



1937 - 1968
FLORIDA JUNIOR COLLEGE
AT JACKSONVILLE

Emerging . . .

*. . . to make the unknown known
and the uncertain certain.*

**FLORIDA JUNIOR COLLEGE
AT JACKSONVILLE
JACKSONVILLE, FLORIDA**

BULLETIN

1967-68

**A COMMUNITY JUNIOR COLLEGE
PUBLICLY SUPPORTED BY
THE STATE OF FLORIDA
THE COUNTY OF DUVAL
AND
THE COUNTY OF NASSAU
Dr. J. Bruce Wilson, President**

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F L O R I D A
C O M M U N I T Y
C O L L E G E
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A T J A C K S O N V I L L E

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COLLEGE CALENDAR

1967-68

SPRING TERM

TERM III (66-67)

1967

May	5 (F)	8:00AM- 2:00PM	Counseling and registration for all students, day or evening.
May	8 (M)	8:30AM- 2:00PM 6:30PM- 8:30PM	Late registration for all students, day or evening. A \$5.00 late fee will be charged on this day.
May	8 (M)	7:00AM	Classes begin
May	10 (W)	9:30AM-11AM 6:30PM- 8:00PM	Schedule changes for students with class conflicts and/or cancelled classes.
May	11 (TH)	9:30AM-12:00Noon 1:30PM- 2:30PM 6:30PM- 8:00PM	Add/drop/refund of fees for all students, day or evening. Students dropping after this date must complete the proper withdrawal form and will receive no refund except in the case of cancelled classes.
June	8 (TH)	4:00PM	Application files must be complete for credit admission to fourth term.
June	16 (F)	5:00PM	Final grades due in the Office of the Registrar.
June	16 (F)	5:00PM	End of third term.

SUMMER TERM

TERM IV (66-67)

1967

June	22 (TH)	8:00AM- 2:00PM 6:00PM- 9:00PM	Counseling and registration for all students, day or evening.
June	23 (F)	8:30AM- 2:00PM 6:30PM- 8:30PM	Late registration for all students, day or evening. A \$5.00 late fee will be charged on this day.
June	23 (F)	7:00AM	Classes begin.
June	27 (T)	9:30AM-11:00AM 6:30PM- 8:00PM	Schedule change for students with class conflicts and/or cancelled classes.
June	28 (W)	9:30AM-12:00Noon 1:30PM- 2:30PM 6:30PM- 8:00PM	Add/drop/refund of fees period for all students, day or evening. Students dropping after this date must complete the proper withdrawal form and will receive no refund except in the case of cancelled classes.
July	3 (M)	10:00PM	Fourth of July holiday begins.
July	5 (W)	7:00AM	Fourth of July holiday ends.
July	27 (TH)	9:00PM	Last time to remove grade of "I" received during second term of 1966-67 academic year.
Aug.	4 (F)	5:00PM	Final grades due in the Office of the Registrar.
Aug.	4 (F)	5:00PM	End of term.

FALL TERM

TERM I (67-68)

1967			
Aug.	1 (T)		Last date to complete application files for credit admission to first term.
Aug.	8 (T)		Reporting date for all faculty.
Aug.	8-11 (T-F)		Faculty planning. Faculty advisors will be available for advising returning students by appointment only.
Aug.	14 (M)	7:00PM- 8:30PM	Registration Fernandina Beach Center (Fernandina Beach High School) for Fernandina Beach Classes only.
Aug.	16-17 (W-TH)	8:30AM- 4:00PM	Registration — day students by appointment.
Aug.	16-17 (W-TH)	6:00PM- 9:00PM	Registration — evening students.
Aug.	21 (M)	7:00AM	Classes begin.
Aug.	21-24 (M-TH)	8:30AM-11:30AM 1:30PM- 4:00PM 6:30PM- 9:00PM	Add/drop and late registration. A late fee of \$5.00 will be charged. No one will be permitted to start registration after 9:00PM August 24. Students dropping classes after 9:00PM, August 24, must process a withdrawal form and will receive no refund except in the case of cancelled classes.
Sept.	1 (F)	9:00PM	Last time to remove grade of "I" received during Third Term of the 1966/67 academic year.
Sept.	4 (M)		Holiday. (Labor Day)
Sept.	5 (T)	7:00AM	Classes resume.
Oct.	20 (F)	4:00PM	Advisory grades due in Office of the Registrar.
Oct.	27 (F)	9:00PM	Last time to remove grade of "I" received during Fourth Term of the 1966/67 academic year.
Nov.	9 (TH)	9:00PM	Last time to apply for graduation at end of current term.
Nov.	10 (F)		Holiday. (Veterans Day)
Nov.	13 (M)		Classes resume.
Nov.	22 (W)	10:00PM	Thanksgiving Holiday begins.
Nov.	27 (M)	7:00AM	Classes resume.
Dec.	11-15 (M-F)		Final examination period.
Dec.	15 (F)	5:00PM	Final grades due in Office of the Registrar.
Dec.	15 (F)	5:00PM	End of Term I.

WINTER TERM

TERM II (67-68)

1967			
Dec.	15 (F)	5:00PM	Last time to complete application file for credit admission to second term.

1968

Jan.	2 (T)	7:00PM- 8:30PM.....	Registration Fernandina Beach Center, (Fernandina Beach High School) for Fernandina Beach classes only.
Jan.	3-4 (W-TH)	8:30AM- 4:00PM.....	Registration for day students.
Jan.	3-4 (W-TH)	6:00PM- 9:00PM.....	Registration for evening students.
Jan.	8 (M)	7:00AM	Classes begin.
Jan.	8-11 (M-TH)	8:30AM-1130AM 1:30PM- 4:00PM 6:30PM- 9:00PM	Add/drop and late registration. A \$5.00 late registration fee will be charged. No one will be permitted to start registration after 9:00PM, January 11. Students dropping classes after 9:00PM, January 11 must process a withdrawal form and will receive no refund except in the case of cancelled classes.
Mar.	8 (F)	9:00PM.....	Last time to remove grade "I" received during first term of the 1967-68 academic year.
Mar.	8 (F)	4:00PM.....	Advisory grades due in the Office of the Registrar.
Mar.	27 (W)	5:00PM.....	Last time to apply for graduation at end of current term.
April	12 (F)	Holiday. (Good Friday)
April	15 (M)	7:00AM	Classes resume.
April	25 through
May	1 (TH-W)	Final examination period.
May	1 (W)	10:00PM.....	End of Term II.
May	3 (F)	Final grades due in the Office of the Registrar.
May	3 (F)	8:00PM	Graduation and Convocation.

SPRING TERM

TERM III (67-68)

1968

May	2 (TH)	8:00AM- 3:00PM..... 6:00PM- 9:00PM.....	Counseling and registration of all students for Term III.
May	6 (M)	7:00AM	Classes begin.
May	8 (W)	8:30AM-11:30AM..... 1:30PM- 4:00PM 6:30PM- 9:00PM	Add/drop and late registration. A \$5.00 late registration fee will be charged. No one will be permitted to start registration after 9:00PM, May 8. Students dropping classes after 9:00PM, May 8 must process a withdrawal form and will receive no refund except in the case of cancelled classes.
June	14 (F)	5:00PM.....	End of Term III.
June	17 (M)	12:00Noon.....	Final grades due in the Office of the Registrar.

SUMMER TERM

TERM IV (67-68)

1968

June	20 (TH)	8:00AM- 2:00PM.....	Counseling and registration for all
		6:00PM- 8:30PM.....	Term IV students.
June	21 (F)	7:00AM.....	Classes begin.
June	26 (W)	8:30AM-11:30AM.....	Add/drop and late registration. A
		1:30PM- 4:00PM	\$5.00 late registration fee will be
		6:30PM- 9:00PM	charged. No one will be permitted to
			start late registration after 9:00PM,
			June 26. Students dropping classes
			after 9:00PM, June 26, must process
			a withdrawal form and will receive no
			refund except in the case of cancelled
			classes.
July	4 (TH)		Holiday.
July	5 (F)	7:00AM.....	Classes resume.
July	25 (TH).....	9:00PM.....	Last time to remove grade of "I" re-
			ceived during second term of the
			1967/68 academic year.
Aug.	2 (F)	5:00PM.....	Final grades due in the Office of the
			Registrar.
Aug.	2 (F)	5:00PM.....	End of Term IV.



COLLEGE ADVISORY COMMITTEE

Mr. Fred Kent, Sr., Chairman

Mr. Donald Martin, Co-chairman

Mr. Hugh F. Stone, Co-chairman

Mr. Joseph L. Cullen

Mrs. Page Haddock

Mr. Herbert W. Fishler

Dr. R. Wilbur Herring

Mr. Bernard Johann

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Duval County, Florida

Mr. Ish Brant

SUPERINTENDENT OF PUBLIC INSTRUCTION

Nassau County, Florida

Mr. Dean B. Blankenship

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Gilbert J. Schenkel	B.S.	Director, Auxiliary Services
Donald J. Tolie	A.B., M.A., Ed.D.	Dean of Academic Studies
J. Richard Warren	B.A., M.A., Ph.D.	Director, Division of Humanities

FULL-TIME FACULTY (1966-67)

Eleanor C. Allen B.A. College of William & Mary M.F.A. The George Washington University	Art
Emil S. Aramoonie B.E.E. University of Florida M.E.E. University of Florida	Technical Education
Adrien P. Beaudoin B.Ed. Keene Teachers College M.Ed. Keene Teachers College	Community Services
Richard J. Benoit B.S. St. University of New York at Fredonia M.S. St. University of New York at Fredonia	English
Ray E. Bittle B.S. Central State M.A. Mississippi Southern M.Ed. Mississippi Southern Ed.D. University of Florida	Technical Education
Bruce Y. Bonneville B.S. University of Florida B.A. University of Florida	Business Services
Luther J. Bowman A.B. Indiana University M.A.E. University of Florida	Mathematics
Danny Bridges B.S. University of Southwestern Louisiana M.E. University of Southwestern Louisiana	Social Science
Frederick W. Brockmann B.S. Michigan State University M.S. Florida State University	Biology
Thelma D. Brownett B.F.A. Wesleyan Conservatory M.F.A. University of Georgia	Art
Thomas G. Browning B.S.B.A. University of Florida M.Ed. University of Florida	Business Education
Joe E. Burt B.M. Samford University M.M. Northwestern University	Music
Joseph H. Caldwell B.S. Florida State University M.S. Florida State University	Counseling
Carl E. Carrigan B.S. Northwestern State College M.S. Northwestern State College	Technical Education
Kenneth T. Clawson B.S. Appalachian State Teachers College M.A., Appalachian State Teachers College Ph.D. Florida State University	Division of Mathematics and Science
William F. Cobb M.A. University of Florida B.S.C.E. University of Georgia	Psychology

Orville W. Correll B.A. Johnson Bible College B.D. Luther Rice Seminary M.S. Stetson University Ed.M. Texas Christian University	Mathematics
James B. David B.S.Ch.E. University of Florida M.S. University of Florida	Physical Science
Thomas A. Delegal B.A.E. University of Florida M.A.E. University of Florida	Evening Studies
Granville P. Diffie B.S. University of Maryland M.Ed. University of Florida Ed.S. University of Florida Ed.D. University of Florida	Guided Studies
Harriette Dodson A.A. North Florida Junior College B.A. Florida State University M.A. Florida State University	English
Rae Shelley Drew B.A. Jacksonville University M.A. University of Florida	English
Herman Elson B.S. City College of New York M.A. New York University	Mathematics
Oliver R. Finch B.S.E. Georgia Southern College M.A. George Peabody College	Personnel Services
Gertrude E. Fitzgerald B.A. Meredith College M.A. Vanderbilt University	English
Edward E. Francis B.S. Western Carolina College	Accounting Services
Peggy M. Frank B.S. New York University M.A. New York University Ed.D. New York University	Guided Studies
Doris V. French B.S.E. Arkansas State College M.S.E. Arkansas State College	Business Education
Lenita F. Futrell B.S.E. Arkansas State College M.S.E. Arkansas State College	Business Education
Saunders Garwood B.D. Columbia Theological Seminary B.A. Valdosta State College M.A. Florida State University	Social Science
Caroline Hamilton B.S.E. University of Arkansas M.A. Louisiana State University	Mathematics
Donald F. Hampton B.S. Florida State University M.S. Indiana University	Business Education

Thomas W. Hardy A.B. Georgetown University M.A. University of North Carolina	English
Bobby R. Harper B.S.E. Arkansas A&M College	Physical Education
Rasanne R. Hartwell B.S. Florida State University M.Ed. University of Florida	Counseling
John A. Haynes B.A. University of Florida M.Ed. University of Florida	Dean of Guidance Services
H. B. Hodgkins B.A. University of Florida M.Ed. University of Florida	Registrar
Rita Jean Horky B.A. Iowa Wesleyan College M.A. George Peabody College for Teachers	Physical Education
Myron A. Howell B.S.E. University of Florida M.Ed. University of Florida	Mathematics
W. Shaupe Howell B.A.E. University of Florida M.S. Florida State University	Business Manager
Kenneth D. Israel B.A. Berea College M.A. George Peabody College for Teachers	Social Science
Ethel L. Jenkins A.A. Jacksonville University B.A. University of Florida M.A. Appalachian State Teachers College	Psychology
Iney P. Johnson B.S. Jacksonville University M.Ed. University of Florida	Biology
David Q. Jones B.A. Albion College, Michigan M.A. University of Michigan	Social Science
Edward E. Jones A.B. University of South Carolina Ph.D. University of North Carolina	Biology
Ted M. Jones B.A.E. University of Florida M.Ed. University of Florida	English
Irene M. Kehrt A.B. Hunter College M.A. University of Michigan	Physical Education
Barbara Lynn Keller B.A.E. University of Florida M.Ed. University of Florida	English
Robert A. Kennedy A.B. Millsaps College B.S. University of Alabama M.A. George Peabody College for Teachers Ed.D. Florida State University	Music

Erskine C. Key B.S. Troy State M.A. George Peabody College for Teachers Ed.D. George Peabody College for Teachers	Associate Dean of Academic Studies
Charles F. Kilgore B.A. Florida Christian College M.Ed. University of Chattanooga M.A. Emory University Ph.D. Emory University	Social Science
Cheryl L. Lloyd B.S.E. Arkansas State College M.S.E. Arkansas State College	Mathematics
John M. MacDonald B.S. East Tennessee State M.A. East Tennessee State	Social Science
John Manning B.S. Milligan College M.Ed. University of Mississippi	Physical Education
Lyndle E. McCurley B.S.E. Bethel College M.S.E. Arkansas State College	Physical Education
William F. McGrath B.S.M.E. Auburn University B.S.E.E. U.S. Naval Post Graduate School	Technical Education
Eloise Ann Mann B.A. Winthrop College M.S. Florida State University	Physical Science
A. Perkins Marquess B.S. Murray State College M.A. Murray State College	Physical Facilities
Dorothy Meister B.A. Skidmore College B.S. Columbia University, School of Journalism M.Ed. University of Florida	English
A. Wayne Mobley B.A. University of Florida M.A.T. University of Florida	Social Science
Clarence W. Moore B.A. Oklahoma City University M.A. Colorado State College	Biology
Joseph Wayne Morris A.A. Chipola Junior College B.A. Florida State University M.S. Florida State University	Social Science
E. Lee Nelson B.S.E. Arkansas State College M.S.E. Arkansas State College	Biology
Dianne F. Nuckalls B.E. University of Miami M.A. Florida State University	English
Allen G. Park B.S.E. University of Georgia M.A. University of Alabama	Mathematics

Ricardo Perez	Spanish
L.B. University of Havana	
Ed.D. University of LasVillas	
M.A. University of Florida	
Robert N. Pooley	Physical Science
B.A. University of Wisconsin	
M.S. University of Wisconsin	
Monett Powers	English
A.B. University of North Carolina	
M.A.T. University of North Carolina	
Charles D. Quick	English
B.A. St. Andrews Presbyterian College	
M.A. Appalachian State Teachers College	
Marian P. Raulerson	Mathematics
B.A. Clarke College	
M.A. Loyola University	
Ronald James Reed	Physical Science
A.A. St. Petersburg Junior College	
B.S. University of Florida	
M.Ed. University of Florida	
Howard C. Roey	Physical Education
B.S. Jacksonville University	
M.A. Appalachian State Teachers College	
Holland W. Road	Technical Education
B.S. Clarkson College of Technology	
M.S. New York State College for Teachers	
Ann G. Rose	English
B.A. Duke University	
M.A. Emory University	
Ralph E. Russell	Librarian
A.B. Florida State University	
M.S. Florida State University	
M.A. New York University	
Milton A. Russos	Social Science
A.A. Indian River Junior College	
B.A. University of Florida	
M.Ed. University of Florida	
Gilbert J. Schenkel	Auxiliary Services
B.S. University of Florida	
Regis J. Schiffbauer	Audio-Visual
B.S. West Virginia University	
M.A. West Virginia University	
Michael S. Seiferth	English
B.A. Rutgers University	
M.A. Appalachian State Teachers College	
Jimmie Lee Smith	Business Education
B.S. Tennessee Technological University	
M.A. George Peabody College for Teachers	
Catherine H. Sorensen	French
B.A. Ohio State University	
B.S. Ohio State University	
M.A. Ohio State University	
Ed.D. University of Florida	

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B.S. Florida State University

M.S. Florida State University

Robert J. Zanich

B.A. California State College at Los Angeles

M.Ed. University of Florida

President

Social Science

Social Science

English





GENERAL INFORMATION

History and Location

The Florida Junior College at Jacksonville was authorized by the 1963 Florida Legislature to provide a wide variety of educational services primarily for the people of Duval County and Nassau County. A College Advisory Committee was organized with Mr. Fred Kent as chairman and Mr. Donald Martin and Mr. Hugh F. Stone as co-chairmen. In December 1965, Dr. J. Bruce Wilson was named as the first president and was commissioned to organize the college.

The Florida Junior College at Jacksonville is located in temporary quarters at the Southside Campus, Flagler Avenue at Cedar Street, in Jacksonville, Florida and at the Cumberland Campus on Cumberland Road in Jacksonville, Florida.

Philosophy and Objectives of the Florida Junior College at Jacksonville

In the belief that it is properly the desire and intent of the people of Duval and Nassau Counties to make available for their own use an educational institution which will provide adequately for the attainment of a wide variety of educational goals, serve as a training center for various fields of community endeavor, and exist as a cultural center for the people, the following objectives are stated:

The Florida Junior College at Jacksonville shall —

1. Provide two years of college work acceptable for transfer to four-year colleges and universities.
2. Provide programs that will prepare the individual for immediate employment in the industries and businesses of this area.
3. Provide suitable courses for adults who wish to enrich their lives and improve their personal efficiency.
4. Provide educational leadership.
5. Serve as a center to foster cultural development.

STUDENT PERSONNEL SERVICES

The Office of Student Personnel Services is designed to assist the student in maximizing his college experience.

Testing

As part of its advising program Florida Junior College at Jacksonville requires all entering day students to take the American College Test (ACT). The ACT results are not used for admission but as an aid in better advising students. All entering day students must take the American College Test prior to program counseling or scheduling classes.

Application forms for this test are available from local high school guidance counselors and through the college Admissions Office or Student Personnel Services Office.

The student should plan to take this test on one of the following dates:

Test Date	Test Registration		Refund Date
	Open	Closes	
May 13, 1967	Feb. 20	April 22	June 3
August 5, 1967	May 15	July 15	August 26

Information on additional dates for the administration of the ACT may be obtained from the Office of Student Personnel Services.

A list of test centers, registration offices and colleges that require or recommend the ACT can be found in the Student Information Bulletin given to those registering for the test.

The Office of Student Personnel Services offers a program of group and individual testing designed to serve students. Intelligence tests, interest inventories and aptitude tests are available to students seeking assistance in these areas. Faculty and administration may refer students for individual testing at anytime. Tests will be administered by members of the counseling staff who will interpret test scores in individual conferences with students.

Advising

After American College Test data and other records have been made available, each entering day student will be assigned a faculty advisor. This advisor will assist the student with proper course planning and placement in the college curriculum. Every student is expected to arrange at least one interview with his advisor each term.

Counseling

Vocational, academic and personal counseling services are provided by the Office of Student Personnel Services. Members of the Student Personnel Services staff are available on both campuses and students should feel free to consult with these counselors at any time they desire.

Orientation

The Office of Student Personnel Services will conduct orientation programs for new students. The programs are designed to acquaint the student with the services, regulations, and policies of the college.

Financial Aids

A program of financial aids to assist qualified students toward their educational goals has been developed as a function of the Office of Student Personnel Services. Through the use of scholarships, loans, and student employment, it is possible for deserving students with limited resources to attend the college.

Applicants must have been admitted to the college, with all previous school records on file in the Office of the Registrar, before financial aid applications can be approved.

Scholarships

Scholarships are available in limited numbers to full-time students whose academic records demonstrate above-average ability and whose family or personal circumstances make financial assistance necessary. Following is a list of the scholarships for the 1966-67 academic year which were given by local organizations for students attending the Florida Junior College at Jacksonville:

- Administrative Management Society
- American Business Women's Association, Golden Key Chapter
- American Business Women's Association, Signal Light Chapter
- Brentwood School P.T.A. Fielding Memorial Fund
- Englewood High School
- Florida Junior College Administrators
- Hoydon Burns Scholarships
- Insurance Women of Jacksonville
- Molaka Club
- National Secretaries Association
- Pilot Club of Jacksonville
- Pythian Sunshine Girls Grand Council of Florida
- Senior Girls' Club of Ribault High School
- Riverside Baptist Church
- St. Paul Methodist Church Women's Society
- United Daughters of the Confederacy, Robert E. Lee Chapter
- Winn-Dixie Stores Foundation
- Woman's Club of Jacksonville

Loans

Federal and state scholarship loans are available for students whose records indicate ability to succeed in their chosen fields of study.

National Defense Student Loans

The Florida Junior College at Jacksonville cooperates in the program of loans under Title II, National Defense Education Act of 1958. These loans, repayable

over a 10 year period starting 9 months after completion of studies, are made available by the U. S. Government

Florida Student Scholarship Loan

Full-time students who have been legal residents of Florida for the past three years and whose records indicate ability to succeed are eligible to receive a long-term loan for the amount of the tuition for an entire academic year. The loan is to be repaid at the rate of 4% per year beginning at the time of graduation or termination as a full-time student. Efforts will be made to continue the loan, once approved, for the duration of the student's need. Special consideration will be given when transfer is made to a senior college or university.

State of Florida Teaching and Nursing Scholarship Loan

The State of Florida offers a number of scholarship loans for Florida residents who are planning to become teachers or nurses in Florida. Competitive examinations for these awards are held in October under the supervision of the local superintendent of schools.

Work-Study Program

The College Work-Study Program is designed to assist students with their college financing through part-time work. This work is on campus and students approved for this program may work from 10 to 15 hours per week at the rate of \$1.25 per hour.

Student Activities

A well rounded program of co-curricular activities will be available to students of the Florida Junior College at Jacksonville. The development of the co-curricular program is based on the concepts that a successful student is a well rounded student. Diversified activities in a field of interest encourage growth and maturity, and serve to complement the intellectual and academic values of the college.

Student needs and initiative will play a significant role in the development of the program of co-curricular activities.

Questions concerning the co-curricular activities should be directed to the Student Activities Office. Activities provided through Student Activities include:

Intramurals

Flag Football
Volleyball

Swimming
Tennis

Clubs and Organizations

Circle K
Cavaliers
Surfers
Psychology
*K'ettes
Student Baptist Union
*The Masques

*Engineering Technologies
*Literary Magazine
Student Newspaper
Student Government Association
Starliters
Future Secretaries
*Organizations currently forming

Activity Periods

Time periods are set aside each week for on-campus student activities. Special programs ranging from film presentations to lectures and performing student groups are made available to all students. Clubs and organizations conduct their meetings during these periods.

Student Accident Insurance

A student insurance policy, provided by a commercial firm approved by the college, is available to all students. Applications must be made at the beginning of the fall term for each year this insurance is desired. Application may be secured from the Office of Student Personnel Services.

Dress

All students attending the Florida Junior College at Jacksonville should dress in good taste. Good taste specifically prohibits men students from wearing shorts, going

without socks and wearing on the outside, shirts designed to be worn inside; also women students from wearing shorts, slacks, dungarees, or halter dresses.

Drinking

Possession of alcoholic beverages, drinking, or being intoxicated on the campus or at college functions on or off the campus is prohibited by the college.

Standards of Acceptable Behavior

The conduct of students, both in and out of college, is expected to be honorable and dignified. College students are considered to have reached the age of responsibility and discretion and to realize that the responsibility for success in college rests largely upon themselves.

The college reserves the right to dismiss any student whose behavior, on the campus or off the campus, is considered undesirable or harmful to the college.

Changes

The college reserves the right to change rules, regulations, and policies at any time.



ADMISSION REQUIREMENTS

Students desiring to enter the Florida Junior College at Jacksonville should write, phone, or visit the Office of the Registrar to obtain their application for admission. The completed application, together with proof of previous education, must be filed with the Registrar before the date specified in the college calendar. The Office of Registrar will notify the student concerning his acceptance by the college.

New Students

Students who are taking college work for the first time are considered for acceptance if they have:

1. Graduated from an approved secondary school by the last date for completing admission files as specified in the college calendar, or
2. Completed the General Educational Development Tests and been granted a high school equivalency diploma by a State Department of Education—(information concerning the G.E.D. Program can be obtained from the Guidance Director or from established testing centers throughout the State of Florida), or
3. Earned the United States Armed Forces Institute High School Diploma while a member of the armed services, with scores as high as those required by the State under the G.E.D. test requirements in Number 2.

These students are admitted for credit.

It is recommended that prospective students present scores on the American College Test at the time they apply for admission.

Transfer Students

Students who have previously attended other colleges or universities must show evidence of honorable termination at those institutions. For credit admission, an official transcript of the work completed at the last college attended must be filed with Office of the Registrar together with the application for admission, before the date specified in the college calendar. Students not eligible for readmission to another college or university will not be considered for admission to the Florida Junior College at Jacksonville until they have been out of college for at least one term. Non-attendance for the period of one six-week summer term will not fulfill this requirement.

Test requirements for transfer students are the same as for new students.

Transfer of work completed at other institutions will be granted provided the grade of "C" or better, or its equivalent, has been attained. Students who have attended more than one college and who desire to transfer work from each college, must provide the Office of the Registrar with a transcript from each college, in addition to the transcript from the last college attended. If requested, the student must furnish a catalog of the institution from which he desires to transfer credit, marked to indicate the courses taken. Transfer students are normally admitted for credit.

Special Students

- A. **Admitted for credit**—Students who have completed admission files for credit admission, but who do not plan to follow any prescribed course of study. Students in this category would include in-service teachers, junior college graduates taking extra courses, persons holding degrees higher than an associate degree, or persons taking courses for personal advancement. In-service teachers in Duval and Nassau Counties may provide proof of previous education by submitting to the Office of the Registrar, by the prescribed date in the college calendar, a letter from their principal or supervisor, stating their employment status.
- B. **Admitted for audit**—Students who designate on their application that they wish to be enrolled for audit. Such students will receive a grade of "X" in all credit courses taken. This status may be changed any subsequent term by notifying the Office of the Registrar and providing the necessary proof of previous education before the prescribed date in the college calendar; however, once the date has passed, no change will be made for the current term.

Foreign Students

Persons who are not residents of the United States are invited to apply for admission to Florida Junior College at Jacksonville. Such applicants should follow the procedure outlined for New Students or Transfer Students, whichever would apply. If none of the criteria under these headings apply, foreign students are considered for admission on an individual basis.

In addition to the proof of previous education, the foreign applicant must:

1. Provide a certified English translation of any foreign transcript offered as proof of previous education.
2. Provide proof of proficiency in the use of the English language by either personal interview with a representative of the college or certification in writing of proficiency by the U. S. Consul in the student's home country.

Foreign students accepted for admission will be notified of their acceptance and will be provided with form I-20A as required by the U.S. Department of Justice. Foreign students should apply for admission well in advance of their intended term of admission so as to allow time for the completion of all requirements.

FEE SCHEDULE

Registration Fees

For Students Enrolled For Twelve (12) or More Semester Hours Credit

	Fall Term	Winter Term
Students from Duval and Nassau Counties and other junior college supporting counties.		
Matriculation	\$100.00	\$100.00
Florida students from non-supporting counties		
Matriculation	100.00	100.00
Tuition	15.00	15.00
Non-Florida students		
Matriculation	100.00	100.00
Tuition	75.00	75.00

For Students Enrolled For Less Than 12 Semester Hours Credit

	Per College Hour
Students from Duval and Nassau Counties and other junior college supporting counties	\$ 8.50
Florida students from non-supporting counties	10.00
Non-Florida students	16.00

General Adult Courses

Non-Laboratory Courses	\$ 2.00
Laboratory Courses	4.00
Typewriting Courses	5.00

Special Fees — All Students

Late Registration	\$ 5.00
Music — one applied lesson per week	25.00
Music — additional lessons per week	15.00
Art Fee — art classes	5.00
Lab Fee	5.00
Graduation Fee	10.00
Transcript Fee	
A. First two transcripts	Free
B. Additional transcripts — each	1.00
Chemistry breakage deposit (refundable)	5.00

Refunds

Should the student officially withdraw from college, refunds of all fees, except the late registration fee, will be made on the following basis:

Withdrawal prior to the deadline in the college catalog	70%
Withdrawal after deadline	None

Full refunds will be paid if the college finds it necessary to cancel a course for which the student has paid.

No refunds are automatic; this applies to courses which are cancelled as well as those that are not. Requests for refunds should be initiated at the Office of the Registrar.

GENERAL REGULATIONS

Resident Classification

A Florida student, if over twenty-one years of age, is one: (1) whose parents are residents of Florida (or were at the time of their death) and who has not acquired residence in any other state; or (2) who, while an adult, has been a resident of Florida for at least twelve consecutive months immediately preceding his registration, provided such residence has not been acquired while attending any school or college in Florida; or (3) who is the wife of a man who has been a resident of Florida for at least twelve consecutive months preceding her registration; or (4) who is an alien who has taken out his first citizenship papers and who has been a resident of Florida for at least twelve consecutive months immediately preceding his registration.

Classification of residence does not change after the first registration except when parents of a minor move to and become legal residents of this state as defined above. Any request for change in residential classification will require legal proof of change.

Add/Drop

Except in the case of cancelled classes, schedule changes are made at the convenience of the college. Students desiring to change their schedules must follow the procedure as adopted.

Grade Reports

The college will furnish the student with mid-term grade reports and with end-of-term grade reports. It will be the general practice of the college to mail these grade reports to the parents or guardians, whenever this is applicable.

Concurrent Registration

A student registered at the Florida Junior College at Jacksonville may not receive credit at this college for work taken concurrently at another college or university without prior written approval of the appropriate dean.

Identification Card

Any student who enrolls at the Florida Junior College at Jacksonville is required to have an official student ID Card. Registration is not complete until the student has been photographed or otherwise satisfied the requirement.

Time Limit for Graduation

If a student does not graduate within five years of the date of his original enrollment at the Florida Junior College at Jacksonville, he must meet the requirements of the catalog in effect for the year in which graduation occurs.

Credit Limitations

A maximum of fifteen college hours of acceptable correspondence and/or extension work, approved by the college registrar, may be applied to the associate degree. Such work must be at freshman or sophomore level.

When submitted to fulfill degree requirements, credits more than ten years old will be re-evaluated.

Physical Education

Students who plan to graduate from Florida Junior College at Jacksonville must satisfactorily complete four terms of physical education unless excused for one of the following reasons:

1. Reached the age of 25 before the term of admission.
2. A veteran of two years active duty.
3. Is currently on active military duty.
4. Has been excused by medical certificate.

Veterans of two or more years active duty must provide such proof to the Office of the Registrar in order to be exempted from PE. Students desiring to be excused for medical reasons must have a medical doctor complete the required form. This form can be obtained in the Office of the Registrar.

Auditing of Courses

Any student of the college may elect at the time of registration to enroll in a course for audit. A grade of X will be assigned to all audit students enrolled in college courses carrying semester hours credit and to all credit students who either elect at the time of registration to audit a course or who are permitted to audit a course by the end of the sixth week of class. To change from credit to audit after registration, a student must process the change form through the instructor, the advisor and the appropriate dean. Any request for change from credit to audit must be presented to the Registrar no later than the end of the sixth week of class. Fees for credit courses taken on an audit basis are the same as those taken on a credit basis. Courses taken for audit do not count as hours enrolled for Veteran purposes or for Selective Service deferments.



GENERAL EDUCATION

General Education, as conceived at the Florida Junior College at Jacksonville, is concerned with responsible citizenship in a democratic situation. It is formulated to develop student skills, attitudes, and understandings.

General Education should provide a sound foundation and create interest in personal, family and citizenship problems so that the student obtains understanding and the ability to deal with problems.

General Education also implies an art of living, and presents studies that are considered the core of liberal education, a liberal education that makes men free and emphasizes human rather than material values. It deals with many art forms, such as music, art, and literature and is concerned with the technical, emotional, and intellectual experiences of all times.

Personnel at the Florida Junior College at Jacksonville feel that the specialist should have general education experience for a better appreciation of the relationship of his special field of knowledge to the whole of knowledge and the needs of society, the latter being a constant challenge for the student.

General Education Requirements

1. The General Education program shall consist of a minimum of 43 college hours of work.
2. For the purpose of certification in General Education, no course with a grade of less than "C" will be counted as a part of the 43 required credits.
3. In order to qualify for General Education Certification on his permanent record the student shall meet Graduation Requirements at the Florida Junior College at Jacksonville.
4. The following subject areas shall be included in the program in the manner specified below:

Area I. Communications (a minimum of 6 college hours)

The student shall earn not less than 6 college hours of credit in this area.

Required Courses

EH 101-102 — English Composition 6 semester hours credits

Elective Courses

Any English course (those designated EH in catalog)

Any Foreign Language course (those designated FH, GN, and SH) SCH 105 — Fundamentals of Speech

Area II. Humanities (a minimum of 9 college hours)

The student shall earn not less than 9 semester hours of credit from among these courses:

ART 118 — Art Appreciation 3 semester hours credits

EH 201 — Great Ideas in World Literature 3 semester hours credits

HS 201 — Humanities 3 semester hours credits

MSC 105 — Music Appreciation 3 semester hours credits

PY 201 — Introduction to Philosophy 3 semester hours credits

Area III. Mathematics (a minimum of 3 college hours)

The student shall earn not less than 3 college hours of credit in this area.

Required Courses

MS 101 — College Mathematics 3 semester hours credits

Note: Students with sufficient background may elect a higher-level mathematics course in place of MS 101. Business Mathematics or Technical Mathematics will not meet the General Education requirement.)

Elective Courses

Any Mathematics course (those designated MS in catalog)

Area IV. Natural Sciences (a minimum of 10 college hours)

The student shall earn not less than 10 college hours of credit in this area.

Required Courses

SC 101 — Life in Its Biological Environment... 4 semester hours credits
(or any 4-credit Biological Science course designated BY in the catalog)

SC 102-103—Life in Its Physical Environment... 6 semester hours credits
(or a two-semester sequence in Chemistry — designated CY; or a two-semester sequence in Physics—designated PS; in either of which instances the credits would total 8 instead of 6)

Elective Courses

Any of the courses indicated above (i.e., those designated BY, CY, PS, and SC in the catalog)

Area V. Social Sciences (a minimum of 9 college hours)

The student shall earn not less than 9 semester hours of credit from among these courses.

ES 201 — Principles of Economics	3 semester hours credits
GY 105 — World Geography	3 semester hours credits
HY 101 — Western Civilization	3 semester hours credits
HY 102 — Western Civilization	3 semester hours credits
*HY 201 — American History	3 semester hours credits
HY 202 — American History	3 semester hours credits
*PLS 201 — American Federal Government	3 semester hours credits
*SLS 103 — Human Institutions	3 semester hours credits
SY 201 — Introductory Sociology	3 semester hours credits

*One of the three starred courses must be taken in order to meet the State Law requiring instruction in the U. S. Constitution for anyone graduating from a public junior college in Florida

NOTE: The remainder of the 43 college hours of credit in General Education may be taken from among any of the courses listed as Elective Courses above.

Maximum and Minimum Student Course Load

The maximum load for an entering first term regular day division freshman is 18 college hours. The maximum load for a regular day division student who failed to maintain a "C" average for the preceding term or summer session is 15 college hours. The maximum load for a regular day division student who has an average "B" or above during the preceding term or summer session is 21 college hours. A full time student is defined as one who has enrolled for 12 or more college hours.

Students who are enrolled only in the evening division are limited to a maximum of 12 college hours. Evening students on probation are limited to a maximum load of 8 college hours. A maximum of 12 college hours will be observed for any evening student. There is no minimum load.

Term III and IV students shall not earn or attempt more than 14 college hours across the two terms. Except in cases where courses start in Term III and end in Term IV, a student shall not earn or attempt more than 7 college hours per term.

Class Attendance, Absences and Tardies

No absences or tardies are sanctioned by the college.

Absences will be considered excessive and the student could lose credit if he is absent more than the following:

Courses meeting once a week.....	1 absence
Courses meeting twice weekly.....	2 absences
Courses meeting three times.....	3 absences
Courses meeting four times.....	4 absences
Courses meeting five times.....	5 absences
Evening Classes.....	1 absence

For excessive absences in any course, members of the teaching faculty may deny credit to students by giving the grade of E. This will be done after the faculty member concerned has considered all factors involved.

Three tardies will be counted as one absence. Tardies will be counted as an absence if the student misses as much as one-third of the class. A grade of F will result in all classes from which a student is absent at least 25 per cent (25%).

Grading System

Letter grades will be assigned for all courses for which students have registered as follows:

A Excellent	D Poor	WF Withdrawal—Failing
B Good	E Failure—Non-Attendance	I Incomplete
C Average	F Failure—Academic	NC Non-Credit Courses
	WP Withdrawal—Passing	X Audit

Satisfactory grades are A, B, and C. Most colleges and universities will not accept a transfer of D.

Students officially withdrawing from credit courses after the add/drop period will receive a grade of WP or WF. Until the end of the sixth week of class a student may withdraw without penalty and will receive the grade WP. Students must process the withdrawal form and must present the form to the Registrar's Office no later than the end of the sixth week of class. Students withdrawing after the end of the sixth week must have a grade stated on the form in addition to the faculty member's signature. A grade of WP will be given in each course from which a student withdraws after the sixth week of class providing he has an A, B, C, or D at the time of withdrawal. A grade of WF will be given if grades of E or F are given.

At the prerogative of the Faculty Member concerned, a grade of I may be assigned in each course in which a student does not finish his work on regular schedule. Incomplete grades must be changed to grades other than WP, WF, E, X, or NC by the date published in the college calendar. Incomplete grades count as F until changed. If not changed by the date in the calendar, the student's record will be changed to reflect F. For purposes of computing grade point average, Dean's list, Probation, and Suspension, the grade of I is considered to be F until it is removed. The grade of X will be assigned to all audit students in college credit classes and to credit students auditing credit courses.

Once a final grade in a course has been reported to the Registrar by the member of the teaching faculty, it can be changed only by the faculty member's recommending such change and receiving the endorsement of the Division Director and Dean. Such recommendations must be made on the proper form.

Quality Points

To evaluate the scholastic standing of students, the following quality points are assigned to grades:

- A — 4 quality points per credit hour
- B — 3 quality points per credit hour
- C — 2 quality points per credit hour
- D — 1 quality point per credit hour
- E — 0 quality point per credit hour
- F — 0 quality point per credit hour
- WF — 0 quality point per credit hour
- I — 0 quality point per credit hour

The student's scholastic standing or quality point average is obtained by dividing his total number of quality points by the total number of college hours for which the above grades are assigned. A course repeated is counted as many times as such grades are recorded.

Dean's List

The Dean's list is published at the end of each term and contains the name of all students carrying 12 or more semester hours who have earned a grade point average of 3.5 or above during the term and who have received no grade below C.

Honors Program

The Honors Program is administered by its director in conjunction with appropriate officials within the instructional area. Students interested in applying for the Honors courses should initiate a request with their advisor. Students are selected for the program on the basis of test scores, high school grades, class rank, or recommendation by the instructor in the academic area or the assigned counselor. The placement is subject to the approval of the Director of the Honors Program. The program offers the student enriching experiences in specified areas of study incorporating a variety of teaching approaches. The student is evaluated by the classroom instructor. An A-B average will be required to remain in the program or the student will return to a regular class section. Upon successful completion of an Honors requirement, the student will qualify for an Honors designation on his junior college transcript. Honors courses or programs are currently offered in the following areas: Art (special project), English (EH 101; EH 102), and Mathematics (MS 121).

Probation and Suspension

The following academic probation and suspension policy is used at the Florida Junior College at Jacksonville:

The cumulative grade point average will be used in determining the academic status of the student. Any term in which the student has completed ten or more semester hours, or in which the part-time student has completed a block of ten or more hours, the academic status of the student shall be computed.

Students must meet the following criteria:

Term or Block	Cumulative G.P.A.
1st 10 or more hours	1.25
2nd 10 or more hours	1.50
3rd 10 or more hours	1.75
4th 10 or more hours	2.00

The first term or block in which the student does not achieve the above G.P.A., he shall be placed on probation. If the G.P.A. is not raised to the required level by the next term or block, the student shall be suspended for one semester, providing he does not make a 2.00 G.P.A. in the course(s) for which he is enrolled during the term. Students achieving a 2.00 G.P.A. for the term will be allowed to remain at the college on a probationary status.

Students who are suspended cannot earn credit for one full term. Non-attendance during one summer term does not fulfill this requirement.

Transfer students are subject to the same probationary requirements. The term or block level will be determined by the number of hours which are accepted by transfer at the Florida Junior College at Jacksonville.

Withdrawal

To withdraw from college, or from a course, the student will use the following procedure:

1. Obtain withdrawal form from the Registrar.
2. Complete form and obtain signatures of faculty advisor, members of the teaching faculty involved, the Librarian, the Business Office and the Dean of Guidance in that order.
3. On approval of the above persons, turn in I.D. Card to the Dean of Guidance Services if withdrawing from college.

Any student who does not follow this procedure will receive a failing grade in each subject affected, and this action will become a part of his permanent record.

Institutional Credit

Certain courses such as those in the Guided Studies program carry institutional credit. These credits are not intended for transfer. The courses are designated Institutional Credit.

GRADUATION REQUIREMENTS

Florida Junior College at Jacksonville holds only one Commencement exercise each year, at the end of the second academic term, generally in May. However, students will be graduated at the end of any term in which they complete the requirements. Students graduating at the end of Term I, III, or IV, may participate in the next formal commencement exercise. Florida Junior College at Jacksonville will award the Associate of Arts degree or the Associate of Science degree to all students who satisfy the following requirements:

1. Complete the courses offered in one of the curriculums of the college.
2. Earn a grade point average of 2.00 (C) on all college credit courses.
3. Complete an application for graduation and return it to the Office of the Registrar before the date published in the catalog. Students must make application during the term in which they expect to be graduated, regardless of previous applications made.
4. Complete the last 15 college hours in residence at the Florida Junior College at Jacksonville.
5. Students completing their requirements and applying for graduation at the end of Term II are required to attend all graduation rehearsals and services.
6. Fulfill all financial obligations to the college.
7. Complete at least 64 college hours of course work.
8. Complete the general education requirements or one of the transfer or terminal programs offered by the college.
9. Complete four terms of physical education unless excused for one of the following reasons: reached the age of twenty-five, is a veteran of two years active duty, is currently on active military duty, has been excused by medical certificate.
10. Evening students must complete all requirements 1-8. For each 15 hours completed at night, the student is exempted from 1 Physical Education credit; however, the student must still present at least 64 hours for graduation. The evening student must be in attendance during the term prior to graduation.
11. A course may be taken for credit any number of times but will be counted as credit toward a degree only once; however, grade point average will be computed each time a course is taken. This applies to the general education requirements as well as the elective hours a student must earn.

VETERANS EDUCATION

The 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 veteran's training laws and dependents of deceased veterans who expect to enroll under the War Orphans Educational Assistance Act, should contact their area Veterans Administration Office or their county Veterans Office well in advance of registration. The Veterans Administration Office for the Jacksonville area is located in the main Post Office Building, 311 West Monroe Street, Jacksonville, Florida. Upon enrollment, Veterans and Veteran Dependents are required to pay all regular fees and charges, just as other students. Educational allowance is paid monthly to the student for training time computed as follows:

14 or more semester hours.....	Full Time
10 thru 13 semester hours.....	¾ Time
7 thru 9 semester hours.....	½ Time
1 thru 6 semester hours.....	Less than ½ Time

SELECTIVE SERVICE

When requested by the student or board and sufficient information is given, the college provides to the Selective Service Board, proof of a student's registration. The college assumes no responsibility in interpreting existing regulations under the Selective Service Act. The college serves only as a reporting agency. It is the responsibility of the student to interpret the regulations of the Selective Service System as they apply to him.

PROGRAM OF COMMUNITY SERVICES

Through the program of Community Services the college offers programs of study, institutes, short courses, seminars, workshops, clinics and lectures to meet the suggested educational needs of adult groups in the community.

Requests for such offerings are encouraged by the college. Consideration for such offerings is based upon the level of instruction, the number interested and the availability of qualified personnel.

Inquiries should be addressed to the Director of Community Services.

GUIDED STUDIES

Admission to the Florida Junior College at Jacksonville is open to all high school graduates. There are certain minimum requirements, however, for academic and specialized courses and programs. These requirements have been established to insure, as far as possible, that students will be successful in the work which they attempt. Since the Florida Junior College at Jacksonville is a community junior college, it must be interested not only in the student who desires and is able to do university parallel work, but also in the student who is interested and capable of doing work in technical and other specialized programs.

High school graduates who have been away from academic studies for a period of time, or who feel they need additional preparatory work, may enroll in Guided Studies courses.

In order to help students determine needs for preparatory work, all day students, as part of their admission requirements, must take the American College Test Battery. See testing under Student Personnel Services.

EXPERIMENTAL COLLEGE

The Florida Junior College at Jacksonville is instituting an Experimental College as part of its educational offerings. The Experimental College represents an exciting departure from highly formalized educational programs usually found in colleges and universities and thus represents a true innovation in higher education.

The program of the Experimental College constitutes an educational framework distinct unto itself. It is essentially geared to the ever-changing intellectual and cul-

tural requirements of qualified students who are willing to travel a new road in their beginning college experience. The Experimental College holds to this pioneering tradition by providing educational offerings in a constantly challenging and expanding educational environment characterized by new tested learning techniques, programmed learning and unparalleled freedom in the learning process.

Emphasis is placed on the student developing an increasing responsibility in this learning process. High student aptitude and achievement are considered necessary and therefore a prerequisite to admission in the Experimental College.

GENERAL ADULT COURSES

General adult and vocational courses may be offered based upon interest evidenced by the community, availability of qualified instructional personnel, equipment, budget limitations and, in some cases, steering committee approval.

The following brief listing will serve as examples of types of courses available:

Elementary Education

Reading

Civics

Current Affairs

Safety Education

Law for Laymen

Personal Finance

Leadership Training





PROGRAMS OF STUDY

1967-68

- **Associate Degree Programs**

Offering

The First Two Years of
Bachelor's Degree Work for
Students Transferring to
Senior Colleges

- **Associate Degree Programs**

in

Occupational Education
for Students not Planning
to Transfer to Senior Colleges

- **Certificate Programs**

of

Less than Two Years in Length



UNIVERSITY PARALLEL PROGRAMS

COURSES OF STUDY LEADING TO ADVANCED DEGREES

The following programs of study are designed primarily as the first two years of four-year degree programs for students expecting to transfer to senior institutions. Satisfactory completion of one of these two-year programs of study will qualify the student for the Associate in Arts Degree.

Any student expecting to transfer to a senior college from the Florida Junior College at Jacksonville is advised to write to the Registrar of that college for information concerning special course requirements that should be met while attending the Florida Junior College at Jacksonville. Catalogs of various senior colleges are on file, and counselors are available to assist the student in working out his academic program. Final responsibility for choice of program, however, rests with the student.

GENERAL COLLEGE

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
*	Approved Social Science Electives	6
SC 101	Life in Its Biological Environment	4
Mathematics	Any 3-credit course (except BEN 125, MS 113, MS 114, MS 127)	3
***	Approved Humanities Elective	3
PE 101-102	Physical Education	2
**	Approved Electives	8
		32
SOPHOMORE YEAR		
***	Approved Humanities Electives	6
SC 102-103	Life in Its Physical Environment	6
*	Approved Social Science Elective	3
PE 201-202	Physical Education	2
**	Approved Electives	15
		32

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The six remaining credits needed to meet general education requirements must be selected from courses listed in the General Education section of the college catalog on page 23.

**Foreign Language recommended.

***Three of the following courses must be selected:

Art 118, EH 201, HS 201, MSC 105, and Py 201, Art 118 and/or MSC 105 may be taken in the freshman year.

NOTE:

Requirements for major areas of interest not listed in the following pages may be met by using electives in the General College program and by substituting more advanced courses for those indicated in Biology, Physical Science, and the Social Sciences.



ARCHITECTURE

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
SC 101	Life in Its Biological Environment	4
EG 101	Engineering Drawing	3
*	Approved Social Science Electives	6
PE 101-102	Physical Education	2
MS 115	College Algebra and Trigonometry	4
EG 102	Descriptive Geometry	3
MS 131	Calculus with Analytic Geometry	4
		<hr style="width: 100%;"/>
		32
SOPHOMORE YEAR		
**	Approved Humanities Electives	9
PS 201-202	General Physics	8
MS 232-233	Calculus with Analytic Geometry	8
*	Approved Social Science Elective	3
PE 201-202	Physical Education	2
***	Approved Elective	3
		<hr style="width: 100%;"/>
		33

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The six remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

**Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, and PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.

***ART 101, ART 103, PSY 105, SCH 105.

ART

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
ART 101-102	Drawing I and II	6
ART 103-104	Design I and II	6
*	Approved Social Science Electives	6
SC 101	Life in Its Biological Environment	4
Mathematics-	Any 3-credit course (except BEN 125, MS 113, MS 114, MS 127)	3
PE 101-102	Physical Education	2
		<hr style="width: 100%;"/>
		33
SOPHOMORE YEAR		
**	Approved Humanities Electives	9
ART 203-204	Art History I and II	6
ART 205-206	Painting I and II	6
SC 102-103	Life in Its Physical Environment	6
PE 201-202	Physical Education	2
*	Approved Social Science Elective	3
		<hr style="width: 100%;"/>
		32

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The six remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

**Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, and PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.

BUSINESS ADMINISTRATION

This program is designed for students who wish to continue their studies in Business at a four-year college.

FRESHMAN YEAR	CREDITS
EH 101-102 English Composition	6
MS 105 College Algebra	3
MS 127 Elementary Statistics	3
SC 101 Life in Its Biological Environment	4
SCH 105 Fundamentals of Speech	3
BAN 101 Introduction to Business	3
BAN 211 Principles of Management	3
PE 101-102 Physical Education	2
* Approved Social Science Electives	6
	33
SOPHOMORE YEAR	
** Approved Humanities Electives	9
SC 102-103 Life in Its Physical Environment	6
PSY 105 General Psychology	3
BAN 201-202 Principles of Accounting	6
ES 201-202 Principles of Economics	6
PE 201-202 Physical Education	2
	32

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The three remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

**Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, and PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.

NOTE:

Typewriting is recommended for students who did not take it in high school.



BUSINESS EDUCATION

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
MS 101	College Mathematics	3
*	Approved Social Science Electives	6
SC 101	Life in Its Biological Environment	4
BAN 101	Introduction to Business	3
**BEN 202	Advanced Typewriting	2
BAN 201-202	Principles of Accounting	6
PE 101-102	Physical Education	2

SOPHOMORE YEAR

**BEN 106	Intermediate Shorthand	3
**BEN 205	Advanced Shorthand	3
***	Approved Humanities Electives	9
EN 105	Introduction of Education	3
ES 201-202	Principles of Economics	6
PE 201-202	Physical Education	2
SC 102-103	Life in Its Physical Environment	6

32

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The three remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

**Students will be placed in the appropriate course indicated by their level of accomplishment.

***Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, and PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.

32

PRE-DENTAL, PRE-MEDICAL, AND PRE-VETERINARY MEDICINES

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
MS 105	College Algebra	3
MS 110	Trigonometry	3
BY 101	Botany	4
BY 103	Zoology I	4
*	Approved Social Science Electives	6
	Foreign Language	6
PE 101-102	Physical Education	2

34

SOPHOMORE YEAR

CY 103-104	General Chemistry and Qualitative Analysis	8
PS 201-202	General Physics	8
**	Approved Humanities Electives	9
*	Approved Social Science Elective	3
PE 201-202	Physical Education	2

30

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The six remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

**Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, and PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.

ENGINEERING

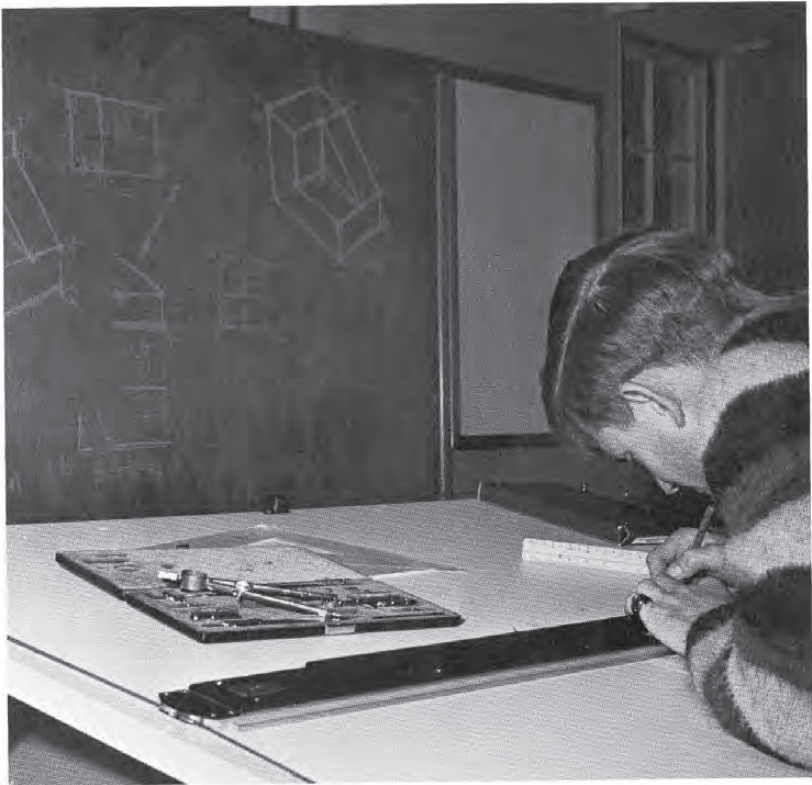
FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
EG 101	Engineering Drawing	3
EH 102	Descriptive Geometry	3
MS 115	College Algebra and Trigonometry	4
MS 131	Calculus with Analytic Geometry	4
SC 101	Life in Its Biological Environment	4
PE 101-102	Physical Education	2
*	Approved Social Science Electives	9
		35
SOPHOMORE YEAR		
**	Approved Humanities Electives	9
CY 103-104	General Chemistry and Qualitative Analysis	8
PS 201-202	General Physics	8
MS 232-233	Calculus with Analytic Geometry	8
PE 201-202	Physical Education	2
		35

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The six remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

**Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, and PY 201. ART 118 and/or, MSC 105 may be taken in the freshman year.



FORESTRY

This program is designed for students interested in general forestry, industrial forestry, timber management, forest science, forest recreation, and wildlife. With slight alteration, it also prepares students for training in forest products technology. Consultation with senior schools of forestry for details about various programs of study is recommended.

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
*	Approved Social Science Electives	6
CY 101-102	College Chemistry	
	or	
CY 103-104	General Chemistry and Qualitative Analysis	8
MS 105	College Algebra	3
MS 110	Trigonometry	4
BY 101	Botany	4
PE 101-202	Physical Education	2
		33
SOPHOMORE YEAR		
**	Approved Humanities Electives	9
***ES 201-202	Principles of Economics	6
FS 201-202	General Physics	8
MS 131	Calculus with Analytic Geometry	4
PE 201-202	Physical Education	2
****	Approved Electives	3
		32

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The three remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

**Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, and PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.

***Students planning to study forest products technology should omit ES 201-202 and take MS 232-233; EG 101-102.

****Approved Electives: BY 103-104; SCH 105; TE 103; MS 127.

The above program is recommended by the School of Forestry of the University of Florida.

HEALTH, PHYSICAL EDUCATION, AND RECREATION

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
*MS 101	College Mathematics	3
SC 101	Life in Its Biological Environment	4
**	Approved Social Science Electives	6
PE 101-102	Physical Education	2
SCH 105	Fundamentals of Speech	3
HH 105	Personal and Community Health	3
HH 107	First Aid I	1
HH 108	First Aid II	1
PE 151	Introduction to Physical Education	3
		32
SOPHOMORE YEAR		
BY 207	Anatomy and Physiology	4
***	Approved Humanities Electives	9
**	Approved Social Science Elective	3
SC 102-103	Life in Its Physical Environment	6
EN 105	Introduction to Education	3
PSY 105	General Psychology	3
PE 205	Sports Officiating	2
PE 201-202	Physical Education	2
		32

*Students with sufficient background may elect a higher level Mathematics course.

**One of the following must be taken:

SLS 103, HY 201, or PLS 201. The six remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

***Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, and PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.



PRE-LAW

FRESHMAN YEAR		CRED
EH 101-102	English Composition	1
Mathematics-	Any 3 hours (except BEN 125, MS 113, MS 114, and MS 127)	3
SC 101	Life in Its Biological Environment	1
HY 101-102	Western Civilization	2
PSY 105	General Psychology	3
SCH 105	Fundamentals of Speech	3
PE 101-102	Physical Education	2
*	Approved Electives	1

SOPHOMORE YEAR

**	Approved Humanities Electives	2
SC 102-103	Life in Its Physical Environment	2
HY 201-202	United States History	2
PLS 201-202	American Federal and State and Local Government	2
PE 201-202	Physical Education	2
*	Approved Electives	1

* Approved Electives: Foreign Language (if taking Liberal Arts Degree); ES 201-202, BAN 101, BAN 201-202, if taking a Business Administration Degree.

** Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, and PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.

MEDICAL TECHNOLOGY

FRESHMAN YEAR		CRED
EH 101-102	English Composition	1
MS 105	College Algebra	3
SC 101	Life in Its Biological Environment	1
BY 207	Anatomy and Physiology	3
*	Approved Social Science Electives	1
PE 101-102	Physical Education	2
CY 101-102	Introductory Chemistry	2

SOPHOMORE YEAR

**	Approved Humanities Electives	2
*	Approved Social Science Elective	1
PSY 105	General Psychology	3
PS 201-202	General Physics	2
PE 201-202	Physical Education	2
BY 209	Microbiology	3
***	Approved Electives	1

* One of the following must be taken:

SLS 103, HY 201, or PLS 201. The six remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

** Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, and PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.

*** BY 103, BY 225, SCH 105, HM 105, BEN 101.

MUSIC OR MUSIC EDUCATION

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
MSC 107-108	Music Theory	6
*	Approved Social Science Elective	3
	Music Organization	2
PE 101-102	Physical Education	2
	Applied Music	4
Mathematics-	Any 3-credit course (except BEN 125, MS 113, MS 114, MS 127)	3
SC 101	Life in Its Biological Environment	4
MSC 109-110	Sight Singing and Ear Training	2
		32
SOPHOMORE YEAR		
**	Approved Humanities Electives	6
MSC 207-208	Music Theory	6
	Music Organization	2
PE 201-202	Physical Education	2
	Applied Music	4
MSC 217-218	Keyboard Harmony	2
SC 102	Life in Its Physical Environment	3
MSC 235	Survey of Music History	3
MSC 209-210	Sight Singing and Ear Training	2
PSY 105	General Psychology	3
		33

*SLS 103, HY 201, or PLS 201.

**Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, AND PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.

NOTE:

Satisfactory completion of the above program entitles the student to graduation from the college. However, completion of the General Education program cannot be certified unless the student satisfies the requirements listed in that section of the catalog page 23.



NURSING

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
*	Approved Social Science Electives	6
MS 101	College Mathematics	3
PE 101-102	Physical Education	2
BY 103	Zoology I	4
BY 207	Anatomy and Physiology	4
CY 101-102	Introductory Chemistry	8
		33
SOPHOMORE YEAR		
PS 201-202	General Physics	8
**	Approved Humanities Electives	9
PE 201-202	Physical Education	2
PSY 205	Child Psychology	3
BY 209	Microbiology	4
PSY 105	General Psychology	3
SY 201	Introductory Sociology	3
		32

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The three remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

**ART 101, ART 103, PSY 105, SCH 105.

OCCUPATIONAL THERAPY

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
MS 101	College Mathematics	3
PSY 105	General Psychology	3
*	Approved Social Science Electives	9
HH 105	Personal and Community Health	3
PE 101-102	Physical Education	2
SC 102-103	Life in Its Physical Environment	6
		32
SOPHOMORE YEAR		
**	Approved Humanities Electives	9
PSY 205	Child Psychology	3
ART 103-104	Design I and II	6
BY 101	Botany	4
BY 103	Zoology I	4
PE 201-202	Physical Education	2
***	Approved Electives	4
		32

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The six remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

**Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, AND PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.

***Music, PSY 101, SCH 105, SLS 203, SY 201.

PHYSICAL THERAPY

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
MS 105	College Algebra	3
MS 110	Trigonometry	3
*	Approved Social Science Electives	6
PE 101-102	Physical Education	2
HH 105	Personal and Community Health	3
PSY 105	General Psychology	3
BY 103	Zoology I	4
BY 207	Anatomy and Physiology	4

34

SOPHOMORE YEAR

**	Approved Humanities Electives	9
*	Approved Social Science Electives	3
HH 107-108	First Aid I and II	2
PSY 205	Child Psychology	3
CY 101-102	Introductory Chemistry	8
SC 102-103	Life in Its Physical Environment	6
PE 201-202	Physical Education	2

33

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The six remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

**Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, AND PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.

PHARMACY

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
MS 105	College Algebra	3
MS 110	Trigonometry	3
BY 103	Zoology I	4
BY 101	Botany	4
PE 101-102	Physical Education	2
CY 103-104	General Chemistry and Qualitative Analysis	8
PSY 105	General Psychology	3

33

SOPHOMORE YEAR

PS 201-202	General Physics	8
*	Approved Social Science Electives	9
PE 201-202	Physical Education	2
**	Approved Humanities Electives	9
***	Approved Electives	3

31

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The six remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

**Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, AND PY 201. ART 118 and/or MSC 105 may be taken in the freshman year.

***Chemistry, BAN 201-202.

TEACHER EDUCATION

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
EN 105	Introduction to Education	3
Mathematics-	Any 3-credit course (except BEN 125, MS 113, MS 114, MS 127)	3
SC 101	Life in Its Biological Environment	4
*	Approved Social Science Electives	6
PSY 105	General Psychology	3
PE 101-102	Physical Education	2
***	Approved Electives	5
		32
SOPHOMORE YEAR		
**	Approved Humanities Electives	9
SC 102-103	Life in Its Physical Environment	6
PSY 209	Educational Psychology	3
PE 201-202	Physical Education	2
SCH 105	Fundamentals of Speech	3
GY 105	World Geography	3
***	Approved Electives	6
		32

*One of the following must be taken:

SLS 103, HY 201, or PLS 201. The three remaining credits needed to complete the General Education Social Science requirements must be selected from the courses listed in that section of the catalog page 24.

**Three of the following courses must be selected:

ART 118, EH 201, HS 201, MSC 105, and PY 201, ART 118 and/or MSC 105 may be taken in the freshman year.

***Approved Electives: Electives should be chosen from the student's field of specialization, with the approval of the faculty advisor and/or the division director.





ASSOCIATE DEGREE PROGRAMS
IN
OCCUPATIONAL EDUCATION FOR STUDENTS
NOT PLANNING TO TRANSFER TO SENIOR COLLEGES
TECHNICAL AND OCCUPATIONAL EDUCATION

Occupational patterns in industry have changed significantly in the past twenty years. The rate of change is increasing. The growth of automation, new materials, new processes, and improved techniques of measurement and control have combined to increase the need for technically competent persons with special abilities who can support and supplement the efforts of engineers, scientists, and managers.

The expansion of educational services will help meet the need for technically competent persons. The Florida Junior College at Jacksonville accepts the challenge of trying to provide Technical-Occupational Education in those areas where the greatest need for competent personnel has been determined.

The Technical-Occupational Education Programs are designed to prepare the student who, at the completion of a program of study listed in this section of the bulletin, is planning to enter his chosen vocation at the semi-professional level, or who plans to use the educational experience attained to prepare for advancement in the field of his present employment.

Advisory committees representing business and industry, and survey information that has helped to identify areas of manpower needs have provided assistance in the development of the various programs of study. The Technical-Occupational Education Department of the Florida Junior College at Jacksonville, in all of its philosophy, concepts, and functions, reflects the image of the worth of the individual, the needs of the individual and industry, and is dedicated to provide a quality program of education which not only recognizes the importance of essential skills and knowledges, but in addition, recognizes the need for desirable attitudes and habits.

The central concern of technical education is with a body of knowledge rather than with specific jobs. The term "technician" refers to scope of training and work capabilities, and to job requirements calling for broad technical competence based on proficiency in the application of mathematics and physical science principles and extensive knowledge in technology.

DRAFTING AND DESIGN TECHNOLOGY

FRESHMAN YEAR	CREDITS BY TERM			
	I	II	III	IV
	CR.	CR.	CR.	CR.
TE-100 Introduction to Engineering Technologies	3			
EG-101 Engineering Drawing	3			
EG-105 Engineering Calculations (Slide Rule)	1			
EH-101 English Composition	3			
MS-113 Technical Math I	3			
IT-100 Engineering Mechanics	3			
EG-102 Descriptive Geometry		3		
DT-102 Mechanical and Electrical Drafting		3		
EL-102 Fundamentals of Electricity		3		
IT-101 Industrial Material and Processes		4		
MS-114 Technical Math II		3		
PE-101 Physical Education			1	
PE-102 Physical Education				1
HH-107 First Aid I				1
	(16)	(16)	(1)	(2)
SOPHOMORE YEAR				
TE-203 Technical Report Writing	3			
DT-201 Architectural Drafting	3			
DT-203 Civil Drafting	3			
DT-205 Sketching and Instrument Pictorial Drafting	3			
IT-102 Testing and Strength of Materials	4			
DT-202 Blueprint and Reading and Industrial Specifications		3		
DT-204 Industrial Design		3		
DT-206 Advanced Drafting in Field of Specialization		3		
*SLS-103 Human Institutions		3		
PSY-101 Human Relations		3		
PE-201 Physical Education		1		
	(16)	(16)		
*HY 201 or PLS 201 may be substituted.	Total Credits67			

ELECTRONIC TECHNOLOGY

FRESHMAN YEAR	CREDITS BY TERM			
	I	II	III	IV
	CR.	CR.	CR.	CR.
TE-100 Introduction to Engineering Technologies	3			
EG-101 Engineering Drawing		3		
EG-105 Engineering Calculations (Slide Rule)	1			
EH-101 English Composition	3			
ET-101 D.C. Theory and Circuits (Theory and Lab)	5			
ET-102 A.C. Theory and Circuits (Theory and Lab)		5		
ET-107 Logic Circuits			2	
HH-107 First Aid I				1
MS-113 Technical Math I	3			
MS-114 Technical Math II		3		
PE-101 Physical Education	1			
PE-102 Physical Education		1		
PE-201 Physical Education			1	
PSY-101 Human Relations				3
TE-203 Technical Report Writing		3		
	(16)	(15)	(3)	(4)

SOPHOMORE YEAR

DT-221	Electrical and Electronic Drafting		3
ET-105	Electrical Controls	3	
ET-201	Electronics I (Theory and Lab)	5	
ET-203	Electronics II (Theory and Lab)		5
ET-205	Communications Electronics (Theory and Lab)		4
ET-206	Industrial Electronics	3	
ET-207	Transistor Circuit Design (Theory and Lab)		4
*SLS-103	Human Institutions	3	
		(14)	(16)
		Total Credits68	

*HY 201 or PLS 201 may be substituted.

TWO-YEAR GENERAL BUSINESS PROGRAM

The two-year general business program is designed for the students who wish a background of college work in business and general education.

It is designed to enable a graduate to take a position in business with an opportunity to advance rapidly.

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
*BEN 101-102	Beginning and Intermediate Typewriting	4
BEN 125	Business Mathematics	3
**SLS 103	Human Institutions	3
BAN 101	Introduction to Business	3
***BAN 201-202	Principles of Accounting	6
BAN 211	Principles of Management	3
PSY 101	Human Relations	3
PE 101-102	Physical Education	2
		<hr/>
		33
SOPHOMORE YEAR		
BAN 225-226	Business Law	6
ES 201-202	Principles of Economics	6
BEN 129	Calculating Machines	2
BEN 202	Advanced Typewriting	2
BEN 215	Business Communications	3
SCH 105	Fundamentals of Speech	3
PE 201-202	Physical Education	2
****	Approved Electives (one of which must be a business subject)	7
		<hr/>
		31

*Students who have taken typewriting in high school will be placed in the proper advanced courses.

**HY 201 or PLS 201 may be substituted.

***BEN 111-112 may be substituted with permission of the advisor.

****BEN 127 Office Applications is recommended.

TWO-YEAR ACCOUNTING PROGRAM

The two-year accounting program provides a student with college work in general education and business education with special emphasis on accounting.

It is designed for students who wish to upgrade their skills and education, and those who plan to seek employment after two years of intensive training.

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
BAN 101	Introduction to Business	3
BAN 201-202	Principles of Accounting	6
BAN 211	Principles of Management	3
PSY 101	Human Relations	3
SCH 105	Fundamentals of Speech	3
*BEN 101-102	Beginning and Intermediate Typewriting	4
BEN 125	Business Mathematics	3
PE 101-102	Physical Education	2
		—
		33

SOPHOMORE YEAR		CREDITS
BAN 203-204	Intermediate Accounting	6
BAN 225-226	Business Law	6
ES 201-202	Principles of Economics	6
BEN 129	Calculating Machines	2
BEN 215	Business Communications	3
	Electives (Business)	3
PE 201-202	Physical Education	2
**SLS 103	Human Institutions	3
		—
		31

*Students who have taken typewriting in high school will be placed in the proper advanced courses.

**HY 201 or PLS 201 may be substituted.

TWO-YEAR SECRETARIAL PROGRAM

The two-year secretarial program is designed for students who wish to broaden their general education and who wish to acquire the advanced secretarial skills.

After completing this program, students can expect to take responsible positions in the secretarial field.

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
MS 125	Business Mathematics	3
BAN 101	Introduction to Business	3
*BEN 105-106	Beginning and Intermediate Shorthand	6
*BEN 101-102	Beginning and Intermediate Typewriting	4
PSY 101	Human Relations	3
SCH 105	Fundamentals of Speech	3
PE 101-102	Physical Education	2
**SLS 103	Human Institutions	3
		—
		33

SOPHOMORE YEAR

BEN 111-112	Secretarial Accounting	6
BEN 127	Office Applications	2
BEN 129	Calculating Machines	2
BEN 202	Advanced Typewriting	2
BEN 205	Advanced Shorthand	3
BEN 206	Dictation and Transcription	3
BEN 215	Business Communications	3
BEN 217	Secretarial Practice	3
BEN 225	Business Law	3
PE 201-202	Physical Education	2
***	Electives (Business)	2
		<hr/>
		31

*Students who have taken shorthand and typewriting in high school will be placed in the proper advanced courses.

**HY 201 or PLS 201 may be substituted.

***BAN 211 or ES 201.

LAW ENFORCEMENT TECHNOLOGY**FRESHMAN YEAR**

		CREDITS	
		TERM I	TERM II
EH 101-102	English Composition	3	3
PLS 201-202	American Federal Government and State and Local Government	3	3
PSY 105	General Psychology	3	
LET 100	Introduction to Law Enforcement	3	
LET 101	Law Enforcement Organization & Administration	3	
HH 107	First Aid	1	
LET 102	Law Enforcement Operations		3
LET 103	Law Enforcement Role in Crime and Delinquency		3
BEN 125	Business Mathematics		3
*	Logic		(3)
	Life Saving		1
		<hr/>	<hr/>
		16	16 (19)

SOPHOMORE YEAR

BAN 211	Principles of Management	3	
LET 201	Introduction to Criminalistics	3	
LET 203	Criminal Law	3	
LET 104	Law Enforcement Auxiliary Services	3	
SY 201	Introductory Sociology	3	
	Law Enforcement Defense Tactics	1	
LET 202	Criminal Investigation		3
LET 204	Criminal Procedure and Evidence		3
LET 205	Seminar in Law Enforcement Problems		3
SCH 105	Fundamentals of Speech		3
PSY 207	Adolescent Psychology		3
	Advanced Law Enforcement Defense Tactics		1
*BEN 101	Beginning Typewriting		(2)
		<hr/>	<hr/>
		16	16 (18)

*Suggested electives to supplement the program requirements.

MEDICAL ASSISTING

		CREDITS	
		TERM I	TERM II
FRESHMAN YEAR			
BEN 101	Beginning Typewriting	2	
EH 101	English Composition	3	
*SLS 103	Human Institutions		3
HH 105	Personal and Community Health	3	
MA 100	Introduction to Medical Assisting	2	
PE 101-102	Physical Education	1	1
BEN 102	Intermediate Typewriting		2
BEN 215	Business Communications		3
BY 207	Anatomy and Physiology		4
MA 101	Medical Terminology		2
BEN 112	Secretarial Accounting	3	
BEN 125	Business Mathematics	3	
		17	15
SOPHOMORE YEAR			
BEN 127	Office Applications	2	
MA 102	Medical Office Practices and Procedures		3
MA 201	Laboratory Techniques and Procedures	3	
MA 205-206	Practicum in Medical Assisting	3	3
**	Electives	7	3
PE 201-202	Physical Education	1	1
MA 202	Clinical Practices and Procedures		3
MA 204	Seminar in Medical Assisting		3
		16	16

*HY 201 or PLS 201 may be substituted.

**Approved Electives:

- Business Administration
- Medical Shorthand
- Biology
- Microbiology
- Chemistry
- General Psychology
- Introductory Sociology
- Fundamentals of Speech



CERTIFICATE PROGRAMS

one-year program in business is designed to prepare students for immediate employment as typists, clerks, and stenographers. A Certificate of Proficiency will be given to any student who satisfactorily completes either of the one-year certificate programs listed below.

STENOGRAPHY

COURSE	DESCRIPTION	CREDITS		
		FIRST TERM	SECOND TERM	*THIRD TERM
101	Introduction to Business	3		
225	Business Law			(3)
102-202	Intermediate & Advanced Typewriting	2	2	
106-205	Intermediate & Advanced Shorthand	3	3	
111-112	Secretarial Accounting	3	3	
125	Business Mathematics	3		
129	Calculating Machines			(2)
206	Dictation and Transcription			3
127	Office Applications		2	
215	Business Communications		3	
217	Secretarial Practice		3	
01	English Composition	3		
01	Principles of Economics			(3)
11-102	Physical Education	1	1	
101	Human Relations			(3)
		18	17	5 or 6
			TOTAL: 40 or 41	

CLERICAL

101	Introduction to Business	3		
201-202	Principles of Accounting	3	3	
211	Principles of Management		3	
225	Business Law			(3)
102-202	Intermediate & Advanced Typewriting	2	2	
127	Office Applications		2	
129	Calculating Machines		2	
125	Business Mathematics	3		
215	Business Communications		3	
01	English Composition	3		
01	Principles of Economics			(3)
11-102	Physical Education	1	1	
01	Human Relations			(3)
		15	16	6
			TOTAL: 37	

graphical students should elect BEN 206 and one course from those listed for the Second Term.

Students who have taken shorthand and typewriting in high school will be placed in the proper advanced classes.



COURSE DESCRIPTIONS

ANTHROPOLOGY

- AY 201—CULTURAL ANTHROPOLOGY 3 cr.
 The nature of culture and an analysis of the languages, economic organization, social groups, art, and religion in primitive societies. Three class periods.

ART

- ART 101—DRAWING I 3 cr. (Evening: 2 cr.)
 Introduction to the basic disciplines of drawing through the use of still life, landscape, and the figure. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours—1 class hour; 3 studio hours.)
- ART 102—DRAWING II 3 cr. (Evening: 2 cr.)
 Prerequisite: ART 101 or consent of instructor. A continuation of ART 101. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours—1 class hour; 3 studio hours.)
- ART 103—DESIGN I 3 cr. (Evening: 2 cr.)
 An analytical approach to the elements and principles of design. Emphasis on line, form, texture, and color in both two and three dimensional space organizations. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours—1 class hour; 3 studio hours.)
- ART 104—DESIGN II 3 cr. (Evening: 2 cr.)
 Prerequisite: ART 103 or consent of instructor. A continuation of ART 103. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours—1 class hour; 3 studio hours.)
- ART 118—ART APPRECIATION 3 cr.
 A course designed to supply the non-art major with a foundation for understanding the visual arts through introduction to different media of art expression. Three class periods.
- ART 203—ART HISTORY I 3 cr.
 A history and critical study of painting, sculpture, and architecture from prehistoric times to the Renaissance. Three class periods.
- ART 204—ART HISTORY II 3 cr.
 Prerequisite: ART 203. A continuation of the history and criticism of art from the Renaissance to the present. Three class periods.
- ART 205—PAINTING I 3 cr.
 Prerequisite: ART 102 or consent of instructor. A comprehensive analysis of painting techniques and contemporary approach to still life, landscape, and figure compositions. Six contact hours (2 class hours; 4 studio hours).
- ART 206—PAINTING II 3 cr.
 Prerequisite: ART 205. A continuation of ART 205 with emphasis on exploratory work achieved by means of research, evaluation of traditional and contemporary compositions, and contributions of artists, past and present. Emphasis on the abstract and nonobjectives. Six contact hours (2 class hours; 4 studio hours).
- ART 207—CERAMICS I 3 cr. (Evening: 2 cr.)
 This course introduces the basic methods of ceramic production in hand building, wheel throwing, and glaze application. A unit in enameling introduces the principles of applying vitreous enamels to metals. Six contact hours (2 class hours; 4 studio hours). Evening: Four contact hours—1 class hour; 3 studio hours.)
- ART 208—CERAMICS II 3 cr. (Evening: 2 cr.)
 Prerequisite: ART 207. A continuation of the ceramic unit introduced in ART 207. Sculpture methods and procedures in clay will be included in this course. Creative forms in both pottery and sculpture will be emphasized. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours—1 class hour; 3 studio hours.)

BUSINESS ADMINISTRATION

- BAN 101—INTRODUCTION TO BUSINESS**.....3 cr.
An introduction to business organization and procedure, enabling the student more intelligently to pursue advanced business courses and to choose a business career. Three class periods.
- BAN 201—PRINCIPLES OF ACCOUNTING**.....3 cr.
Lectures, problems, and laboratory practices. An introductory study of the underlying principles of double entry records; basic types of records and reports; accounting procedure and technique; the outstanding features of partnerships and corporations; the form and content of the balance sheet and the statement of profit and loss. Three class periods.
- BAN 202—PRINCIPLES OF ACCOUNTING**.....3 cr.
Prerequisite: BAN 201. An introduction to the formation, liquidation, and dissolution of partnerships and corporations. Stocks and bonds, income statement, balance sheet, and other financial reports as they affect the decisions of management will be studied in detail. Lectures, problems, and laboratory work will be employed. Three class periods.
- BAN 203—INTERMEDIATE ACCOUNTING**.....3 cr.
Prerequisite: BAN 202. A continuation of the accounting principles involved in measuring income, expense, and valuation of assets. Three class periods.
- BAN 204—INTERMEDIATE ACCOUNTING**.....3 cr.
Prerequisite: BAN 203. Accounting for ownership, liabilities, net worth, and capital. Three class periods.
- BAN 211—PRINCIPLES OF MANAGEMENT**.....3 cr.
A basic course in management. Problems in planning, policy making, staffing, delegation, supervision, and structure of organizations are discussed. Three class periods.
- BAN 225—BUSINESS LAW**.....3 cr.
The basic principles of law as related to business are emphasized. Areas covered in detail are contracts, agency, personal property, bailments and negotiable instruments. Three class periods.
- BAN 226—BUSINESS LAW**.....3 cr.
The legal principles involving partnerships, corporations, sales, bankruptcy, trusts, and estates are stressed. Three class periods.

BUSINESS EDUCATION

- BEN 101—BEGINNING TYPEWRITING**.....2 cr.
A study of the touch system of typewriting and the application of the basic skills to business letters, reports, and tabulated problems. (Students who have satisfactorily completed one year of high school typewriting should enroll in BEN 102—Intermediate Typewriting.) Four contact hours (1 class hour; 3 laboratory hours).
- BEN 102—INTERMEDIATE TYPEWRITING**.....2 cr.
Prerequisite: BEN 101 or one year of high school typewriting. Emphasizes speed building, improvement of basic techniques, production typing of letters, tabulation, reports, manuscripts, and office problems. (Students who have satisfactorily completed two years of high school typewriting should enroll in BEN 202—Advanced Typewriting.) Four contact hours (1 class hour; 3 laboratory hours).
- BEN 105—BEGINNING SHORTHAND**.....3 cr.
A beginning course in the principles of Gregg shorthand with some dictation and transcription practice. (Students who have had one year of high school shorthand should enroll in BEN 106—Intermediate Shorthand.) Four contact hours (2 class hours; 2 laboratory hours).

- BEN 106—INTERMEDIATE SHORTHAND** 3 cr.
Prerequisite: BEN 105 or one year of high school shorthand (Gregg). A continuation of Beginning Shorthand with increased practice in dictation and transcription. (Students who have satisfactorily completed two years of high school shorthand should enroll in BEN 205—Advanced Shorthand.) Three class periods.
- BEN 111—SECRETARIAL ACCOUNTING** 3 cr.
Includes lectures, problems, and laboratory practices. This course parallels BAN 201. Emphasis is placed on forms, procedures, and practical applications. This is not designed for use in a four-year program in business. Three class periods.
- BEN 112—SECRETARIAL ACCOUNTING** 3 cr.
Prerequisite: BEN 111. A continuation of BEN 111 with emphasis on various types of businesses and their financial statements. Three class periods.
- BEN 125—BUSINESS MATHEMATICS** 3 cr.
A mathematical treatment of financial problems arising in modern living. The principal purpose of this course is to develop skill in the handling of business transactions. It covers such topics as: percentage, inventories and turnover, simple interest and present value, depreciation, and payroll. (Formerly offered as MS 125.) Three class periods.
- BEN 127—OFFICE APPLICATIONS** 2 cr.
Prerequisite: BEN 102 or equivalent. Classroom practice in the use of the standard systems of filing. Practical experience with duplicating machines, transcribing machines, Executive and Selectric typewriters, and periphery office equipment. This course is designed to teach valuable office skill to those students who do not plan to become secretaries, as well as to secretarial students. Four contact hours (1 class hour; 3 laboratory hours.)
- BEN 129—CALCULATING MACHINES** 2 cr.
Development of skill in the operation of adding machines and rotary and key-driven calculators. Content of the course is selected from standard practice materials. Four contact hours (1 class hour; 3 laboratory hours).
- BEN 202—ADVANCED TYPEWRITING** 2 cr.
Prerequisite: BEN 102 or two years of high school typewriting. A continuation of basic skills in speed and accuracy with emphasis on production typing including the various business forms, tabulations, and reports. Four contact hours (1 class hour; 3 laboratory hours).
- BEN 205—ADVANCED SHORTHAND** 3 cr.
Prerequisite: BEN 106 or two years of high school shorthand. This course reviews Gregg shorthand theory and develops the ability to take dictation and transcribe rapidly and accurately. Three class periods.
- BEN 206—DICTATION AND TRANSCRIPTION** 3 cr.
Prerequisite: BEN 205. Accelerated dictation and transcription. Finished products emphasized. Three class periods.
- BEN 207—MEDICAL SHORTHAND** 3 cr.
Prerequisite: BEN 106. Shorthand theory and dictation of medical nature. Medical vocabulary and spelling emphasized. Routine work of medical offices examined. Three class periods.
- BEN 209—LEGAL SHORTHAND** 3 cr.
Prerequisite: BEN 106. Shorthand theory and dictation of legal nature. Legal vocabulary and spelling emphasized. Routine work of legal offices examined. Three class periods.

- BEN 215—BUSINESS COMMUNICATIONS** 3 cr.
 Prerequisite: EH 101, or consent of instructor, and the ability to type-write. A study of effective business communication and a brief review of grammar, punctuation, and vocabulary. Extensive practice will be given in business letter writing. Three class periods.
- BEN 217—SECRETARIAL PRACTICE** 3 cr.
 Prerequisites: BEN 106 and BEN 102. This course is designed to increase efficiency in secretarial procedures and practices. Skills in preparing office forms and use of secretarial reference books are developed. Three class periods.

BIOLOGY

- BY 101—BOTANY** 4 cr.
 A study of the plant kingdom with emphasis on morphology, life cycles, phylogenetic advances, and economic importance. Emphasis will be placed on principles which are applicable to all forms of life. Three class periods and one two-hour laboratory.
- BY 103—ZOOLOGY I** 4 cr.
 A comprehensive investigation of the phylum Chordata, with emphasis on the sub-phylum Vertebrate. Examples of each vertebrate class will be observed and a dissection will be made of a perch, a shark, a frog, a garter snake, a chicken, and an mammal. Evolution, organ systems, and physiology and function will be emphasized. Three class periods and three laboratory hours.
- BY 104—ZOOLOGY II** 4 cr.
 A survey of the major invertebrate phyla with emphasis on taxonomy, life cycles, ecology, and phylogenetic relationships. Three class periods and two laboratory hours.
- BY 207—ANATOMY AND PHYSIOLOGY** 4 cr.
 A study of the gross morphology and chemistry of the human. Though designed primarily for nursing students, other students will be accepted in the course with the instructor's permission. Three class periods and two laboratory hours.
- BY 209—MICROBIOLOGY** 4 cr.
 A study of protista, viruses, rickettsiae, and schizomycetes of medical and economic importance. Laboratory exercises will demonstrate bacteriological methodology using nonpathogenic forms. Three class periods and three laboratory hours.
- BY 225—COMPARATIVE ANATOMY** 4 cr.
 Prerequisite: BY 103. A comprehensive survey of the anatomy of the chordates with emphasis of study to be placed on the Amphioxus, Necturus, cat, and dogfish shark. All structural systems of each of these animals will be investigated from embryology to maturity. Three class periods and three laboratory hours.

CHEMISTRY

- CY 101—INTRODUCTORY CHEMISTRY** 4 cr.
 Introduction to the principles of modern inorganic chemistry, including topics in structure of matter, gas laws, solutions, ionization, chemical equations, atomic theory, acids and bases, metals and non-metals. This course is designed for those students who have had no previous chemistry, and for those planning to major in physical education, health related fields, medical technology, and home economics, and for those in a two-year nursing program. Three class periods and one three-hour laboratory.

- CY 102—INTRODUCTORY CHEMISTRY.....4 cr.
Prerequisite: CY 101. This course is a continuation of CY 101 with an introduction to organic chemistry. Three class periods and one three-hour laboratory.
- CY 103—GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS.....4 cr.
Prerequisite: Two years of high school algebra; or corequisite: MS 103. This course is designed to introduce the student to modern chemical concepts. Subject matter includes modern atomic structure and periodicity, chemical bonding, states of matter, and coordination chemistry. The laboratory work will be quantitative in nature, stressing accurate laboratory techniques. This course is designed to meet the first year college requirements for those majoring in science, engineering, pre-medical, pharmacy, and a four-year nursing program. Three class periods and one three-hour laboratory.
- CY 104—GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS.....4 cr.
Prerequisite: CY 103. This course is a continuation of CY 103 and will stress chemical equilibrium, chemical kinetics, electro-chemistry, oxidation-reduction, and selected families of metals and non-metals. Laboratory work will include studies of ionic equilibrium in aqueous solutions and semi-micro qualitative analysis of common cations. Three class periods and one three-hour laboratory.

DRAFTING TECHNOLOGY

- DT 102—MECHANICAL AND ELECTRICAL DRAFTING.....3 cr.
Prerequisite: EG 101. Corequisite: EG 102. A course in mechanical and electrical drafting. Emphasis is on assembly and detail drawings of mechanical parts. Included is an introduction to electrical drafting. Six contact hours (two class hours; four laboratory hours).
- DT 201—ARCHITECTURAL DRAFTING.....3 cr.
Prerequisite: DT 102. A survey of the theory and practices involved in the preparation of a set of architectural plans. Emphasis is placed on floor plan design, details, elevations and perspectives. Consideration is also given to FHA standards, site selection, and common home construction techniques. Six contact hours (two class hours; four laboratory hours).
- DT 202—BLUEPRINT READING AND INDUSTRIAL SPECIFICATIONS.....3 cr.
Prerequisite: DT 102. A study of blueprint interpretation and the various standards commonly used to determine specifications. Three class periods.
- DT 203—CIVIL DRAFTING.....3 cr.
A survey course covering structural and topographical drafting. Samples of drafting for buildings, bridges, towers, and other structures will be included, teaching structural design principles. The topographical unit will include drawing maps from information obtained in a survey, by aerial photography, etc. The making of contour maps, the meaning of various symbols, and the conventions peculiar to topography will be taught. Six contact hours (two class hours; four laboratory hours).
- DT 204—INDUSTRIAL DESIGN.....3 cr.
Prerequisite or corequisite: DT 205. A course designed to give the student knowledge and practice in common industrial design methods. Emphasis is on elements of good design and functional and proper presentation of design. Six contact hours (two class hours; four laboratory hours).
- DT 205—SKETCHING AND INSTRUMENT PICTORIAL DRAFTING.....3 cr.
Prerequisite: DT 201. A study of the theory and practices involved in developing three dimensional drawings. Emphasis is placed on axonometric projection, oblique projection, central projection, and exploded pictorial assemblies. Six contact hours (2 class hours; 4 laboratory hours).

- DT 206—ADVANCED DRAFTING IN FIELD OF SPECIALIZATION.....3 cr.
Prerequisite: DT 205. A course designed to give the student advanced theory and practice in his specialized area of drafting: mechanical, civil, or architectural. Six contact hours (2 class hours; 4 laboratory hours).
- DT 221—ELECTRICAL AND ELECTRONIC DRAFTING 3 cr.
Prerequisite: EG 101, ET 201. A course designed to give the student following the electronic technology program practice and theory in developing a set of electronic drawings. Six contact hours (2 class hours; 4 laboratory hours).

ECONOMICS

- ES 201—PRINCIPLES OF ECONOMICS..... 3 cr.
Macroeconomics. The foundations of economic analysis; theory of economic growth and stabilization; monetary theory; international trade and economic development. Three class periods.
- ES 202—PRINCIPLES OF ECONOMICS 3 cr.
Prerequisite: ES 201 or consent of instructor. Microeconomics. This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution. Three class periods.

EDUCATION

- EN 105—INTRODUCTION OF EDUCATION.....3 cr.
An introductory course in Education designed to assist the student in understanding the American educational system in terms of its development and present organization. The student is acquainted with the problems and the rewards of the professions. Three class periods.

ELECTRICITY

- EL 102—FUNDAMENTALS OF GENERAL ELECTRICITY..... 3 cr.
A course designed to give students a general knowledge of electricity and its basic laws. Three class periods.

ELECTRONICS

- ET 101—D.C. THEORY AND CIRCUITS (Theory and Lab)..... 5 cr.
Corequisite: MS 113. A study of the basic theory of electricity, direct current circuits, batteries, meters, magnetism, electromagnetism, power systems, inductance, and capacitance. Lab sessions will be devoted to applications of the theory acquired in lectures. Six contact hours (4 class hours; 2 laboratory hours).
- ET 102—A.C. THEORY AND CIRCUITS (Theory and Lab)..... 5 cr.
Prerequisite: ET 101. Corequisite: MS 114. The study of sinusoidal currents and voltages and A.C. circuit elements. Development of single and polyphase currents, reactance and impedance, power factors and resonance, transformer theory and A.C. dynamos. Laboratory session correlated to emphasize the appropriate theoretical consideration. Six contact hours (4 class; 2 laboratory).
- ET 105—ELECTRICAL CONTROLS 3 cr.
Prerequisite: ET 102. The study of motors, generators, transformers, relays, and controlling elements involved in their operation and protection. Theory and problem sessions with emphasis on standards, specifications, and supply sources for the equipment involved. Three class periods.
- ET 107—LOGIC CIRCUITS..... 2 cr.
Prerequisite: ET 102. The study of Boolean algebra, postulates and theorems, and their relations to switching circuits. Emphasis is placed on the applications of positive and negative logic and the design of switching circuits made by logic blocks with the use of diodes and transistors. Two class periods.

- ET 201—ELECTRONICS I (Theory and Lab).....5 cr.
Prerequisite: ET 102. Physical principles of vacuum tubes and semi-conductors. Theory of basic amplifiers, oscillators, rectifiers, modulators, demodulators, and detectors. Lab sessions are devoted to building and testing the various circuits designed and studied in the theory session. Six contact hours (4 class; 2 laboratory).
- ET 203—ELECTRONICS II (Theory and Lab).....5 cr.
Prerequisite: ET 201. A study of time constants, sweep generator circuits, multivibrators, limiters, clamp and counter circuits, and pulse circuitry. Lab sessions is devoted to building and testing various circuits designed and studied in the theory session. Six contact hours (4 class; 2 laboratory).
- ET 205—COMMUNICATIONS ELECTRONICS (Theory and Lab).....4 cr.
Prerequisite: ET 203. The study of electronic systems as applicable to the field of communications. Lab session is devoted to experimentation with various kinds of transmitters and receivers. Five contact hours (3 class; 2 laboratory).
- ET 206—INDUSTRIAL ELECTRONICS.....3 cr.
Prerequisite: ET 201. The study of electronic devices used in industry. Application of the theory of electronics to welding systems, receiver-regulators, transmitters, test equipment, and receivers is developed. Analyzation of electronic components and circuitry in these devices is emphasized. Three class periods.
- ET 207—TRANSISTOR CIRCUIT DESIGN.....4 cr.
Corequisite: ET 205 (Theory and Lab). A basic study of semi-conductor physics and its relation to junction behavior in diodes and transistors. A study of transistor parameters, characteristics, biasing techniques, equivalent circuits, and circuit design. Lab session is devoted to the buildings and testing of various circuits designed and studied in the theory session. Five contact hours (3 class; 2 laboratory).

ENGINEERING

- EG 101—ENGINEERING DRAWING.....3 cr.
A survey course of the principles and practices involved in making and reading engineering drawings. Emphasis is placed on lettering, industrial symbolism, orthographic projection, and multiview representation. Six contact hours (2 class; 4 laboratory).
- EG 102—DESCRIPTIVE GEOMETRY.....3 cr.
Prerequisite: EG 101. Theory and practice in solving graphic problems involving point, line, and space relationships. Six contact hours (2 class; 4 laboratory).
- EG 105—ENGINEERING CALCULATIONS.....1 cr.
Slide rule basic operations. multiplication, division; finding squares, cubes, square roots, cube roots, reciprocals, and common logarithms. Some trigonometric operations. One class period.

ENGLISH

- EH 101—ENGLISH COMPOSITION.....3 cr.
A comprehensive course which embodies the fundamentals of effective expression, with emphasis on expository writing, logical and imaginative thinking, and reading for understanding and appreciation. Three class periods.

- EH 101—ENGLISH COMPOSITION (HONORS).....3 cr.
 Prerequisite: Recommendations for placement as outlined by the Director of the Honors Program. Deeper penetration into language, literature, and composition than is possible in the regular classroom is encouraged to develop the student's capability for independent and self-initiated study. Effort is made to provide an intellectual climate for advanced work, disciplined use of communication skills, and free inquiry. Practical application of knowledge to current problems through extensive reading, writing, discussion, research, use of community resources, and parallel experiences with other subject areas is anticipated. Class size is limited. Three class periods.
- EH 102—ENGLISH COMPOSITION3 cr.
 Prerequisite: EH 101. A continuation of EH 101, this course includes study and practice in research writing. Three class periods.
- EH 102—ENGLISH COMPOSITION (HONORS).....3 cr.
 Prerequisite: EH 101 (Honors) and recommendations for placement as outlined by the Director of the Honors Program. A continuation of EH 101 (Honors). Three class periods.
- EH 135—DEVELOPMENTAL READING.....1 cr.
 Prerequisite: Recommendation of EH 101 instructor. An advanced reading course available to students who wish to accelerate reading skills and deepen proficiency in reading comprehension. The student aims at acquiring greater efficiency through intensive study approaches, expanded vocabulary, and diagnostic methods of determining reading skill. Particularly recommended for prospective transfer students with reading needs. Two laboratory hours.
- EH 201—GREAT IDEAS IN WORLD LITERATURE3 cr.
 Prerequisite: EH 101. An approach through reading and discussion to the great works of ancient, medieval, renaissance, and modern European literature with the purpose of exploring Man's search for personal meaning and freedom in the contemporary world. A synthesis of values will be sought through selected classics and modern writings: the Bible, Homer, Virgil, Dante, Chaucer, Shakespeare, and others. Three class periods.
- EH 203—AMERICAN LITERATURE.....3 cr.
 Prerequisite: EH 102. A survey of literary trends from the Colonial period to the Civil War. Emphasis will be placed on the romantic rediscovery—nature, man, society—in the works of Irving, Cooper, Bryant. Study of the symbolic novels of Hawthorne and Melville and the short stories and poetry of Poe a major objective. Collateral reading and reports. Three class periods.
- EH 204—AMERICAN LITERATURE3 cr.
 Prerequisite: EH 102. An introduction to the main themes and personalities of the American literary scene from the Civil War to the present. Emergence and new directions of modern poetry in Whitman, Lanier, Dickinson, Benet, Millay, Sandburg, Masters, Frost, and others; brief treatment of the poetry and new criticism in Ransom, Tate, Eliot, etc. Rise of realism and naturalism stressed in short stories of Twain, James, Crane, Wharton, Wolfe, Fitzgerald, Hemingway, and others. Approach to symbolic drama in Wilder, O'Neill, and others. Three class periods.
- EH 205—ENGLISH LITERATURE3 cr.
 Prerequisite: EH 102. An introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century. Study of the best and most characteristic writings of Chaucer, Spenser, Shakespeare, Donne, Johnson, Milton, Dryden, Swift, Pope, Boswell. Collateral reading and reports. Three class periods.

- EH 206—ENGLISH LITERATURE 3 cr
 Prerequisite: EH 102. An introduction to the mainstream of thought from the Romantic and Victorian Periods to the present. Interpretative study of the most characteristic works of Blake, Wordsworth, Coleridge, Byron, Keats, Shelley, Carlyle, Tennyson, Arnold, Mill; among the moderns, Hopkins, Shaw, Yeats, Joyce, Eliot. Among the novelists, Richardson, Fielding, and Hardy. Three class periods.
- EH 215—IMAGINATIVE WRITING 3 cr
 Prerequisites: EH 102 and consent of instructor. A course to develop the student's capacity for imaginative writing. Practice in imaginative writing. Critical discussion of students' work and of selected literary works. Individual conferences. Three class periods.

FRENCH

- FH 101—BEGINNING FRENCH 3 cr
 This course consists of pronunciation, grammar, conversation, exercises, reading and composition. Visual and auditory aids are employed. Four contact hours (2 class hours; 2 laboratory hours).
- FH 102—BEGINNING FRENCH 3 cr
 Prerequisite: FH 101 or equivalent. A continuation of FH 101. Four contact hours (2 class hours; 2 laboratory hours).
- FH 201—INTERMEDIATE FRENCH 3 cr
 Prerequisite: FH 102 or equivalent. Reading from modern and classic French authors, grammar review, and conversation. Four contact hours (two class hours and two laboratory hours).
- FH 202—INTERMEDIATE FRENCH 3 cr
 Prerequisite: FH 201 or equivalent. A continuation of FH 201. Four contact hours (two class hours and two laboratory hours).
- FH 203—FRENCH COMPOSITION AND CONVERSATION 3 cr
 Prerequisite: FH 202 or four years of high school French. Informal composition and conversation emphasizing development of vocabulary and facility in handling the basic structures of the French language. Three class periods.
- FH 204—FRENCH COMPOSITION AND CONVERSATION 3 cr
 Prerequisite: FH 203. A continuation of FH 203 emphasizing written and oral reports and discussion of topics of contemporary cultural interest with regular reference to periodicals in the language. Three class periods.

GEOGRAPHY

- GY 105—WORLD GEOGRAPHY 3 cr
 An introductory course dealing with man's relationship to his natural environment in the various climatic, regional, and economic area of the world, their interrelationships and problems of conservation of natural resources. Three class periods.
- GY 201—CONSERVATION OF RESOURCES 3 cr
 A survey of natural and human resources of the world. Special emphasis will be placed on the United States with an intensive study of the wise use and wasteful practices in the exploitation and utilization of these resources. Three class periods.

GERMAN

- GN 101—BEGINNING GERMAN 3 cr
 This course consists of pronunciation, elements of grammar, simple conversation, exercises, reading, and composition. Visual and auditory aids are employed. Four contact hours (2 class hours; 2 laboratory hours).

- GN 102—BEGINNING GERMAN3 cr.
Prerequisite: GN 101 or equivalent. A continuation of GN 101. Four contact hours (2 class hours; 2 laboratory hours).
- GN 201—INTERMEDIATE GERMAN3 cr.
Prerequisite: GN 102 or equivalent. Reading from standard German authors; careful review of grammar, conversation, and composition. Four contact hours (2 class hours; 2 laboratory hours).
- GN 202—INTERMEDIATE GERMAN3 cr.
Prerequisite: GN 201 or equivalent. A continuation of GN 201. Four contact hours (2 class hours; 2 laboratory hours).

GUIDED STUDIES

- GS 90—READING LABORATORY 3 institutional cr.
A reading program designed to prepare students for college reading by teaching the following: to select main and subordinate ideas; to improve techniques in vocabulary study; to adjust reading method to purpose; to determine tone and intent of author; and to improve reading rate while maintaining comprehension. Three class periods.
- GS 97—ENGLISH FUNDAMENTALS3 institutional cr.
This course is designed for students who are not yet academically prepared to enter EH 101. Its main purpose is to increase the student's proficiency in the mechanical skills of English so that these skills may be used in the development of writing. Three class periods.
- GS 99—GUIDED STUDIES MATHEMATICS3 institutional cr.
This course is designed for students who do not meet the prerequisites or do not score sufficiently high on the mathematics guidance test to enter directly into MS 101. Its main purpose is to increase the student's understanding of the important aspects of arithmetic and elementary algebra and to increase his manipulative skills in these areas. This course does not satisfy the General Education certification requirement. Three class periods.

HEALTH

- HH 105—PERSONAL AND COMMUNITY HEALTH3 cr.
A study of health problems which are of major importance to our society. Emphasis is placed on the general principles involved in our present understanding of health related areas. Three class periods.
- HH 107—FIRST AID I1 cr.
A course dealing with first aid skills to be used in the treatment of injuries in an emergency. Students successfully meeting the requirements of this course with a grade "C" or better will be issued the American Red Cross Standard Certificate. One class period.
- HH 108—FIRST AID II1 cr.
Prerequisite: A valid American Red Cross Standard Certificate. A course dealing with first aid skills to be used in the treatment of injuries in an emergency. Students successfully meeting the requirements of this course with a grade of "C" or better will be issued the American Red Cross Advanced Certificate. One class period.

HISTORY

- HY 101—WESTERN CIVILIZATION3 cr.
A survey of the cultural beginnings of civilization and the diffusion and accumulation of culture through 1715: Ancient Egypt, Mesopotamia, Greece, Rome, Byzantium, Islam, the Medieval Period, the Renaissance, and the Protestant Revolt. Three class periods.

- HY 102—WESTERN CIVILIZATION 3 cr.
 Modern western institutions from 1648 to the present day. Includes the developing capitalistic system; absolutism; the Enlightenment; the era of revolutions; the Constitution of the United States; the development of democracy; the industrial revolution, nationalism, the world wars, and the cold war. Three class periods.
- HY 201—UNITED STATES HISTORY 3 cr.
 United States History to 1865. Emphasizing the European background, Revolution, Articles of Confederation, the Constitution, problems of the new republic, sectionalism, manifest destiny, slavery, and the war between the states. Three class periods.
- HY 202—UNITED STATES HISTORY 3 cr.
 A history of the United States from 1865 to the present. Includes the Reconstruction, growth of big business, the agrarian revolt, Latin American affairs, the Progressive Movement, the first World War, and political, economic, and world affairs since World War II. Three class periods.
- HY 221—HISTORY OF THE FAR EAST 3 cr.
 A history of the Far East from early to modern times. Three class periods.
- HY 265—HISTORY OF THE AMERICAS 3 cr.
 A study of the nations of the Western Hemisphere, including Canada, from colonial times to the present, with emphasis on Latin America. Three class periods.

HUMANITIES

- HS 200—FINE ARTS FIELD TRIP 1 cr.
 This course involves a cultural enrichment tour of New York City or other localities and is designed as a supplement for students currently enrolled in one or more Fine Arts courses. The trip will include visits to art galleries, museums, and musical and dramatic productions. A paper based on a cultural aspect, or aspects, of the trip is required, such paper to be due one month from the return date of the trip. Orientation material will be presented to the students well in advance of the trip, and topics for a paper will be discussed and arranged before leaving.
- HS 201—HUMANITIES 3 cr.
 Prerequisite: EH 102 or consent of instructor. A study of contemporary and recurrent human problems and values, largely through an examination of man's cultural achievements as revealed in his art, literature, music, and philosophy. Three class periods.

INDUSTRIAL TECHNOLOGY

- IT 100—ENGINEERING MECHANICS 3 cr.
 Corequisite: MS 113. Introduction to the basic laws and principles of mechanics. A study of force systems, principles of moments, couples, and static equilibrium. In this development, friction, centroids, moment of inertia and the concept of work, energy, and power are presented. The application of these fundamental concepts to practical engineering problems as used in structural members and machine elements is emphasized. Three class periods.
- IT 101—INDUSTRIAL MATERIALS AND PROCESSES 4 cr.
 A survey of the basic materials used in industry, metallic and non-metallic, and the processes used to form, fabricate, and finish these materials. Five contact hours (3 class hours; 2 laboratory hours).
- T 102—TESTING AND STRENGTH OF MATERIALS 4 cr.
 Prerequisite: IT 101. The study of the basic concepts involved in determining the resistance of engineering materials to various loads with emphasis on the applied use of various formulae for a systematic analysis. Five contact hours (3 class hours; 2 laboratory hours).

JOURNALISM

- JM 201—INTRODUCTION TO JOURNALISM 3 cr.
Prerequisite: EH 101 or consent of instructor. An introductory course in journalism and newswriting. Theory of journalism and practice in journalistic writing. Three class periods.

LAW ENFORCEMENT TECHNOLOGY

- LET 100—INTRODUCTION OF LAW ENFORCEMENT 3 cr.
Introduction to the philosophical and historical backgrounds of law enforcement. Organization, purpose, and functions of law enforcement and other agencies involved in the administration of criminal justice in the United States. Career orientation. Three class periods.
- LET 101—LAW ENFORCEMENT ORGANIZATION AND ADMINISTRATION 3 cr.
Principles of organization and administration in law enforcement; functions and activities; planning and research; public relations; personnel and training; inspection and control; policy formulation. Three class periods.
- LET 102—LAW ENFORCEMENT OPERATIONS 3 cr.
Prerequisite: LET 101. Principles of organization and administration as applied to operational services. Patrol; criminal investigation; intelligence and vice units; juvenile units; traffic administration. Three class periods.
- LET 103—THE LAW ENFORCEMENT ROLE IN CRIME AND DELINQUENCY 3 cr.
A general orientation to the field of Criminology. Considers the following topics: development of delinquent and criminal behavior; initial handling and proper referrals; preventive law enforcement techniques. Specific law enforcement problems studied, such as addicts, the mentally ill, compulsive and habitual offenders. Special attention given to the handling of juveniles and youths. Three class periods.
- LET 104—LAW ENFORCEMENT AUXILIARY SERVICES 3 cr.
Principles of organization and administration as applied to auxiliary services. Records and communications, custody, central services, and law enforcement logistics. Special attention to law enforcement applications of electronic data processing and the collection of performance data. Three class periods.
- LET 200—LAW ENFORCEMENT SUPERVISION 3 cr.
Prerequisite: Permission of department chairman. A consideration of supervisory problems within a police organization and the equating of sound principles of human relations and supervisory techniques to effective police performance. Course includes such topics as discipline, leadership, motivation, conference leadership, instruction, training, and discussion of other tools and devices available to the supervisor in achieving departmental aims and objectives. Three class periods.
- LET 201—INTRODUCTION OF CRIMINALISTICS 3 cr.
General course in the scientific aspects of criminal investigation with emphasis upon recording the crime scene, collection and preservation of evidence, and the examination of evidence employing techniques available to the criminal investigator or crime scene technician. Advanced criministics discussed to the extent necessary to familiarize the student with the capabilities and limitations of the advanced law enforcement science laboratory. Four contact hours (2 class hours; 2 laboratory hours).
- LET 202—CRIMINAL INVESTIGATION 3 cr.
Prerequisite: LET 201. Introduction to criminal investigation procedures, including theory of an investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation. Three class periods.

- LET 203—CRIMINAL LAW 3 cr.
Criminal law. The nature, sources, and types of criminal law. The classification and analysis of crimes and criminal acts in general and the examination of selected specific criminal offenses. Three class periods.
- LET 204—CRIMINAL PROCEDURE AND EVIDENCE 3 cr.
Prerequisite: LET 203. Principles, duties, and mechanics of criminal procedure in Florida as applied to important areas of arrest, force, and search and seizure. Study and evaluation of evidence and proof; kinds, degrees, admissibility, competence, and weight; specifically deals with rules of evidence and procedure of particular import at the operational level in law enforcement. Three class periods.
- LET 205—SEMINAR IN LAW ENFORCEMENT PROBLEMS 3 cr.
Prerequisite: Satisfactory completion of 18 hours of Law Enforcement Technology courses. Research, writing, and discussion of selected subject areas including foreign police agencies, industrial and retail security, and duties of various governmental regulatory agencies. Analysis of contemporary law enforcement problems. One 3-hour seminar.

MATHEMATICS

- MS 101—COLLEGE MATHEMATICS 3 cr.
Prerequisite: Two years of high school mathematics, GS 99, or equivalent. This course is designed for the General Education mathematics requirement. Emphasis is on concepts with manipulation as a tool to reinforce these concepts. The topics include mathematical logic, set symbolism and terminology, number bases, modular arithmetic, introduction to algebra and probability, and a thorough development of the real number system. Three class periods.
- MS 103—INTERMEDIATE ALGEBRA 3 cr.
Prerequisite: 1 year of high school algebra or departmental approval. This course is designed to prepare students wishing to enter MS 105, but who have had only one year of high school algebra. This course will also meet the 3-hour General Education requirement in mathematics. Topics include introduction to the mathematics of sets; vocabulary; functional relationships; simple, fractional, and quadratic equations; logarithms; and variation. Three class periods.
- MS 105—COLLEGE ALGEBRA 3 cr.
Prerequisite: Two years of high school algebra or 1½ years of high school algebra and ½-year of plane geometry or trigonometry or equivalent. Techniques of algebra are studied with the emphasis on exact vocabulary. An analysis of the real number system is introduced to increase the depth of understanding algebra. Topics include linear and quadratic functions; systems of equations; inequalities; logarithms; series; theory of equations; and mathematical induction. This course is intended for students who need more preparation for trigonometry and the calculus. Three class periods.
- MS 110—COLLEGE TRIGONOMETRY 3 cr.
Prerequisite: MS 105, 2½ years of high school algebra, or two years of high school algebra and one year of plane geometry. This course treats trigonometric functions as functions of real numbers with trigonometric functions of angles as a subordinate topic. It includes identities, solutions of triangles, complex numbers, and the theory and use of logarithms. Three class periods.
- MS 113—TECHNICAL MATH I 3 cr.
A study of the functions and concepts of algebra as they relate to the solution of problems in the engineering and technical fields. Three class periods.

- MS 114—TECHNICAL MATH II** 3 cr.
Prerequisite: MS 113. A study of the functions and concepts of trigonometry as they relate to the solution of problems in the engineering and technical fields. Three class periods.
- MS 115—COLLEGE ALGEBRA AND TRIGONOMETRY** 4 cr.
Prerequisite: Two years of high school algebra and one year of plane geometry and trigonometry. A course for the above-average student which includes integrated topics of college algebra and trigonometry. The symbolism and terminology of sets and mathematical logic are applied when appropriate. It is designed primarily for the student planning to study analytic geometry and calculus. Four class periods.
- MS 121—INTRODUCTORY ANALYSIS (Honors)**..... 4 cr.
Prerequisite: High achievement in four years of academic high school mathematics, satisfactory scores on the twelfth grade placement test and the American College Test, and/or permission of the instructor. The course will include: structure of the number system; equations and inequalities; functions, including circular; systems of equations and inequalities; vectors; mathematical induction; and matrices and determinants. Four class periods.
- MS 127—ELEMENTARY STATISTICS** 3 cr.
Prerequisite: MS 101 or MS 103 or consent of instructor. This is an introductory course in statistics and will include the following topics: frequency distribution and graphical representation, percentiles, measures of central tendency and dispersion or variability, normal curve of distribution, sampling error theory, standard measures and methods of combining test scores, correlation theory and techniques of applying these theories. Three class periods.
- MS 131—CALCULUS WITH ANALYTIC GEOMETRY** 4 cr.
Prerequisite: MS 110 or MS 115 or two years of high school algebra, one year of plane geometry, $\frac{1}{2}$ year of trigonometry, and a high score on the mathematics test. A course designed for the mathematics or science major or engineer having a foundation in algebra and trigonometry but no analytic geometry. This course offers an integrated differential and integral calculus with analytic geometry and places emphasis upon the theoretical approach to mathematical analysis. Ample examples are covered in the applications of the derivative, the definite integral, vectors, partial differentiation, series, multiple integration, and some elementary differential equations. Four class periods.
- MS 232—CALCULUS WITH ANALYTIC GEOMETRY** 4 cr.
Prerequisite: MS 131. A continuation of MS 131. Four class periods.
- MS 233—CALCULUS WITH ANALYTIC GEOMETRY** 4 cr.
Prerequisite: MS 232. A continuation of MS 232. Four class periods.

MEDICAL ASSISTING

- MA 100—INTRODUCTION TO MEDICAL ASSISTING** 2 cr.
An overview of the Medical Assisting profession: duties and responsibilities; opportunities and compensations; professional requisites; ethics and legal aspects of medicine and medical assisting; and professional development. Two class periods.
- MA 101—MEDICAL TERMINOLOGY** 2 cr.
Development of a medical vocabulary commonly used in physicians' offices. Emphasis given to study of physiologic and anatomic terms referring to human tissues and organic systems and to use of medical dictionaries, manuals, and pharmaceutical references. Two class periods.

- MA 102—OFFICE PRACTICES AND PROCEDURES3 cr.
 Provides instruction pertaining to the administrative aspects of the operation of a physician's office: public relations; receptionist's responsibilities; making appointments; inter-office communications, including telephone and switchboard operations; records and reports; inventorying and ordering supplies; prescription writing; housekeeping; fees and collections; insurance forms; welfare agencies; and special problems in dealing with patients. Three class periods.
- MA 201—LABORATORY TECHNIQUES AND PROCEDURES 3 cr.
 Instruction pertaining to laboratory procedures used in identifying micro-organisms and the relation of micro-organisms to health and disease. Also, instruction pertaining to cultures and smears, urinalysis, blood counts, blood sugar, sedimentation rate, and dosages and solutions. Also, introduction and instruction for the use of the electrocardiograph and basal metabolism equipment and other special topics as needed. Five contact hours (2 class hours; 3 hours laboratory and demonstration).
- MA 202—CLINICAL PRACTICES AND PROCEDURES3 cr.
 Instruction pertaining to: orientation of a patient to physician's office; assisting in examination of patient including weighing, measuring, taking temperatures, pulse, respiration, and blood pressure; draping for examinations; assisting with minor surgery, including applying and removing surgical dressings, bandages, and splints; sterilization procedures and techniques; dealing with emergencies, including resuscitation, use of oxygen, shock, fainting, and allergy reactions; introduction to use of equipment; diathermy, ultrasound, and photomograph; instruction pertaining to vaccinations and immunology; and familiarization of student with the principles, preparations, and precautions of x-ray examinations. Five contact hours (2 class hours; 3 hours laboratory and demonstration).
- MA 204—SEMINAR IN MEDICAL ASSISTING3 cr.
 Consideration of the variations of the operation of physicians' offices of the different medical specialties. Time devoted to reviewing, summarizing, and synthesizing information and concepts introduced in previous courses. Special topics and problems related to individual and group interests included as needed. Recommended to be taken in fourth term. Three class periods.
- MA 205—PRACTICUM IN MEDICAL ASSISTING 3 cr.
 Six hours per week devoted to "on-the-job" training in a physician's office or hospital. One hour per week is devoted to class on campus under the direction of the coordinator of the practicum program. Seven contact hours (1 class hour; 6 work experience).
- MA 206—PRACTICUM IN MEDICAL ASSISTING 3 cr.
 Six hours per week devoted to "on-the-job" training in a physician's office. One hour per week devoted to class on campus under the direction of the coordinator of the practicum program. Seven contact hours (1 class hour; 6 work experience).

MUSIC

- MSC 100—COLLEGE CHORUS1 cr.
 Choral organization open to all college students. Both accompanied and unaccompanied compositions are included in the repertoire. Three rehearsal periods.
- MSC 101—COLLEGE CHORUS1 cr.
 A continuation of MSC 100. Three rehearsal periods.
- MSC 103—COLLEGE CHORALE 1 cr.
 Prerequisite: Permission of director. The repertoire of the College Chorale includes the more difficult sacred and secular compositions, accompanied and unaccompanied. Three rehearsal periods.

- MSC 104—COLLEGE CHORALE1 cr.
Prerequisite: Permission of director. A continuation of MSC 103. Three rehearsal periods.
- MSC 105—MUSIC APPRECIATION3 cr.
A course designed for students with little or no musical training. Combines a limited amount of training in music terminology with extensive listening. Three class periods.
- MSC 107—MUSIC THEORY3 cr.
Principles of musical notation, construction of intervals, and formation of triads. Four-part harmony with introduction of nonharmonicism. Application of learned skills to keyboard. (Formerly offered as MSC 113, 4 cr.)
- MSC 108—MUSIC THEORY3 cr.
Prerequisite: MSC 107 or permission of instructor. Modulations to nearly related keys. Analysis of basic forms: the phrase, period, two- and three-part forms. Harmonic analysis of selected chorales. Chords of the seventh. (Formerly offered as MSC 114, 4 cr.) Three class periods.
- MSC 109—SIGHT SINGING AND EAR TRAINING1 cr.
To be taken concurrently with MSC 107. Drills to develop the ability to sing at sight intervals, scales, triads, and simple melodies. Writing rhythm and melody from dictation. (Formerly offered as a part of MSC 113.) Two laboratory hours.
- MSC 110—SIGHT SINGING AND EAR TRAINING1 cr.
To be taken concurrently with MSC 108. One- and two-part melodic dictation, and rhythmic dictation. Chromatic sight-singing. (Formerly offered as a part of MSC 114.) Two laboratory hours.
- MSC 111—MUSIC WORKSHOP1 cr.
Open to all persons interested in theatre and music in the areas of performance and technical operation. One major production given each semester. Three rehearsal periods.
- MSC 112—MUSIC WORKSHOP1 cr.
A continuation of MSC 111 (no prerequisite). Three rehearsal periods.
- MSC 121—INSTRUMENTAL ENSEMBLE1 cr.
Open to all students of the college with permission of instructor. All students are urged to participate, especially those owning appropriate instruments. Three class periods.
- MSC 122—INSTRUMENTAL ENSEMBLE1 cr.
Prerequisite: Permission of instructor. A continuation of MSC 121. Three rehearsal periods.

APPLIED MUSIC: Private instruction is offered in piano, voice, and the orchestral instruments. The 61 series, carrying 2 credits per semester for 2 half-hour lessons per week, is designed for music majors in their principal area; the 31 series, involving 1 half-hour lesson weekly for 1 credit per semester, is for all other private music study.

Fees: (Per semester)

One private lesson weekly\$25.00

Each additional lesson per week... 15.00

Class lesson in piano 10.00

Instrument designations are as follows:

A. Piano	H. Trombone	Q. Bassoon
B. Voice	J. Baritone	R. Percussion
C. Violin	K. Tuba	S. Organ
D. Viola	L. French Horn	T. Saxophone
E. Cello	M. Flute	U. Classical Guitar
F. String Bass	N. Clarinet	X. Other
G. Trumpet	P. Oboe	

- MSC 131—APPLIED MUSIC (Elementary) (Private Instruction—Minor instrument) 1 cr.
One half-hour lesson per week. (See note concerning Applied Music above.)
- MSC 132—APPLIED MUSIC (Elementary) (Private instruction—Minor instrument) 1 cr.
One half-hour lesson per week. (See note concerning Applied Music above.)
- MSC 141—CLASS PIANO 1 cr.
For beginning piano students meeting in groups. Emphasis placed on music reading and elementary techniques. Two laboratory hours.
- MSC 142—CLASS PIANO 1 cr.
Prerequisite: MSC 141 or equivalent. A continuation of MSC 141. Two laboratory hours.
- MSC 151—CLASS VOICE 1 cr.
For singers with no previous vocal study and instrumentalists wishing a fundamental vocal knowledge. Emphasis on correct diction and tone production. Individual aid given. Two laboratory hours.
- MSC 152—CLASS VOICE 1 cr.
Prerequisite: MSC 151 or equivalent. A continuation of MSC 151. Two laboratory hours.
- MSC 161—APPLIED MUSIC (Elementary) (Private instruction—Major instrument) 2 cr.
Two half-hour lessons per week. (See note concerning Applied Music.)
- MSC 162—APPLIED MUSIC (Elementary) (Private instruction—Major instrument) 2 cr.
Two half-hour lessons per week. (See note concerning Applied Music.)
- MSC 171—CLASS STRINGS 1 cr.
Teaches basic performance skills on violin, viola, cello, or bass. Designed primarily for music education majors, but open to any student on consent of instructor. Two laboratory hours.
- MSC 173—CLASS BRASS 1 cr.
Teaches basic performance skills on trumpet or cornet, trombone, or French horn. Designed primarily for music education majors, but open to any student on consent of instructor. Two laboratory hours.
- MSC 175—CLASS WOODWINDS 1 cr.
Teaches basic performance skills on clarinet, flute, or oboe. Designed primarily for music education majors, but open to any student on consent of instructor. Two laboratory hours.
- MSC 177—CLASS PERCUSSION 1 cr.
Teaches basic performance skills in percussion with emphasis on rudimentary snare drumming. Designed primarily for music education majors, but open to any student on consent of instructor. Two laboratory hours.
- MSC 207—MUSIC THEORY 3 cr.
Prerequisite: MSC 108 or permission of instructor. Techniques in analysis and part writing in vocal, keyboard, and instrumental styles. Advanced tertian harmony. Three class periods.
- MSC 208—MUSIC THEORY 3 cr.
Prerequisite: MSC 207 or permission of instructor. Altered and chromatic chords. Extension of tonality. Arranging and composition in various styles including some contemporary techniques. Foundations for analysis of various musical forms. Three class periods.
- MSC 209—SIGHT SINGING AND EAR TRAINING 1 cr.
To be taken concurrently with MSC 207. Polyrhythmic dictation. Two- and three-part melodic dictation. Advanced sight singing. Two laboratory hours.
- MSC 210—SIGHT SINGING AND EAR TRAINING 1 cr.
To be taken concurrently with MSC 208. Polyrhythmic dictation. Three- and four-part melodic dictation. Advanced sight singing. Two laboratory hours.

- MSC 217—KEYBOARD HARMONY1 cr.
Prerequisite: MSC 108. Development of skills at the piano. Emphasis upon harmonization of melodies, modulation, transposition, and improvisation. Required of all majors. Two laboratory hours.
- MSC 218—KEYBOARD HARMONY1 cr.
Prerequisite: MSC 217. A continuation of MSC 217. Two laboratory hours.
- MSC 231—APPLIED MUSIC (Intermediate) (Private instruction—Minor instrument) 1 cr.
One half-hour lesson per week. (See note concerning Applied Music)
- MSC 232—APPLIED MUSIC (Intermediate) (Private instruction—Minor instrument) 1 cr.
One half-hour lesson per week. (See note concerning Applied Music)
- MSC 235—SURVEY OF MUSIC HISTORY 3 cr.
Prerequisite: MSC 105. A study of the development of music from the early Medieval period to the present day. Emphasis upon the stylistic trends of each period. Three class periods.
- MSC 261—APPLIED MUSIC (Intermediate) (Private instruction—Major instrument) 2 cr.
Two half-hour lessons per week. (See note concerning Applied Music)
- MSC 262—APPLIED MUSIC (Intermediate) (Private instruction—Major instrument) 2 cr.
Two half-hour lessons per week. (See note concerning Applied Music)

PHILOSOPHY

- PY 201—INTRODUCTION TO PHILOSOPHY 3 cr.
Through examination of such classics as Plato's "Republic," Descartes' "Discourse," and Hume's "Enquiry," the course seeks to encourage critical thinking and to develop an analytical approach to the understanding of man's problems through the ages—democracy, individual freedom, ethics, religion, science, and human progress. Three class periods.

PHYSICAL EDUCATION

- PE 101-102-201-202—PHYSICAL EDUCATION1 cr. (each)
Basic recreational courses which are required for all students seeking the Associate of Arts degree. (Certain students may be exempted because of age, prior military service, or physical handicaps.) The courses include instruction in conditioning, bowling, archery, badminton, basketball, tumbling, golf, gymnastics, soccer, softball, tennis, track, volleyball, swimming, life saving, recreational activities, folk and square dancing. The activities will vary from one semester to another and may be offered on one or more campuses or other locations in men's, women's, or co-educational classes. Two activity periods.
- PE 151—INTRODUCTION TO PHYSICAL EDUCATION3 cr.
Designed for students interested in physical education as a profession. The course examines the place, function, and contribution of physical education within the total educational program. It also includes considerations of the history, philosophy, and problems of physical education. Three class periods.
- PE 205—SPORTS OFFICIATING 2 cr.
Techniques of officiating various sports. These contact hours (1 class; 2 laboratory-practice).
- PEC 103-104-203-204—ADAPTIVE PHYSICAL EDUCATION 1 cr. (each)
The adapted program is open only to those students who are assigned to it by the college or medical advisor through counselors from the Department of Physical Education. Each student engages in a program specifically designed to meet his limitations, capacities, and interests. Depending on his needs, a student may enroll in any of the program areas—special conditioning, aquatics, recreational sports. Two activity periods.

PHYSICS

- PS 201—GENERAL PHYSICS 4 cr.
Prerequisite or corequisite: MS 110—College Trigonometry or MS 115—College Algebra and Trigonometry. Subject matter includes mechanics, heat, thermodynamics, and sound. Laboratory work will illustrate important principles and develop techniques through experiments requiring quantitative conclusions. This course, stressing problem-solving ability, is designed for all students taking programs requiring physics, including science and engineering majors. Three class periods and one 3-hour laboratory.
- PS 202—GENERAL PHYSICS 4 cr.
Prerequisite: PS 201. A continuation of PS 201. Subject matter includes electricity, magnetism light, and some areas of modern physics. Laboratory work is similar to and a continuation of the laboratory in PS 201. Three class periods and one 3-hour laboratory.

POLITICAL SCIENCE

- PLS 201—AMERICAN FEDERAL GOVERNMENT 3 cr.
A study of the theory, organization, principles, and functioning of the Federal Government, emphasizing relationship of the individual to the government. Three class periods.
- PLS 202—STATE AND LOCAL GOVERNMENT 3 cr.
A study of state and local forms of government in the United States. The government of Florida is used as an example of activities and patterns of state government. Responsibilities of local government at county and city levels are explored. Three class periods.
- PLS 285—INTERNATIONAL RELATIONS 3 cr.
A study of the nature of the international political system with emphasis on the concepts of national interest and power with respect to the relations of nation-states; examination of the function and role of international organizations. Three class periods.

PSYCHOLOGY

- PSY 101—HUMAN RELATIONS 3 cr.
Drawing from several areas of behavioral science, the course is designed for students in business and technical fields. Also suitable for general education and personal enrichment; not recommended for the student who plans to major in psychology. Includes group dynamics, leadership, ethics, motivation and morale, social systems, formal and informal organizations, and other selected topics. Three class periods.
- PSY 105—GENERAL PSYCHOLOGY 3 cr.
An analysis of human behavior by the study of the adaptation of the individual to his physical and social environment. Three class periods.
- PSY 205—CHILD PSYCHOLOGY 3 cr.
Prerequisite: PSY 105. A study of the hereditary, maturational, psychological, and social factors in child behavior. Three class periods.
- PSY 207—ADOLESCENT PSYCHOLOGY 3 cr.
Prerequisite: PSY 105. Development in the adolescent years with emphasis on psychological problems. Three class periods.
- PSY 209—EDUCATIONAL PSYCHOLOGY 3 cr.
The study of psychology as it relates to the problems of education. Three class periods.

RELIGION

- REL 201—WORLD RELIGIONS 3 cr.
A comparative study of world religions, including Hinduism, Buddhism, Taoism, Confucianism, Shinto, Islam, Judaism, and Christianity. Three class periods.

SCIENCE

- SC 101—LIFE IN ITS BIOLOGICAL ENVIRONMENT 4 cr.
This course is a general education course designed to acquaint students with the major principles, theories, and concepts of the biological sciences. Students should gain a better understanding of the life sciences and their role in and contribution to daily living. Topics and materials which best illustrate these principles will be selected. The course will include lectures, demonstrations, audio-visual aids, field trips, guest lecturers, and laboratory experiences. Three class periods and one two-hour laboratory per week, which must be scheduled concurrently.
- SC 102—LIFE IN ITS PHYSICAL ENVIRONMENT 3 cr.
This course is designed to acquaint the individual with the development of the physical sciences, with the integrating principles and theories in the physical sciences, with the practice of the scientific method, and with a useful knowledge of selected areas in mechanics, electricity and magnetism, periodicity and atomic structure, and nuclear phenomena. Presentation involves lectures, demonstrations, and films. The course is not designed essentially as an introductory or preparatory course for any of the specific physical sciences. Three class periods.
- SC 103—LIFE IN ITS PHYSICAL ENVIRONMENT 3 cr.
This course is designed to acquaint the student with the development of science, with the integrating principles and theories in the earth sciences, with the practice of the scientific method, and with a useful knowledge of selected areas of the earth sciences, solar astronomy, geology, and meteorology. Presentation involves lectures, demonstrations, and films. The course is not designed essentially as an introductory or preparatory course for any of the specific physical sciences. Three class periods.
- SC 275—SCIENCE INSTITUTE FOR ELEMENTARY TEACHERS 3 cr.
A lab oriented course designed to acquaint students with the process approach to elementary school science. Attention is given to use of equipment and materials, development of scientific processes, and review and extension of scientific knowledge. (Limited enrollment.) Three class periods.

SOCIAL SCIENCE

- SLS 103—HUMAN INSTITUTIONS 3 cr.
An analysis of trends and institutions of contemporary American society in a historical perspective. Development and change of the basic components of American life are examined through the study of social processes, institutions, and problems. (A one-semester modification of the course formerly offered as SLS 101-102—ORIGINS OF AMERICAN SOCIETY.) Three class periods.
- SLS 203—FOUNDATIONS OF THE AMERICAN ECONOMY 3 cr.
A survey of the American economic system and its development. The course is designed to guide the student in a practical examination of the contemporary operation of regulated capitalism in the United States. Consideration is given to business organization, the market system, gross national product, banking and finance, problems in employment, and various other aspects of the Government's relation to the national economy. Students who have earned credit in ES 201 or ES 202 may not receive credit for SLS 203. Three class periods.

SOCIOLOGY

- SY 201—INTRODUCTORY SOCIOLOGY 3 cr.
A study of sociological concepts, theories, and methods; social groups, processes, and change. Three class periods.

- SY 202—SOCIAL PROBLEMS 3 cr.
Prerequisite: SY 201. A consideration of major social problems which affect individuals and groups in industrial societies, with especial attention to American society. Three class periods.
- SY 203—MARRIAGE AND FAMILY 3 cr.
A study of mate selection, courtship, marriage, and child rearing, with especial attention to the contemporary American family. Three class periods.

SPANISH

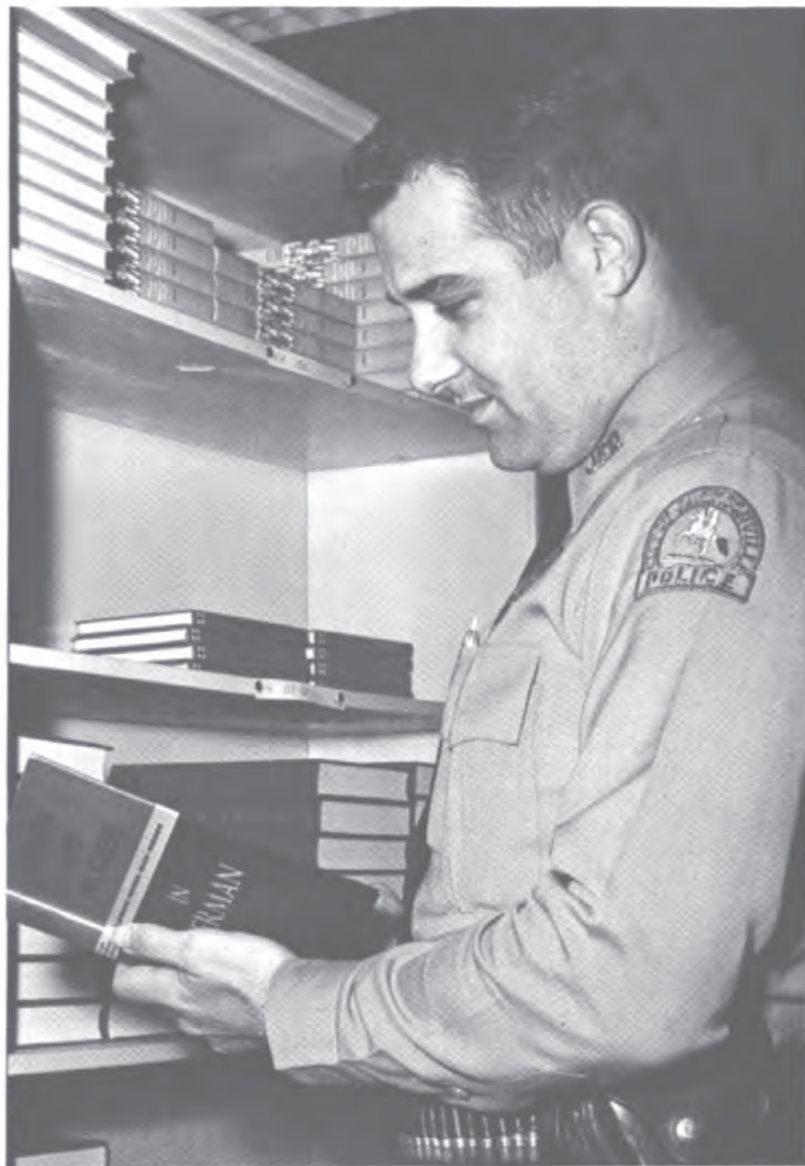
- SH 101—BEGINNING SPANISH 3 cr.
A beginning course covering the fundamentals of Spanish grammar. The communication skills of hearing, speaking, reading, and writing are developed simultaneously. Course material is supplemented with simple prose texts and audio-visual aids. Four contact hours (2 class; 2 laboratory).
- SH 102—BEGINNING SPANISH 3 cr.
Prerequisite: SH 101 or equivalent. A continuation of SH 101. Four contact hours (2 class; 2 laboratory).
- SH 201—INTERMEDIATE SPANISH 3 cr.
Prerequisite: SH 102 or equivalent. Reading and discussion of short stories, novels, plays, and poetry in a gradually progressing scale of difficulty by modern Spanish and Spanish-American authors. Thorough review of the principles of grammar. Composition and conversation planned to develop a basic active vocabulary and facility in understanding written and spoken Spanish. Four contact hours (2 class; 2 laboratory).
- SH 202—INTERMEDIATE SPANISH 3 cr.
Prerequisite: SH 201 or equivalent. A continuation of SH 201. Four contact hours (2 class; 2 laboratory).
- SH 203—SPANISH COMPOSITION AND CONVERSATION 3 cr.
Prerequisite: SH 202 or four years of high school Spanish. Composition and conversation emphasizing development of vocabulary and facility in handling the basic structures of the Spanish language. Three class periods.
- SH 204—SPANISH COMPOSITION AND CONVERSATION 3 cr.
Prerequisite: SH 203. A continuation of SH 203 emphasizing written and oral reports and discussion of topics of contemporary cultural interest with regular reference to periodicals in the language. Three class periods.

SPEECH

- SCH 105—FUNDAMENTALS OF SPEECH 3 cr.
This course is designed to improve the basic skills of speaking through classroom exercises, discussion, oral reading, and public address. Three class periods.
- SCH 205—ORAL INTERPRETATION 3 cr.
Prerequisite: SCH 105 or consent of instructor. Critical analysis and appreciation of literature from both the emotional and the intellectual viewpoints. Involves the discussion and application of the techniques of oral reading of poetry, prose, and drama. Designed to enhance the student's appreciation of words, ideas, and beauty in all forms of literature. Three class periods.
- SCH 207—FOUNDATIONS OF DISCUSSION AND DEBATE 3 cr.
Prerequisite: SCH 105 or consent of instructor. A study of the principles of argumentation—the discovery and use of evidence, reflective thinking, and logical reasoning—as used in persuasion, discussion, and debate. Includes a study of the technical forms of discussion and debate. Three class periods.

TECHNICAL EDUCATION

- TE 100—INTRODUCTION TO ENGINEERING TECHNOLOGIES 3 cr.
An overview of the various Engineering Technologies. Emphasis is placed on such topics as job descriptions, industrial environment, and the qualifications of a technician. Included will be periodic presentations from members of the various industrial fields. (Formerly offered as EG 100.) Three class periods.
- TE 203—TECHNICAL REPORT WRITING 3 cr.
Prerequisite: EH 101. A course of study in the proper arrangements, format, and analysis of technical data, specifications, and findings for presentation in report form. Methods and techniques for display of raw data by use of graphs and charts are emphasized. Three class periods.



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