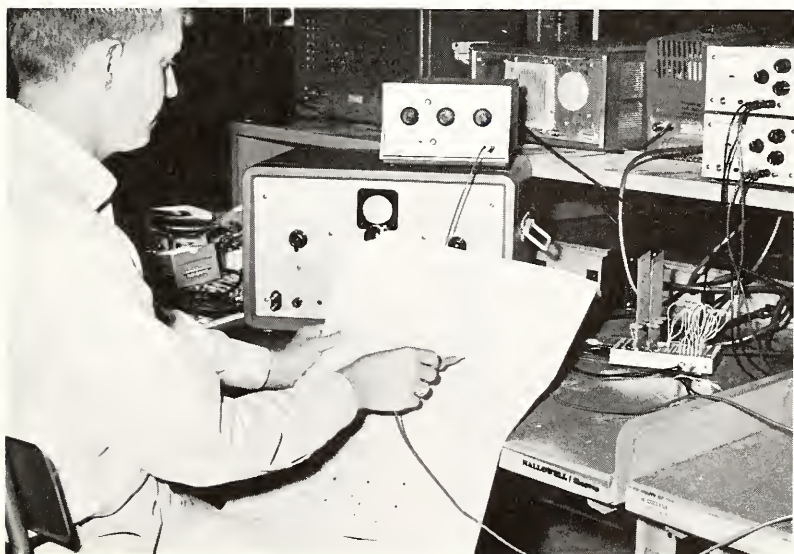
Non-laboratory course concerning the structure of matter and the transformation it undergoes. Designed for students who are non-science majors and who do not require a year of general college chemistry in their programs.

Credit, 3 semester hours

CHE 131—General Chemistry

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

Credit, 3 semester hours



CHE 132—General Chemistry

Further development of the principles of modern chemistry introduced in CHE 131 including the descriptive chemistry of familiar elements and their compounds. Three lectures and one three-hour laboratory period weekly. Prerequisite: CHE 131.

Credit, 4 semester hours

CHE 133—General Chemistry and Qualitative Analysis

The third segment of the sequence CHE 131, 132, 133. Continued development of modern chemical principles. The laboratory consists of qualitative analysis. Three lectures and one three-hour laboratory period weekly. Course completes requirements for General Chem-

istry and is a prerequisite to further chemistry courses. Prerequisite: CHE 132.

Credit, 4 semester hours

CHE 221, 222—Organic Chemistry

Study of the structures, preparations, and reactions of various classes of hydrocarbons and their derivatives, these reactions being interpreted and unified in the light of modern electronic theory. Course is integrated in organization taking up aliphatic and aromatic compounds together. Three lectures and one three-hour laboratory weekly. CHE 221 offered Term I only and CHE 222 offered Term II only. Prerequisite for CHE 221: CHE 133. Prerequisite for CHE 222: CHE 221.

Credit, 4 semester hours each

ENGINEERING

EGR 101—Engineering Drawing

Use of drafting instruments, lettering title composition, orthographic projection, dimensioning, drawing to scale; plan reading, auxiliary and sectional views, isometric and oblique projection, linear-perspective, technical sketching, accepted practices and conventions, fits and tolerances, common fasteners. Co-requisite: MTH 131. Three two-hour classes weekly.

Credit, 3 semester hours

EGR 105—Descriptive Geometry

Orthographic representation, fundamental problems of the point, line, and plane with especial emphasis on visualization in order to develop the ability to think in three dimensions. Practical applications to problems in engineering. Prerequisite: EGR 101 or instructor approval. Three, two-hour classes weekly.

Credit, 3 semester hours

GEOLOGY

GY 105—Physical Geology

Study of geologic agents, minerals, rocks and resulting land formation. Maps are used in the interpretations of regions, climates and topography. Applications are made to life and human relations.

Credit, 3 semester hours

GY 106—Physical Geology Laboratory

Study of common rocks and minerals including their classification and origin. The interpretation of landforms through the study of geologic maps. One two-

hour laboratory weekly. Prerequisite or corequisite: GY 105.

Credit, 1 semester hour

GY 110—Historical Geology

Study of the geologic record, including life forms, from pre-Cambrian to the present. Course embraces a study of geologic maps, orogenic history, stratigraphy and fossils. Some elementary field work is done. Three lectures and one two-hour laboratory weekly. Prerequisite: GY 105. Prerequisite or corequisite 106.

Credit, 4 semester hours

MATHEMATICS

MTH 051—Contemporary Mathematics for Elementary Teachers

Course is designed for in-service teachers. It is concerned with contemporary subject matter, concepts, and approaches to teaching which have evolved from recent study and research pertaining to instruction in elementary mathematics. It may be credited for 3 semester hours toward extension of certificate, recency of credit, and the local county incentive award.

Credit, 3 semester hours

MTH 061—Contemporary Mathematics for Secondary Teachers

Course is designed for in-service teachers. It is concerned with contemporary subject matter, concepts, and approaches to teaching which have evolved from recent study and research pertaining to instruction in secondary mathematics. It may be credited for 3 semester hours toward extension of certificate, recency of credit, and the local county incentive award.

Credit, 3 semester hours

MTH 091 (NT)—Communications in Mathematics

A course to improve the abilities of the student who has had difficulties in arithmetic. This course will help the student learn how to read the language of mathematics, how to go about solving problems, and how to improve his basic skills. An assigned counselor's approval is required.

Credit, 3 semester hours

MTH 092 (NT)—Intermediate Mathematics

A course to improve the abilities of the student who has had difficulties in mathematics and to help him learn the basic algebra needed for further mathematics courses. This course will also teach the student how to apply his knowledge of arithmetic and algebra to many problems. An assigned counselor's approval is required.

Credit, 3 semester hours

MTH 100—General Education College Mathematics

General Education course recommended for students not planning to major in mathematics or science. Emphasis is upon the structure of the number system and the fundamental concepts of algebra. Course is not in sequence with other mathematic courses but gives full transfer credit. Credit will not be given for both this course and MTH 131. **Credit, 3 semester hours**

MTH 131—Basic College Mathematics

Basic course in algebra, emphasizing operations with algebraic symbols, solution of equations, functional relationships, graphs, verbal problems, and selected additional topics. Credit will not be given for both this course and MTH 100. **Credit, 3 semester hours**

MTH 132—Contemporary College Algebra

Polynomials, fractions, exponents and radicals, the number system, proofs, sets, equations, matrices, inequalities, relations, algebraic functions, exponential and logarithmic functions, graphs. Prerequisite: MTH 131 or two years of high school algebra with grade of "C" or better, or recommendation of Mathematics Department.

Credit, 4 semester hours

MTH 133—Trigonometry and Analytic Geometry

Trigonometric functions of angles and real numbers, solutions of right and oblique triangles, radian measure, fundamental identities, vectors, inverse trigonometric functions, complex numbers, the straight line, conic sections, polar coordinates, parametric equations, hyperbolic functions. Prerequisite: MTH 132 or recommendation of Mathematics Department. **Credit, 3 semester hours**

MTH 171—College Algebra

Factoring, fractions, functions and graphs, variation, equations through quadratics, exponents and radicals, lo-

arithms, complex numbers, higher degree equations, inequalities, progressions, mathematical induction, the binomial theorem. Recommended for students in specialized and technical curricula. Prerequisite: MTH 131 or two years of high school algebra with grade of "C" or better, or recommendation of Mathematics Department. Offered on demand. Course may not be used for University Parallel Degree Program.

Credit, 3 semester hours

MTH 172—Trigonometry

The right triangle, circular functions, solution of oblique triangles, the fundamental identities and formulas, inverse functions, radian measure, polar coordinates, complex numbers, DeMoivre's theorem. Recommended for students in specialized and technical curricula. Prerequisite or corequisite: MTH 171. Offered on demand. Course may not be used for University Parallel Degree Program.

Credit, 3 semester hours

MTH 191—Slide Rule Mathematics

Elementary theory of the slide rule and drill in solving problems involving multiplication, division, powers, roots, proportions, and trigonometric functions. Students are required to purchase a slide rule of acceptable type to the Mathematics Program. Presupposes a

knowledge of trigonometric functions sufficient to solve right triangles. Credit earned in this course is acceptable for graduation from the College but may not be transferable to a four-year institution.

Credit, 1 semester hour

MTH 231 and 232—Calculus

Functions, limits, derivatives, definite and indefinite integrals, parametric equations, polar coordinates, transcendental functions, partial derivatives, multiple integrals, sequences and series, L'Hospital's rule and the generalized mean value theorem, improper integrals. MTH 231 and 232 form a continuous sequence; students enrolling in MTH 231 are advised to complete the entire two-term sequence before transferring to another college. Prerequisite for MTH 231: MTH 133 or recommendation of Mathematics Department. Prerequisite for MTH 232: MTH 231.

Credit, 5 hours each semester

MTH 234—Linear Algebra

A first course in linear algebra, emphasizing the algebra of matrices and vector spaces. Recommended for students majoring in mathematics or related areas. Prerequisite: MTH 133 and recommendation of Mathematics Department. Offered Term I only.

Credit, 3 semester hours



MTH 235—Differential Equations

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

Credit, 3 semester hours

MTH 271 and 272—Advanced Mathematics for Engineering Technology

Elements of analytic Geometry, derivatives, integration, transcendental func-

tions, Fourier series, differential equations, the Laplace transform, matrices, infinite series, elements of Boolean algebra. Recommended for students in engineering technology. Prerequisite for MTH 271: TE 100 or MTH 132. Prerequisite for MTH 272: MTH 271. Course may not be used for University Parallel Degree Program.

Credit, 3 semester hours

PHYSICS**PHY 110—Elements of Physics**

A terminal non-laboratory course involving classical problems of physics. Intended for students majoring in general education, nursing, biology, business and home economics. Students preparing for medicine, law, architecture, agriculture, and majors in engineering, physics or chemistry should not enroll in PHY 110. Prerequisite or corequisite: MTH 100 or two years of high school algebra with a grade of "C" or better.

Credit, 3 semester hours

PHY 111—Elements of Physics Laboratory

A one semester laboratory meeting two hours a week for the purpose of demonstrating and verifying the theories of mechanics, heat, sound, electricity, magnetism, light, and atomic physics. The scientific method and laboratory technique is stressed. Prerequisite or corequisite: Physics 110.

Credit, 1 semester hour

PHY 201 and 202—Intermediate Physics

General physics course at intermediate level accompanied by laboratory. Contents: mechanics, properties of matter, heat, sound, electricity, magnetism, light, atomic and nuclear physics. The course is not intended for students majoring in engineering or the physical sciences but satisfies the needs of pre-medical students and majors in technical fields. Three lectures and one two-hour laboratory a week for two terms. Prerequisite

for PHY 201: MTH 172 or MTH 133, Prerequisite for PHY 202: PHY 201.

Credit, 4 hours each semester

PHY 210 and 211—General Physics

Designed as a two term laboratory course offering a comprehensive coverage of the entire science of physics. Contents: mechanics, heat, wave motion and sound the first term. The second term contains electricity, magnetism, light and modern physics. Calculus is used extensively and simple differential equations are solved. Complex numbers are introduced and used in the solution of problems. Course is intended for majors in physics, or the physical sciences, or in engineering. Three lectures and one two-hour laboratory weekly. Prerequisite or corequisite for PHY 210: MTH 231. Prerequisite for PHY 211: PHY 210. Prerequisite or corequisite for PHY 211: MTH 232.

Credit 4 hours each semester

PHY 250—Analytical Mechanics

Mathematical formulation and analysis of the laws of Newtonian mechanics. Contents: vector calculus and kinematics of a particle, dynamics, moving reference systems, central forces and celestial mechanics, mechanics of rigid bodies generalized coordinates, Lagrange's equations, oscillations and normal coordinates. Three lectures weekly. Prerequisite: PHY 210. Prerequisite or corequisite: MTH 235 and PHY 211.

Credit, 3 semester hours

DIVISION OF SOCIAL SCIENCES

Education
Geography
History

Philosophy
Political Science
Psychology

Religion
Sociology
Statistics

Cauffiel, Division Chairman; Bunch, Department Head of History; Barton, Brown, Clark, Crispo, Dinnen, Dowlen, English, Handleman, Harper, Hart, Hays, Jackson, Kidd, Koch, Oakes, Ratliff, Redding, Roberts, Ryan, Schindeler, Schmerler, Theriault, and Wells

The Division of Social Sciences offers academic courses in three program areas; University Parallel, Certificate, and Non-Credit. All regularly enrolled students under the University Parallel program (Area Four) are required to complete six semester hours of courses listed.

Non-credit courses are listed in periodic brochures issued by the Division of Community Services. Those courses provided primarily for Certificate and Associate Degree programs which are not generally accepted for transfer credit by senior institutions, are listed separately. University Parallel courses, which may also be credited toward Certificate and Associate Degree programs, carry course numbers 100 to 199 — primarily for Freshmen, and from 200 to 299 — primarily for Sophomores.

The Division of Social Sciences offers three special programs in the area of Education — a certificate program for Teachers of Private Nursery Schools and Kindergartens, and Associate in Science Degree programs in Secretarial Teacher Aide, and Teacher Aide.

The objectives of the Division as reflected in the nine discipline areas are to acquaint the student with the various aspects of man in relation to his culture, environment, behavioral patterns, heritage, and political institutions.

SUGGESTED PRE-ELEMENTARY EDUCATION (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
Social Science	3	GEO 101—Intro. to Geography	3
MTH 100—General Education College Mathematics OR		BIO 100—Modern Biology	3
MTH 131—Basic College Math	3	BIO 105—Modern Biology Lab	1
Language	3	Language	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	13	Total Semester Hours	14

Term 3A or 3B

Elect any six (6) or seven (7) hours from 2nd year suggested program **OR** from degree requirements in general education areas as outlined on pages 43 and 44 of this catalog.

SECOND YEAR

First Term		Second Term	
ART 207—Art Appreciation OR		SOC 211—General Sociology	3
MU 207—Music Appreciation	3	EDU 251—Education Psychology	3
PSY 201—General Psychology	3	Science	3-4
SPE 100—Intro to Speech	3	Language	3
EDU 250—Intro. to Education	3	Elective	3
Language	3	HPR—Physical Education	1
HPR—Physical Education	1		—
	—	Total Semester Hours	16-17
Total Semester Hours	16		

SUGGESTED PRE-SECONDARY EDUCATION (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
Social Science	3	Social Science	3
BIO 100—Modern Biology	3	MTH 100—General Education College Mathematics OR	
BIO 105—Modern Biology Lab	1	MTH 131—Basic College Math	3
Language	3	PSY 201—General Psychology	3
HPR—Physical Education	1	Language	3
	—	HPR—Physical Education	1
Total Semester Hours	14		—
		Total Semester Hours	16

Term 3A or 3B

Elect any six (6) or seven (7) hours from 2nd year suggested program **OR** from degree requirements in general education areas as outlined on pages 43 and 44 of this catalog.

SECOND YEAR

First Term		Second Term	
SOC 211—General Sociology	3	PHI 161 or 263—Philosophy	3
SPE 100—Intro. to Speech	3	EDU 251—Educational Psychology	3
EDU 250—Intro. to Education	3	GEO 101—Intro. to Geography	3
Science	3-4	SOC 221—Social Problems OR	
Language	3	SOC 231—The Family	3
HPR—Physical Education	1	HPR—Physical Education	1
	—	Language	3
Total Semester Hours	16-17		—
		Total Semester Hours	16

SUGGESTED PRE-HISTORY (A.A. Degree)

FIRST YEAR

First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
HIS 101—World Civilization	3	HIS 102—World Civilization	3
MTH 131—Basic College Mathematics	3	SPE 100—Introductory Speech	3
Foreign Language	3	Foreign Language	3
HPR—Physical Education	1	Natural Science	3
	—	HPR—Physical Education	1
Total Semester Hours	13		—
		Total Semester Hours	16

Summer Terms	
Natural Science	4

Total Semester Hours 4

SECOND YEAR

First Term	Second Term
HIS 201—History of the U. S.	HIS 202—History of the U. S.
3	3
Humanities	Humanities
3	3
Foreign Language	Foreign Language
3	3
Elective	Elective
3	3
Elective	Elective
3	3
HPR—Physical Education	HPR—Physical Education
1	1
Total Semester Hours	Total Semester Hours
16	16

Recommended Humanities

ENG 221 & 222—English Literature

Recommended Foreign Language

French or German

Spanish is area of concentration
in Latin America or American studies

Recommended Natural Science

BIO 100 and BIO 105

Recommended Electives

GEO 201—World Regional Geography

PSC 121—National Government

PSY 201—General Psychology

PHI 161—Logic

SOC 211—General Sociology

SUGGESTED PRE-POLITICAL SCIENCE PROGRAM (A.A. Degree)

FIRST YEAR

First Term	Second Term
Foreign Language	Foreign Language
3	3
ENG 101—Composition	History
3	3
Mathematics	ENG 102—Composition
3	3
PSC 121—National Government	Humanities
3	3
HPR—Physical Education	PSC 122—State & Local Gov't.
1	3
Total Semester Hours	HPR—Physical Education
13	1
	Total Semester Hours
	16

Summer Terms

History

3

Total Semester Hours 3

SECOND YEAR

First Term	Second Term
PSC 221—Intro. to International Relations 3	History 3
Science 3-4	ECO 252—Prin. of Economics OR 3
Foreign Language 3	PHI 263—Ethics 3
Humanities 3	Science 3-4
ECO 251—Prin. of Economics OR 3	Foreign Language 3
PHI 260—Intro. to Philosophy 3	PSY 201—General Psychology 3
HPR—Physical Education 1	HPR—Physical Education 1
—	—
Total Semester Hours 16-17	Total Semester Hours 16-17

SUGGESTED PRE-PSYCHOLOGY PROGRAM (A.A. Degree)

FIRST YEAR

First Term	Second Term
ENG 101—Composition 3	ENG 102 or 104—Composition 3
Social Science 3	GEO 101—Intro. to Geography 3
MTH 100—General Education	BIO 100—Mod. Principles of Biology 3
College Mathematics OR	BIO 105—Mod. Principles of
MTH 131—Basic College Math 3	Biology Lab 1
Foreign Language 3	Foreign Language 3
HPR—Physical Education 1	HPR—Physical Education 1
—	—
Total Semester Hours 13	Total Semester Hours 14

Term 3A or 3B

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

SECOND YEAR

First Term	Second Term
ART 207—Art Appreciation	STA 221—Elementary Statistics 3
OR	SOC 211—General Sociology 3
MU 207—Music Appreciation 3	Science 3-4
PSY 201—General Psychology 3	Foreign Language 3
SPE 100—Intro. to Speech 3	Elective 3
Foreign Language 3	HPR—Physical Education 1
Elective 3	—
HPR—Physical Education 1	Total Semester Hours 16-17
—	
Total Semester Hours 16	

NOTE: Students not planning to carry graduate work beyond the B. A. degree should consult with the Counseling Center or Psychology Department before selecting psychology as an academic major.

SUGGESTED PRE-RELIGION (A.A. Degree)

FIRST YEAR			
First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
BIO 100—Modern Biology	3	MTH 131—Basic College Math	3
BIO 105—Modern Biology Lab	1	BIO 150—General Botany OR	
Social Science	3	BIO 160—General Zoology	4
Foreign Language	3	Foreign Language	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
14		14	
Term 3A or 3B			
		SPE 100—Introduction to Speech	3
		Social Science	3
		HPR—Physical Education	1
		Total Semester Hours	
		7	

SECOND YEAR			
First Term		Second Term	
Humanities	3	Humanities	3
MTH 132—Contemporary College		REL 142—New Testament History	3
Algebra	4	Elective	3
History	3	Foreign Language	3
Foreign Language	3	PSY 201—General Psychology	3
HPR—Physical Education	1	Total Semester Hours	
Total Semester Hours		15	
14			

SUGGESTED PRE-SOCIAL WELFARE (A.A. Degree)

FIRST YEAR			
First Term		Second Term	
ENG 101—Composition	3	ENG 102—Composition	3
HIS 101 or 111—World Civilization or		HIS 102 or 112—World Civilization or	
The Americas from 1492-1815	3	The Americas from 1815-present	3
MTH 131—Basic College Math	3	CHE 131—General Chemistry	3
*GER 101—Elementary German OR		GER 102—Elementary German OR	
FRE 101—Elementary French	3	FRE 102—Elementary French	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
13		13	
Summer Terms			
		BIO 160—General Zoology	4
		PSC 121—National Government	3
		Total Semester Hours	
		7	

SECOND YEAR

First Term	Second Term
Humanities 3	PHI 260—Introduction to Philosophy OR
SOC 211—General Sociology 3	PHI 263—Ethics 3
PSY 201—General Psychology 3	***SOC 221—Social Problems 3
** Elective 3	SOC 231—The Family 3
GER 201—Intermediate German OR	STA 221—Elementary Statistics 3
FRE 201—Intermediate French 3	GER 202—Intermediate German OR
HPR—Physical Education 1	FRE 202—Intermediate French 3
	HPR—Physical Education 1
Total Semester Hours 16	Total Semester Hours 16

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

**Recommended electives: SPE Introductory Speech; ECO 251 Principles of Economics.

***PSY Social Psychology could be substituted for either SOC 231 or SOC 221.

**A CERTIFICATE OF ACHIEVEMENT PROGRAM
FOR TEACHERS OF PRIVATE NURSERY SCHOOLS
AND KINDERGARTENS**

Courses	Hours Credit
EDU 81—Early Childhood Education*	3
EDU 82—Pre-School Activities*	3
EDU 83—Children's Literature*	3
EDU 250—Introduction to Education*	3
EDU 251—Educational Psychology**	3
ENG 101—Composition	3
HPR 151—Personal Hygiene and Community Health*	3
OR	
HPR 152—First Aid*	3
PSC 121—National Government	3
PSY 201—General Psychology*	3
PSY 211—Child Psychology**	3
SOC 211—General Sociology	3
SPE 100—Introductory Speech	3

* Required Courses.

** Education 251 or Psychology 211 required — both recommended.

To be awarded the certificate a student must complete twenty-seven hours of the thirty-six hours listed with a grade average of "C" or better on all courses attempted. All courses except Education 81, 82, and 83 are from the list of regular college courses and are transferable to other institutions. Education 81, 82, and 83 can be credited toward the Associate Degree at Broward Junior College

but are not transferable. Education 250 and 251 are teacher education courses which are required for general teacher certification in the areas of Sociological and Psychological Foundations of Education.

SECRETARIAL TEACHER AIDE EDUCATION

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

A large block of elective courses and "on-the-job training" permit the specialization required by either a secretary or a teacher aide preparing for a particular type of position. A student who wishes to become an aide to a teacher of special groups of children, such as the blind, the deaf, and the physically handicapped, may require some highly specialized training such as a study of braille, physical therapy, etc. Credit for a limited amount of such training may be credited toward the Secretarial Teacher Aide Associate Degree.

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

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

SECRETARIAL TEACHER AIDE PROGRAM

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

1. Completion of 66 to 79 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:
ENG 101 3 semester hours
Social Science 3 semester hours
PSC 121, or HIS 101 or 111
Courses selected from any of the six
GENERAL EDUCATION areas 9 semester hours

3. Completion of 25 to 38 hours of professional work:

A. General requirements:

BA 101 and 102	6 semester hours
BA 242	3 semester hours
BA 245	3 semester hours
EDU 250 and 251	6 semester hours
HPR 152	3 semester hours
TA 110	2 semester hours
TA 210	5 semester hours
TA 220	4 semester hours

B. Special requirements:

1. Aide to teacher of exceptional children
Psychology of Exceptional Child 3 semester hours
 2. Secretary
BA 111 and 112 6 semester hours
BA 121 3 semester hours
4. Electives (Three to six courses permitted to meet individual interests and needs) 7-20 semester hours
 5. Completion of four semester hours of Physical Education Activities.
 6. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
 7. Make formal application for the degree to the Registrar at the completion of thirty hours.
 8. Remove all admission conditions.
 9. Attend all official graduation exercises.

TEACHER AIDE PROGRAM

Requirements for the Associate in Science Degree in Teacher Aide Program:

1. Completion of 69 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:

ENG 101 and ENG 103 or 104	6 semester hours
SPE 100	3 semester hours
PSC 121, or HIS 101 or 111	3 semester hours
MUS 110	3 semester hours
ART 207	3 semester hours
REL 240	3 semester hours
SOC 211	3 semester hours

3. Completion of 41 semester hours of professional work:
 - A. General requirements:

BA 101 and 102	6 semester hours
EDU 250 and 251	6 semester hours
HPR 152	3 semester hours
TA 110	2 semester hours
TA 120	3 semester hours
TA 210	5 semester hours
TA 220	4 semester hours
 - B. Special requirements:

PSY 101, 201, 211, and 212	12 semester hours
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4. Completion of four semester hours of Physical Education Activities.
5. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
6. Make formal application for the degree to the Registrar at the completion of thirty hours.
7. Remove all admission conditions.
8. Attend all official graduation exercises.

Those students who desire to obtain an Associate in Arts Degree while pursuing this particular program must fulfill the degree requirements for the University Parallel Program as presented on Pages 43 - 44 and fulfill the requirements as presented in item 3 above.

SUGGESTED SECRETARIAL TEACHER AIDE PROGRAM (A.S. Degree)

FIRST YEAR			
First Term		Second Term	
ENG 101—Composition	3	ENG 102 or 104—Composition	3
HIS 101—World Civilization	3	HIS 111—The Americas	3
TA 110—Audio Visual Aids	2	HPR 152—First Aid Safety	3
BA 101—Elementary Typing	3	BA 102—Intermediate Typing	3
HPR—Physical Education	1	HPR—Physical Education	1
BA 121—Accounting Survey	3	MTH 100 or 131	3
Total Semester Hours		Total Semester Hours	
15		16	
IIIA or IIIB			
BIO 100—Modern Principles of Biology	3		
SPE 100—Introductory Speech	3		
Total Semester Hours		6	

SECOND YEAR

First Term	Second Term
BA 111—Beginning Shorthand 3	BA 112—Intermediate Shorthand 3
PSY 101—Psychology of Adjustment ... 3	EDU 251—Educational Psychology 3
EDU 250—Intro. to Education 3	TA 210—Seminar in Secretarial Teacher Aide 5
BA 242—Transcribing Machines and Filing 3	TA 220—Practicum for Secretarial Teacher Aide 4
ENG 201—World Literature 3	HPR—Physical Education 1
HPR—Physical Education 1	
Total Semester Hours 16	Total Semester Hours 16

IIIA or IIIB

ART 207—Art Appreciation 3
MU 207—Music Appreciation 3
Total Semester Hours 6

Students wishing to meet requirements for the A.A. Degree should substitute a science course with a laboratory for either ART or MUSIC.

TEACHER AIDE PROGRAM (A.S. Degree)**FIRST YEAR**

First Term	Second Term
ENG 101—English Composition 3	ENG 102 or 104—Composition 3
PSY 101—Psychology of Adjustment ... 3	PSY 201—General Psychology 3
BA 101—Elementary Typing 3	BA 102—Intermediate Typing 3
PSC 121—National Government 3	MU 207—Music Appreciation 3
TA 110—Audio Visual Aids 2	TA 120—Seminar in Testing, Grading, and Recording Techniques 3
HPR—Physical Education 1	HPR—Physical Education 1
Total Semester Hours 15	Total Semester Hours 16

Term IIIA or IIIB

ART 207—Art Appreciation 3
SOC 211—General Sociology 3
Total Semester Hours 6

SECOND YEAR

First Term	Second Term
REL 240—World Religion 3	PSY 212—Adolescent Psychology 3
SPE 100—Intro. Speech 3	EDU 251—Educational Psychology 3
EDU 250—Intro. Education 3	TA 210—Seminar in Teacher Aide Education 5
PSY 211—Child Psychology 3	TA 220—Practicum for Teacher Aide ... 4
HPR 152—First Aid and Safety 3	HPR—Physical Education 1
HPR—Physical Education 1	
Total Semester Hours 16	Total Semester Hours 16

COURSES OF INSTRUCTION EDUCATION

EDU 081—Early Childhood Education

Behavior patterns, growth patterns in relation to needs of children to six years of age. School-parent attitudes, techniques and materials in instruction are considered. Credit for Florida teacher certificate or college transfer not recommended. Offered Term I, 1969/70.

Credit, 3 semester hours

EDU 082—Pre-School Activities

Curricula for an activities of the pre-school child. Techniques and materials appropriate to art, drama, music, science, and play are considered. Credit for Florida teacher certification or college transfer not recommended. Offered Term I.

Credit, 3 semester hours

EDU 083—Children's Literature

Literary selections suitable for children and methods of presenting literature to children. Open to eligible students in the program of kindergarten and nursery school teachers. Credit for Florida teacher certification or college

transfer not recommended. Offered Term II.

Credit, 3 semester hours

EDU 250—Introduction to Education

Preview of: the historical, philosophical, psychological, social, health, and administrative foundations of public education; various levels of teaching; and pertinent professional information. Open to second semester freshmen and advanced students.

Credit, 3 semester hours

EDU 251—Educational Psychology

Study of psychological principles relevant to effective teaching and learning. Prerequisites: PSY 201 and EDU 250 or equivalents.

Credit, 3 semester hours

EDU 260—Educational uses of the Planetarium

Course for teachers and education majors in curriculum development for the effective use of various types of planetariums in the elementary school program. Prerequisite: EDU 250, 251, or teaching experience.

Credit, 3 semester hours

GEOGRAPHY

GEO 101—Introduction to Geography

An analysis and human significance of inter-relationships of the physical elements of man's natural environment, including climate, weather, land forms, soils, vegetation, minerals, and conservation of natural resources.

Credit, 3 semester hours

GEO 201—World Regional Geography

International significance, geographical characteristics, areal relationships, and major problems of the world's component regions.

Credit, 3 semester hours

GEO 207—Geography of Latin America

Comprehensive and detailed study of geographical regions, peoples, problems,

and potentials. Prerequisite: GEO 101 or instructor approval.

Credit, 3 semester hours

GEO 211—Conservation of Natural Resources

Distribution, utilization and regulation of the natural resources of the world. Special emphasis will be placed on Anglo-America.

Credit, 3 semester hours

GEO 221—Economic Geography

Study of the earth emphasizing the influence of environments on the economic activities of man. The distribution, production, exchange and consumption of wealth in man's commercial pattern in relation to resource utilization is stressed.

Credit, 3 semester hours

HISTORY

HIS 101—World Civilization

Cultural history of the world from the appearance of man to the mid-seventeenth century.

Credit, 3 semester hours

HIS 102—World Civilization

Continuation of HIS 101 to the present. Special emphasis upon expansion of the West.

Credit, 3 semester hours

HIS 111—The Americas from 1492 to 1815

Survey of native cultures, colonial institutions, the independence movements, and the emergence of the United States and the Latin American countries as new nations.

Credit, 3 semester hours

HIS 112—The Americas from 1815 to the Present

Political growth, economic changes,

and social movements in the United States, Canada, and the Latin American countries during the Nineteenth and Twentieth Centuries, with considerable emphasis on inter-American relations.

Credit, 3 semester hours

HIS 201—History of the United States

Survey of the Colonial background of American History and national development through the Civil War era. Prerequisite: Sophomore standing or Instructor approval.

Credit, 3 semester hours

HIS 202—History of the United States

Survey of the History of the United States since the end of the Reconstruction era. Prerequisite: Sophomore standing or Instructor approval.

Credit, 3 semester hours

PHILOSOPHY

PHI 161—Introductory Logic

Study of the principles and evaluation of critical thinking including identification and analysis of fallacious as well as valid reasoning. Traditional, symbolic and mathematical logic will be considered and foundations will be laid for further study in each area. Prerequisites: ENG 101 or equivalent.

Credit, 3 semester hours

PHI 260—Introduction to Philosophy

Consideration of fundamental questions

which man asks and some of the answers which he proposes. Prerequisite: Sophomore standing.

Credit, 3 semester hours

PHI 263—Ethics

Study of the basic concepts and principles of morals, moral values and judgments, as well as the leading ethical theories will be considered. Prerequisite: Sophomore standing.

Credit, 3 semester hours

POLITICAL SCIENCE

PSC 121—National Government

Study of theory, principles, and institutions involved in the American National Government.

Credit, 3 semester hours

PSC 122—State and Local Government

Study of the principles and institutions of American State and local government.

Credit, 3 semester hours

PSC 221—Introduction to International Relations

A consideration of the concepts of

sovereignty, power, and security; national interests 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 development of leading nations. Modern historical and contemporary events are used to illustrate principles examined.

Credit, 3 semester hours

PSYCHOLOGY

PSY 100—Human Relations in Business and Industry

Introductory course to the study of human behavior, emphasizing its practical applications in business and industry. It introduces the student to personal and social adjustment mechanisms as a means of understanding the behavior of one's self and of others. Also introduces the student to current psychological applications in the fields of testing, advertising, selling, market research, morale, personnel work, employee selection and training, and supervisory practices.

Credit, 3 semester hours

PSY 101—Psychology of Adjustment

Basic study of motivation, reactions to frustration and conflict, personality, and techniques of mental hygiene. Recommended for students who do not plan to take advanced psychology courses.

Credit, 3 semester hours

PSY 201—General Psychology

Scientific approach to basic principles of human behavior, emphasis is placed on such topics as learning, motivation, perception, feeling and emotion, intelligence, and personality.

Credit, 3 semester hours

PSY 202—General Experimental Psychology

Introduction to basic principles of scientific experimentation relative to behavior. Experimental designs and research techniques are applied in the areas of sensation, perception, learning and motivation. Two hours lecture and two hours laboratory weekly. Prerequisite: PSY 201.

Credit, 3 semester hours

PSY 211—Child Psychology

Study of the concepts and principles of the areas of physiological and psychological growth and development in infancy and childhood. Observations will supplement assignments. Prerequisite: PSY 201.

Credit, 3 semester hours

PSY 212—Adolescent Psychology

Personal and social development and maturation during adolescence with attention to research dealing with characteristic problems and adjustments. Prerequisite: PSY 201.

Credit, 3 semester hours

PSY 221—Applied Psychology

Study of psychological principles as applied to everyday living and working.

Emphasis given to psychology in its relation to business, industry, advertising, selling, health, education, law, and criminology. Prerequisite: PSY 201.

Credit, 3 semester hours

PSY 238—Social Psychology

Application to psychological principles

to social problems and social relations. The topics studied include: the individual and the group, role and status, fads and fashions, attitudes, public opinion, propaganda, conflict and prejudice. Prerequisite: PSY 201.

Credit, 3 semester hours

RELIGION

REL 141—Old Testament History

Cultural history of the Hebrew people to the third century B.C. Prerequisite: Advanced standing or approval.

Credit, 3 semester hours

REL 142—New Testament History

Cultural context and the dynamics of the beginnings and spread of Christianity from Alexander of Macedon to the sec-

ond century A.D. Prerequisite: Advanced standing or approval.

Credit, 3 semester hours

REL 240—World Religions

Primarily an ideological examination of the world's most popular religions. Prerequisite: Advanced standing or approval.

Credit, 3 semester hours

SOCIOLOGY

SOC 211—General Sociology

General analysis of the structure and functions of society and culture through a scientific consideration of the most significant generalization and concepts of man's collective behavior.

Credit, 3 semester hours

SOC 221—Social Problems

Study of the social and cultural aspects, incidence, and characteristics of

selected social problems. Prerequisite: SOC 211.

Credit, 3 semester hours

SOC 231—The Family

Study of the institution of the family utilizing cross-cultural pre-literate types; the background, evolution and current structure of the American family. Prerequisite: SOC 211.

Credit, 3 semester hours

STATISTICS

STA 221—Elementary Statistics

First course in statistical methods dealing with such topics as collecting, grouping, and presenting data; measures of central tendency and variation; theoretical distributions; probability; tests of

hypotheses, regression, and correlation. Prerequisite: Any college mathematics course or two years of high school algebra with grade of "C" or better.

Credit, 3 semester hours

TEACHER AIDE

TA 110—Audio Visual Aids

Instruction in the use and operation of various audio visual machines and equipment. Course also will be con-

cerned with production and use of projected and non-projected materials.

Credit, 2 semester hours

TA 120, Seminar in Testing, Grading, and Recording Techniques

Orientation, experience, and instruction in the design of tests and in testing procedures. Instruction in grading processes and in correct record keeping. Seminars in techniques for helping the teacher.

Credit, 3 semester hours

TA 210—Seminar in Teaching Aide Education

Will include as required study: use of Library; school records and reports; and art skills including lettering, poster making, and display arrangement. Spe-

cial topics and problems related to individual and group interests will be included as needed. Recommended to be taken during fourth term, concurrently with TA 220.

Credit, 5 semester hours

TA 220—Practicum for Teacher Aide

Six hours per week for a full term will be spent working in a school under the supervision of a skilled teacher. One hour per week will be spent in class on campus under the direction of a college instructor. Recommended to be taken in fourth term, concurrently with TA 210.

Credit, 4 semester hours

Technical Education

DIVISION OF ENGINEERING TECHNOLOGY DIVISION OF PARAMEDICAL SERVICES DIVISION OF PUBLIC SERVICES

It is the purpose of Broward Junior College to provide, in its technical and semi-professional curricula, opportunities for students to develop knowledge, skills, attitudes, and appreciations which will enable them to enter their chosen vocations qualified to perform completely.

Division of Engineering Technology

AEROSPACE TECHNOLOGY BUILDING AND CONTRACTING TECHNOLOGY DATA PROCESSING TECHNOLOGY DRAFTING AND DESIGN TECHNOLOGY ELECTRONIC TECHNOLOGY GRAPHIC ARTS TECHNOLOGY COOPERATIVE TECHNICAL PROGRAM

Whipple, Division Chairman and Building and Contracting Area Leader; Bowen, Aerospace Area Leader; Ellis, Data Processing Area Leader; Greenstein, Electronics Area Leader; Brock, Minicone, Mondin, Nixon, Rahal, and Sheldon.

AEROSPACE TECHNOLOGY*

Requirements for the Associate of Science Degree in Aerospace Technology (Aviation Administration):

*Contents may change according to Federal Aviation Agency requirements.

1. Completion of 76 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

English Composition	6 semester hours
ENG 101 and ENG 104	
Social Science	6 semester hours
PSC 121 and PSY 100 or PSY 101	
3. Completion of at least 30 semester hours in the major field of concentration.

AER 115 (3)	AER 125 (3)	AER 205 (3)	AER 270 (3)
AER 116 (3)	AER 131 (3)	AER 225 (3)	
AER 120 (3)	AER 140 (3)	AER 260 (3)	
4. Completion of at least 27 semester hours in the minor field of concentration.

BA 100 (3)	BA 231 (3)	BA 261 (3)	
BA 101 (3)	BA 245 (3)	BA 262 (3)	
BA 130 (3)	BA 260 (3)	ECO 190 (3)	
5. Completion of 4 semester hours of Physical Education.

Requirements for the Associate of Science Degree in Aerospace Technology (Career Pilot):

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

English Composition	6 semester hours
ENG 101 and ENG 103 or ENG 104	
Natural Science	3 semester hours
PHY 110	
Social Science	6 semester hours
PSC 121 and PSY 100 or PSY 101	
Mathematics	3 semester hours
MTH 131	
3. Completion of 39 hours in the major field of concentration.

AER 115	AER 131	AER 210	AER 232
AER 116	AER 140	AER 220	
AER 120	AER 200	AER 230	
AER 125	AER 205	AER 231	
4. Completion of 6 hours in a related field. EL 250 and EL 270
5. Electives 3 semester hours
6. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
7. Completion of four semester hours of Physical Education activities.

8. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

AVIATION ADMINISTRATION PROGRAM

The Aviation Administration program is designed for the student who would like to work in the aviation industry but not primarily as a pilot. Selected theoretical aviation courses to provide a broad base of aviation knowledge are provided, together with general business management and specialized aviation management courses.

The student is encouraged to take sufficient actual flight training to obtain his private pilot license.

FIRST YEAR

First Term		Second Term	
AER 131—Primary Flight I	3	AER 120—Meteorology	3
AER 115—Aeronautical Science	3	AER 125—Aerodynamics	3
AER 116—Navigation Science I	3	BA 260—Introduction to Management	3
ENG 101—Composition	3	ENG 104—Composition	
BA 100—Introduction to Business	3	(Scientific, and Professional)	3
BA 101—Elementary Typing	3	PSY 100—Human Relations	
		In Business and Industry	3
		HPR—Physical Education	1
Total Semester Hours	18	Total Semester Hours	16

Term III-A

AER 140—Engines and Aircraft Structures	3
AER 225—Air Carrier Management	3
HPR—Physical Education	1
Total Semester Hours	7

SECOND YEAR

First Term		Second Term	
AER 205—Aeronautical Science Safety	3	AER 260—Airport Management	3
AER 270—Airline Marketing	3	BA 245—Business Communications	3
ECO 190—Introduction to Economics	3	BA 231—Business Law	3
BA 121—Accounting Survey	3	BA 262—Principles of Supervision	3
BA 261—Office Management	3	PSC 121—National Government	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours	16	Total Semester Hours	16

Term III-A

BA 130—Salesmanship	3
Total Semester Hours	3

CAREER PILOT PROGRAM***

The Career Pilot Program provides both the flight and ground school required for the private and commercial FAA licenses with instrument rating. The graduate of this course of study receives an Associate of Science Degree in Aerospace Technology.

Graduates can expect to be employed by the commercial airlines; as flight instructors; or elsewhere within the general aviation industry.

This program has been approved by the Veterans Administration. Its contents may change according to Federal Aviation Agency Requirements.

AEROSPACE TECHNOLOGY

Career Pilot

FIRST YEAR

First Term		Second Term	
AER 131—Primary Flight I	3	AER 120—Meteorology	3
AER 115—Aeronautical Science	3	AER 125—Aerodynamics	3
AER 116—Navigation Science I	3	AER 230—Commercial Flight I	3
MTH 131—Basic College Math	3	PHY 110—Elements of Physics	3
*PSY 101—Psychology of Adjustment	3	*ENG 101—Composition	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	16	Total Semester Hours	16

Term III-A

AER 140—Engines and Aircraft Structures	3
AER 220—Aeronautical Science Systems	3
	—
Total Semester Hours	6

SECOND YEAR

First Term		Second Term	
AER 200—Navigation Science II	3	AER 210—Instrument Flight	3
AER 205—Aeronautical Science Safety	3	AER 232—All Weather Flight	3
AER 231—Commercial Flight II	3	EL 250—Avionics	3
General Education Elective	3	*ENG 104—Composition (Scientific and Professional)	3
EL 270—Electronic Familiarization	3	PSC 121—National Government	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	16	Total Semester Hours	16

*Completion of English 100, or English 091 and/or 092, and English 103 will satisfy the requirements for a degree in Aerospace Technology at this institution. However, students contemplating transfer to a four-year institution should complete English

101 and 104 since the other English listed above may not be acceptable for transfer credit.

**Completion of PSY 100 will satisfy the requirements for a degree in Aerospace Technology at this institution. However, students contemplating transfer to a four-year institution should complete PSY 101 since PSY 100 may not be acceptable for transfer credit.

***Contents may change according to Federal Aviation Agency Requirements.

COURSES OF INSTRUCTION

AER 115—Aeronautical Science

The theory of flight. Elementary aerodynamics. The major components of airplanes and their function. The pertinent Federal Aviation Agency Regulations. An introduction to meteorology, both weather phenomena, and reading and understanding teletype weather data and weather maps.

Credit, 3 semester hours

AER 116—Navigational Science I

The use of computers in the solution of basic navigation problems, aeronautical charts, pilot techniques. An introduction to the use of the Airman's Information Manual and radio navigation aids.

Credit, 3 semester hours

AER 120—Meteorology

A study of the basic concepts of meteorology; temperature pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog. Analysis and use of weather data; interpretation of U.S. Weather Bureau maps, reports and forecasts. Prerequisite: AER 115, or private pilot's license.

Credit, 3 semester hours

AER 125—Aerodynamics

An analysis of the physical laws and aerodynamic principles which govern the flight and performance of aircraft. Stability and control, weight and balance, and aircraft instruments affecting flight. Operational considerations of controllable pitch propellers, retractable gear, weather, and precision maneuvers. Prerequisite: AER 115, or private pilot's license.

Credit, 3 semester hours

AER 131—Primary Flight I (Private Pilot)

A total of 67 hours of instruction is provided, including 25 hours of dual flight, 25 hours solo flight and 17 hours

of oral instruction and briefing. Co-requisite: AER 115, AER 116.

Credit, 3 semester hours

AER 140—Engine and Aircraft Structures

Theory, materials and methods of construction, lubrication systems, induction systems and superchargers. General operating and performance diagnosis, and principles of structures. Prerequisite: AER 115, or private pilot's license.

Credit, 3 semester hours

AER 200—Navigation Science II

Advanced computer work. Radius of action. The use of radio as a primary navigation means. Functioning, capabilities and limitations of radio navigation systems. Aeronautical chart projection. The use of World Aeronautical Charts and Low Altitude Enroute Charts. The use of the Airman's Information Manual. Prerequisite: AER 116.

Credit, 3 semester hours

AER 205—Aeronautical Science Safety

Orientation on Federal organizations involved with aviation safety. Man's physical limitations and the effects of flight on the human body. Considerations of severe weather phenomena and in-flight emergencies. Federal Aviation Regulations pertaining to the commercial pilot. Prerequisite: AER 115 and 116 or private pilot's license.

Credit, 3 semester hours

AER 210—Instrument Flight Theory

Physiological factors involved with instrument flying. A review of the aerodynamic factors related to instrument flight. The functioning of basic flight instruments and their use in controlling aircraft under instrument conditions. Electronic aids and their use. Commu-

ications facilities and equipment. The airways system, air traffic control facilities and procedures as related to instrument flight. Flight planning. Enroute Charts, Area Charts, SID Charts, Instrument Approach Procedure Charts. Prerequisite: AER 200.

Credit, 3 semester hours

AER 220—Aeronautical Science Systems

Theory of the operation of aircraft hydraulic, electrical fuel, oil, pressurization, anti-icing, and instrument systems, including sources as well as functional application of basic power for the operation of aircraft systems.

Credit, 3 semester hours

AER 225—Air Carrier Management

A study of Federal laws concerned with air transportation. Organizational and financial considerations of the corporate body. Equipment handling and its economic usage. Aircrew scheduling and personnel management. Maintenance and other ground support activities. The profit motive and its relationship with fixed and operating costs.

Credit, 3 semester hours

AER 230—Commercial Flight I

First half of flight training to prepare for the Federal Aviation Agency Commercial Pilot Certificate. A total of 73 hours of instruction, including 15 hours dual flight, 40 hours solo flight and 18 hours oral instruction and briefing. Prerequisite: AER 131 or private pilot's license. Corequisite: Students normally take AER 120 and AER 125 concurrently with AER 230. At the time of completion of AER 231, (AER 230 is a prerequisite of AER 231) the student must have completed AER 120, 125, 140, 200, 205, and 220.

Credit, 3 semester hours

AER 231—Commercial Flight II

A continuation of AER 230. A total of 72 hours of instruction including 15 hours of dual flight, 40 hours solo flight and 17 hours oral instruction and briefing. Prerequisite: AER 230. Corequisites: Students normally take AER 200 and 205 concurrently with AER 231. At the time of completion of AER 231 the student must have completed AER 120, 125, 140, 200, 205 and 200.

Credit, 3 semester hours

AER 232—All Weather Flight

Instruction necessary to qualify for the Federal Aviation Agency Instrument Pilot Rating. A total of 40 hours; 20 hours dual flight, 10 hours synthetic flight, and 10 hours oral instruction and briefing. Prerequisite: AER 231; Corequisite: AER 210.

Credit, 3 semester hours

AER 260—Airport Management

Compliance with Federal requirements and cooperation with Federal supporting agencies. Acquisition and direction of ground support activities. Organization and development of facilities and space utilization. Service and sales. Fixed and operating costs and other financial considerations.

Credit, 3 semester hours

AER 270—Airline Marketing

An analysis of markets suitable to air transportation. The psychology of salesmanship. Economic considerations of delivery schedules and their relationships to personnel costs and customer inventories. Passenger-mile costs and ton-mile costs and their bearing on profits. Operation of travel agencies and freight forwarding companies and their relationships with scheduled airlines.

Credit, 3 semester hours

BUILDING AND CONTRACTING TECHNOLOGY

Requirements for the Associate in Science Degree in Building and Contracting:

1. Completion of 68 hours of credit and a grade point average of 2.0 or better.

2. Completion of the following requirements in General Education:
 - English Composition6 semester hours
ENG 101 or 102 and 103 or 104
 - Social Science6 semester hours
PSC 121, PSY 100
 - Mathematics7 semester hours
TE 100, 105, MTH 191 or 132, 133, and MTH 191
 - Science3 semester hours
PHY 110 or TE 200
 - Speech3 semester hours
SPE 100
3. Completion of DD 100, DD 110, DD 210, and 6 semester hours in the following electives:
BA 221-222, BA 231, BA 246, MTH 132, MTH 133, ART 207, ECO 190, GY 105-106.
4. Completion of 24 semester hours in major field.

BC 100	BC 200	BC 220	BC 250
BC 110	BC 210	BC 240	BA 262
5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
7. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

BUILDING AND CONTRACTING TECHNOLOGY PROGRAM

The Building and Contracting Technology Program emphasizes knowledge of techniques of construction estimating, scheduling, administration and inspection.

FIRST YEAR

First Term	Second Term
BC 100—Materials and Processes 3	BC 110—Construction Planning 3
DD 100—Technical Drafting I 3	DD 110—Architectural Drafting I 3
TE 100—Technical Algebra 3	TE 105—Technical Trigonometry 3
*ENG 101—Composition 3	*ENG 103—Technical Report Writing 3
HPR—Physical Education 1	PSC 121—National Government 3
—	HPR—Physical Education 1
Total Semester Hours 13	Total Semester Hours 16

Term III-A

BC 250—Construction Surveying	3
MTH 191—Slide Rule Math	1

Total Semester Hours 4

SECOND YEAR

First Term

BC 210—Mechanical and Electrical Equipment	3
BC 220—Construction Administration	3
SPE 100—Introduction to Speech	3
PSY 201—General Psychology	3
HPR—Physical Education	1

Total Semester Hours 13

Second Term

BC 240—Construction Estimating	3
DD 230—Architectural Drafting III	3
BA 262—Principles of Supervision	3
HPR—Physical Education	1
Elective	3

Total Semester Hours 13

Term III-A

BC 200—Concrete Construction	3
PHY 110—Elements of Physics	3

Total Semester Hours 6

*Completion of English 100, or English 091 and/or 092, and English 103 will satisfy the requirements for a degree in Building Contracting Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

Electives: BA 221-222 Principles of Accounting, BA 231 Business Law, MTH 132 Contemporary College Algebra, MTH 133 Trigonometry and Analytical Geometry, ART 100 Art Introduction, BA 247 Calculating Machines, ECO 251-252 Principles of Economics, GY 105-106 Physical Geology.

COURSES OF INSTRUCTION

BC 100—Materials and Processes

Study of materials and methods employed in heavy building construction.

Credit, 3 semester hours

BC 110—Construction Planning

Course includes job planning, preparation and construction schedules and the selection of most economical equipment and methods for accomplishing various types of heavy construction.

Credit, 3 semester hours

BC 200—Concrete Construction

How concrete is used in the construction of foundations, columns, beams and slabs. Plain, reinforced and prestressed concrete are included.

Credit, 3 semester hours

BC 210—Mechanical and Electrical Equipment

Fundamentals of heating, air conditioning, water supply, sanitation, electrical

service and acoustics in building construction.

Credit, 3 semester hours

BC 220—Construction Administration

Contractor organization, construction contracts, contractor responsibilities for insurance, safety, labor relations, Social Security and the South Florida Building Code.

Credit, 3 semester hours

BC 240—Construction Estimating

Methods of computing and estimating quantities of labor and materials from working plans.

Credit, 3 semester hours

BC 250—Construction Surveying

The theory and practice of surveying, including the use and care of surveying instruments. Practical application of surveying techniques of building construction.

Credit, 3 semester hours

DATA PROCESSING TECHNOLOGY

Requirements for the Associate in Science Degree in Data Processing:

1. Completion of 68 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
English Composition6 semester hours
ENG 101 and 102 or ENG 104
Social Science6 semester hours
PSC 121, STA 221
Science3 semester hours
ECO 1903 semester hours
MTH 1313 semester hours
3. *Completion of 28 semester hours in major field of concentration.
DP 101 DP 102 DP 105 DP 108
DP 110 DP 205 DP 210 DP 221 DP 225
4. *Completion of 15 semester hours in related areas.
BA 221 BA 223 BA 260
BA 222 BA 225
5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College including the last twelve semester hours.
7. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

*Students interested in the scientific-engineering aspect of computer programming should complete MTH 132, 133, 231 and 232 in lieu of the Accounting and Management courses listed in the above related areas.

NOTE: MTH 132, ECO 190 and six hours in the Humanities must be taken instead of DP 108, DP 225, BA 223 and BA 225 for students following FAU's Administrative Science program.

DATA PROCESSING

The Data Processing curriculum at the College is designed primarily to train an individual as a computer programmer. The curriculum comprises a succession of courses designed to provide an understanding of the concepts, principles, and techniques involved in electronic processing of data.

The courses are arranged in a workable sequence suitable to

the instructional needs of students, with an appropriate balance between technical courses and laboratory exercises. Within the topics of each course, the concepts are solidified through practical application utilizing the latest equipment.

CERTIFICATE IN DATA PROCESSING TECHNOLOGY

The following is a certificate program to prepare an individual for the entry job. It is specifically designed for the employed student or the student anticipating employment at an early date after college entrance. To be awarded the certificate a student must have completed the courses with an average of "C".

Course Number	Description	Lab.	Hrs.
DP 101—Basic Computing Machines			3
DP 102—Unit Record Equipment		2	3
BA 221—Principles of Accounting			3
ENG 101—Composition			3
MTH 131—Basic College Math			3
			—
			15
DP 105—Introduction to Programming Systems			3
DP 108—The Accounting Machine			3
BA 222—Principles of Accounting			3
ENG 102—Composition			3
DP 221—Systems Development and Design		1	3
			—
			15
DP 205—Computer Programming—Scientific and Commercial			3
DP 210—Data Processing Applications			3
BA 225—Cost Accounting			3
DP 225—Advanced Computing and Programming Systems		1	4
PSC 121—National Government			3
			—
			16

DATA PROCESSING TECHNOLOGY PROGRAM

FIRST YEAR

First Term		Second Term	
DP 101—Basic Computer Mach.	3	DP 105—Introduction to	
DP 102—Unit Record Equip.	3	Programming	3
*BA 221—Principles of Acct.	3	*BA 260—Management	3
***ENG 101—Composition	3	DP 108—Accounting Machines	3
ECO 190—Intro. to Economics	3	***ENG 102 OR 104	3
HPR—Physical Education	1	BA 222—Principles of Acc'ting.	3
	—	HPR—Physical Education	1
Total Semester Hours	16	Total Semester Hours	16

Term III-A or III-B

DP 110—Fortran Programming	3
DP 205—Computer Programming	
Scientific and Commercial.	3
Total Semester Hours	6

SECOND YEAR

First Term		Second Term	
DP 210—DP Applications	3	DP 225—Advanced Computing	
**BA 223—Intermediate Accounting	3	and Programming	4
MTH 131—Basic College Math	3	DP 221—Systems Dev. & Design	3
PSC 121—Political Science	3	**BA 225—Cost Accounting	3
STA 221—Statistics	3	Science	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	16	Total Semester Hours	14

*Students primarily interested in the scientific-engineering aspect of computer programming should complete MTH 132, 133, 231, and 232 in lieu of Acc't. 221, 222, 223, 225 and BA 260.

**Students pursuing the commercial aspect of computer programming may take MTH 132 in lieu of BA 223 or BA 225.

***Completion of English 100, or English 091 and/or 092, and English 103 will satisfy the requirements for a degree in Data Processing Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

COURSES OF INSTRUCTION

DP 101—Basic Computing Machines

Course in basic computer theory. The following computer functions are studied: introduction to problem organization, storage media, fundamentals of input and output operations.

Credit, 3 semester hours

DP 102—Unit Record Equipment

This is a survey of unit record equipment, which will develop the need for

machine "Processable" solutions to accounting and record keeping problems. The concept, power, and flexibility of the unit record approach is imparted to the students during class sessions.

Credit, 3 semester hours

DP 105—Introduction to Programming Systems

Cobol as a programming language is taught and utilizes the IBM system/360

computer. Through a series of lectures and laboratory practices, the student develops a mastery of the Cobol language and basic programming systems concepts as related to the field of business. Prerequisite: DP 101 or Instructor approval.

Credit, 3 semester hours

DP 108—The Accounting Machine

Designed to give the student experience in basic operations and control panel wiring of an accounting machine. This is a versatile machine, but it is not a computer.

Credit, 3 semester hours

DP 110—Fortran Programming

A basic computer programming course in Fortran, which is a problem solving language. This course is particularly useful to students who are in Math, Science, and the related fields and who will need to utilize the computer as a tool in their professions.

Credit, 3 semester hours

DP 205—Computer Programming: Scientific and Commercial

Students are taught the basic Operating System of the IBM system/360. Emphasis is placed on the Disk and Magnetic Tape utilization. Programming experience is provided in Fortran and RPG (Report General) languages. Prerequisites:

DP 101 and DP 105 or Instructor approval.

Credit, 3 semester hours

DP 210—Data Processing Applications

Student is given an introduction to PL-1, a high-level programming language. However, this course is designed to acquaint the student with actual business data processing applications. Students learn through lecture and practical case studies to apply the equipment and programming techniques learned in previous semesters to various applications. Prerequisite: DP 205.

Credit, 3 semester hours

DP 221—Systems Development and Design

Includes a survey of present procedures and the present system of internal controls; the study and evaluation of data gathered in a survey of analysis; the development of remedial measures; presentation of recommendation, and the installation of a completely integrated system.

Credit, 3 semester hours

DP 225—Advanced Computing and Programming Systems

Designed to provide the student with sufficient knowledge of advanced programming concepts and techniques. IBM 360 assembly language and the disk operating system are utilized. Prerequisite: DP 205.

Credit, 4 semester hours



DRAFTING AND DESIGN TECHNOLOGY

Drafting and Design programs are offered in the following areas of occupations: 1. Architectural, 2. Civil, 3. Electronic, 4. Product, 5. Tool Design, 6. Die Design.

Objectives:

1. To teach proficiency in the language of each field.
2. To have the students develop their skills in producing accurate, reproducible drawings.
3. To indicate the cluster of closely related operations, as they affect the decisions of the designer.
4. To know the measures, gauging and/or checking that is required in each operation.

Requirements for Associate in Science Degree in Drafting and Design:

1. Completion of 67 hours of credit and a grade point average of 2.0 or better, with the exception of Electronic Drafting, which requires 66 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
English Composition 6 semester hours
(ENG 101 and 103)
Mathematics 6 semester hours
(TE 100, 105, MTH 132, 133, 191)
3. Completion of 33 to 40 semester hours in one of the following drafting options:

Architectural Drafting — 33 hours

DD 100	DD 204	DD 230	BC 210
DD 110	DD 210	BC 110	BC 250
DD 111	DD 211	BC 200	

Civil Drafting — 33 hours

DD 100	DD 204	DD 231	BC 210
DD 110	DD 210	BC 110	BC 250
DD 111	DD 211	BC 200	

Electronic Drafting — 40 hours

BC 210	DP 110	EL 104	EL 280
DD 100	EL 100	EL 105	EL 290
DD 204	EL 102	EL 260	
DP 101	EL 103	EL 270	

Product Design — 36 hours

DD 100	DD 151	DD 204	DD 251
DD 102	DD 201	DD 233	DD 270
DD 140	DD 202	DD 240	GAT 102

Tool Design — 36 hours

DD 100	DD 151	DD 204	DD 241
DD 102	DD 201	DD 205	DD 251
DD 140	DD 202	DD 240	DD 270

Die Design — 36 hours

DD 100	DD 151	DD 204	DD 251
DD 102	DD 201	DD 205	DD 261
DD 140	DD 202	DD 240	DD 270

4. Completion of the following semester hours in related areas:
- | | |
|---|------------------|
| Electronic Drafting
(MTH 191, GAT 102) | 4 semester hours |
| Product Design
(ART 106, 207, 273) | 9 semester hours |
| Tool Design
(PSC 121) | 3 semester hours |
| Die Design
(PSC 121) | 3 semester hours |
5. Completion of the following elective hours to be taken from the courses indicated:

Architectural Drafting — 18 hours

ART 100	BA 262	ECO 140	PSC 121
BA 101	BA 290	LST 260	PSY 100
BA 227	BC 190	PHY 110	
BA 261	CHE 107	SPE 100	

Civil Drafting — 18 hours

ART 100	BA 262	DD 230	PSC 121
BA 101	BA 290	ECO 140	PSY 100
BA 227	BC 100	PHY 110	
BA 261	CHE 107	SPE 100	

Electronic Drafting — 6 hours

PSY 100	PHY 110	ART 100	DD 205
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Product Design — 6 hours

PSC 121	BA 101	ART 101	
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Tool Design — 12 hours

BA 101	ART 100	BA 262	PHY 100
CHE 107	SPE 100	PSY 100	ECO 190

Die Design — 12 hours

BA 101	ART 100	BA 262	PHY 110
CHE 107	SPE 100	PSY 100	ECO 190

6. Completion of four semester hours of physical education activities.

7. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
8. Make formal application for the Degree to the Registrar at the completion of thirty semester hours.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

NOTE: Completion of English 100, or English 091 and/or 092, and English 103 will satisfy the requirements for a degree in Drafting and Design Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

ARCHITECTURAL DRAFTING PROGRAM

FIRST YEAR

First Term	
DD 100—Technical Drafting I	3
TE 100—Technical Algebra	3
ENG 101—Composition	3
HPR—Physical Education	1
Elective	3
Total Semester Hours	13

Electives:

PSY 100—Human Relations in Business and Industry	3
GAT 102—Photographic Principles	3
BC 100—Materials and Processes	3

Substitutes: (for TE 100)

MTH 100, 131, 132, or 171

Second Term	
DD 110—Architectural Drafting	3
DD 111—Civil Drafting I	3
TE 105—Technical Trigonometry	3
ENG 103—Technical Report Writing	3
HPR—Physical Education	1
Elective	3
Total Semester Hours	16

Total Semester Hours 16

Electives:

ART 100—Introduction to Drawing and Painting	3
BA 101—Elementary Typing	3

Substitute: (for TE 105)

MTH 133

Term III-A

BC 250—Surveying	3
Elective	3

Total Semester Hours 6

Electives:

PSC 121—National Government	3
SPE 100—Introduction to Speech	3

SECOND YEAR

First Term		Second Term	
DD 210—Architectural Drafting II	3	DD 230—Architectural Drafting III	3
DD 211—Civil Drafting II	3	DD 204—Principles of Industrial Engineering	3
BC 210—Mechanical and Electrical Equipment	3	BC 110—Construction Planning	3
HPR—Physical Education	1	HPR—Physical Education	1
Elective	3	Elective	3
Total Semester Hours		Total Semester Hours	
13		13	
Electives:		Electives:	
BA 227—Income Tax	3	BA 262—Principles of Supervision	3
ECO 140—Personal Finance	3	LST 260—Landscape Design	3
BA 290—Principles of Real Estate	3	BA 261—Office Management	3

Term III-A

BC 200—Concrete Construction	3
Elective	3
Total Semester Hours	
6	

Electives:

CHE 107—Chemistry for General Education	3
PHY 110—Elements of Physics	3

CIVIL DRAFTING PROGRAM

FIRST YEAR

First Term		Second Term	
DD 100—Technical Drafting I	3	DD 111—Civil Drafting I	3
TE 100—Technical Algebra	3	DD 110—Architectural Drafting I	3
ENG 101—Composition	3	TE 105—Technical Trigonometry	3
HPR—Physical Education	1	ENG 103—Technical Report Writing	3
Elective	3	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
13		16	
Electives:		Electives:	
PSY 100—Human Relations in Business and Industry	3	ART 100—Introduction to Drawing and Painting	3
GAT 102—Photography	3	BA 101—Elementary Typing	3
BC 100—Materials and Processes	3	Substitutes: (for TE 105)	
Substitutes: (for TE 100)		MTH 133	
MTH 100, 131, 132, or 171			

Term III-A

BC 250—Surveying	3
Elective	3
Total Semester Hours	
6	

Electives:

PSC 121—National Government	3
SPE 100—Introduction to Speech	3

SECOND YEAR

First Term		Second Term	
DD 211—Civil Drafting II	3	DD 231—Civil Drafting III	3
DD 210—Architectural Drafting II	5	DD 204—Principles of Industrial Engineering	3
BC 210—Mechanical and Electrical Equipment	3	BC 110—Construction Planning	3
HPR—Physical Education	1	HPR—Physical Education	1
Elective	3	Elective	3
Total Semester Hours		Total Semester Hours	
13		13	
Electives:		Electives:	
BA 227—Income Tax	3	DD 230—Architectural Drafting III	3
ECO 140—Personal Finance	3	BA 262—Principles of Supervision	3
PHY 110—Elements of Physics	3	CHE 107—Chemistry for General Education	3

Term III-A

BC 200—Concrete Construction	3
Elective	3
Total Semester Hours	
6	

Electives:

BA 261—Office Management	3
BA 290—Principles of Real Estate	3

DIE DESIGN PROGRAM

FIRST YEAR

First Term		Second Term	
DD 100—Technical Drafting I	3	DD 151—Die Design I	3
TE 100—Technical Algebra	3	DD 140—Tool Design I	3
ENG 101—Composition	3	TE 105—Technical Trigonometry	3
HPR—Physical Education	1	ENG 103—Technical Report Writing	3
Elective	3	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
13		16	
Electives:		Electives:	
ECO 190—Introduction to Economics	3	BA 101—Elementary Typing	3
PSY 100—Human Relations	3	ART 100—Introduction to Drawing	3
Substitutes: (for TE 100)		Substitutes: (for TE 105)	
MTH 100, 131, 132, 171		MTH 133	

Term III-A

PSC 121—National Government or equivalent	3
Elective	3
Total Semester Hours	
6	

Electives:

PHY 110—Elements of Physics	3
SPE 100—Introduction to Speech	3

SECOND YEAR

First Term	Second Term
DD 251—Die Design II 3	DD 261—Die Design III 3
DD 201—Basic Mechanics 3	DD 204—Principles of Industrial Engineering 3
DD 202—Manufacturing Processes 3	DD 102—Design of Machine Elements 3
DD 240—Tool Design II 3	HPR—Physical Education 1
HPR—Physical Education 1	Elective 3
Total Semester Hours 13	Total Semester Hours 13
Electives:	
	BA 262—Principles of Supervision 3
	CHE 107—Chemistry for General Education 3

Term III-A

DD 270—Basic Hydraulics 3
DD 205—Statistical Quality Control 3
Total Semester Hours 6

ELECTRONIC DRAFTING PROGRAM

FIRST YEAR

First Term	Second Term
DD 100—Technical Drafting I 3	EL 102—Electronic Drafting 3
EL 100—DC Circuits 3	TE 105—Technical Trigonometry 3
EL 103—DC Circuits Lab 2	ENG 103—Technical Report Writing 3
TE 100—Technical Algebra 3	HPR—Physical Education 1
ENG 101—Composition 3	MTH 191—Slide Rule Math 1
HPR—Physical Education 1	Elective 3
Total Semester Hours 15	Total Semester Hours 14
Substitutes: (for TE 100)	Electives:
MTH 100, 131, 132, or 171	PSY 100—Human Relations 3
	ART 100—Introduction to Drawing and Painting 3
	Substitute: (for TE 105)
	MTH 133

Term III-A

EL 260—Electronic Components 3
Total Semester Hours 3

SECOND YEAR

First Term

EL 270—Electronic Familiarization	3
BC 210—Mechanical and Electrical Equipment	3
EL 104—AC Circuits	3
EL 105—AC Circuits Lab	2
Elective	3
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Total Semester Hours	14

Electives:

PHY 110—Elements of Physics	3
DD 205—Statistical Quality Control	3

Second Term

GAT 102—Photographic Principles	3
DD 204—Principles of Industrial Engineering	3
EL 280—Printed Circuits	3
EL 290—Integrated Circuits	3
DP 110—Fortran Programming	3
HPR—Physical Education	1
<hr/>	
Total Semester Hours	16

Term III-A

DP 101—Basic Computation Machines	3
HPR—Physical Education	1
<hr/>	
Total Semester Hours	4

PRODUCT DESIGN PROGRAM

FIRST YEAR

First Term

DD 100—Technical Drafting I	3
TE 100—Technical Algebra	3
ENG 101—Composition	3
GAT 102—Photographic Principles	3
HPR—Physical Education	1
<hr/>	
Total Semester Hours	13

Substitutes: (for TE 100)

MTH 100, 131, 132, or 172

Second Term

DD 140—Tool Design I	3
DD 151—Die Design I	3
TE 105—Technical Trigonometry	3
ENG 103—Technical Report Writing	3
HPR—Physical Education	1
<hr/>	
Total Semester Hours	13

Substitute: (for TE 105)

MTH 133

Term III-A

ART 207—Art Appreciation	3
Elective	3
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Total Semester Hours	6

Electives:

PSC 121—National Government	3
BA 101—Elementary Typing	3

SECOND YEAR

First Term

DD 201—Basic Mechanics	3
DD 202—Manufacturing Processes	3
DD 240—Tool Design II	3
DD 251—Die Design II	3
ART 106—Basic Design	3
HPR—Physical Education	1
<hr/>	
Total Semester Hours	16

Second Term

DD 233—Product Design	3
DD 204—Principles of Industrial Engineering	3
DD 102—Design of Machine Elements	3
ART 273—Advertising Design	3
HPR—Physical Education	1
<hr/>	
Total Semester Hours	13

Term III-A	
DD 270—Basic Hydraulics	3
Elective	3
<hr/>	
Total Semester Hours	6
Electives:	
BA 101—Elementary Typing	3
ART 101—Beginning Drawing	3

TOOL DESIGN

FIRST YEAR

First Term		Second Term	
DD 100—Technical Drafting I	3	DD 140—Tool Design I	3
TE 100—Technical Algebra	3	DD 151—Die Design I	3
ENG 101—Composition	3	TE 105—Technical Trigonometry	3
HPR—Physical Education	1	ENG 103—Technical Report Writing	3
Elective	3	HPR—Physical Education	1
<hr/>		Elective	3
Total Semester Hours	13	Total Semester Hours	16
Electives:		Electives:	
ECO 190—Introduction to Economics	3	BA 101—Elementary Typing	3
PSY 100—Human Relations	3	ART 100—Introduction to Drawing	3
Substitutes: (for TE 100)		Substitute: (for TE 105)	
MTH 100, 131, 132, or 171		MTH 133	

Term III-A

PSC 121—National Government or equivalent	3
Elective	3
<hr/>	
	6

Electives:

PHY 110—Elements of Physics	3
SPE 100—Introduction to Speech	3

SECOND YEAR

First Term		Second Term	
DD 240—Tool Design II	3	DD 241—Tool Design III	3
DD 201—Basic Mechanics	3	DD 204—Principles of Industrial Engineering	3
DD 202—Manufacturing Processes	3	DD 102—Design of Machine Elements	3
DD 251—Die Design II	3	HPR—Physical Education	1
HPR—Physical Education	1	Elective	3
<hr/>		<hr/>	
Total Semester Hours	13	Total Semester Hours	13
Electives:		Electives:	
		BA 262—Principles of Supervision	3
		CHE 107—Chemistry for General Education	3

Term III-A

DD 270—Basic Hydraulics	3
DD 205—Statistical Quality Control	3
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Total Semester Hours	6

COURSES OF INSTRUCTION

DD 100—Technical Drafting I

Course is designed to provide basic knowledge of the standards of mechanical drafting and to develop skill in the use of drafting equipment. The principles of orthographic projection and the technique of laying out multiview drawings are introduced. Subjects covered include applied geometry, basic dimensioning, pictorial representations, auxiliary views, sections, conventions, inking, intersections, developments, finish marks, surface symbols, tolerances, fits, allowances, screws, keys, pins, rivets and springs. The student learns to recognize and use the A. S. A. standard welding symbols.

Credit, 3 semester hours

DD 102—Design of Machine Elements

Design principles are studied and calculations are made in determining the size and shape of machine parts. The student will receive instruction in designing such elements as beams, bearings, clutches, brakes, shafts, bushings, screws, rivets, gears, belts, springs, and flywheels. Attention will be given to loads of various types, stresses, deformations, shrink fits, and other factors in the design of machine elements.

Credit, 3 semester hours

DD 110—Architectural Drafting I

This course offers the student basic fundamentals of architectural drawing. Emphasis is put on drafting techniques, lettering, methods of showing plans, elevations, sections, and dimensions. Prerequisite: DD 100 or equivalent.

Credit, 3 semester hours

DD 111—Civil Drafting I

This course introduces drawings of topography, highway, and structural drawing requirements. The student takes surveying data and produces finished drawings. Calculation sheets are made from drawing proposals. Emphasis is on symbols used and line techniques. Prerequisite: DD 100 or equivalent.

Credit, 3 semester hours

DD 140—Tool Design I

The student learns to design single point tools. Tool layout drawings are made for multiple station operations. Types of material removal are studied, as they affect the design of tools. Fixtures are drawn, considering types, locating points and their relation with previous and subsequent operations. Prerequisite: DD 100 or equivalent.

Credit, 3 semester hours

DD 151—Die Design I

Student studies die drawings to learn the style and techniques used in designing sheet metal dies. Blank nesting, draw, pierce, form, and flange dies are drawn. Prerequisite: DD 100 or equivalent.

Credit, 3 semester hours

DD 201—Basic Mechanics

Course consists of a study of the motion of machine parts and the manner of supporting and guiding them without regard to their strength. The principles of motions, velocities, and accelerations are discussed. The uses of belts and linkages are illustrated by problems. Cam layout is taken up in detail and appropriate problems are solved. Velocity diagrams are illustrated by quick-return-motion mechanisms. Practical problems are used in the study of toothed gearing.

Credit, 3 semester hours

DD 202—Manufacturing Processes

Course covers cold processing of materials by abrasion, cutting, and press working to obtain desired forms, dimensions, and surface finishes. Machines are described in detail and interpreted in terms of classifications, capacities, and versatility. Special consideration is given to various types of cutting tools, dies, jigs, and fixtures, emphasizing their particular functions and the types of materials from which they are made, and other factors which determine performance and tool life.

Credit, 3 semester hours

DD 204—Principles of Industrial Engineering

Course teaches the essential elements of good plant layout, materials handling, and the principles of industrial engineering. It explains the setting up an efficient plant layout and discusses fundamental factors influencing these operations. A comprehensive study is made of the specific methods and equipment used in the horizontal, vertical, and overhead movement of materials. Problems in product protection, packaging, and storage are presented for analysis. Specific cases are studied to show the relationship between plant layout and efficient materials handling.

Credit, 3 semester hours

DD 205—Statistical Quality Control

This course is designed to acquaint all technicians with the type of control charts used in production and inspection, based on simple statistical calculations. Sampling plans and assignable causes of out-of-control conditions are examined.

Credit, 3 semester hours

DD 210—Architectural Drafting II

Preliminary design drawings are turned into working drawings. Emphasis is put on schematics for electrical, plumbing, heating, ventilating, and air-conditioning as they apply to commercial and residential building. Prerequisite: DD 110.

Credit, 3 semester hours

DD 211—Civil Drafting II

Advanced designs are made of highway and structural work. Aerial photographs and maps are studied and translated to designs. Railroad spur techniques are studied and drawn. A project is assigned for a specific operation. Prerequisite: DD 111.

Credit, 3 semester hours

DD 230—Architectural Drafting III

Structural steel is emphasized. Finalized customer acceptance techniques are worked out. Color renditions and model presentations are made. Exterior perspectives are rendered.

Credit, 3 semester hours

DD 231—Civil Drafting III

The final course of civil drafting stresses accuracy of fluid mechanics to the final rendition of culverts, bridges, and groins. Sanitary designs are studied and drawn. Critical path charts are drawn to show application to civil problems. Prerequisite: DD 211.

Credit, 3 semester hours

DD 233—Product Design

Appearances of final products are stressed. Drawings of plastic, die cast, pressed metal, cast iron, and steel products are made. Compatibility of materials, the use of fasteners and inserts, and the effects of the elements on a product are all considered in the language of the product designer. Prerequisite: DD 240 or DD 251.

Credit, 3 semester hours

DD 240—Tool Design II

Emphasis is put on jig design, methods of guiding tools in relation to the problems they have studied in fixture design. Techniques of measuring and maintaining surface finishes and tolerances are emphasized. Feeding devices, as they affect tooling, are discussed. Multiple spindle tooling layouts are made. Prerequisite: DD 140.

Credit, 3 semester hours

DD 241—Tool Design III

The student is now ready to design gauges that will tell him if his tool designs are sound. Mechanical, air, electrical, and electronic read-out gauges are discussed from a design standpoint. Tool design checking and related items of models, templates and standards are taught. Prerequisite: DD 240.

Credit, 3 semester hours

DD 251—Die Design II

Compound dies are analyzed and drawn. Plastic, die cast, and forging die examples are drawn. Rubber forming and hydraulic stretching dies are discussed from the design standpoint. Films on impact extrusion are shown. Misc. operations of explosion and rule dies discussed. Stackers, scrap cutters and ejector designs are sketched. Prerequisite: DD 151.

Credit, 3 semester hours

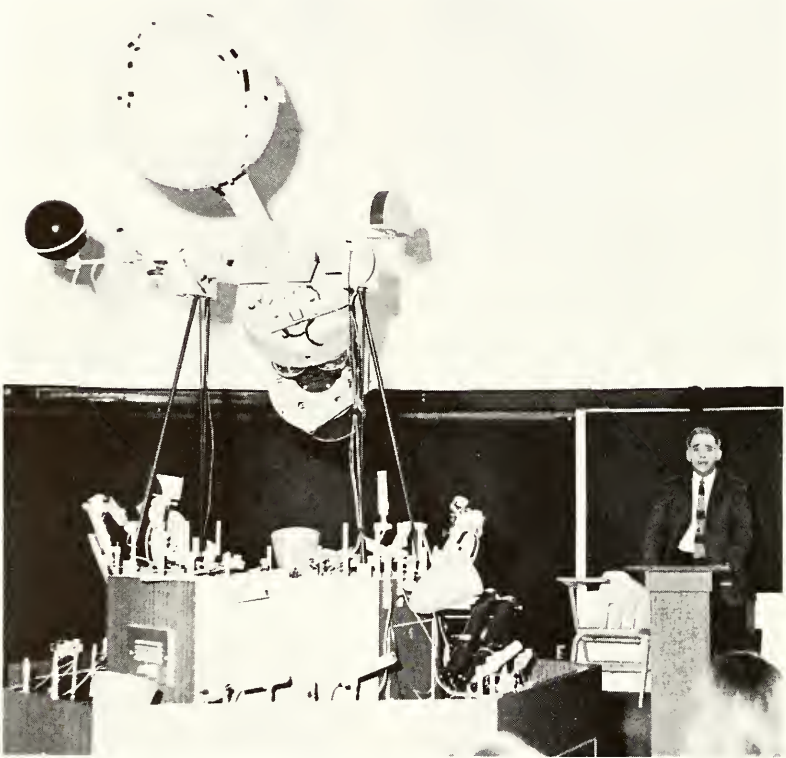
DD 261—Die Design III

The final program of die design includes the techniques of checking a finished die design. The estimating of costs. The factors in gauging, welding, fastening and coating pressed metal parts. Special dies for tube mills, roll formers and four-way slide machines are studied. Prerequisite: DD 251.

Credit, 3 semester hours

DD 270—Basic Hydraulics

A study of basic hydraulic components. The types of pumps, valves, cylinders, filters, gauges, sumps, accumulators, and relief valves are discussed with calculations for their application and design. **Credit, 3 semester hours**



ELECTRONIC TECHNOLOGY

The electronics program is for the purpose of educating technicians to assist the engineer in the building and testing of electrical or electro-mechanical devices and electronic systems. The student who completes the course requirements for the A. S. Degree is qualified as a scientifically trained engineering technician.

Requirements for the Associate in Science Degree in Computer Technology:

1. Completion of 83 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

English Composition	6 semester hours
(ENG 101, 103)	
Social Science	3 semester hours
(PSC 121)	
Mathematics	7 semester hours
(TE 100, 105, MTH 191)	
Economics 190	3 semester hours
Speech 100	3 semester hours
3. Completion of at least 57 hours in major field:

DP 101	DP 221	EL 104	EL 209
DP 102	DD 201	EL 105	EL 211
DP 105	EL 100	EL 106	EL 212
DP 205	EL 102	EL 207	EL 213
DP 210	EL 103	EL 208	TE 200
4. Completion of 4 semester hours of physical education.
5. Make formal application for the degree to the Registrar at the completion of thirty hours.
6. Remove all admission conditions.
7. Attend all official graduation exercises.

Requirements for the Associate in Science Degree in Electronics:
1. Completion of 74 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

English Composition	6 semester hours
(ENG 101, 103, or 104)	
Social Science	3 semester hours
(PSC 121)	
Mathematics	4 semester hours
(MTH 191, 271)	
Speech	3 semester hours
(SPE 100)	
Economics 190 or 251	3 semester hours

3. Completion of at least 37 semester hours in major field:

EL 100 (3)	EL 106 (2)	EL 210 (3)	EL 250 (3)
EL 102 (3)	EL 110 (3)	EL 211 (3)	EL 260 (3)
EL 103 (2)	EL 207 (3)	EL 212 (2)	EL 270 (3)
EL 104 (3)	EL 208 (2)	EL 213 (3)	EL 280 (3)
EL 105 (2)	EL 209 (3)	EL 214 (3)	EL 290 (3)
4. Completion of 14 semester hours in related areas:

Technical Mathematics (TE 100, 105)	6 semester hours
Technical Science (TE 200, 205)	8 semester hours
5. Completion of 4 semester hours of physical education.

Requirements for the Associate in Science Degree in Electronic Retailing and Wholesaling:

1. Completion of 80 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

English Composition (ENG 101, 103)	6 semester hours
Social Science (PSY 100, PSC 121)	6 semester hours
Mathematics (TE 100)	3 semester hours
Speech 100	3 semester hours
Economics 190	3 semester hours
3. Completion of at least 55 hours in major field:

BA 100	BA 245	EL 100	EL 208
BA 130	BA 260	EL 102	EL 209
BA 170	BA 271	EL 103	EL 210
BA 173	BA 283	EL 106	TE 200
BA 221	BA 284	EL 207	
4. Completion of 4 semester hours of physical education.
5. Make formal application for the degree to the Registrar at the completion of thirty hours.
6. Remove all admission conditions.
7. Attend all official graduation exercises.

Requirements for the Associate in Science Degree in Industrial Engineering Technology:

1. Completion of 81 hours of credit and a grade point average of 2.0 or better.

2. Completion of the following requirements in General Education:

English Composition	6 semester hours
(ENG 101, 103)	
Social Science	3 semester hours
(PSY 100)	
Mathematics	6 semester hours
(TE 100, TE 105)	
Economics 190	3 semester hours

 Completion of at least 59 hours in major field:

BA 121	BC 210	DD 204	DP 210
BA 245	DD 100	DP 101	EL 100
BA 260	DD 140	DP 102	TE 200
BA 261	DD 151	DP 105	TE 205
BA 262	DD 202	DP 205	
4. Completion of 4 semester hours of physical education.
5. Make formal application for the degree to the Registrar at the completion of thirty hours.
6. Remove all admission conditions.
7. Attend all official graduation exercises.

Requirements for the Associate in Science Degree in Technical Illustration Technology:

1. Completion of 67 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

English Composition	6 semester hours
(ENG 101, 103)	
Social Science	3 semester hours
(PSC 121)	
Mathematics	6 semester hours
(TE 100 and 105)	
Elective	3 semester hours
Economics 190	3 semester hours
Speech	
SPE 100	3 semester hours
3. Completion of at least 39 hours in a major field:

ART 106	ART 271	DD 140	EL 102
ART 107	ART 273	DD 201	GAT 102
ART 206	DD 100	DD 202	TE 200
ART 211			
4. Completion of 4 semester hours of physical education.
5. Make formal application for the degree to the Registrar at the completion of thirty hours.

6. Remove all admission conditions.
7. Attend all official graduation exercises.

Requirements for the Associate in Science Degree in Technical Writer 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:

English Composition	12 semester hours
(ENG 101, 102, 103, 104)	
Social Science	6 semester hours
(PSY 100, PSC 121)	
Mathematics	6 semester hours
(TE 100, 105)	
Economics 190	3 semester hours
Speech	
SPE 100	3 semester hours
3. Completion of at least 38 hours in major field:

BA 101	DD 140	EL 100	JOU 201
BA 171	DD 202	EL 102	LS 260
BA 245	DD 204	EL 207	TE 200
DD 100			
4. Completion of 4 semester hours of physical education.
5. Make formal application for the degree to the Registrar at the completion of thirty hours.
6. Remove all admission conditions.
7. Attend all official graduation exercises.

NOTE: Completion of English 100, or English 091 and/or 092, and English 103 will satisfy the requirements for a degree in Electronic Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

ELECTRONIC COMPUTER TECHNOLOGY PROGRAM

FIRST YEAR

First Term		Second Term	
EL 100—DC Circuits	3	EL 104—AC Circuits	3
EL 102—Electronic Drafting	3	EL 105—AC Circuits Lab	2
EL 103—DC Circuits Lab	2	DP 101—Basic Computer Machines	3
ENG 101—Composition	3	DP 102—Unit Record Equipment	3
TE 100—Technical Algebra	3	TE 105—Technical Trigonometry	3
HPR—Physical Education	1	MTH 191—Slide Rule Math	1
	—	ENG 103—Technical Report Writing	3
Total Semester Hour	15	Total Semester Hours	18

Term III-A

EL 106—Active Electronic Dev	2
TE 200—Egr Tech Physics I	4
HPR—Physical Education	1

Total Semester Hours 7

SECOND YEAR**First Term**

EL 207—Electronic Circuits	3
EL 208—El Circuits Lab	2
EL 209—Semiconductors	3
DP 105—Intro. to Prog Syst	3
SPE 100—Intro. to Speech	3
DD 201—Basic Mechanics	3
HPR—Physical Education	1

Total Semester Hours 18

Second Term

DP 205—Computer Programming	3
EL 211—Pulse Circuits	3
EL 212—Pulse Circuits Lab	2
DP 210—DP Applications	3
PSC 121—National Government	3
ECO 190—Economics	3
HPR—Physical Education	1

Total Semester Hours 18

Term III-A

DP 221—Sys Devel & Design	4
EL 213—Digital Sys Lab	3

Total Semester Hours 7

ELECTRONIC TECHNOLOGY PROGRAM**FIRST YEAR****First Term**

EL 100—DC Circuits	3
EL 102—Electronic Drafting	3
EL 103—DC Circuits Lab	2
*TE 100—Technical Algebra	3
**ENG 101—Composition	3
HPR—Physical Education	1

Total Semester Hours 15

Second Term

EL 104—AC Circuits	3
EL 105—AC Circuits Lab	2
*TE 105—Technical Trigonometry	3
**ENG 103—Technical Report Writing	3
SPE 100—Introduction to Speech	3
HPR—Physical Education	1

Total Semester Hours 15

Term III-A

EL 106—Active Electronic Devices	2
*TE 200—Engineering Technology Physics I	4
MTH 191—Slide Rule Math	1

Total Semester Hours 7

SECOND YEAR**First Term**

EL 207—Electronic Circuits	3
EL 208—Electronic Circuits Lab	2
EL 209—Semiconductors	3
*TE 205—Engineering Technology Physics II	4
MTH 271—Advanced Mathematics for Engineering Technology	3
HPR—Physical Education	1

Total Semester Hours 16

Second Term

EL 213—Digital Systems Lab	3
EL 211—Pulse Circuits	3
EL 212—Pulse Circuits Lab	2
PSC 121—National Government	3
ECO 190—Introduction to Economics	3
HPR—Physical Education	1

Total Semester Hours 15

Term III-A

EL 210—Electronic Communication Systems	3
EL 214—Solid State Indus Electronics	3
Total Semester Hours	6

*Those students desiring to continue their education toward a Bachelor's Degree should enroll in Math 132 and 133 instead of the technical courses, TE 100 and 105 and Physics 201 and 202 instead of TE 200 and 205.

**Completion of ENG 100, or ENG 091 and/or 092, and ENG 103 will satisfy the requirements for a degree in Electronic Technology at this institution. However students contemplating transfer to a four-year institution should complete ENG 101 and 104 since the other English listed above may not be acceptable for transfer credit.

ELECTRONIC RETAILING AND WHOLESALING PROGRAM**FIRST YEAR**

First Term		Second Term	
EL 100—DC Circuits	3	BA 130—Salesmanship	3
EL 102—Electronic Drafting	3	TE 100—Technical Algebra	3
EL 103—DC Circuits Lab	2	BA 170—Marketing	3
BA 100—Intro. to Business	3	BA 173—Distrib & Marketing	3
ENG 101—Composition	3	ECO 190—Economics	3
SPE 100—Intro. to Speech	3	ENG 103—Technical Report Writing	3
HPR—Physical Education	1		
Total Semester Hours	18	Total Semester Hours	18

Term III-A

EL 106—Active EI Devices	2
PSY 100—Human Relations	3
HPR—Physical Education	1
Total Semester Hours	6

SECOND YEAR

First Term		Second Term	
EL 207—Electronic Circuits	3	EL 210—EI Communication Systems	3
EL 208—EI Circuits Lab	2	TE 200—Egr Tech Physics	4
EL 209—Semiconductors	3	BA 260—Intro to Management	3
BA 221—Prin of Accounting	3	BA 271—Merchandising	3
BA 245—Bus. Communications	3	PSC 121—National Government	3
BA 283—Distrib & Marketing	3		
HPR—Physical Education	1	Total Semester Hours	18
Total Semester Hours	18		

Term III-A

BA 284—Distribution and Marketing	3
HPR—Physical Education	1
Total Semester Hours	4

INDUSTRIAL ENGINEERING TECHNOLOGY PROGRAM

FIRST YEAR

First Term		Second Term	
DD 100—Tech Draft I	3	DD 140—Tool Design I	3
EL 100—DC Circuits	3	DD 151—Die Design	3
ENG 101—Composition	3	ENG 103—Tech Report Writing	3
TE 100—Technical Algebra	3	TE 105—Technical Trig	3
PSY 100—Human Relations	3	TE 200—Egr Tech Physics I	4
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
	16		17

Term III-A

DP 101—Basic Computing Machines	3
DP 102—Unit Record Equipment	3
HPR—Physical Education	1
Total Semester Hours	
	7

SECOND YEAR

First Term		Second Term	
DD 202—Manuf Processes	3	DD 204—Prin of Indus Egr	3
DP 105—Intro Prog Systems	3	BC 210—Mech and EI Equip.	3
TE 205—Egr Tech Physics II	4	BA 121—Accounting Survey	3
ECO 190—Economics	3	BA 245—Bus. Communications	3
BA 260—Intro to Management	3	BA 261—Office Management	3
HPR—Physical Education	1	DP 205—CPU Programming	3
Total Semester Hours		Total Semester Hours	
	17		18

Term III-A

BA 262—Principles of Supervision	3
DP 210—Data Proc Applications	3
Total Semester Hours	
	6

TECHNICAL ILLUSTRATION TECHNOLOGY PROGRAM

FIRST YEAR

First Term		Second Term	
DD 100—Tech Drafting I	3	DD 140—Tool Design I	3
EL 102—Electronic Drafting	3	ART 107—Basic Design	3
TE 100—Technical Algebra	3	TE 105—Technical Trig	3
ENG 101—Composition	3	ENG 103—Tech Report Writing	3
ART 106—Basic Design	3	PSC 121—National Government	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
	16		16

Term III-A

TE 200—Egr Tech Physics I	4
SPE 100—Intro to Speech	3
Total Semester Hours	
	7

SECOND YEAR

First Term		Second Term	
Elective	3	DD 202—Manuf Processes	3
DD 201—Basic Mechanics	3	ECO 190—Economics	3
GAT 102—Photographic Principles	3	ART 273—Advertising Design	3
ART 206—Crafts, Woods, Metals and Plastics	3	ART 271—Lettering	2
ART 211—Printmaking	3	HPR—Physical Education	1
HPR—Physical Education	1		—
	—	Total Semester Hours	12
Total Semester Hours	16		

TECHNICAL WRITER TECHNOLOGY PROGRAM

FIRST YEAR

First Term		Second Term	
EL 100—DC Circuits	3	DD 140—Tool Design I	3
DD 100—Tech Drafting I	3	ENG 102—Composition	3
EL 102—Electronic Drafting	3	BA 101—Elem Typing	3
TE 100—College Algebra	3	TE 105—Technical Trig	3
ENG 101—Composition	3	JOU 201—Writing for Mass Communications	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	16	Total Semester Hours	16

Term III-A

TE 200—Egr Tech Physics I	4
SPE 100—Intro to Speech	3
	—
Total Semester Hours	7

SECOND YEAR

First Term		Second Term	
DD 202—Manuf Processes	3	DD 204—Prin of Ind Egr	3
EL 207—Electronic Circuits	3	PSC 121—National Government	3
ENG 103—Tech Report Writing	3	ENG 104—Sci & Prof Writing	3
BA 171—Advertising & Sales	3	BA 245—Bus Communications	3
PSY 100—Human Relations	3	ECO 190—Economics	3
LS 260—Library Resources	1	HPR—Physical Education	1
HPR—Physical Education	1		—
	—	Total Semester Hours	16
Total Semester Hours	17		

COURSES OF INSTRUCTION

EL 100—Direct Circuits

Student is introduced to the principles of basic electricity, electron theory, electrostatics, color codes, Ohm's law and component characteristics. Instruc-

tion is offered in Thevenin's and Norton's Theorems. Kirchhoff's Laws, voltage dividers and the theory and construction of basic meters are included.

Credit, 3 semester hours

EL 102—Electronic Drafting

The purpose of this course is to develop an understanding of electronic symbols and the use of industrial standards. The content includes lettering, orthographic projection, isometric drawing, schematic and block diagrams, printed circuit diagrams and layout procedures.

Credit, 3 semester hours

EL 103—D. C. Circuits Laboratory

Laboratory experience is provided in construction testing and use of series and parallel circuits, voltage dividers, voltmeters, ammeters, ohmmeters, and RC time constant circuits. Instruction includes the use of hand tools, soldering and schematic interpretation.

Credit, 2 semester hours

EL 104—Alternating Current Circuits

Comprehensive study of inductance, capacitance, series RLC, parallel RLC circuits, resonance, power factor, impedance matching, high pass filters, low pass filters and circle diagrams. Graphical and phasor representation of alternating quantities are presented.

Credit, 3 semester hours

EL 105—A. C. Circuits Laboratory

Laboratory experience is made available in the construction and test of series and parallel reactive circuits, high pass and low pass filters, power supply filters, band pass circuits, resonance and transformers. The student becomes familiar with the use of the oscilloscope, Q meter, impedance bridge, A.C. watt-meter, A.C. VTVM, distortion analyzer and the wide range oscillator.

Credit, 2 semester hours

EL 106—Active Electronic Devices

The construction and theory of vacuum tubes is presented including diodes, triodes, tetrodes, pentodes, cathode ray tubes, gas tubes and photoemissive tubes. Basic semiconductor devices, such as silicon diodes, germanium diodes, transistors, tunnel diodes, zener diodes, unijunction transistors and SCR's are studied.

Credit, 2 semester hours

**EL 110—Complex Notation
for Electronics**

Impedance and admittance are presented using complex notation. Applications of the j operator to electrical circuits and trigonometric functions dealing with reactive elements are developed. Graphic representation of sine, cosine, tangent, plus identities are also included.

Credit, 3 semester hours

EL 207—Electronic Circuits

Student is introduced to functional circuits such as power supplies, filters, RC coupled amplifiers, transformer coupled amplifiers, audio devices, mixing circuits and sine wave oscillators.

Credit, 3 semester hours

EL 208—Electronic Circuits Laboratory

Student acquires facility with the construction and testing of regulated supplies, phase inverters, class A, B and C amplifiers, direct coupled amplifiers, frequency compensation networks, cathode followers and oscillators.

Credit, 2 semester hours

EL 209—Semiconductors

An analysis of the transistor by the use of the h parameters is presented. Student becomes familiar with the construction and testing procedures for transistor circuits.

Credit, 3 semester hours

**EL 210—Electronic Communications
Systems**

Study of communication systems and the factors affecting the design, operation and maintenance of receiving and transmission equipment. Antennas, transmission lines, 4-f interference, and the Smith Chart are presented. Microwave systems are covered by the demonstration of slotted line measurements. Preparation for F.C.C. license examination.

Credit, 3 semester hours

EL 211—Pulse Circuits

An analysis is made of electronic systems by blocking diagrams, trigger and signal paths. Theory and operation of pulse techniques and equipment is taught.

Credit, 2 semester hours

EL 212—Pulse Circuits Laboratory

The student analyzes systems which include pulse, sweep and time delay generators, oscilloscopes, frequency meter and digital voltmeters. Emphasis is placed on blocks containing blocking oscillators, multivibrators, clippers, clipper, saw tooth generators, gating and delay circuits. Operational amplifier problems are also studied.

Credit, 2 semester hours

EL 213—Digital Systems Laboratory

The logic and sequential systems of digital computers are analyzed with emphasis on integrated circuits. Integrated circuit logic is used to implement demonstrations of gating and counting. The systems presented include: ring and binary counters, binary coded decimal counter, and analog to digital converters. Boolean algebra expressions are reduced by Karnaugh mapping.

Credit, 2 semester hours

EL 214—Solid State Industrial Electronics

Semiconductor devices are studied, utilizing solid state circuits common to current industrial usage. These circuits include mechanical, electrical and magnetic transducers, synchros, servo-mechanisms, photosensitive devices, silicon controlled rectifier inverters, SCR switching controls and digital counters.

Credit, 3 semester hours

EL 250—Avionics

This course is designed for aviation career pilot majors. Student pilots are instructed in the electronic circuitry and controls inherent in transmitters and receivers, OMNI, Marker Beacons, LORAN, TACAN, DME, ILS, and IFF/SIF. Electronics for aviation personnel includes a

review of electronics fundamentals, communications principles, and equipment covering AM, FM, and SSB techniques.

Credit, 3 semester hours

EL 260—Electronic Components

Electronic Components is a survey of both passive and active devices. The student is introduced to ASA and Military Standards covering electronic components. Catalogs and the Radio Electronic Master are used to prepare specifications for practical design projects involving component boards, chassis, fasteners, and control panel layouts.

Credit, 3 semester hours

EL 270—Electronic Familiarization

The fundamentals of electronic circuitry is presented, and a wide range of specific applications illustrate the scope of electronics instrumentation and basic measurement techniques. A major objective of this course is to permit the student to observe the circuit behavior of a number of practical circuits such as amplifiers, oscillators, multivibrators and sweep circuits.

Credit, 3 semester hours

EL 280—Printed Circuits

This study of printed circuits extends to the design and fabrication of practical layouts. Emphasis is placed on printed circuit artwork using "appliques" and "stick-ons" for uniform design. Actual boards are prepared in the laboratory from student layouts.

Credit, 3 semester hours

EL 290—Integrated Circuits

Integrated Circuits develops an understanding of the massive technology developed in this field. Linear and digital applications are studied with emphasis on the numerous diagrams and drawings used by the major manufacturers and users of the devices. Layouts are prepared using overlays as well as using logic and integrated circuit templates.

Credit, 3 semester hours

TE 100—Technical Algebra

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

Credit, 3 semester hours

TE 105—Technical Trigonometry

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

Credit, 3 semester hours

TE 200—Engineering Technology Physics I

This course is designed for engineering technology students enrolled in the electronics, drafting, and related technologies. This is the first course of a two-term sequence covering a broad range of concepts fundamental to the understanding of engineering technology. These concepts include an understanding of motion, mechanics, fluids, and sound.

Credit, 4 semester hours

TE 205—Engineering Technology Physics II

This is the second half of the two-term physics sequence designed for engineering technology students. The continuation of the fundamental concepts include the study of thermodynamics, light electro-chemistry, and nuclear physics.

Credit, 4 semester hours

GRAPHIC ARTS TECHNOLOGY

The Graphic Arts industry has undergone a tremendous change. The many complexing occupations require a much higher degree of skill on the part of those engaged in this field.

This course is designed to help individuals acquire skills and knowledge which may lead them into a wide variety of occupations in Graphic Arts.

Requirements for the Associate in Science Degree in Graphic Arts:

1. Completion of 67 hours of Credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
English Composition 6 semester hours
ENG 101 or 103
Social Science 3 semester hours
PSC 121
3. Completion of 42 semester hours in major field.
GAT 100 GAT 125 GAT 215
GAT 102 GAT 130 GAT 220
GAT 105 GAT 200 GAT 225
GAT 110 GAT 205 GAT 230
GAT 115 GAT 211
GAT 120
4. Completion of 12 semester hours in related areas:
Art 3 semester hours
ART 105

Business Administration9 semester hours
 BA 130, 221 and 262

5. Completion of four semester hours of Physical Education Activities.
6. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
7. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

GRAPHIC ARTS TECHNOLOGY PROGRAM (Letterpress and Offset)

FIRST YEAR

Term I	Term II
GAT 100—Graphic Arts Materials and Equipment 3	GAT 110—Copy Preparation, Black, White and Color 3
GAT 102—Photographic Principles ... 3	GAT 115—Graphic Arts Processes I 3
GAT 105—Principles of Typography 3	GAT 120—Photo Techniques, Line ... 3
*ENG 101—English Composition 3	*ENG 103—Technical Report Writing 3
HPR 101—Physical Education 1	ART 105—Basic Design 3
—	HPR—Physical Education 1
Total Semester Hours 13	Total Semester Hours 16

Term III-A

GAT 125—Advertising Production Estimating 3
GAT 130—Graphic Arts Processes II..... 3
—
Total Semester Hours 6

Second Year

Term I	Term II
GAT 200—Color Reproduction 3	GAT 220—Planning and Production Management 2
GAT 205—Halftone Techniques 3	GAT 225—Techniques of Advertising Production 2
GAT 211—Graphic Arts Estimating 2	GAT 230—Graphic Arts Processes IV... 3
GAT 215—Graphic Arts Processes III... 3	BA 221—Principles of Accounting 3
PSC 121—National Government 3	BA 130—Salesmanship 3
HPR—Physical Education 1	BA 262—Principles of Supervision 3
—	HPR—Physical Education 1
Total Semester Hours 15	Total Semester Hours 17

*Completion of English 100, or English 091 and/or 092, and English 103 will satisfy the requirements for a degree in Graphic Arts Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

COURSES OF INSTRUCTION

GAT 100—Materials and Equipment

A comprehensive study of materials such as type, halftones, papers, inks, chemicals and composing, photograph, platemaking, press and bindery equipment.

Credit, 3 semester hours

GAT 102—Photographic Principles

The concept of photography is studied as a tool and a basic form of communication. The fundamental principles of photographic processes is surveyed to acquaint the student with photographic optics, latent image formation, sensitometry, chemistry, physics, and reproduction methods. Basic knowledge is provided for the student wishing to major in either photography, commercial arts, or graphic arts. The individual interested in other fields gains an insight into the multitude of uses of photography in research, industry, education and communication.

Credit, 3 semester hours

GAT 105—Principles of Typography

An introduction to type faces and their kinds, functions and identification; point sizes, foundry type, monotype, linotype, and reproduction proofs; and marking proofs and proofreading.

Credit, 3 semester hours

GAT 110—Copy Preparation, Black, White and Color

Planning, visualizing, and preparing advertising copy. The use of layout in printing; the preparation of copy, lettering, illustration, and photography. How to use color effectively in all forms of advertising. Preparing copy for color separation. Two hours lecture, two hours in laboratory.

Credit, 3 semester hours

GAT 115—Graphic Arts Processes I

Students work on practical problems in all phases of printing production, color work, ink mixing and matching, presswork, photography, art work and bindery operations. Six hours laboratory.

Credit, 3 semester hours

GAT 120—Photo Processes, Line

Photographic theory and practice, in camera operation, developing, enlarging, printing, copying, scaling, the reproduction of line copy for advertising, and the stripping-in process used in graphic arts. Two hours lecture, two hours laboratory.

Credit, 3 semester hours

GAT 125—Advertising Production Estimating

The costs involved in advertising production. Total job cost estimate from original layout to finished products is made.

Credit, 3 semester hours

GAT 130—Graphic Arts Processes II

Camera work and photo accessories, including line copy methods and procedures, scaling copy methods, screen copy, films, filters, film processing, methods used in printing negatives. Six hours laboratory.

Credit, 3 semester hours

GAT 200—Color Reproduction

The fundamentals, principles, and techniques of separation copy, with emphasis on line reproduction. Overprinting transparent colors and preparation of color for color halftone reproduction. Preparation of copy to final reproduction. Two hours lecture, two hours laboratory.

Credit, 3 semester hours

GAT 205—Halftone Techniques

The use of dot formation in reproducing continuous-tone copy, types of halftone screens and stripping techniques, and photographic proving. Prerequisite GAT 120. Two hours lecture, two hours laboratory.

Credit, 3 semester hours

GAT 211—Graphic Arts Estimating

Format analysis and production and material costs for brochures, broadsides, circulars, and catalogs.

Credit, 2 semester hours

GAT 215—Graphic Arts Processes

Principles and practice of offset and letterpress work, properties of inks, color matching, trouble-shooting, maintenance and safety precautions. Six hours laboratory.

Credit, 3 semester hours

GAT 220—Planning and Production Management

Management practices and procedures, plant layout, expediting and an analysis of the printing plant from layout department to bindery.

Credit, 2 semester hours

GAT 225—Techniques of Advertising Production

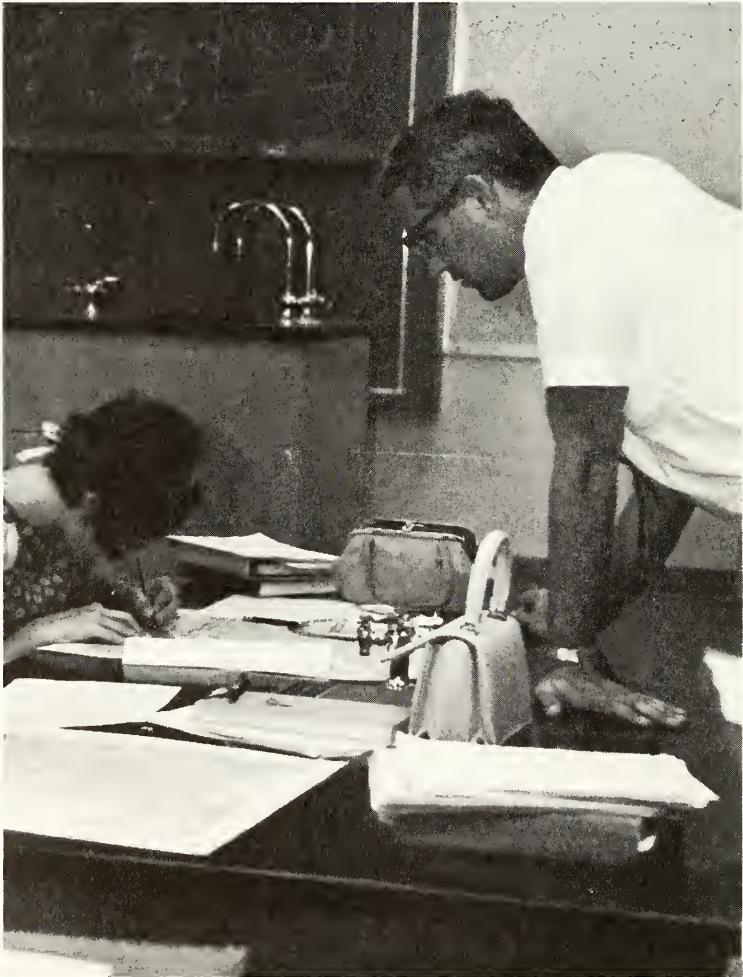
Color separation methods, the job of the color analyst, flexichrome processing, color transparencies, colorstats, and inks are studied.

Credit, 2 semester hours

GAT 230—Graphic Arts Processes IV

Advanced work in all phases of the graphic arts production. Six hours laboratory.

Credit, 3 semester hours



Division of Paramedical Services

MEDICAL ASSISTING TECHNOLOGY NURSING TECHNOLOGY RADIOLOGIC TECHNOLOGY RESPIRATORY THERAPY TECHNOLOGY

Miller, Department Head of Nursing; Brantferger, Braynon, Dreizen, Dunne, Dumas, Hawley, Medical Assisting Area Leader; Holt, King, Klein and Roe.

MEDICAL ASSISTING TECHNOLOGY

Requirements for the Associate in Science Degree in Medical Assisting:

1. Completion of 66 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:
ENG 101 (or ENG 100 with a grade of B) 3 semester hours
ENG 103 or ENG 104 3 semester hours
HPR 151 3 semester hours
HPR 152 3 semester hours
Social Science 3 semester hours
HIS 101 or 111, or PSC 121
3. Completion of the following courses in related areas:
*BA 101 3 semester hours
BA 102 or BA 201 3 semester hours
BA 121 (M) 3 semester hours
BA 242 3 semester hours
NTR 200 2 semester hours
Electives (if desired or needed) 0-4 semester hours
*Those exempt, substitute elective courses.
Suggested electives: BA 111-12, BA 214, BA 231, 261, 262, BIO 105, PSY 101 or 201, SOC 211, SPE 100. Also acceptable, all 090 courses.
4. Completion of the following courses in major field:
MA 110 2 semester hours
MA 115 3 semester hours
MA 120 3 semester hours
MA 140 3 semester hours
MA 210 4 semester hours
MA 220 3 semester hours
MA 230 3 semester hours
MA 240 6 semester hours
MA 241 6 semester hours

5. Completion of four semester hours of Physical Education Activities. (Those exempt will substitute elective subjects)
6. Completion of a minimum of twenty-four semester hours of residence at the College including the last twelve hours.
7. Make formal application for the degree to the Registrar at the completion of thirty hours.
8. Remove all admission requirements.
9. Attend all official graduation exercises.

MEDICAL ASSISTING PROGRAM

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

Taking into account the broad scope of varied responsibilities that the Medical Assistant may be required to assume, the Associate Degree Program in Medical Assisting offered by Broward Junior College requires courses in General Education, Business Education, and in areas of specialization within the medically related fields.

The placement of students in the Practicum offers maximum flexibility and has been specially designed to meet the individual needs of the student thus allowing for the development of specific skills within any chosen interest or specialty area.

Program Leading to Associate of Science Degree

FIRST YEAR			
Term I		Term II	
MA 110—Introduction to Medical Assisting	2	MA 120—Medical Office Practices and Procedures	3
MA 115—Medical Terminology	3	MA 140—The Human Body	3
BA 101—Elementary Typing	3	MA 220—Clinical Practices and Procedures	3
ENG 101—Composition	3	BA 102—Intermediate Typing	3
HPR 151—Personal Hygiene	3	HPR 152—First Aid and Safety	3
HPR—Physical Education	1	HPR—Physical Education	1
	—		—
Total Semester Hours	15	Total Semester Hours	16
Term III-A or B			
MA 230—Pharmacology for Medical Assistants	3		
Elective (Recommended BIO 105 or MTH)	1-3		
	—		
Total Semester Hours	4-6		

SECOND YEAR

Term I	
MA 210—Basic Medical Laboratory Techniques	4
MA 240—Practicum in Medical Assisting	6
*ENG 103—Technical Report Writing	
OR	
*ENG 104—Composition (Scientific and Professional)	3
NTR 200—Nutrition and Diet Therapy	2
HPR—Physical Education	1
—	
Total Semester Hours	16

Term II	
MA 241—Advanced Practicum in Medical Assisting	6
BA 121—(M) Accounting Survey	3
BA 242—Transcribing Machines and Filing	3
Social Science (HIS 101, 111 or PSC 121)	3
HPR—Physical Education	1
—	
Total Semester Hours	16

*Completion of English 100, or English 091 and/or 092, and English 103 will satisfy the requirements for a degree in Medical Assisting Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

COURSES OF INSTRUCTION MEDICAL ASSISTING

MA 110—Introduction to Medical Assisting

An overview of the Medical Assisting profession to include duties, responsibilities, opportunities and compensations, professional requisites, ethical and legal aspects of medicine and medical assisting and practice in the use of proper telephone techniques. The importance of public and interpersonal relations will also be emphasized.

Credit, 2 semester hours

MA 115—Medical Terminology

Course stresses the development of a basic medical vocabulary commonly used in physicians' offices. Emphasis given to the study of prefixes, suffixes, roots, and the physiologic and anatomic terms referring to human tissues and to organic systems. A basic introduction in the use of medical dictionaries, manuals, and pharmaceutical references is also presented in this course of study.

Credit, 3 semester hours

MA 120—Medical Office Practices and Procedures

Course provides instruction in the ad-

ministrative aspects of the operation of a physician's office including duties of the receptionist, record keeping, interviewing, housekeeping, collections and fees, insurance forms, welfare agencies and related topics dealing with patient relationships.

Credit, 3 semester hours

MA 140—The Human Body

Introductory course in human anatomy and physiology with emphasis on relation of structure to function. Related biological, physical and chemical subjects are presented in coordination with the clinical aspects necessary for the medical assistant in training. Three hours lecture and demonstration.

Credit, 3 semester hours

MA 210—Basic Medical Laboratory Techniques

A clinical laboratory course designed especially for the Medical Assisting student and/or other personnel employed in physicians' offices. Laboratory studies include instruction and practice in the following: drawing blood samples, performing red and white blood cell counts, differentials, hemoglobin and hemato-

crit determinations, blood grouping, urinalysis, electrocardiograms, and other special procedures relevant to office laboratory practice. Course consists of one, two-hour lecture and four hours of laboratory demonstration and practice each week. Medical Assisting students who fail to attain a course average of a grade of C or better, will be required to repeat the course in order to meet the minimum standard of safe practice as set forth by the Medical Assisting Program. Prerequisite—Medical Assisting student and/or by permission of the instructor.

Credit, 4 semester hours

MA 220—Clinical Practices and Procedures

Course designed to orient the medical assistant to all phases of patient care in the physician's office. Basic principles, laboratory practice and demonstration in assisting with the physical examination, sterilization, pharmacology, the preparation and administration of medications, minor surgery, dealing with emergencies, immunology, physiotherapy and x-ray will be stressed. Two hours of lecture and two hours of laboratory and demonstration each week.

Credit, 3 semester hours

MA 230—Pharmacology for the Medical Assistant

A basic course in the introduction to medications which will stress sources,

classification, administration, dosage, contraindications, and side-effects. Course also correlates topics introduced in previous courses as well as additional laboratory practice pertinent to medications under discussion.

Credit, 3 semester hours

MA 240—Practicum in Medical Assisting

Student assigned to physician's office or clinic or laboratory for a total of twelve (12) hours per week plus two (2) hours of conference with the Practicum coordinator per week. Conference meetings will be arranged on an individual or small group basis at a time and place to be arranged by the student and the coordinator. Prerequisites: MA 110, MA 115, MA 120, MA 220 or by permission of Practicum Coordinator.

Credit, 6 semester hours

MA 241—Advanced Practicum in Medical Assisting

Student assigned to physician's office, or clinic, or laboratory and will also rotate into various community health facilities as necessary for a total of twelve (12) hours per week. Rotation need to be determined by the student and the Practicum coordinator. Conference meetings (two hours weekly required) to be arranged on individual or small group basis by the student and the coordinator. Prerequisite MA 240, MA 210, (MA 210 may be a corequisite) and/or by permission of Practicum Coordinator.

Credit, 6 semester hours

NUTRITION

NTR 200—Nutrition and Diet Therapy

Principles of nutrition relating to energy metabolism, proteins, minerals and vitamins, including a study of various dietetic requirements with emphasis

on the adoption of the normal diet to impaired digestive and metabolic processes.

Credit, 2 semester hours

NURSING TECHNOLOGY

Requirements for the Degree of Associate in Science in Nursing:

1. Completion of 70 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:
English Composition 6 semester hours
ENG 101 and 102 (104)
Social Science 12 semester hours
SOC 211, PSC 121, PSY 101, PSY 211
Elective 3 semester hours
3. Completion at Broward Junior College of the following courses in the major field of concentration: (No grade lower than "C" will be acceptable in the Nursing Courses.)
Nursing 101, 102, 200, 202, 203, 210 34 semester hours
4. Completion of the following courses in related areas:
Biology 9 semester hours
BIO 115, BIO 116, BIO 105
5. Completion of 4 semester hours in Physical Education Activities.
6. Make formal application for the degree to the Registrar at the completion of thirty hours.
7. Remove all admission conditions.
8. Attend all official graduation exercises.
9. The Program of Nursing Education reserves the right to discontinue a student's enrollment, if in its judgment the student does not possess the personal qualifications necessary for a nursing career.

A brochure describing the nursing program is available on request from the program of Nursing Education.

NURSING PROGRAM

The associate degree program in nursing is designed to prepare both men and women for careers in nursing. The program recognizes as its purpose the education of persons to become expert in providing direct patient care and to contribute to the promotion of health in the community.

The program combines studies in general education and nursing education at the College with selected experiences in nursing in hospitals and other community facilities.

Applicants must fulfill the general requirements for admission to the College. The selection of students is based upon the following additional factors:

Evidence of good physical and mental health.

Satisfactory records in high school and college or nursing programs previously attempted.

Acceptable test scores.

Satisfactory interview in the Department of Nursing Education.

The program of Nursing Education reserves the right to discontinue a student's enrollment if in its judgment the student does not possess the personal qualifications necessary for a nursing career.

Graduates will receive an Associate in Science in Nursing Degree and will be eligible to write the Florida State Board of Nursing examination for licensure as registered nurses.

PROGRAM LEADING TO THE DEGREE OF ASSOCIATE IN SCIENCE IN NURSING

FIRST YEAR

First Term		Second Term	
NSG 101—Nursing	6	NSG 102—Nursing	6
BIO 115—Paramedical Science I	4	BIO 116—Paramedical Science II	4
BIO 105—Biology Lab	1	NTR 201—Nutrition	2
*ENG 101—Composition	3	PSY 101—Psychology of Adjustment	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
15		16	

Term III-A

NSG 200—Nursing	4
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Total Semester Hours 4

SECOND YEAR

First Term		Second Term	
NSG 202—Nursing	8	NSG 203—Nursing	8
*ENG 102 or 104—Composition	3	NSG 210—Nursing Seminar	2
PSY 211—Child Psychology	3	PSC 121—National Government	3
SOC 211—General Sociology	3	Elective	3
HPR—Physical Education	1	HPR—Physical Education	1
Total Semester Hours		Total Semester Hours	
18		17	

*Completion of English 100, or English 091 and/or 092, and English 103 will satisfy the requirements for a degree in Nursing Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

COURSES OF INSTRUCTION NURSING

NSG 101—Nursing

Planned experiences to develop the fundamental knowledge and skills of nursing care for persons of all ages. Includes concepts of human relationships, nursing history, community health, hygienic practices, body mechanics, asepsis, nutrition, and medication. Prerequisites or corequisites: BIO 115, BIO 105.

Credit, 6 semester hours

NSG 102—Nursing

Reactions of the human body to disease and injury during the life cycle, including human relationships necessary to give safe, patient-centered nursing care to patients with disturbances of respiration, circulation and digestion. Prerequisite: NSG 101; prerequisites or corequisites: BIO 115, 105, 116.

Credit, 6 semester hours

NSG 200—Nursing

Nursing care of the mentally ill person is given primary consideration. Includes concepts of mental hygiene, prevention, treatment and rehabilitation of the emotionally ill person. Prerequisites: NSG 101, 102, PSY 101.

Credit, 4 semester hours

NSG 202—Nursing

Nursing care of the maternity patient, the newborn infant and the child who is ill. Includes the effects of illness on normal patterns of growth and development. Prerequisites: NSG 101, 102, 200; prerequisites or corequisites: SOC 211, PSY 211.

Credit, 8 semester hours

NSG 203—Nursing

Complex nursing problems of all age groups are considered. Included are patients with neurological, endocrine, and excretory disturbances, orthopedic conditions and diseases of the special senses. Prerequisites: NSG 101, 102, 200, 202.

Credit, 8 semester hours

NSG 210—Nursing Seminar

Practice in the planning, implementation, and evaluation of nursing care plans for a group of patients and the direction of auxiliary personnel in their execution. Exploration of the relationship of the registered nurse in the profession and in the community. Prerequisite: NSG 101, 102, 200, 202.

Credit, 2 semester hours

NSG 250—Trends in Nursing

Trends influencing contemporary nursing. Consideration is given to both nursing education and nursing service, including recent development in the clinical specialties. Offered to professional nurses.

Credit, 3 semester hours

**NSG 260—Seminar in
Psychiatric Nursing**

Offered to graduate professional nurses. The application of psychiatric nursing concepts to general nursing practice. Included are recent developments in the mental health field.

Credit, 3 semester hours

**NSG 270—Introduction to
Nursing Leadership**

The leadership role in nursing. Consideration is given to the principles of management, administration, team nursing, human relations, and group dynamics. Offered only to registered nurses.

Credit, 3 semester hours

NSG 280—Gerontology

Offered to all members of the community interested in improvement of the care of the aged in health and in sickness. The physiological changes that occur in the aging process as well as the special problems presented by this age group will be studied. Community resources and national legislation to solve the problems of the aged will be explored.

Credit, 3 semester hours

NUTRITION**NTR 201—Normal and
Therapeutic Nutrition**

Basic principles of human nutrition. Their adaptation to disease conditions and the physiological stress of pregnancy

and lactation. Required for students in the associate degree nursing program. Two lecture hours weekly.

Credit, 2 semester hours

RADIOLOGIC TECHNOLOGY

Requirements for the Degree of Associate in Science in Radiologic Technology:

1. Completion of 85 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:
 - English Composition, ENG 101, 103 6 semester hours
 - Mathematics, MTH 091 (NT), 100, 131, or 132 3 semester hours
 - Speech, SPE 100 3 semester hours
 - Physics, PHY 110 3 semester hours
 - Social Science, PSC 121, and PSY 100 6 semester hours
3. Completion of the following courses in the major field of concentration:
 - XR 100, 105, 110, 115, 120, 125, 130, 135, 140, 200, 205, 210, 215, 220, 225, 230, 235 57 semester hours
4. Completion of the following courses in related areas:
 - Office Practice, MA 120 3 semester hours
5. Completion of four semester hours in Physical Education Activities.
6. Make formal application for the degree to the Registrar at the completion of thirty hours.
7. Remove all admission conditions.
8. Attend all official graduation exercises.
9. The College reserves the right to discontinue a student's enrollment, if in its judgment the student does not possess the personal qualifications necessary for success in a Radiologic Technology career.

RADIOLOGIC TECHNOLOGY PROGRAM

The Radiologic Technology Program prepares an individual to become an X-Ray technician. Clinical work is done in local hospitals. Upon completion of the 30-month course, the individual will be ready to take the American Registry of Radiologic Technologists examination. Licensed radiologic technologists will find immediate employment in the many hospitals and clinics throughout the country.

FIRST YEAR

First Term	Second Term
XR 100—Introduction to Radiologic Technology 3	XR 120—Radiologic Technology 3
XR 105—Radiologic Science 3	XR 125—Anatomy and Physiology II 3
XR 110—Anatomy and Physiology I 3	XR 130—Medical Terminology, Ethics and Legal Aspects 3
XR 115—Clinic A 2	XR 135—Clinic B 2
**ENG 101—Composition 3	MTH 091 (NT)*, 100, 131 or 132 3
HPR—Physical Education 1	HPR—Physical Education 1
Total Semester Hours 15	Total Semester Hours 15

Third Term

XR 140—Practicum I	4
HPR—Physical Education	1

Total Semester Hours 5

SECOND YEAR

First Term

XR 200—Nursing Procedures Pertinent to X-Ray	2
XR 205—Clinic C	2
PSY 100—Human Relations in Business and Industry	3
SPE 100—Introductory Speech	3
PHY 110—Elements of Physics	3
PSC 121—National Government	3
HPR—Physical Education	1

Total Semester Hours 17

Term III-A

XR 225—Practicum II	6
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Total Semester Hours 6

Term I

XR 235—Internship	6
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Total Semester Hours 6

Second Term

XR 210—Positioning and Special Procedures	4
XR 215—X-Ray and Radioisotopes	3
XR 220—Clinic D	2
**ENG 103—Technical Report Writing	3
MA 120—Office Practices	3

Total Semester Hours 15

Term III-B

XR 230—Practicum III	6
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Total Semester Hours 6

*091 (NT) Non-transferable

**Completion of English 100, or English 091 and/or 092, and English 103 will satisfy the requirements for a degree in Radiologic Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

RADIOLOGIC TECHNOLOGY COURSE DESCRIPTIONS

XR 100—Introduction to Radiologic Technology

This course sets the pace for the future technologist. The history concerning the discovery, development, production and use of X and Gamma radiation will be presented. Radiologic Technology as a chosen profession, including the needs, criteria and demands placed on a future technologist will be studied. Familiarization with hospital organization with special emphasis on the Department of Radiology and related structure, rules, requirements and regulations for function will be stressed.

Credit, 3 semester hours

XR 105—Radiologic Science

A detailed study of radiation hazards, effects, personnel and patient protection methods, measurement and monitoring

radiation will be presented. Included are the elements of dark room chemistry, solutions and film handling. Student participation in automatic and manual processing methods will be emphasized.

Credit, 3 semester hours

XR 110—Anatomy and Physiology I

Descriptive anatomical terms are explained. Fundamentals of human life embryology are presented such as the fertilized ovum, the embryonic and fetal periods. Cells, tissues, organs and systems are studied. The skeletal system, bones and joints, is the first considered.

Credit, 3 semester hours

XR 115—Clinic A (Positioning)

Provides the student observation and limited participation within the X-Ray room. Film critique and panel discussion will be correlated with each procedure

to provide interesting learning experience. Positioning classes are held during each procedure. Twelve hours weekly in clinic.

Credit, 2 semester hours

XR 120—Radiologic Technology

Presented are the principles of Radiographic Exposure which will include prime factors, radiographic quality, latent image formation, radiological mathematics, screens, technical and tubegrating charts, calibration and accessories.

Credit, 3 semester hours

XR 125—Anatomy and Physiology II

Pertinent details of all of the bodily systems and functions are studied. Students will witness post mortem examinations. Wherever applicable, pertinent pathological conditions demonstrable radiographically are discussed along with the anatomy of the involved area. Prerequisite XR 110.

Credit, 3 semester hours

XR 130—Medical Terminology,

Ethics and Legal Aspects

The student is made familiar with the spelling, pronunciation and meaning of medical terms, normal and pathological. This also applies to terms used in radiographic and positioning procedures. The Technician's creed and his relation to all other hospital personnel including physicians and patients is stressed. Responsibilities, behavior patterns and limitations with reference to what can be said and done while carrying out the examination is emphasized.

Credit, 3 semester hours

XR 135—Clinic B

The student is involved in preparing the less complex selected X-Ray examinations under close supervision. Film critique and lecture will reinforce the learning experience. Twelve Hours in clinic weekly.

Credit, 2 semester hours

XR 140—Practicum I

Provides increased student involvement in actual performance of X-Ray studies. Technical factors and film critique will be correlated with position-

ing classes during the practicum period. Practicum, 240 hours.

Credit, 2 semester hours

XR 200—Nursing Procedures

Pertinent to X-Ray

The fundamental principles of sterile technique related to X-Ray procedure, the care and safety of the patient, and utilization of patient facilities such as wheelchairs and stretchers, will be emphasized. The elements of first aid in emergency patient handling are also presented.

Credit, 2 semester hours

XR 205—Clinic C

Involves student rotation into advanced radiographic operation. Diversification in the types of examinations in the Emergency, Operating and Fluoroscopic rooms, positioning, film critique, and technical factors run concurrently. Twelve hours weekly in clinic.

Credit, 2 semester hours

XR 210—Positioning and

Special Procedures

The student becomes acquainted with vascular and arterial radiography. The methods, equipment and contrast medias which are utilized in attaining these examinations are correlated with the examination routine. Prerequisites XR 100, 105, 120, 200.

Credit, 4 semester hours

XR 215—X-Ray Therapy

and Radioisotopes

This course is divided into two areas of therapy. First, the care, treatment and management of therapy patients as related to X-Ray and Cobalt therapy will be presented. The second phase will cover the procedure types of ionizing radiation and laboratory experience as related to Isotope Technology.

Credit, 3 semester hours

XR 220—Clinic D

Rotating room assignments and increased skills in all areas of examinations will be reviewed. All previous practicums, materials, examinations and procedures will be included within seminars. Twelve hours weekly in clinic.

Credit, 2 semester hours

XR 225—Practicum II

Student participation and performance of previous skills will be applied. Practicum, 240 hours.

Credit, 6 semester hours

XR 230—Practicum III

Student participation and performance

of previous skills will be applied. Practicum, 240 hours.

Credit, 6 semester hours

XR 235—Internship

Practical application of XR 215 Theory Course. Hospital time, 640 hours.

Credit, 6 semester hours

RESPIRATORY THERAPY

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

1. Completion of 73 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following courses in General Education:

English Composition, ENG 101, ENG 103 or ENG 104	6 semester hours
Elective	3 semester hours
Mathematics, MTH 100	3 semester hours
Social Sciences, PSC 121 and PSY 101	6 semester hours
3. Completion of the following courses in the major field of concentration:

Respiratory 100, 105, 110, 115, 120, 200, 205, 210, 215, 220, 225, 230 — Total	39 semester hours
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4. Completion of the following courses in related areas:

Biology, BIO 105, 115, 116	9 semester hours
Medical Terminology, MA 115	3 semester hours
5. Completion of four semester hours in Physical Education Activities.
6. Make formal application for the degree to the Registrar at the completion of thirty hours.
7. Remove all admission conditions.
8. Attend all official graduation exercises.
9. The College reserves the right to discontinue a student's enrollment, if in its judgment the student does not possess the personal qualifications necessary for success as a Respiratory Therapist.

RESPIRATORY THERAPY PROGRAM

The Respiratory Therapy Program makes it possible for individuals to become Respiratory Therapists. Respiratory Therapy is one of the new emerging sciences in the rapidly expanding paramedical field. Clinical work is done in the local hospitals.

Upon completion of the two-year course, the individual will receive an Associate of Science Degree and will be eligible to take the American Registry of Inhalation Therapists examination. Since there is a great scarcity of individuals with this training, licensed therapists will find ready employment in hospitals throughout the nation.

FIRST YEAR

First Term		Second Term	
RSP 100—Introduction to Respiratory Therapy	2	RSP 110—Respiratory Therapy Theory B	3
RSP 105—Respiratory Therapy, Practicum A	3	RSP 115—Respiratory Therapy Practicum B	3
BIO 105—Biology Laboratory	1	BIO 116—Paramedical Science	4
BIO 115—Paramedical Science	4	*ENG 103—Technical Report Writing	3
*ENG 101—Composition	3	HPR—Physical Education	1
HPR—Physical Education	1		—
	—	Total Semester Hours	14
Total Semester Hours	14		
Third Term			
RSP 120—Respiratory Basic Science ...	4		
MA 115—Medical Terminology	3		
	—		
Total Semester Hours	7		

SECOND YEAR

First Term		Second Term	
RSP 200—Cardiopulmonary Pathology	4	RSP 215—Respiratory Therapy Theory D	4
RSP 205—Respiratory Therapy Theory C	4	RSP 220—Respiratory Therapy Practicum D	3
RSP 210—Respiratory Therapy Practicum C	3	RSP 225—Pulmonary Function	3
MTH 100—General Education		PSY 101—Psychology of Adjustment ...	3
College Mathematics	3	HPR—Physical Education	1
HPR—Physical Education	1	Elective	3
	—		—
Total Semester Hours	15	Total Semester Hours	17
Third Term			
RSP 230—Respiratory Therapy Practicum E	3		
PSC 121—National Government	3		
	—		
Total Semester Hours	6		

*Completion of English 100, or English 091 and/or 092, and English 103 will satisfy the requirements for a degree in Respiratory Therapy Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

COURSES OF INSTRUCTION

RSP 100—Introduction to Respiratory Therapy

Introduction to the principles of resuscitation, intermittent positive pressure breathing, aerosol and oxygen administration and nursing arts. Orientation to the American Association of Inhalation Therapists, American Registry of Inhalation Therapists, code of ethics, and professional attitude and behavior.

Credit, 2 semester hours

RSP 105—Respiratory Therapy, Practicum A

The student is introduced to the maintenance, calibration, sterilization and storage of different respirators and is instructed in administering treatments to out-patients. Measurement and calibration of spirometrics are also covered. Nine hours in hospital weekly.

Credit, 3 semester hours

**RSP 110—Respiratory Therapy,
Theory B**

Covers airway management, humidification, nebulization, oxygen and other gases and their analysis, ventilation and spirometrics. Oxygen supply and systems (cylinder, piped), regulators, flow meters and other auxiliary equipment is studied. The physical laws relating to gases and gas flow, heat and energy are covered.

Credit, 3 semester hours

**RSP 115—Respiratory Therapy,
Practicum B**

The student is instructed in setting up equipment and applying it to the patient under supervision on the wards. Equipment used by the therapist is studied. Evaluation of clinical signs and symptoms, effectiveness of treatment and case presentations are given. Nine hours in hospital weekly.

Credit, 3 semester hours

RSP 120—Respiratory Basic Science

Specific discussion of the basic sciences (anatomy, physiology, physics, microbiology and chemistry) as they are related to respiration and respiratory therapy is given.

Credit, 4 semester hours

RSP 200—Cardiopulmonary Pathology

Basic pathological processes, such as inflammation, degeneration and neoplasms, are described. Specific diseases of respiration in the various subspecialties (pediatrics, obstetrics, surgery, internal medicine) are studied, with emphasis on pathophysiology.

Credit, 4 semester hours

RSP 205—Respiratory Therapy, Theory C

The pharmacology of drugs administered by the therapist and drugs commonly prescribed are presented. Chart interpretation and case presentation are also covered.

Credit, 4 semester hours

**RSP 210—Respiratory Therapy,
Practicum C**

The student is supervised by an anesthesiologist in the operating room and recovery room as to the proper manage-

ment of respiratory problems in the surgical patient. Administration of respiratory therapy to the medical and surgical inpatient is performed. Nine hours weekly in clinic.

Credit, 3 semester hours

RSP 215—Respiratory Therapy, Theory D

Sterilization and safety practices in inhalation therapy to prevent infections, fire and explosions are discussed. General review of all material for safe patient care is given, with emphasis on monitoring of vital signs and nursing care. Organization and administration of a department of respiratory therapy is studied. This includes records, charges, staffing, rounds and budgeting.

Credit, 4 semester hours

**RSP 220—Respiratory Therapy,
Practicum D**

The student is supervised in the intensive care and respiratory units. Proper suctioning technique, chest physical therapy, tracheotomy care and control ventilation are provided with emphasis on aseptic technique, monitoring of vital signs and nursing care. Application of all techniques of respiratory care are performed on inpatients. Nine hours weekly in clinic.

Credit, 3 semester hours

RSP 225—Pulmonary Function

Refined techniques in spirometry, gas analysis, and theory of arterial blood gas analysis are discussed. Acid base balance and chemistry of oxygen and carbon dioxide transport are covered. Mass screening and other techniques in diagnosis of respiratory disease are given.

Credit, 3 semester hours

**RSP 230—Respiratory Therapy,
Practicum E**

The student is given the responsibility of case study and presentation. Practical aspects of administrative and organizational responsibility of a department of respiratory therapy are covered. Nine hours weekly in clinic.

Credit, 3 semester hours

Division of Public Services

FIRE SCIENCE TECHNOLOGY FOOD SERVICE ADMINISTRATION TECHNOLOGY HOTEL-MOTEL ADMINISTRATION TECHNOLOGY LANDSCAPE TECHNOLOGY POLICE SCIENCE TECHNOLOGY

McGowan, Division Chairman and Police Science Area Leader; Dieterich, Food Service Administration and Hotel-Motel Administration Area Leader; Palmer, Landscape Technology Area Leader; and McCarthy.

FIRE SCIENCE TECHNOLOGY

The field of fire fighting and fire prevention has been, and is being, modified by changes in engineering, chemistry, physics, and technology. The importance of fire science in our modern society has made the development of a Fire Science program a necessity.

COURSE OF INSTRUCTION

FS 100—Introduction to Fire Science

This introductory course will examine the history and philosophy of the American fire service, and students will be acquainted with fire department organi-

zation, functioning, legal structures, general operational policies, and other pertinent matters of interest.

Credit, 3 semester hours

FOOD SERVICE ADMINISTRATION TECHNOLOGY

Requirements for the Associate in Science Degree in Food Service Administration:

1. Completion of 74 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education.

English Composition3 semester hours
ENG 101

Social Science9 semester hours
PSC 121, PSY 100, PHI 263

Speech3 semester hours
SPE 100

3. Completion of 40 semester hours in major field.

FSA 100 FSA 120 FSA 215

FSA 102 FSA 200 FSA 220

FSA 105 FSA 205 FSA 222

FSA 110 FSA 210

4. Completion of 12 semester hours in related areas:
 - BA 130 Salesmanship
 - BA 150 Business Math
 - BA 221 Principles of Accounting
 - BA 245 Business Communications
5. Completion of at least 3 semester hours to be taken from the following courses:
 - BA 101 Elementary Typing
 - ENG 201 World Literature
 - FRE 101 Elementary French
 - GER 101 Elementary German
 - SPA 101 Elementary Spanish
 - MU 207 Music Appreciation
 - ART 106, 107 Basic Design
6. Completion of 4 semester hours of Physical Education Activities.
7. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
8. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

FOOD SERVICE ADMINISTRATION

A comprehensive program designed to train personnel in supervision, management and operation of the volume food service industry. Two years of study in administration, accounting, personnel management, advertising and sales, provide the graduate a firm base to enter the restaurant and foods industry on a leadership level.

FOOD SERVICE ADMINISTRATION TECHNOLOGY

This program is designed as a two-year program. Those planning to transfer into a Bachelor's degree program in Hotel-Administration should contact the transfer institution and secure approval in advance for transfer of credits.

FIRST YEAR

First Term	Second Term
FSA 100—Intro. to Food Service Administration 3	FSA 105—General Food Service Operations Practicum 6
FSA 102—Food and Beverage Purchasing 3	
BA 130—Salesmanship 3	
BA 150—Business Math 3	
*ENG 101—Composition 3	
HPR—Physical Education 1	
Total Semester Hours 16	Total Semester Hours 6

Term III-A and III-B

FSA 110—Supervisory Development for Food Service Operations 3
FSA 120—Elementary Volume Feeding Operations and Management 4
BA 221—Principles of Accounting 3
SPE 100—Intro. to Speech 3
HPR—Physical Education 1
Total Semester Hours 14

SECOND YEAR

First Term	Second Term
FSA 200—Organization and Personnel Management 3	FSA 215—Food Service Management and Control Practicum 6
FSA 205—Hotel-Motel-Restaurant Accounting 3	
FSA 210—Sales and Promotion 2	
BA 245—Business Communications 3	
PHI 263—Ethics 3	
Elective 3	
HPR—Physical Education 1	
Total Semester Hours 18	Total Semester Hours 6

Term III-A and III-B

FSA 220—Advanced Volume Feeding Operation and Management 5
FSA 222—Equipment Selection and Maintenance 2
PSC 121—National Government OR Equivalent 3
PSY 100—Human Relations in Business and Industry 3
HPR—Physical Education 1
Total Semester Hours 14

*Completion of English 100, or English 091 and/or 092 will satisfy the requirements for a degree in Food Service Administration Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

COURSES OF INSTRUCTION

FSA 100—Introduction to Food Service Administration

Comprehensive survey of all food service industries designed to show their history, organization, problems and opportunities. A study of techniques and procedures of modern management; trends and developments in these industries today and their impact upon the economy of the area.

Credit, 3 semester hours

FSA 102—Food and Beverage Purchasing

Basic information on sources, grades, and standards, criteria for selection and purchasing. Estimates of raw materials needed and receiving and storage techniques leading to the development of standards and writing of specifications.

Credit, 3 semester hours

FSA 105—General Food Service Operations Practicum

Full-time "on the job" work experience in an approved segment of the food service industry. Department makes regular appraisals of learning progress. Student will closely observe and study the duties involved in the administration of his operation. Emphasis will be on production and service. Five written reports commensurate with assigned duties are required and lecture class weekly.

Credit, 6 semester hours

FSA 110—Supervisory Development for Food Service Operations

Training in the techniques involved in the supervision of employees. Developing sound relations with other departments, group discussions, methods of improvement, and development of cost consciousness.

Credit, 3 semester hours

FSA 120—Elementary Volume Feeding Operations and Management

Application of principles of cookery and service through preparation and service of foods in volume and the use of institutional equipment. Emphasis on cash control, menu-making, sanitation, product quality and production and serv-

ice techniques. Student will rotate through semi skilled jobs in Hospitality Center. One lecture and one six-hour laboratory weekly. Prerequisite: FSA 100, FSA 102, or instructor approval.

Credit, 4 semester hours

FSA 150—Elementary Food Service Supervision

Full time "on the job" work experience along with 48 hours classroom work covering all aspects of kitchen management. Enrollment must be with the approval of the American Dietetic Association.

Credit, 3 semester hours

FSA 200—Organization and Personnel Management

Student becomes familiar with the organizational structure that affects the most efficient operation and with the many problems that arise in the management of personnel. The importance of developing proper attitudes, personal appearance and cleanliness in achieving and maintaining better guest relations. How to cultivate and promote maximum relations with personnel and guests. Also included is a study of social security, workman's compensation, withholding tax and other employee benefits as well as certain legal rights and responsibilities to employees and guests.

Credit, 3 semester hours

FSA 205—Hotel-Motel-Restaurant Accounting

Course consists of theoretical and practical applications to the many services within the industry with emphasis on operating cost analysis and the various methods of financial statements. Analysis of capital and maintenance cost. Study of cost control of food and beverage as well as procurement of materials.

Credit, 3 semester hours

FSA 210—Advertising and Sales Promotion

How to sell and promote the products and facilities of the food service industry. How to acquaint prospective guests through advertising, public relations and direct sales. The difference among advertising, public relations and sales and specific uses for each. Internal promotion. Technical aspects of advertising news writing and salesmanship.

Credit, 2 semester hours

FSA 215—Food Service Management and Control Practicum

Continuation of FSA 105 with emphasis on management techniques and control of men, money, and material.

Credit, 6 semester hours

FSA 220—Advanced Volume Feeding Operations and Management

Continuation of FSA 120 with emphasis on food and labor cost control pricing of products, job specifications and cookery techniques. Student will rotate through skilled and managerial posi-

tions in Hospitality Center. One lecture and two four-hour laboratories weekly. Prerequisites: FSA 120 or Instructor approval.

Credit, 5 semester hours

FSA 222—Equipment Selection and Maintenance

Comprehensive study of factors affecting suitability of equipment along with basic principles of plumbing, mechanics, refrigeration and electricity. How to trouble shoot; how to write specifications. Heavy emphasis on safety, sanitation and preventative maintenance.

Credit, 2 semester hours

FSA 250—Advanced Food Service Supervision

Continuation of FSA 150. Successful completion of both courses leads to membership in the Hospital, Educational and Institutional Food Service Society recognized by the American Hospital Association.

Credit, 3 semester hours

HOTEL-MOTEL ADMINISTRATION TECHNOLOGY

Requirements for the Associate in Science Degree in Hotel-Motel Administration:

1. Completion of 74 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
 - English Composition3 semester hours
ENG 101
 - Social Science9 semester hours
PSC 121, PSY 101, PHI 263
 - Speech3 semester hours
SPE 100
3. Completion of 37 semester hours in major field:

HMA 100	HMA 120	HMA 210
HMA 102	HMA 130	HMA 215
HMA 105	HMA 200	HMA 220
HMA 110	HMA 205	HMA 225
4. Completion of 12 semester hours in related areas:
 - BA 150 Business Math
 - BA 221 Principles of Accounting
 - BA 130 Salesmanship
 - BA 245 Business Communications

5. Completion of at least 6 hours to be taken from the following courses:
 - BA 101 Elementary Typing
 - MU 207 Music Appreciation
 - ENG 201 World Literature
 - FRE 101 Elementary French
 - GER 101 Elementary German
 - SPA 101 Elementary Spanish
 - ART 106, 107 Basic Design
6. Completion of 4 semester hours of Physical Education Activities.
7. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
8. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

HOTEL-MOTEL ADMINISTRATION TECHNOLOGY PROGRAM

The revolution in the Hospitality Industries has created a tremendous demand for skilled workers of all types, particularly in the broad mid-management areas.

This program, divided almost equally between general education subjects and those specialized in our industry, emphasizes courses for employable skills permitting the graduate to enter industry at a level considerably higher than the normal entry jobs. Judicious use of the required practicum courses along with a basic understanding of our democratic economic system further enhances the value of the graduate to his employer.

FIRST YEAR		
First Term		Second Term
*ENG 101—Composition	3	HMA 105—General Hotel-Motel
BA 150—Business Math	3	Operations and Service
BA 130—Salesmanship	3	Administrative Practicum
HMA 100—Introduction to Hotel-		6
Motel Administration	3	Total Semester Hours
HMA 102—Food and Beverage		6
Management and Service	3	
HPR—Physical Education	1	
Total Semester Hours	16	

Third Terms*

SPE 100—Intro to Speech	3
BA 221—Principles of Accounting	3
HMA 110—Supervisory Development for Hotels-Motels	3
HMA 130—Hotel-Motel Engineering	2
HMA 120—Hotel-Motel Housekeeping	2
HPR—Physical Education	1

Total Semester Hours 14

SECOND YEAR

First Term

PHI 263—Ethics	3
BA 245—Business Communications	3
HMA 200—Organization and Personnel Management	3
HMA 205—Hotel-Motel Rest. Acc't. . . .	3
HMA 210—Hotel Sales and Promotion	2
*Elective	3
HPR—Physical Education	1

Total Semester Hours 18

Second Term

HMA 215—Hotel-Motel Mgt. Practicum	6
Total Semester Hours	6

Third Terms*

PSY 100—Human Relations in Business and Industry	3
PSC 121—National Gov't or Equivalent	3
HMA 220—Hotel Sales and Promotion	2
HMA 225—Hotel Law	2
*Elective	3
HPR—Physical Education	1

Total Semester Hours 14

*Electives: At least six credit hours are to be taken from the following courses:

BA 101—Elementary Typing	3	GER 101—Elementary German	3
MU 207—Music Appreciation	3	SPA 101—Elementary Spanish	3
ENG 201—World Literature	3	ART 106 or 107—Basic Design	3
FRE 101—Elementary French	3		

**Completion of English 100, or English 091 and/or 092 will satisfy the requirements for a degree in Hotel-Motel Administration Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

COURSES OF INSTRUCTION

HMA 100—Introduction to Hotel-Motel Administration

An orientation to show the history, organization, problems, opportunities and possible future trends of the industries.

The functions, authorities and responsibilities of management techniques and procedures are emphasized.

Credit, 3 semester hours

HMA 102—Food and Beverage Management and Service

Course is for students interested in entering or advancing in this complex and interesting field. Fundamentals in food preparation, merchandising and service, plus knowledge of current financial and business practices are included.

Credit, 3 semester hours

HMA 105—General Hotel-Motel Operations and Service Administration Practices

Student will work in a hotel or motel and will closely observe and study the duties that are involved in the administration of an inn. The reservation functions will be stressed in general operations. To obtain maximum benefits, each student will be required to attend one seminar period per week.

Credit, 6 semester hours

HMA 110—Supervisory Developments for Hotels and Motels

Training in the techniques involved in the supervision of employees. Developing sound relations with other departments, group discussions, methods of improvement, and development of cost consciousness.

Credit, 3 semester hours

HMA 120—Hotel-Motel Housekeeping

An understanding is developed of the organization, duties and administration of hotel-motel housekeeping. Practical problems in housekeeping maintenance are considered.

Credit, 2 semester hours

HMA 130—Hotel-Motel Engineering

Basic principles of plumbing, mechanics, refrigeration and electricity. How to trouble shoot; how to write specifications; how to read architectural plans. Heavy emphasis on safety, sanitation and preventative maintenance.

Credit, 2 semester hours

HMA 200—Organization and Personnel Management

Study of organizational structures that affect the most efficient inn operation

and problems of personnel management, especially forecasting and pre-control. How to cultivate maximum human relations with personnel and guests profitably. Also, covered: social security, workman's compensation, withholding tax and other employee benefits.

Credit, 3 semester hours

HMA 205—Hotel-Motel Restaurant Accounting

Course consists of theoretical and practical application to the many services within the hotel with emphasis on operating cost analysis and the various methods of financial reporting. How to read financial statements. Analysis of capital and maintenance cost. Study of cost control of food and beverage as well as procurement of materials.

Credit, 3 semester hours

HMA 210—Hotel Sales and Promotion

How to sell and promote the many services a hotel-motel offers to guests. How to acquaint prospective guests through all media of advertising and publicity. Promoting individual guest sales, conferences, groups, conventions, trade shows, local functions such as banquets, luncheons, and receptions.

Credit, 2 semester hours

HMA 215—Hotel-Motel Management Practicum

Fundamentals of general hotel-motel operations and services are observed by the student with special emphasis on efficient methods of management. He will become acquainted with the methods of handling food and beverage. The importance of sales and guest relations will be stressed. Standard arrangement of hotel-motel operations will be studied. To obtain maximum benefits, each student will be required to attend one seminar period per week.

Credit, 6 semester hours

HMA 220—Hotel Sales and Promotion

Course is a continuation of HMA 210 with emphasis on the technical aspects of news writing, salesmanship and advertising.

Credit, 2 semester hours

HMA 225—Hotel Law

Course consists of a study of law as it applies to the operation of hotels and motels relative to guests while on the premises.

Credit, 2 semester hours

**HMA 255—Guest Relations for
Hotels and Motels**

Development of better guest relations through proper attitudes; personal appearance; personality requirements; meeting the needs of people; front office tactics; sales procedures; services; checking out the guest; guest follow-up.

Credit, 3 semester hours

LANDSCAPE TECHNOLOGY

Requirements for the Associate of Science Degree in Landscape Technology:

1. Completion of 68 hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:

English Composition	3 semester hours
ENG 101	
Social Science	3 semester hours
PSC 121 or 122	
3. Completion of 43 semester hours in major field:

LST 100	LST 132	LST 250	LST 286
LST 105	LST 185	LST 260	LST 287
LST 110	LST 220	LST 270	
LST 131	LST 233	LST 271	
4. Completion of 15 semester hours in related areas:

BA 100	3 semester hours
BA 130	3 semester hours
BA 150	3 semester hours
BA 221	3 semester hours
BA 262	3 semester hours
5. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last twelve semester hours.
6. Completion of four semester hours of Physical Education Activities.
7. Make formal application for the degree to the Registrar at the completion of thirty semester hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

LANDSCAPE TECHNOLOGY PROGRAM

The growth of the Landscape industry in Florida in recent years has been as rapid as that of any other industry. The ornamental plant and turfgrass production, with allied industries such as landscaping, pest control, fertilizer production and sales and garden

supplies has reached a combined value of one-billion dollars in the southeastern United States.

The opportunities in this rapidly expanding industry for technically trained personnel are almost limitless. Technological advances, additional consumer leisure time and aesthetic interest are increasing at such a rate that the number of college graduates cannot supply the demand.

Upon receipt of an Associate of Science degree, the graduate program should have broad understanding of the basic scientific knowledge and acquisition of the technical skills necessary for a mid-management position in either government or private industry. If the graduate desires to continue his education at a senior institution he may apply the credits earned toward a higher degree at various senior colleges.

Persons interested in this self-satisfying and lucrative career should contact the staff of Landscape Technology for a personal interview.

FIRST YEAR

First Term		Second Term	
*ENG 101—English Composition	3	BA 100—Intro to Business	3
BA 150—Business Mathematics	3	BA 221—Principles of Accounting	3
LST 100—Botany for Horticulture		LST 185—Horticultural Procedures	3
Majors	3	LST 110—Plant Propagation	3
LST 105—Principles of Horticulture		LST 132—Ornamental Plants and	
Science	3	Their Use II	3
LST 131—Ornamental Plants and		HPR—Physical Education	1
Their Use I	3		—
HPR—Physical Education	1	Total Semester Hours	16
	—		
Total Semester Hours	16		

Term III-A

LST 270—Field Service I

3

Total Semester Hours 3

SECOND YEAR

First Term		Second Term	
PSC 121 or 122—Government	3	BA 130—Salesmanship	3
LST 220—Fruitculture	3	LST 260—Plant Design	4
LST 286—Horticultural		LST 287—Landscape and Turf	
Engineering Techniques	3	Business Administration	3
LST 233—Ornamental Plants and		LST 271—Field Service II	3
Their Use III	3	BA 262—Principles of Supervision	3
LST 250—Plant Pest Control	3	HPR—Physical Education	1
HPR—Physical Education	1		—
	—	Total Semester Hours	17
Total Semester Hours	16		

*Completion of English 100, or English 091 and/or 092 will satisfy the requirements for a degree in Landscape Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

COURSES OF INSTRUCTION

LST 100—Horticulture

Applied botany in terms of taxonomy, ecology, physiology, genetics, anatomy and morphology of the higher plants. Three lectures and one two-hour laboratory weekly.

Credit, 3 semester hours

LST 105—Subtropical Horticultural Science

An introduction to the fundamental principles of horticultural science with emphasis on soils, fertilizers, plant nutrition and climate of southern peninsular Florida. Three lectures with an occasional one-hour laboratory weekly.

Credit, 3 semester hours

LST 110—Plant Propagation

Contemporary methods and practices in both sexual and asexual propagation of turf grasses, herbaceous and woody ornamental plants. Two lectures and one two-hour laboratory weekly.

Credit, 3 semester hours

LST 131—Ornamentation Plants and Utilization I

The identification and ornamental use of native plants, ground covers, vines, turf grasses, shrubs, trees and palms of southern peninsular Florida. Approximately 200 species and varieties of plants will be covered each semester. Two lectures and one two-hour laboratory weekly.

Credit, 3 semester hours

LST 132—Ornamental Plants and Utilization II

See course description of LST 131.

Credit, 3 semester hours

LST 185—Horticultural Procedures

Applied horticultural maintenance and problems: Power equipment — its maintenance and use, irrigation, turf management, labor management, cost accounting and record keeping, etc. Two lectures and two two-hour laboratories weekly. Occasional field trips are required.

Credit, 3 semester hours

LST 220—Subtropical Fruitculture

The identification and culture of tropical and subtropical edible fruits grown in Florida. Three lectures weekly. Two Saturday field trips are required.

Credit, 3 semester hours

LST 233—Advanced Ornamental Plants and Utilization

See course description of LST 131.

Credit, 3 semester hours

LST 250—Plant Pest Control

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

Credit, 3 semester hours

LST 260—Landscape Design

Introduction to the basic principles of landscape design. Stress will be on the drawing, reading and execution of landscape plans. Two three-hour laboratories weekly with occasional field trips.

Credit, 4 semester hours

LST 270—Field Service I

One summer's practical experience in an approved commercial business. Technical report required. Full time employment during Term III-A or III-B.

Credit, 3 semester hours

LST 271—Advanced Field Service

One Term (Term I or Term II) of practical experience in an approved commercial nursery during the second year. Total part-time employment to be no less than 12 hours weekly and no more than 18. Technical report required.

Credit, 3 semester hours

LST 286—Horticultural Engineering Techniques

See course description of LST 185.

Credit, 3 semester hours

LST 287—Landscape and Turf**Business Administration**

See course description of LST 185.

Credit, 3 semester hours

LST 001—Ornamental Horticulture

A sound introduction of exotic tropical and subtropical plant identification and use in contemporary landscaping. Includes a general review of the botanical nature of plants and a more specific study of turf, major and minor tropical fruits, soils and soil fertility, plant propagation, insect and disease control, and landscape maintenance. One evening weekly. Term I.

LST 002—Home Landscape Design

The principles of basic design and the use of plants for the esthetic, practical and economic improvement of private properties. It also includes a study of basic architectural features in the landscape and practice in drawing and reading landscape plans. Term II.

LST 003—Turf-Grass Management

A practical approach to the principles of turf-grass management and their applications in the field. It includes a study of such topics as: the size of the turf-grass industry; characteristics and adaptations of various grasses, the basic concepts of establishing and maintaining turf; the care and operation of turf equipment; and, insects, diseases, nematodes, and other pests which affect the growth of turf. One evening weekly. Term I.

LST 004—Botany for Nurserymen

An informal approach to the study of plants, their structure, life processes, classification and interrelationships, taught with a decided slant toward practical application. Discussions of situations both actual and devised will

illustrate botanical concepts and principles. Designed to be a summary and explanation of the basic knowledge needed by those engaged in commercial operations. One evening weekly. Term I.

LST 005—Applied Soils and Fertilizers

Designed for the professional to study the complex problems and use of existing soils in south Florida in the growing of ornamental plants. Fertilizer formulations for landscapes, turf and container and field nurseries will be discussed thoroughly. The use of the various soil amendments will also be discussed. One night weekly. Term II.

LST 006—Weed Identification and Control

Identification and methods of control of terrestrial and aquatic weeds of southern Florida commonly found in landscapes, field and container nurseries, turf-grasses and aquatic areas. One night weekly. Term II.

LST 007—Ornamental Plant Pest Control

The identification and control of the insect, nematode, disease and weed pests affecting the ornamental plants and turf-grasses of south Florida will be stressed as well as the symptoms of nutritional and physiological disorders. Calibration, use and preventative maintenance of pest control equipment will also be discussed. Three lectures weekly and a field trip. Term III-A.

LST 030—Horticultural Business Administration

Studies in the basic nature of horticultural service: Retail, wholesale and service organizations. Site selection, management, advertising, production and cost analysis. Two 3½ hour lectures per week for 6 weeks.

POLICE SCIENCE TECHNOLOGY

Requirements for the Associate of Science Degree in Police Administration:

1. Completion of 64 semester hours of credit and a grade point average of 2.0 or better.
2. Completion of the following requirements in General Education:
English Composition 6 semester hours
ENG 101 and 103
Social Science6 semester hours
PSY 201 and PSC 121 or 122
Speech3 semester hours
SPE 100
3. Completion of the following courses in related areas:
Business Administration15 semester hours
BA 121, 150, 260, 261 and 262
Data Processing6 semester hours
DP 101 and 102 or 105
4. Completion of the following courses in major fields:
Police Science and Criminology18 semester hours
POL 100, 101 and 102 (Required)
POL 110, 111, 201, 202, 203, 210 and 211 (Based on experience, three courses to be selected.)
5. Completion of electives to be taken from the following courses: Typing, Shorthand, Sociology, Graphic Arts Technology and appropriate subjects. POL courses will be accepted up to seven semester hours if the student has earned a Certificate in Police Science. 6 to 10 semester hours
6. Completion of 4 semester hours of Physical Education Activities. (Not required of veterans, students 29 and older and graduates of police training courses requiring physical conditioning, self defense, first aid or field formation drills. Those exempted will substitute appropriate subjects).....4 semester hours
7. Completion of a minimum of 24 semester hours of residence at Broward Junior College, including the last 12 semester hours.
8. Make formal application for the degree to the Registrar at the completion of 30 semester hours.
9. Remove all admission conditions.
10. Attend all official graduation exercises.

Requirements for the Associate of Science Degree in Police Science and Criminology.

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:
 - English Composition 6 semester hours
ENG 101 and 103
 - Social Sciences 9 semester hours
PSC 121 or 122, PSY 201, SOC 211
 - Mathematics 3 semester hours
MTH 091, 092 or 100
 - Speech 3 semester hours
SPE 100
3. Completion of 27 hours in the major field of concentration:
 - POL 100 POL 110 POL 202
 - POL 101 POL 111 POL 203
 - POL 102 POL 201 POL 211..... 27 semester hours
4. Completion of at least 12 semester hours to be taken from the following courses:
 - BA 101 or 102 HPR 152 PSY
 - BA 260 and 262 HUMANITIES SCIENCE
 - GAT POL 210 SOC..... 12 semester hours
5. Completion of 4 semester hours of Physical Education Activities. (Not required of veterans, students 29 and older and graduates of police training courses requiring physical conditioning, self defense, first aid or field formation drills. Those exempted will substitute appropriate subjects) 4 semester hours
6. Completion of a minimum of twenty-four semester hours of residence at Broward Junior College, including the last 12 semester hours.
7. Make formal application for the degree to the Registrar at the completion of 30 semester hours.
8. Remove all admission conditions.
9. Attend all official graduation exercises.

CERTIFICATE OF POLICE SCIENCE

This program is designed to assist working police officers to achieve practical knowledge of the administration and operation of a modern police department and its subdivisions:

PSC 122—State and Local Government	3
POL 100—Introduction to Police Science	3
POL 101—Police Administration I	3
POL 102—Police Administration II	3
POL 110—Criminal Law	3
POL 111—Criminal Evidence	3
POL 201—Criminal Investigation I	3

POL 211—Criminal Investigation II	3
POL 202—Traffic Problems and Administration	3
POL 203—Crime and Delinquency Prevention	3
	—
	Total Hours 30

NOTE: POL 105 may be substituted for POL 100
 POL 210 may be substituted for POL 202 or 203

POLICE ADMINISTRATION PROGRAM

This program is designed for police officers who are working in, or who are about to advance to an administrative position in their departments. Specific subjects with an administrative emphasis have been substituted for broad academic subjects, and the students are prepared for supervisory and administrative positions.

NOTE: Individuals who have completed the FBI National Academy Program may receive 21 credits toward their major in Police Science Technology or Police Administration.

Program Leading to the Degree of Associate of Science in Police Administration

FIRST YEAR

First Term	Second Term
POL 100—Intro. to Police Science ... 3	POL 101—Police Administration I ... 3
BA 150—Business Math	BA 121—Accounting Survey
BA 260—Intro. to Management	PSY 201—General Psychology
**ENG 101—Composition	**ENG 103—Technical Report Writing 3
HPR—Physical Education	HPR—Physical Education
—	—
Total Semester Hours 13	Total Semester Hours 13

Term III-A or III-B

SPE 100—Intro. to Speech	3
Electives	3
	—
Total Semester Hours	6

SECOND YEAR

First Term	Second Term
POL 102—Police Administration II ... 3	*POL
*POL	*POL
DP 101—Basic Computing Machines ... 3	DP 105—Intro. to Progr. Systems
BA 261—Office Management	BA 262—Principles of Supervision..... 3
HPR—Physical Education	HPR—Physical Education
—	—
Total Semester Hours 13	Total Semester Hours 13

Term III-A or III-B

PSC 122—State and Local Gov't.	3
Electives	3

Total Semester Hours 6

NOTE: POL 105 may be substituted for POL 100

*Based on police experience and position, to be selected from:

- POL 110—Criminal Law
- POL 111—Criminal Evidence
- POL 201—Criminal Investigation I
- POL 202—Traffic Administration
- POL 203—Crime and Delinquency Prevention
- POL 210—Field Service and Seminar
- POL 211—Criminal Investigation

Suggested Electives: Typing, Shorthand, Graphic Arts, Sociology and appropriate subjects which will meet an employment need. Police Science subjects will be accepted up to seven semester hours, if the student has already earned a Certificate in Police Science.

**Completion of English 100, or English 091 and/or 092, and English 103 will satisfy the requirements for a degree in Police Administration at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

POLICE SCIENCE AND CRIMINOLOGY PROGRAM

A Police Science and Criminology Program is offered for students desiring to enter into a law enforcement career. In addition, this program is designed to advance the police officer who is desirous of improving his knowledge and abilities through study of specific police science courses and various general education subjects.

Broward Junior College and the Broward County Chiefs of Police Association have jointly established the J. Lester Holt Law Enforcement Institute in memory of the late J. Lester Holt, Chief of Police of the City of Fort Lauderdale. Under the guidance of the Junior College program of Police Science and Criminology, the institute will present periodic seminars and workshops designed to meet the training needs of the police services of Broward County and south-east Florida.

**Program Leading to the Degree of
Associate in Science in Police Science**

FIRST YEAR

FIRST TERM		SECOND TERM	
POL 100—Intro. to Police Science	3	POL 101—Police Administration I	3
POL 110—Criminal Law	3	POL 111—Criminal Evidence	3
*ENG 101—Composition	3	*ENG 103—Technical Report Writing 3	
PSC 122—State and Local Gov't.	3	SPE 100—Intro. to Speech	3
HPR 137—Unarmed Defense	2	HPR—Physical Education	1
<hr/>		<hr/>	
Total Semester Hours	14	Total Semester Hours	13

Term III-A or III-B	
PSY 201—General Psychology	3
Math	3

Total Semester Hours 6

SECOND YEAR

First Term	Second Term
POL 102—Police Administration II..... 3	POL 202—Traffic Administration..... 3
POL 201—Criminal Investigation..... 3	POL 203—Crime Prevention..... 3
SOC 211—General Sociology..... 3	POL 211—Criminal Investigation II..... 3
Elective..... 3	Elective..... 3
HPR—Physical Education..... 1	
—	—
Total Semester Hours 13	Total Semester Hours 12

Term III-A or III-B	
Electives	6

NOTE: POL 105 may be substituted for POL 100

Suggested Electives:

POL 210—Field Service & Seminar..... 4	HPR—152—First Aid and Safety..... 3
BA 101 or 102—Typing..... 3	PSC (to be selected)..... 3
BA 260—Intro. to Management..... 3	PSY (to be selected)..... 3
BA 262—Principles of Supervision..... 3	SOC (to be selected)..... 3
Graphic Arts Technology	Humanities (to be selected)..... 6
(to be selected)..... 3	Natural Science (to be selected)..... 3

*Completion of English 100, or English 091 and/or 092, and English 103 will satisfy the requirements for a degree in Police Science Technology at this institution. However, students contemplating transfer to a four-year institution should complete English 101 and 104 since the other English listed above may not be acceptable for transfer credit.

COURSES OF INSTRUCTION

POL 100—Introduction to Police Science

Course will examine the philosophy and history of law enforcement. Included are: a survey of police problems and crime, organization and jurisdiction of local, state and federal enforcement agencies, and a survey of professional qualifications and opportunities.

Credit, 3 semester hours

POL 101—Police Administration

Principles of organization, administration and functioning of police departments to include inspection and control, personnel, training and staff operations.

Credit, 3 semester hours

POL 102—Police Administration II

A continuation of POL 101 with emphasis on operational services, records, communications, custody, etc. Prerequisite, POL 101.

Credit, 3 semester hours

POL 105—A Survey of Law Enforcement

A survey course designed for recruit policemen at the Broward County Police Academy. The broad aspects of Law Enforcement are presented with various academic disciplines to acquaint police with their role in American society. Course will substitute for POL 100, Introduction to Law Enforcement.

Credit, 3 semester hours

POL 110—Criminal Law

Course will be concerned with the sources and elements of criminal law. Emphasis will be placed on criminal law as related to law enforcement officers with particular attention given to the rights and responsibilities of officers in enforcing various criminal laws.

Credit, 3 semester hours

POL 111—Criminal Evidence and Court Procedures

An examination of the rules governing the admissibility of evidence, specifically as they affect the law enforcement officer in the processes of arrest, force, search seizure, preservation, custody, testimony and courtroom procedures.

Credit, 3 semester hours

POL 201—Criminal Investigation I

The investigation activity of a police department is studied to evaluate its organization, functioning and relationship with other divisions and agencies. Emphasis is placed on the administration, report writing and procedural aspects of investigation.

Credit, 3 semester hours

POL 202—Traffic Problems and Administration

An examination of police responsibility in the area of motor vehicles and traffic problems to include the areas of Engineering, Education and Enforcement. The organization and operation of a traffic activity will be developed and techniques for enforcement investigation and prevention will be studied.

Credit, 3 semester hours

POL 203—Crime and Delinquency Prevention

The development of criminal behavior will be studied to provide an insight into casual factors, precipitating factors and opportunities for the commission of criminal or delinquent acts. The techniques, responsibilities and capabilities of police organization in the area of prevention will be developed.

Credit, 3 semester hours

POL 210—Field Service and Seminar

Students are afforded the opportunity to visit and observe the practical application of law enforcement principles by selected police agencies and their subordinate division. Prominent police officials and law enforcement experts will conduct seminar sessions where students will present results of assigned projects for class information and discussion.

Credit, 4 semester hours

POL 211—Criminal Investigation II

An introduction to the scientific aspects of investigation known as criminalistic, with emphasis on crime scene techniques, the collection and preservation of evidence and the examination of evidence. Students will be familiarized with the capabilities and limitations of a police laboratory.

Credit, 3 semester hours

College Administration

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EDWARD F. KOTCHI, B.S., M.Ed.	Associate Dean of Technical Education
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JACK G. PENICK, B.S., M.B.A.	Comptroller
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ALBERT ROBERTSON, B.A., M.Ed.	Director of Financial Aids
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FRED L. SCOTT, B.S., M.Ed., M.A.	Director of Data Systems
W. HALL WHALEY, JR., B.S.	Director of Personnel

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TECHNICAL EDUCATION ADVISORY COMMITTEES

The Broward Junior College has been fortunate in that successful and prominent men have given freely of their time assisting in developing technical programs. Their interest and activity has aided our programs in keeping abreast with present day trends and techniques in business and industry.

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