



**FLORIDA JUNIOR COLLEGE  
AT JACKSONVILLE**

**1968 - 1969**

SERVING THE CITIZENS OF DUVAL AND NASSAU COUNTIES

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FLORIDA  
COMMUNITY  
COLLEGE  
— ★ —  
AT JACKSONVILLE

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

**BULLETIN  
1968-69**

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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FLORIDA  
COMMUNITY  
COLLEGE  
AT JACKSONVILLE

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# COLLEGE CALENDAR 1968-69

## FALL TERM

1968	TERM I (68/69)	
Aug. 19(M)	8:00 AM	Reporting date for all Faculty
Aug. 21-22(W-Th)	6:00 PM- 9:00 PM	Evening Division Registration
Aug. 22(Th)	6:30 PM- 8:00 PM	Registration Fernandina Beach Center (Fernandina Beach High School) for Fernandina Classes Only
Aug. 22-23(Th-F)	8:30 AM- 4:00 PM	Registration Day Division
Aug. 26(M)	8:30 AM- 4:00 PM	Registration all students
Aug. 28(W)	7:00 AM	Classes Begin
Aug. 28 - Sept. 4	8:30 AM-11:30 AM 1:30 PM- 4:00 PM 6:30 PM- 8:30 PM	(Except Sept. 4) Late Registration. A \$5.00 late fee will be charged
Sept. 2(M)		Holiday-Labor Day
Sept. 3(T)	7:00 AM	Classes Resume
Sept. 4(W)	9:00 PM	Last time for approved Add/Drop form to be received in Office of the Registrar
Oct. 18(F)	4:00 PM	Advisory grades due in Office of the Registrar
Oct. 25(F)	5:00 PM	Last time to remove grade of "I" received during Term IV, 1967/68 Academic Year
Nov. 20(W)	9:00 PM	Last time to apply for graduation at end of current term
Nov. 28-29(Th-F)		Holiday-Thanksgiving
Dec. 2(M)	7:00 AM	Classes Resume
Dec. 20(F)	5:00 PM	Final Grades due in Office of the Registrar
Dec. 20(F)	5:00 PM	End of Term I

## WINTER TERM

1969	TERM II (68/69)	
Jan. 6(M)	6:30 PM- 8:00 PM	Registration Fernandina Beach Center (Fernandina Beach High School) for Fernandina Beach Classes Only
Jan. 7-8(T-W)	8:30 AM- 4:00 PM	Registration Day Division
Jan. 7-8(T-W)	6:00 PM- 9:00 PM	Registration Evening Division
Jan. 10(F)	7:00 AM	Classes Begin.
Jan. 10-16	8:30 AM-11:30 AM 1:30 PM-4:00 PM 6:30 PM- 8:30 PM	(Except Jan. 16) Late Registration. A \$5.00 late fee will be charged
Jan. 16(Th)	9:00 PM	Last time for approved Add/Drop form to be received in the Office of the Registrar

Mar.	14(F)	5:00 PM . . . . .	Last time to remove grade of "I" received during Term I 1968/69 Academic Year
Apr.	3(Th)	5:00 PM . . . . .	Last time to apply for graduation at the end of current term
Apr.	4(F)		Holiday— Good Friday
Apr.	7(M)	7:00 AM . . . . .	Classes resume
May	2(F)	5:00 PM . . . . .	End of Term II
May	2(F)	5:00 PM . . . . .	Final grades due in the Office of the Registrar
May	2(F)	8:00 PM . . . . .	Graduation and Convocation

### SPRING TERM

#### TERM III (68/69)

May	5(M)	6:00 PM- 9:00 PM . . . . .	Registration Evening Division
May	6(T)	8:30 AM- 3:00 PM . . . . .	Registration— Day and Evening Division
May	7(W)	7:00 AM . . . . .	Classes begin
May	7-8(W-Th)	8:30 AM- 2:00 PM 6:00 PM- 8:00 PM	Late Registration A \$5.00 late fee will be charged
May	8(Th)	8:30 PM . . . . .	Last time for approved Add/Drop Form to be received in Office of the Registrar
June	17(T)	9:45 PM . . . . .	End of Term III
June	19(Th)	12:00 Noon . . . . .	Final grades due in Office of the Registrar

### SUMMER TERM

#### TERM IV (68/69)

June	18(W)	6:00 PM- 9:00 PM . . . . .	Registration Evening Division
June	19(Th)	8:30 AM- 2:00 PM . . . . .	Registration — Day and Evening Division
June	20(F)	7:00 AM . . . . .	Classes Begin
June	20,23(F,M)	8:30 AM- 2:00 PM 6:00 PM- 8:30 PM	Late registration. A \$5.00 late fee will be charged
June	23(M)	8:30 PM . . . . .	Last time for approved Add/Drop form to be received in Office of the Registrar
July	4(F)		Holiday— Fourth of July
July	7(M)	7:00 AM . . . . .	Classes resume
July	25(F)	5:00 PM . . . . .	Last time to remove grade of "I" received during Term II, 1968/69 Academic Year
Aug.	1(F)	5:00 PM . . . . .	Final grades due in Office of the Registrar
Aug.	1(F)	5:00 PM . . . . .	End of Term IV



## **COLLEGE ADVISORY COMMITTEE**

Mr. Fred Kent, Sr., Chairman

Mr. Donald Martin, Co-chairman

Mr. Hugh F. Stone, Jr., Co-chairman

Mr. Hoyt E. Broward

Mr. Herbert W. Fishler

Mrs. Page Haddock

Mr. J. Wertz Nease

Mr. Claude Rucker, Jr.

## **BOARD OF PUBLIC INSTRUCTION**

Duval County, Florida

Mr. M. C. Harden, Jr., Chairman

Dr. Hugh B. Wilcox, Co-chairman

Mr. Martinez Baker

Mr. Ned P. Searcy

Mr. Charles R. Bassett

Mr. A. E. Stokes

Mr. Don Wells

## **SUPERINTENDENT OF PUBLIC INSTRUCTION**

Duval County, Florida

Mr. Ish Brant

## **SUPERINTENDENT OF PUBLIC INSTRUCTION**

Nassau County, Florida

Mr. Dean B. Blankenship

## ADMINISTRATIVE OFFICERS

J. Bruce Wilson B.S., M.Ed., Ed.D.	President
Adrien P. Beaudoin B.Ed., M.Ed	Director of Community Services
Ray E. Bittle B.S., M.A., M.Ed., Ed.D.	Director of Technical Education and Acting Director of Business Education
Bruce V. Bonneville B.S.B.A.	Director of Payroll
Carl E. Carrigan B.S., M.S.	Assistant Director of Technical Education — Programs
Kenneth Clawson B.S., M.A., Ph.D.	Assistant Dean — Math and Science — Cumberland Campus
Thomas A. Delegal B.A.E., M.A.E.	Coordinator of Evening Studies
J. Edward Derrickson B.S., M.Ed.	Assistant Director of Occupational Education
Granville P. Diffie B.S., M.Ed., Ed.S., Ed.D.	Dean of Academic Studies — Cumberland Campus
Harriette Y. Dodson A.A., B.A., M.A.	Director of Guided Studies
Oliver R. Finch B.S.E., M.A.	Assistant Dean — Math and Science Southside Campus
John A. Haynes B.A., M.Ed.	Dean of Guidance Services
H. B. Hodgkins B.A., M.Ed.	Registrar
Erskine C. Key B.S., M.A., Ed.D.	Dean of Academic Studies — Southside Campus
Iven S. Lamb B.S., LL.B.	Director of Police Science and Administration
Lee R. Ledbetter B.B.A.	Director of Purchasing
Bill W. MacFarland B.A., M.A.	Assistant Admissions Officer
A. Perkins Marquess B.S., M.A.	Director of Physical Facilities —Acting Business Manager
Mary R. McCandless B.S., M.Ed.	Director of Nursing
Patterson Y. Miller B.M.	Administrative Assistant — Community Services
Albert H. Rumph B.A.E., M.A.E.	Evening Administrator — Southside Campus and Assistant Director of Personnel
Ralph E. Russell A.B., M.S., M.A.	Head Librarian
Gilbert J. Schenkel B.S.	Director of Receiving, Property Records
Regis D. Schiffbauer B.S., M.A.	Director of Student Activities
H. James Schroer B.S., M.Ed.	Director of Federal Projects
Thomas A. Strickland B.S., M.Ed., Ed.S.	Assistant Director of Technical Education — Planning
J. Richard Warren B.A., M.A., Ph.D.	Assistant Dean — Humanities Cumberland Campus
Mary Alice Webb B.S., M.S.	Assistant Head Librarian
Robert L. Wright, Jr. B.S.	Director of Accounting
Robert J. Zanic B.A., M.Ed.	Assistant Director of Community Services

## FULL-TIME FACULTY (1967-68)

Edna Beverly Adams B.S., Georgia State College for Women M.A., University of Florida A.P.G., University of Florida	Guided Studies
Brenda B. Allen A.B., University of Kentucky M.A., University of Kentucky	Counseling
Eleanor C. Allen B.A., William & Mary M.F.A., George Washington University	Art
Anthony J. Antonio A.B., Birmingham Southern College M.A., University of Alabama	Art
Emil S. Aramoonie B.S.E.E., University of Florida M.S.E.E., University of Florida	Technical Education
William F. Bailey B.S., Concord College	Physical Science
William E. Baker B.A., Jacksonville University	Technical Education
Mildred S. Barnert B.A., Jacksonville University M.Ed., University of Florida Ed.S., University of Florida	Psychology
Adrien P. Beaudoin B.Ed., Keene Teachers College M.Ed., Keene Teachers College	Community Services
Richard J. Benoit B.S., State University of N.Y. M.S., State University of N. Y.	English
Raymond E. Bittle B.S., Central State M.A., Mississippi Southern M.Ed., Mississippi Southern Ed.D., University of Florida	Technical and Business Education
Elizabeth L. Boote B.A., Florida State University M.A., Arizona State University	English
Bruce V. Bonneville B.S.B.A., University of Florida	Payroll Services
John L. Borom B.S., William Carey College	Biology
Luther J. Bowman A.B., Indiana University M.A.E., University of Florida	Asst. Chairman, Dept of Mathematics, Cumberland Campus
Harry J. Brinkley B.S.A., University of Florida M.S.A., University of Florida	Biology
Frederick W. Brockman 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
Johnny W. Bruce B.S.E., Arkansas State University M.S.E., Arkansas State University	Biology
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	Technical and Business Education
B.S., Northwestern State College	
M.S., Northwestern State College	
Betty Anne Carter	Guided Studies
B.A., Goucher College	
M.Ed., University of Florida	
Luther B. Christofoli	English
A.B., Newberry College	
M.A., Auburn University	
Kenneth T. Clawson	Asst. Dean, Math and Science
B.S., Appalachian State University	Cumberland
M.A., Appalachian State University	Campus
Ph.D., Florida State University	
Rachael E. Clothier	Spanish
B.S., Southwestern at Memphis	
M.A., Florida State University	
William F. Cobb	Psychology
B.S.C.E., University of Georgia	
M.A., University of Florida	
Jon P. Cosby	Mathematics
A.B., Western Kentucky State University	
M.A., Western Kentucky State University	
Jimmy Ray Crockett	Chemistry - Physical Science
B.S., Florence State College	
M.A., Middle Tennessee State University	
James B. David	Physical Science - Data Processing
B.S., Ch.E., University of Florida	
M.S., University of Florida	
Thomas A. Delegal	Evening Studies
B.A.E., University of Florida	
M.A.E. University of Florida	
Robert W. Dennard	Mathematics
B.A., Florida State University	
M.S., Florida State University	
Joseph E. Derrickson	Occupational Education
B.S., Ohio University	
M.Ed., Pennsylvania State University	
Sue S. DeVault	English
B.A.E., University of Florida	
M.A.E., University of Florida	
Granville P. Diffie	Dean of Academic Studies
B.S., University of Maryland	Cumberland Campus
M.Ed., University of Florida	
Ed.S., University of Florida	
Ed.D., University of Florida	
Todor M. Dobrovsky	Biology
B.S., University of Wisconsin	
M.S., University of Wisconsin	
Ph.D., Cornell University	
Harriette Y. Dodson	Guided Studies
A.A., North Florida Junior College	
B.A., Florida State University	
M.A., Florida State University	
Carolyn T. Drake	Nursing
B.S., Florida State University	
Debora A. Dreher	English
A.B., Washington Square College, N.Y. University	
M.A., New York University	
Shelley Rae Drew	Humanities - Philosophy
B.A., Jacksonville University	
M.A., University of Florida	
Marie E. Duggins	French
B.A., Jacksonville University	
M.A., University of Florida	
Ben G. Edmonson	History
B.A., University of Mississippi	
M.A., University of Mississippi	

Frank A. Edmonson, III B.M.E., Florida State University M.A., Florida State University Ph.D., Florida State University	Music
Herman Elson B.S., City College of New York M.A., New York University	Mathematics
Olney H. England B.S., Austin Peay State College M.A., Austin Peay State College	Psychology
John Earl Farmer B.A., University of Florida M.Ed., University of Florida	Counseling
Julian Earl Farris B.A., Jacksonville University M.A., Florida State University	English
Rubel G. Fears B.A., Mississippi State University	English
Oliver R. Finch B.S.E., Georgia Southern College M.A., George Peabody College	Asst. Dean, Math and Science Southside Campus
Gertrude E. Fitzgerald B.A., Meredith College M.A., Vanderbilt University	English
Doris V. French B.S.E., Arkansas State University M.S.E., Arkansas State University	Business
Lenita F. Futrell B.S.E., Arkansas State University M.S.E., Arkansas State University	Business
James H. Gause B.S., Florida State University M.S., Florida State University	Physical Education
Marilyn N. Gooding B.A., Stetson University M.A.T., Jacksonville University	English
Sidney W. Gooding B.A., Mary Baldwin College M.Ln., Emory University	Library Services
Roy Dale Granlund B.S., Jacksonville University M.Ed., University of Florida	Mathematics
Lawton R. Green B.S., Florida State University M.A., Florida State University	Philosophy
Larry R. Griffey B.S., Austin Peay State College M.A., Austin Peay State College	Mathematics
Donald F. Hampton B.S., Florida State University M.S., Indiana University	Business
Frederick D. Harper B.S., Edward Waters College M.Ed., Florida A & M University	Counseling
Rosanne 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
Sue Carolyn Haynes B.A., North Texas State University M.A., University of Utah	English
H. B. Hodgkins B.A., University of Florida M.Ed., University of Florida	Registrar
John N. Howell B.S., U.S. Military Academy, West Point, N.Y. M.A., George Washington University	Mathematics

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B.A., Berea College	
M.A., George Peabody College for Teachers	
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A.A., Jacksonville University	
B.A., University of Florida	
M.A., Appalachian State University	
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M.Ed., University of Florida	
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M.A., George Peabody College for Teachers	
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M.Ed., University of Chattanooga	
M.A., Emory University	
Ph.D., Emory University	
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B.S., Lyndon State Teachers College	
M.A.T., University of Vermont	
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Mary Rea McCandless B.S., Ohio State University M.Ed., Ohio State University	Nursing
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William F. McGrath B.S.M.E., Alabama Polytechnic Institute B.S.E.E., U.S. Naval Postgraduate School	Technical Education
Charles R. McKenzie B.S., Northwestern State College of Louisiana M.S., Northwestern State College of Louisiana	Technical Education
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Robert N. Pooley B.A., University of Wisconsin M.A., University of Wisconsin	Physical Science
Monett Powers A.B., University of North Carolina M.A.T., University of North Carolina	English
Stephen E. Powers, IV B.A., Rollins College B.A., Southern Missionary College M.A.T., Andrews University	Mathematics
Richard L. Quianthy B.A.E., University of Florida M.Ed., University of Florida	Speech - Education
Charles D. Quick B.A., St. Andrews Presbyterian College M.A., Appalachian State University	English
Marian P. Raulerson B.A., Clarke College M.A., Loyola University	Mathematics
Johnnie L. Reece B.A., University of South Florida	Biology
Ronald J. Reed A.A., St. Petersburg Junior College B.S., University of Florida M.Ed., University of Florida	Physics
Howard C. Roey B.S., Jacksonville University M.A., Appalachian State University	Physical Education
Holland W. Rood B.S., Clarkson College of Technology M.S., New York State College for Teachers	Technical Education
Basil D. Rosenberry B.S., St. Bonaventure University Ed.M., St. Bonaventure University	Mathematics
A. Newman Rossie B.A., Mississippi State University M.A., Mississippi State University	Social Science
Albert H. Rumph B.A.E., University of Florida M.A.E., University of Florida	Personnel Services
Ralph E. Russell A.B., Florida State University M.S., Florida State University M.A., New York University	Librarian
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Gilbert J. Schenkel B.S., University of Florida	Receiving and Property Records
Regis D. Schiffbauer B.S., West Virginia University M.A., West Virginia University	Student Activities
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Elaine M. Silcox B.S., University of Florida	Nursing
Jimmie Lee Smith B.S., Tennessee Technological University M.A., George Peabody College for Teachers	Business



John G. Stanley, Jr. B.A., Jacksonville University M.A.T., Jacksonville University	Social Science
Jessie E. Stoner B.S., Florida State University M.A., Memphis State University	Physical Education
Thomas A. Strickland A.A., Palm Beach Junior College B.S., University of Florida M.Ed., University of Florida Ed.S., University of Florida	Technical and Business Education
William F. Strickland B.A., Duke University M.A., University of Florida	English
Beverly A. Thomas B.A.E., University of Florida M.A.T., University of Florida	Speech - Drama
Kenneth W. Thompson A.B., Dartmouth College M.B.S., University of Colorado	Mathematics
Sidney R. Tillinghast A.B., Morehouse College M.B.A., Northwestern University	Counseling
Reginald F. Touchton B.A., University of Florida M.Ed., University of Florida	Sociology
Bobby W. Tullos B.A., Millsaps College M.M., University of Mississippi	Music
Orville Z. Tyler B.S., U.S. Military Academy, West Point, N. Y. M.A., American University	History
Charlene B. Upton B.S., Florida State University M.S., Florida State University	Physical Science
J. Richard Warren B.A., Stetson University M.A., Stetson University Ph.D., Florida State University	Asst. Dean, Humanities Cumberland Campus
Thomas A. Warren B.S., Florida State University M.S., Florida State University	Business
Theodore N. Wattron A.B., Anderson College M.A., Ohio State University	Social Science
Mary Alice Webb B.S., Jacksonville University M.S., Florida State University	Library Services
Franklin P. West A.B., Stetson University	History
Kenneth Whitehead B.S., East Tennessee State University M.A., East Tennessee State University	English
J. Bruce Wilson B.S., Arkansas State University M.Ed., University of Florida Ed.D., University of Florida	President
Jack L. Wilson A.B., University of Chattanooga M.S., Florida State University	History
Jerry J. Wisner B.S., Tennessee Polytechnic Institute M.A., University of Tennessee	Psychology
LeRoy Wolfe B.A., Ohio Wesleyan University J.D., University of Wisconsin	Business

William J. Wolson	Social Science
A.A., Palm Beach Junior College	
B.A., Florida State University	
M.A., Florida State University	
Hazel J. Womble	Nursing
B.S., Florida State University	
M.S., Florida State University	
Robert L. Wright, Jr.	Accounting Services
B.S., Florida State University	
Doran D. Yelton	Social Studies
B.S., East Tennessee State University	
D.D.S., University of Tennessee	
Robert J. Zanic	Community Services
B.A., California State College at Los Angeles	
M.Ed., University of Florida	



## **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 College admitted a charter class of 2,610 students in August, 1966. In its second year of operation the student enrollment reached 6,030. In this second year several new programs were added to broaden the educational offerings of the college and thus increase service to the community.

The College is accredited by the Florida Department of Education and maintains correspondent status with the Southern Association of Colleges and Schools.

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 Florida Junior College at Jacksonville**

Recognizing the importance of the individual to the community and our democratic society as a whole, the Florida Junior College at Jacksonville seeks to help students develop into happier, more productive citizens by creating an environment which will awaken and develop their talents to the fullest.

The College seeks to foster individual responsibility and leadership by:

1. Promoting educational experiences leading to the realization of personal goals.
2. Encouraging a sense of responsibility to oneself and others.
2. Promoting increased contact with an understanding of our cultural heritage.
4. Encouraging students to cultivate ever more compelling personal values and the skills of critical thinking so that they may face the challenges of the future with courage and creativity.

To implement this philosophy as a comprehensive community college, the Florida Junior College at Jacksonville, serving both Duval and Nassau Counties, seeks to achieve the following objectives:

1. To provide a general education program which forms the basic courses for other programs and is designed to help develop citizens who can function more effectively

- as individuals within families, and as responsible members of their society.
2. To provide up to two years of college courses for those students who wish to transfer to other colleges and universities.
  3. To provide college education in the fields of technical and specialized education appropriate to the needs of the individual and the community.
  4. To provide vocational-technical education for those individuals who wish to upgrade themselves in their vocations.
  5. To provide enrichment programs and courses given on a non-credit basis to enable adults or other students to become more effective in use of leisure time and/or occupational efficiency.
  6. To provide Guided Studies programs which allow additional preparatory work for high school graduates who do not have an adequate background to do college work.
  7. To provide and encourage use of a comprehensive guidance and counseling service for enhancement of personal and professional growth.
  8. To provide as a community service activities to foster cultural and recreational development.
  9. To provide educational leadership.
  10. To provide master teachers oriented towards teaching rather than research.

### **STUDENT PERSONNEL SERVICES**

The Offices of Student Personnel Services are designed to assist the student in maximizing his college experience. These offices are located in Building 47, Cumberland Campus and Room 3, Southside Campus.

#### **Entering Students**

As part of its advising program, Florida Junior College at Jacksonville requires all entering day students to take the American College Test (ACT). The results are not used for admission but as an aid in better advising students. All entering day students should 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 Admissions Office or Student Personnel Services Offices.

Entering students should plan to take this test on one of the following dates:

<u>Test Date</u>	<u>Test Registration</u>	
	Opens	Closes
May 11, 1968	January 29	April 10
August 3, 1968	April 22	July 3

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

## **Testing Services**

The Office of Student Personnel Services offers a program of group and individual testing designed to serve students. General scholastic ability 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 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 1967-68 academic year which were given by local organizations for students attending the Florida Junior College at Jacksonville:

Alpha Delta Kappa

American Business Women's Association,  
Crown Chapter

American Business Women's Association,  
Golden Key Chapter

- \* American Business Women's Association,  
Port-o-Call Chapter  
American Cross Arm, Inc.  
Council for the Blind
  - \* Data Processing Management Association
  - \* Downtown Rotary Club  
Duval Medical Center Auxiliary
  - \* Duval Teachers' Association  
Eastern Star  
Farrens Tree Surgeons
  - \* Fielding Memorial Scholarship Fund
  - \* Florida Junior College Faculty  
Forrest Dale Woman's Club
  - \* Jacksonville Business & Professional  
Women's Association  
Junior Achievement of Jacksonville
  - \* National Secretaries Association  
Pilot Club of Jacksonville  
Ribault High School PTA  
St. Johns Park Baptist Church  
School for the Blind
  - \* Southside Junior Woman's Club
  - \* Stokesia Garden Circle
  - \* United Daughters of the Confederacy  
Winn-Dixie Stores Foundation
  - \* Woman's Club of Jacksonville
- \* The money for these scholarships was given to the Florida Junior College at Jacksonville to be administered by the Financial Aid Committee.

## **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 cooperated 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.

### **United Student Aid Fund**

The United Student Aid Fund administers low-cost loans for education. A student originates the loan procedure by obtaining an application from the Student Personnel Services office. After receiving the endorsement of the school, the student deals directly with one of the lending agencies in obtaining the loan. While the money is being used by the student, the Federal Government is paying 6% interest to the lending agency. When repayments are started, the student will pay 3% of the interest and the Federal Government will pay the other 3%.

### **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 and

books 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 Loans**

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.

#### **College 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 comprehensive 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 concept 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 include:

#### **Intramurals**

FlagFootball  
Volleyball  
Swimming

Tennis  
Archery  
Softball

#### **Athletics**

Basketball  
Cross Country  
Golf

Track  
Tennis

#### **Clubs and Organizations**

Astronomy  
Engineering Technologies  
Literary Magazine  
Semi-Annual Magazine  
Baptist Student Union  
The Masques  
Debate  
Psychology  
K'ettes  
Cheerleaders

Student Newspaper (Alpha)  
Student Government  
Association  
Starliters  
Future Secretaries  
Circle K  
Cavaliers  
Young Republicans  
Young Democrats

### **Academic Organizations**

The following organizations offer college credit or emerge from credit courses. A wide variety of high quality educational offerings provides diverse activities that enrich individual students and the college-at-large, and contribute significantly to community and inter-collegiate functions.

An asterisk (\*) indicates the group is forming.  
Credit Organizations:

Chorale	*Orchestra
Chorus	Stage Band
*Concert Band	String Ensemble
Music Workshop	Music Ensemble

### **College - Wide Activities**

Artist Series  
Film Series  
Talent Show  
Festivals  
Lecture Series  
Miss F.J.C. Pageant  
Dances  
Special Events

### **Accident Reporting**

Any accident should be reported immediately to any faculty member or administrator and an accident report should be filed with the Office of Student Personnel Services.

### **Activity Calendar**

In order to promote effective communications among organizations and to avoid conflicts of student programs, a calendar is maintained in the Student Activities Office, listing time and place for all approved activities.

Time and location of a co-curricular or extra-curricular activity must be cleared through the Student Activities Office before it may be placed on the college calendar .

### **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.

### **Chaperones**

Each social event must be chaperoned by at least one man and one woman and one of these



must be a member of the full time faculty or administration. All chaperones should mail the completed chaperone's evaluation report to the Director of Student Activities no later than the Monday following the event.

### **Conventions, Conferences, and Trips**

Trip approval and travel requests may be obtained through the Student Activities Office.

Trips that interfere with any individual student's classroom responsibilities will be discouraged.

The faculty advisor should accompany the group or organization on all trips.

The advisor should submit a list of instructors' names who need to be informed that their students are attending an official college sponsored activity. The list should be submitted to the Student Activities Office two (2) days prior to leaving on a trip.

### **Contests**

Any student who enters a beauty contest or in any way serves as a representative of the Florida Junior College at Jacksonville in an off-campus activity, must have prior clearance of the Dean of Guidance. Only those students with at least 2.0 average and a satisfactory citizenship record will be considered for clearance.

### **Distribution of Leaflets, Posters, etc.**

Students who want to distribute any kind of printed matter, such as posters, leaflets, or flyers, among the student body on campus must secure the approval of the Student Activities Office in advance. This office will furnish students certain rules governing the distribution of printed matter. The purpose of these rules is to keep the campus attractive and free of litter.

All posters, banners, showcards, etc., must be approved by the Student Activities Office. All materials will be placed in those areas specified.

Student organizations and individuals are responsible for removing all materials when they have served their objective. Materials may not be attached in such fashion as to damage or deface the college property or campus.

### **Dress Code**

All students attending the Florida Junior College at Jacksonville should dress in good taste.

### **Falsification of Records**

Falsification of records (including registration cards, health records, I.D. cards, etc.) will result in disciplinary action.

### **Financial Policies of Campus Organizations**

The organization advisor, president, and treasurer should contact the Accounting Office for complete information before any financial transactions are initiated or any membership dues are collected.

## **Formation of New Organizations**

Applications and procedures to follow are available in the Student Activities Office. Assistance in preparing a constitution or charter, meeting places, obtaining a sponsor and additional guidelines are available.

## **Identification Card**

Any student who enrolls at the Florida Junior College at Jacksonville is required to have an official student I. D. card. Registration is not complete until the student has been photographed or otherwise satisfied the requirements.

The identification card is necessary for student elections and for college-wide activities.

## **Smoking**

Smoking is not permitted in classrooms, laboratories, library, or auditorium. This applies to both the Day and Evening 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 should 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.

## **State Beverage and Gambling Laws**

The use or possession of alcoholic beverages in any college facility or at any college function, on or off campus, is prohibited.

Under the laws of the State of Florida, it is unlawful (a) for any person or firm to sell, give, serve, or permit to be served, alcoholic beverages, including beer and wine, to persons under 21 years of age; (b) for any person to misrepresent or misstate his or her age, or the age of any other person for the purpose of inducing a licensee, his agent or employees, to sell, give or deliver any alcoholic beverages to a person under 21 years of age. Any person under the age of seventeen years violating these provisions shall be within the jurisdiction of the juvenile court.

Minors are not permitted under the laws of Florida on any premises where there is betting and gambling.

Gambling of any kind is prohibited on campus.

## **Student Activities Newsletter**

The weekly newsletter is placed in distribution boxes in the Student Centers and other locations on both campuses each Friday. Items contained in the newsletter include:

- Academic or registration instructions
- College policy announcements
- Student events, including meetings

Special contests or opportunities  
Special announcements

The purpose of the newsletter is to provide a communications vehicle for important announcements to all students. Feature and in-depth reporting will be functions served by Alpha 68, the College newspaper. Announcements requiring immediate attention will be read to all classes by the professors.

Announcements to be included in the newsletter should be typed and submitted to the Student Activities Office on the Tuesday preceding the week the item is to be carried.

### **Student Activity Program Development Committee**

The committee is a recommending body charged with the following responsibilities:

1. Special polls and specific polling of students, faculty used to select programs for the artist series, lecture series, and special programs or events.
2. Recommendations to maintain student morale and college spirit on the campuses.
3. Analysis of student public relations with the faculty, administration and the community. The five committee members are selected by the student body in a general election each fall. Recommendations are made to the Director of Student Activities.

### **Student Services Committee**

This committee is composed of joint faculty-student membership. The committee reviews and makes recommendations concerning non-classroom activities to the Administrative Council.

### **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 the Registrar will notify the student concerning his acceptance by the college.

Proof of previous education must be on file before credit can be given for work attempted. Proof of previous education is defined as follows:

- A. If no college attendance at a regionally accredited institution of higher learning:
  1. Transcript of high school grades and credits. Foreign transcripts must be accompanied by certified English translations.  
or
  2. Photostat of the High School Equivalency Diploma  
or

3. Scores on United States Armed Forces Institute Equivalency Test (USAFI)
- B. For those applicants with previous college or university attendance: (Colleges and universities are defined as regionally accredited institutions of higher learning. These do not include trade or business schools. For further information regarding this direct all inquiries to the Office of the Registrar.)
1. An official transcript of grades and credits from the last college or university attended. Unofficial or student copies of transcripts are not acceptable. Foreign transcripts must be accompanied by certified English translations.

If advanced standing evaluation is requested, the applicant must provide an official transcript from EACH college or university from which he desires to transfer credits.

### **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 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 credit 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 1-20A 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

Students from Duval and Nassau Counties and other junior college supporting counties

	Fall Term	Winter Term
Matriculation .....	\$100	\$100
Florida students from non-supporting counties		
Matriculation .....	100	100
Tuition .....	15	15
Non-Florida students		
Matriculation .....	100	100
Tuition .....	75	75

#### For Students Enrolled For Less Than Twelve (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
Non-Credit Courses .....	5.00

### General Adult Courses

Non-Laboratory Courses .....	\$ 2.00
Laboratory Courses .....	4.00
Typewriting Courses and Business Machines ..	5.00

#### Special Fees — All Students

Late Registration .....	\$ 5.00
Music — one applied lesson per week by college instructor .....	25.00
Music — additional lessons per week by college instructor .....	15.00
Art Fee — art classes with studio application .....	5.00
Lab Fee .....	5.00
Graduation Fee .....	10.00

[Matriculation fee includes \$15.00 for student activities and \$10.00 for reserve.]

#### Refunds

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.

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

If official withdrawal is made during the first two weeks of classes for terms I and II or the first week of classes for terms III and IV .....	70%
Withdrawal after above .....	None

Any request for refund after refund deadline must be directed to the Appeals Board.

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

Fees for General Adult Courses and Community Service Courses are non-refundable except as authorized by the appropriate Dean or Director.

## **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 I.D. 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, ap-



proved 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.
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 may be granted four credits for Physical Education. Proof for such service must be submitted to the Office of the Registrar. 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 through the professor, 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 skills, attitudes, and understandings.

General Education provides a broad background of knowledge which should enable the student to appreciate and value interests other than his own, and to cope successfully with personal, family, and community problems.

General Education is considered the core of a liberal education and emphasizes human achievement. Liberal education should produce graduates who can think critically and understandingly, can communicate clearly and concisely, and can make decisions wisely. It deals with many aesthetic forms, such as music, art, and literature, and seeks a synthesis of technical, emotional, and intellectual experiences, past and present.

Personnel at the Florida Junior College at Jacksonville feel that all students should have general education experience appropriate to the academic, technical, and vocational programs in which they are enrolled, each student thus relating his special field to the whole of knowledge and to the needs of society.

## GENERAL EDUCATION REQUIREMENTS

### Associate in Arts Degree

1. The General Education program for the Associate in Arts degree shall consist of a minimum of 42 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 42 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 . . . . . Nine (9) college hours  
 EH 101-102 - English Composition . . . . . 6 hrs.  
 SCH 105 - Fundamentals of Speech . . . . . 3 hrs.

Area II. Humanities . . . . . Eight (8) college hours  
 HS 203-204 - Humanities . . . . . 8 hrs.

Area III. Mathematics . . . . . Three (3) college hours  
 MS 101 - College Mathematics . . . . . 3 hrs.  
 OR any course designated MS except MS 113, MS 114, and MS 127

Area IV. Natural Sciences . . . . . Nine (9) college hours  
 SC 101 - Life in Its Biological Environment . . . . . 3 hrs.  
 SC 102-103- Life in Its Physical Environment 6 hrs.

NOTE: Laboratory courses may be elected in Natural Science in place of the above-listed courses in order to fulfill specific laboratory course requirements of senior institutions to which students intend to transfer. SC101L Life in its Biological Environment Lab is recommended for students transferring to a university requiring a laboratory science course.

Area V. Social Science . . . . . Six (6) college hours  
 SLS 101-102 - Origins of American Society . . . . . 6 hrs.

Area VI. General . . . . . Three (3) college hours  
 PSY 105 - General Psychology . . . . . 3 hrs.

Area VII. Physical Education . . . . . Four (4) college hours  
 Any four activity courses unless excused . . . . . 4 hrs.

### Associate in Science Degree

1. The General Education program for the Associate in Science degree shall consist of a minimum of 12 college hours of work.
2. The following subject areas shall be included in the program in the manner specified below:

Area I. Communication . . . . . Three (3) college hours  
 EH 103 - English Composition . . . . . 3 hrs.  
 OR EH 101-102 . . . . . 6 hrs.

Area II. Humanities . . . . . Three (3) college hours  
 HS 201 - Humanities . . . . . 3 hrs.  
 OR HS 203-204 . . . . . 8 hrs.

Area III. Social Science .....	Three (3) college hours
SLS 103 - Human Institutions .....	3 hrs.
OR SLS 101-102 .....	6 hrs.
Area IV. General .....	Three (3) college hours
PSY 101 Human Relations .....	3 hrs.
OR PSY 105 .....	3 hrs.

### 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 excused by the college. Each instructor will determine his policy on absences up to 25%. A grade of E will result in any class from which a student is absent twenty-five percent (25%) or more.

### Grading System

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

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

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 with-

drawal. 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 and to credit students who have not filed necessary proof of their previous education.

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 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 Terms I and II and contain 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**

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 appropriate department chairman. 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.

### **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 student portion of form and obtain signature of faculty advisor and members of the teaching faculty involved if partial withdrawal.
3. If full withdrawal, in addition to requirements in item #2, obtain signatures of Librarian, Business Manager, and the Dean of Guidance.
4. Turn in the form to the Office of the Registrar.

No withdrawal is official until withdrawal form has been received in the Office of the Registrar. It is the student's responsibility to process the withdrawal form. Any student who does not follow the procedure as outlined above, will receive a failing

grade in each subject affected, and this action will become 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 in Arts degree or the Associate in 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 expected 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 completion of graduation requirements.
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.
12. a. No more than four hours in PHYSICAL EDUCATION activity-type courses may apply towards graduation.  
b. No more than four hours from music and speech activity courses may be applied towards graduation.

### **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 . . . . .	$\frac{3}{4}$ Time
7 thru 9 semester hours . . . . .	$\frac{1}{2}$ Time
1 thru 6 semester hours . . . . .	Less than $\frac{1}{2}$ 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**

The Guided Studies courses seek to help students develop academic skills necessary for successful attainments of work on the college level. The specific areas involved are: Mathematics, Communications, and Reading. Students with deficiencies may enroll in any or all of these courses before attempting college level work in any area.

The Guided Studies Institute is one aspect of the Guided Studies Program. The Institute is a diversified program tailored to give individual remedial instruction in the basic areas of general education and to offer an introduction to all facets of academic learning experiences. Special attention is given to the individual needs of the students in such areas as speech, reading skills, basic mathematics and language fundamentals. Counseling is an integral part of the program. Each student will benefit from both group and individual counseling procedures. The individual help for each student is balanced with a learning environment that incorporates all facets of cultural experience.

Special tutorial help is offered through the Guided Studies Department in the Programmed Learning Center. Here a student may receive individual programmed instruction and tutoring to improve his learning skills on any level. This service is offered to those students enrolled in college level work.

Under certain conditions, a student may be admitted only to Guided Studies.

1. An applicant for admission as a full-time student to the Florida Junior College at Jacksonville must have a composite Florida Twelfth Grade Placement Test Score of 125 or more or be admitted only to the Guided Studies Department.



2. Applicants for admission to the Florida Junior College at Jacksonville scoring below the fifteenth percentile in mathematics on the Florida Twelfth Grade Test will be admitted only to Guided Studies Mathematics.
3. Applicants for admission to the Florida Junior College at Jacksonville scoring below the fifteenth percentile in English on the Florida Twelfth Grade Test will be admitted only to Guided Studies 97 (English Fundamentals).
4. Applicants for whom English is a second language will be required to be screened for admission to English 101 or Guided Studies 97 by the Guided Studies Department.

## **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 an innovation in higher education.

### **Philosophy of the Experimental College**

Creative young people are likely to turn from convergent thinking, resulting in a single answer, to divergent thoughts. That is, they may reject the single answer and seek others that may be superior. No single answer has been provided for the problem of enhancing the hidden and high hopes of creative people, but the Experimental College is designed to provide the germinal source for:

1. The student - to develop his abilities by challenging his interest, maturity, originality, and resourcefulness.
2. The college - to provide an educational environment for more intensive and extensive study of regularly presented material which will enrich the student's background and stimulate enthusiasm for learning those facets of knowledge normally beyond the reach of the average student.
3. The community - to enliven intellectual curiosity which will lead to a deeper understanding of fundamental human problems.

## **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	Safety Education
Reading	Law for Laymen
Civics	Personal Finance
Current Affairs	Leadership Training



# PROGRAMS OF STUDY

1968 - 69

- **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.

The study of one foreign language is highly recommended as an elective, though not required, for those seeking 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 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
SLS 101-102	Origins of American Society 6
SC 101	Life in Its Biological Environment 3
Mathematics	Any 3-credit course (except BEN 125, MS 113, MS 114, MS 127) 3
PE	Physical Education 2
SCH 105	Fundamentals of Speech 3
	*Approved Electives 9
	32

SOPHOMORE YEAR	CREDITS
HS 203-204	Humanities 8
SC 102-103	Life in Its Physical Environment 6
PSY 105	General Psychology 3
PE	Physical Education 2
	*Approved Electives 13
	32

\*For the Associate in Arts degree, only those courses designed for transfer to senior colleges should be elected.

NOTE: Requirements for major areas of interest not listed in the following pages may be met by using electives in the General College program.



## 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
SLS 101-102	Origins of American Society 6
SC 101	Life in Its Biological Environment 3
Mathematics	Any 3-credit course (except BEN 125, MS 113, MS 114, MS 127) 3
PE	Physical Education 2
	32

SOPHOMORE YEAR	CREDITS
HS 203-204	Humanities 8
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	Physical Education 2
PSY 105	General Psychology 3
SCH 105	Speech 3
	34

## BUSINESS ADMINISTRATION

FRESHMAN YEAR	CREDITS
TERM I	
EH 101	English Composition 3
MS 105	College Algebra 3
SC 101	Life in Its Biological Environment 3
BAN 101	Introduction to Business 3
SLS 101	Origins of American Society 3
PE	Physical Education 1
	16
TERM II	
EH 102	English Composition 3
MS 127	Elementary Statistics 3
SCH 105	Fundamentals of Speech 3
Approved Elective	3
PE	Physical Education 1
SLS 102	Origins of American Society 3
	16
SOPHOMORE YEAR	
TERM I	
SC 102	Life in Its Physical Environment 3
BAC 201	Principles of Accounting 3
ES 201	Principles of Economics 3
PE	Physical Education 1
HS 203	Humanities 4
Approved Elective	3
	17
TERM II	
SC 103	Life in Its Physical Environment 3
BAC 202	Principles of Accounting 3
ES 202	Principles of Economics 3
PE	Physical Education 1
HS 204	Humanities 4
PSY 105	General Psychology 3
	17

## BUSINESS EDUCATION

FRESHMAN YEAR	CREDITS
TERM I	
EH 101	English Composition 3
*BEN 101 or 102	Typewriting 2
*BEN 105 or 106	Shorthand 3
BAN 101	Introduction to Business 3
PE	Physical Education 1
BAC 201	Principles of Accounting 3
	15
TERM II	
EH 102	English Composition 3
BAC 202	Principles of Accounting 3
MS 101	College Mathematics 3
SC 101	Life in Its Biological Environment 3
PE	Physical Education 1
SLS 101	Origins of American Society 3
	16
SOPHOMORE YEAR	
TERM I	
SC 102	Life in Its Physical Environment 3
ES 201	Principles of Economics 3
PE	Physical Education 1
SCH 105	Speech 3
HS 203	Humanities 4
Approved Elective	3
	17

**TERM II**

SC 103	Life in Its Physical Environment	3
ES 202	Principles of Economics	3
PE	Physical Education	1
HS 204	Humanities	4
EN 105	Introduction to Education	3
SLS 102	Origins of American Society	3
		<hr/>
		17

**NOTE:**

\*Students will be placed in the appropriate level; see course description on page 68 of the catalog.

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

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
MS 115	Algebra-Trigonometry	4
MS 131	Calculus, Analytic Geometry I	4
PSY 105	General Psychology	3
SCH 105	Speech	3
CY 103-104	General Chemistry & Qualitative Analysis	8
PE	Physical Education	2
SLS 101-102	Origins of American Society	6
		<hr/>
		36
 <b>SOPHOMORE YEAR</b>		
CY 201-202	Organic Chemistry	8
PS 201-202	General Physics	8
HS 203-204	Humanities	8
BY 101	Botany	4
By 103	Zoology I	4
PE	Physical Education	2
		<hr/>
		34

## PRE-ENGINEERING

FRESHMAN YEAR		CREDITS
<b>TERM I</b>		
EH 101	English Composition	3
EG 101	Engineering Drawing	3
MS 115	College Algebra and Trigonometry	4
SC 101	Life in Its Biological Environment	3
SLS 101	Origins of American Society	3
PE	Physical Education	1
		<hr/>
		17
 <b>TERM II</b>		
EH 102	English Composition	3
EG 102	Descriptive Geometry	3
MS 131	Calculus with Analytic Geometry	4
SLS 102	Origins of American Society	3
PE	Physical Education	1
SCH 105	Speech	3
		<hr/>
		17
 <b>TERM III</b>		
PSY 105	General Psychology	3
 <b>SOPHOMORE YEAR</b>		
<b>TERM I</b>		
CY 103	General Chemistry and Qualitative Analysis	4
PS 201	General Physics	4
MS 232	Calculus with Analytic Geometry	4
PE	Physical Education	1
HS 203	Humanities	4
		<hr/>
		17

**TERM II**

CY 104	General Chemistry and Qualitative Analysis	4
PS 202	General Physics	4
MS 233	Calculus with Analytic Geometry	4
PE	Physical Education	1
HS 204	Humanities	4
		<hr/>
		17

**FORESTRY**

This program is designed for students interested in general forestry, industrial forestry, timber management, forest science, forest recreation, and wild-life. 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.

<b>FRESHMAN YEAR</b>		<b>CREDITS</b>
EH 101-102	English Composition	6
SLS 101-102	Origins of American Society	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	Physical Education	2
		<hr/>
		33
<b>SOPHOMORE YEAR</b>		
HS 203-204	Humanities	8
*ES 201-202	Principles of Economics	6
PS 201-202	General Physics	8
MS 131	Calculus with Analytic Geometry	4
PE	Physical Education	2
PSY 105	General Psychology	3
SCH 105	Speech	3
		<hr/>
		34

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

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

**HEALTH, PHYSICAL EDUCATION,  
AND RECREATION**

<b>FRESHMAN YEAR</b>		<b>CREDITS</b>
EH 101-102	English Composition	6
MS 101	College Mathematics	3
SC 101	Life in Its Biological Environment	3
SLS 101-102	Origins of American Society	6
PE	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	Introduction to Physical Education	3
		<hr/>
		31
<b>SOPHOMORE YEAR</b>		
BY 207	Anatomy and Physiology	4
HS 203-204	Humanities	8
	Approved Electives	5
SC 102-103	Life in Its Physical Environment	6
EN 105	Introduction to Education	3
PSY 105	General Psychology	3
PE	Sports Officiating	2
PE	Physical Education	2
		<hr/>
		33



## PRE-LAW

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
Mathematics	Any 3 hours (except BEN 125, MS 113, MS 114, and MS 127)	3
SC 101	Life in Its Biological Environment	3
SLS 101-102	Origins of American Society	6
PSY 105	General Psychology	3
SCH 105	Fundamentals of Speech	3
PE	Physical Education	2
	*Approved Electives	6
		32
SOPHOMORE YEAR		
HS 203-204	Humanities	8
SC 102-103	Life in Its Physical Environment	6
HY 201-202	United States History	6
PLS 201-202	American Federal and State and Local Government	6
PE	Physical Education	2
	*Approved Electives	4
		32

\* Approved Electives: Foreign Languages (if taking Associate in Arts degree); ES 201-202, BAN 101, Ban 201-202, if taking a Business Administration degree.

## MEDICAL TECHNOLOGY

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
MS 105	College Algebra	3
SC 101	Life in Its Biological Environment	4
BY 207	Anatomy and Physiology	4
SLS 101-102	Origins of American Society	6
PE	Physical Education	2
CY 101-102	Introductory Chemistry	8
		33
SOPHOMORE YEAR		
HS 203-204	Humanities	8
SCH 105	Speech	3
PSY 105	General Psychology	3
PS 201-202	General Physics	8
PE	Physical Education	2
BY 209	Microbiology	4
*	Approved Electives	3
		31

\*BY 103, BY 225, SCH 105, HH 105, BEN 101.



## MUSIC OR MUSIC EDUCATION

FRESHMAN YEAR		CREDITS
MSC 107-108	Music Theory	6
MSC 109-110	Sight Singing and Ear Training	2
	Performing Music Organization	2
	*Music Skills and Techniques	
	Classes (two courses chosen from Class Brass, Percussion, Piano, Voice, Strings, and Woodwinds) or Applied Music, Principal Instrument	4
EH 101-102	English Composition	6
PE	Physical Education	2
SLS 101-102	Origins of American Society	6
MSC 199	Applied Music, Repertory Class	0
PSY 105	Psychology	3
	Mathematics (any 3-credit course except BEN 125, MS 113, MS 14, MS 127)	3
		34
<b>SOPHOMORE YEAR</b>		
MSC 207-208	Music Theory	6
MSC 209-210	Sight Singing and Ear Training	2
MSC 217-218	Keyboard Harmony	2
	Performing Music Organization	2
	Music Skills and Techniques Class	1
	Applied Music, Principal Instrument	4
MSC 199	Applied Music, Repertory Class	0
SC 101	Life in Its Biological Environment	3
PE	Physical Education	2
HS 203-204	Humanities	8
MSC 235	Music History	3
		33

**NOTE:**

\* Any music major must complete four terms or 8 credits of study in applied music—Principal instrument; placement must be by audition. Students must evidence minimum skills in each techniques area (String, Brass, Woodwinds, Percussion, Voice, Piano).

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 32.

## NURSING

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
SLS 101-102	Origins of American Society	6
MS 101	Mathematics any 3-credit course (except BEN 125, MS 113, MS 114, MS 127)	3
PE	Physical Education	2
BY 103	Zoology I	4
BY 207	Anatomy and Physiology	4
CY 101-102	Introductory Chemistry	8
		33
<b>SOPHOMORE YEAR</b>		
PS 201-202	General Physics	8
HS 203-204	Humanities	8
PE	Physical Education	2
PSY 205	Child Psychology	3
BY 209	Microbiology	4
PSY 105	General Psychology	3
SY 201	Introductory Sociology	3
SCH 105	Speech	3
		34

## OCCUPATIONAL THERAPY

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
MS 101	College Mathematics	3
PSY 105	General Psychology	3
SLS 101-102	Origins of American Society	6
HH 105	Personal and Community Health	3
PE	Physical Education	2
SC 102-103	Life in Its Physical Environment	6
SCH 105	Speech	3
		32
SOPHOMORE YEAR		
HS 203-204	Humanities	8
PSY 205	Child Psychology	3
ART 103-104	Design I and II	6
BY 101	Botany	4
BY 103	Zoology I	4
PE	Physical Education	2
*	Approved Electives	5
		32

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

## PHARMACY

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
MS 115	College Algebra and Trigonometry	4
MS 131	Calculus with Analytic Geometry I	4
BY 101	Botany	4
PE	Physical Education	2
CY 103-104	General Chemistry and Qualitative Analysis	8
SLS 101-102	Origins of American Society	6
		34
SOPHOMORE YEAR		
PS 201-202	General Physics	8
HS 203-204	Humanities	8
PE	Physical Education	2
PSY 105	General Psychology	3
SCH 105	Fundamentals of Speech	3
CY 201-202	Organic Chemistry	8
BY 103	Zoology	4
		36

## PHYSICAL THERAPY

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
MS 105	College Algebra	3
MS 110	Trigonometry	3
SLS 101-102	Origins of American Society	6
PE	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		
HS 203-204	Humanities	8
SCH 105	Speech	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	Physical Education	2
		32

# POLICE SCIENCE AND ADMINISTRATION

FRESHMAN YEAR		CREDITS BY SESSION	
		1st	2nd
EH 101-102	English Composition	3	3
PLS 201	American Federal Government	3	
PLS 202	State and Local Government		3
PSY 105	General Psychology	3	
PSA 100	Introduction to Law Enforcement	3	
PSA 101	Police Organization and Administration I	3	
MS 101	College Mathematics		3
PSA 103	The Law Enforcement Role in Crime and Delinquency		3
SC 101	Life in Its Biological Environment		4
PE	Physical Education	1	1
		<hr/>	<hr/>
		16	17
<b>SOPHOMORE YEAR</b>			
PSA 200	Criminal Law	3	
PSA 201	Introduction to Criminalistics	3	
PSA 203	Criminal Investigation		3
SCH 105	Speech		3
SC 102-103	Life in Its Physical Environment	3	3
SLS 101-102	Origins of American Society	3	3
HS 203-204	Humanities	4	4
PE	Physical Education	1	1
		<hr/>	<hr/>
TOTAL		67	17 17

Full-time employees of Law Enforcement agencies are not required to take physical education. They should consult with the PS&A Department and substitute a suitable course.

It is the responsibility of the student to contact the college to which he is going to transfer and make sure that his program meets the requirements of that institution.

## TEACHER EDUCATION

FRESHMAN YEAR		CREDITS
EH 101-102	English Composition	6
EN 105	Introduction to Education	3
Mathematics	Any 3-credit courses (except BEN 125, MS 113, MS 114, MS 127)	3
SC 101	Life in Its Biological Environment	3
SLS 101-102	Origins of American Society	6
PSY 105	General Psychology	3
PE	Physical Education	2
*	Approved Electives	5
		<hr/>
		31
<b>SOPHOMORE YEAR</b>		
HS 203-204	Humanities	8
SC 102-103	Life in Its Physical Environment	6
PSY 209	Educational Psychology	3
PE	Physical Education	2
SCH 105	Fundamentals of Speech	3
GY 105	World Geography	3
*	Approved Electives	8
		<hr/>
		33

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



**ASSOCIATE IN SCIENCE DEGREE PROGRAMS  
IN  
CAREER 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 broad area of Technical-Occupational Education at 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 conceived as one means of providing 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, work capabilities, and job requirements, calling for broad technical competence based on proficiency in the application of mathematics and physical science principles and extensive understanding and knowledge in technology.

## ACCOUNTING

FRESHMAN YEAR		CREDITS BY TERM	
		I	II
EH 101	English Composition	3	
BAN 101	Introduction to Business	3	
BAC 201	Principles of Accounting	3	
*BEN 101 or 102	Typewriting	2	
BEN 129	Calculating Machines	2	
SLS 103	Human Institutions	3	
PE	Physical Education	1	
EH 102	English Composition		3
BAC 202	Principles of Accounting		3
BMG 211	Principles of Management		3
PSY 101	Human Relations		3
SCH 105	Fundamentals of Speech		3
PE	Physical Education		1
		17	16
SOPHOMORE YEAR		CREDITS	
BAC 203	Intermediate Accounting	3	
BFI 210	Principles of Finance	3	
BAN 225	Business Law	3	
ES 201	Principles of Economics	3	
PE	Physical Education	1	
HS 201	Humanities	3	
BAC 204	Intermediate Accounting		3
BAC 205	Cost Accounting		3
BAN 226	Business Law		3
BEN 215	Business Communications		3
ES 207	Principles of Economics		3
PE	Physical Education		1
		16	16

\* Refer to course description on page 67 of the catalog. Students will be placed in the proper level.

## CIVIL ENGINEERING TECHNOLOGY

FRESHMAN YEAR		CREDITS	
TERM I			
TEG 100	Introduction to Engineering Technologies		3
TEG 101	Technical Math I		3
EH 103	English Composition		3
SLS 103	Human Institutions		3
PE	Physical Education		1
EG 101	Engineering Drawing		3
			16
TERM II			
EG 102	Descriptive Geometry		3
TEG 102	Technical Math II		3
EG 105	Engineering Calculations (Slide Rule)		1
TEM 101	Industrial Materials & Processes		4
TEE 100	Fundamentals of General Electricity		3
HS 201	Humanities		3
			17
SOPHOMORE YEAR			
TERM I			
TED 203	Civil Drafting		3
TEM 205	Engineering Mechanics		3
TED 201	Architectural Drafting		3
PSY 101	Human Relations		3
HH 107	First Aid I		1
PE	Physical Education		1
TEC 201	Surveying		3
			17
TERM II			
TEG 203	Technical Report Writing		3
PE	Physical Education		1
TEC 202	Building Construction		3
TEG 204	Planning & Estimating		3
TEM 206	Testing & Strength of Materials		4
TEM 202	Fluid Mechanics		3
			17

## DATA PROCESSING

FRESHMAN YEAR	CREDITS
TERM I	
BAN 101	Introduction to Business 3
BDP 100	Introduction to Data Processing 3
EH 103	English 3
MS 103	Intermediate Algebra 3
PE	Physical Education 1
SLS 103	Human Institutions 3
	<hr style="width: 100%;"/>
TERM II	
BAC 201	Principles of Accounting 3
BAN 125	Business Mathematics 3
BDP 102	Basic Computer Concepts 3
BDP 106	Data Processing Applications 4
MS 127	Elementary Statistics 3
PE	Physical Education 1
	<hr style="width: 100%;"/>
SOPHOMORE YEAR	
	17
TERM I	
BAC 202	Principles of Accounting II 3
BMG 211	Principles of Management 3
BDP 203	Programming I 5
BDP 209	Systems Development & Design 4
PE	Physical Education 1
	<hr style="width: 100%;"/>
TERM II	
BDP 206	Programming II 5
BDP 210	Advanced Computer and Programming Systems 3
HS 201	Humanities 3
PSY 101	Human Relations 3
TEG 203	Technical Report Writing 3
	<hr style="width: 100%;"/>
	17

## DRAFTING AND DESIGN TECHNOLOGY

FRESHMAN YEAR	CREDITS
TERM I	
TEG 100	Introduction to Engineering Technologies 3
EG 101	Engineering Drawing 3
EH 103	English Composition 3
TEG 101	Technical Math I 3
SLS 103	Human Institutions 3
PE	Physical Education 1
	<hr style="width: 100%;"/>
TERM II	
EG 102	Descriptive Geometry 3
TED 102	Mechanical & Electrical Drafting 3
TEG 102	Technical Math II 3
TEM 101	Industrial Materials & Processes 4
TEE 100	Fundamentals of General Electricity 3
EG 105	Engineering Calculations (Slide Rule) 1
	<hr style="width: 100%;"/>
SOPHOMORE YEAR	
	17
TERM I	
TED 201	Architectural Drafting 3
TED 203	Civil Drafting 3
TEM 205	Engineering Mechanics 3
PSY 101	Human Relations 3
HH 107	First Aid I 1
PE	Physical Education 1
HS 201	Humanities 3
	<hr style="width: 100%;"/>
TERM II	
	17
TED 204	Industrial Design 3
TED 206	Advanced Drafting 3
TEM 206	Testing & Strength of Materials 4
TEG 203	Technical Report Writing 3
PE	Physical Education 1
	<hr style="width: 100%;"/>
	14

## ELECTRICAL ENGINEERING TECHNOLOGY

FRESHMAN YEAR	CREDITS
TERM I	
TEG 100	Introduction to Engineering Technologies 3
EH 103	English Composition 3
TEG 101	Technical Math I 3
PE	Physical Education 1
TEE 101	D. C. Theory & Circuits 5
HH 107	First Aid I 1
	<hr style="width: 100%;"/>
TERM II	
TEE 105	Electrical Controls 3
TEE 102	A. C. Theory & Circuits 5
TEG 102	Technical Math II 3
EG 105	Engineering Calculations (Slide Rule) 1
PE	Physical Education 1
TEM 101	Industrial Materials 4
	<hr style="width: 100%;"/>
SOPHOMORE YEAR	
TERM I	
TED 221	Mechanical & Electrical Drafting 3
HS 201	Humanities 3
PSY 101	Human Relations 3
TEE 201	Electronics I 5
TEE 209	Electrical Installation Plan. 3
	<hr style="width: 100%;"/>
TERM II	
TEG 203	Technical Report Writing 3
PE	Physical Education 1
SLS 103	Human Institutions 3
TEE 204	Industrial Electronics 5
TEE 208	Electrical Power Systems 5
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	17

## ELECTRONIC ENGINEERING TECHNOLOGY

FRESHMAN YEAR	CREDITS
TERM I	
TEE 101	D. C. Theory and Circuits 5
TEG 100	Introduction to Engineering Technologies 3
EH 103	English Composition 3
TEG 101	Technical Math I 3
PE	Physical Education 1
HH 107	First Aid I 1
	<hr style="width: 100%;"/>
TERM II	
TEE 102	A. C. Theory and Circuits 5
TEE 105	Electrical Controls 3
TEM 101	Industrial Materials & Processes 4
TEG 102	Technical Math II 3
EG 105	Engineering Calculations (Slide Rule) 1
PE	Physical Education 1
	<hr style="width: 100%;"/>
SOPHOMORE YEAR	
TERM I	
TEE 201	Electronics I 5
TEE 206	Advanced Electronics Circuit Analysis 3
TED 221	Electrical & Electronic Drafting 3
PSY 101	Human Relations 3
SLS 103	Human Institutions 3
	<hr style="width: 100%;"/>
TERM II	
TEE 203	Electronics II 5
TEE 207	Semiconductor Circuit Design 4
TEG 203	Technical Report Writing 3
PE	Physical Education 1
HS 201	Humanities 3
	<hr style="width: 100%;"/>
	16



## ENGINEERING SALES

### FRESHMAN YEAR

#### TERM I

BAN 101	Introduction to Business	3
EH 103	English Composition	3
EG 101	Engineering Drawing	3
TEG 101	Technical Math I	3
*BEN 101	Typewriting	2
PE	Physical Education	1
		15

#### TERM II

TED 102	Mechanical and Electrical Drafting	3
TEM 101	Industrial Materials and Processes	4
TEG 102	Technical Math II	3
EG 105	Engineering Calculations (Slide Rule)	1
BMG 211	Principles of Management	3
TEE 100	Fundamentals of General Electricity	3
		17

### SOPHOMORE YEAR

#### TERM I

BAC 201	Principles of Accounting	3
TEM 205	Engineering Mechanics	3
SCH 105	Fundamentals of Speech	3
SLS 103	Human Institutions	3
PSY 101	Human Relations	3
PE	Physical Education	1
		16

#### TERM II

TEG 203	Technical Report Writing	3
HS 201	Humanities	3
TEG 204	Planning & Estimating	3
BMK 213	Principles of Marketing	3
BMK 210	Salesmanship	3
PE	Physical Education	1
		16

\* Students will be placed in the appropriate level based on their background. See course description on page 67 of the catalog.

## FINANCE & INSURANCE

### FRESHMAN YEAR

#### CREDITS BY TERM

		I	II
EH 101	English Composition	3	
BAN 101	Introduction to Business	3	
BAC 201	Principles of Accounting	3	
*BEN 101 or 102	Typewriting	2	
BEN 129	Calculating Machines	2	
SLS 103	Human Institutions	3	
PE	Physical Education	1	
EH 102	English Composition		3
BAC 202	Principles of Accounting		3
BIN 116	Principles of Insurance		3
PSY 101	Human Relations		3
SCH 105	Fundamentals of Speech		3
PE	Physical Education		1
		17	16

### SOPHOMORE YEAR

17 16

BIN 201	Property & Liability Insurance	3	
BFI 210	Principles of Finance	3	
BAN 225	Business Law	3	
HS 201	Humanities	3	
BMG 211	Principles of Management	3	
PE	Physical Education	1	
BIN 202	Marine & Inland Insurance		3
Elective			3
BAN 226	Business Law		3
BEN 215	Business Communications		3
ES 202	Principles of Economics		3
PE	Physical Education		1
		16	16

\* Students will be placed in the proper level. Refer to course description in catalog on page 67.

## GENERAL BUSINESS

FRESHMAN YEAR		CREDITS BY TERM	
		I	II
EH 101	English Composition	3	
BAN 101	Introduction to Business	3	
*BAC 201	Principles of Accounting	3	
**BEN 101 or 102	Typewriting	2	
BAN 125	Business Mathematics	3	
BEN 129	Calculating Machines	2	
PE	Physical Education	1	
EH 102	English Composition		3
*BAC 202	Principles of Accounting		3
BIN 116	Principles of Insurance		3
PSY 101	Human Relations		3
SLS 103	Human Institutions		3
PE	Physical Education		1
		17	16

### SOPHOMORE YEAR

ES 201	Principles of Economics	3	
BMG 211	Principles of Management	3	
BAN 225	Business Law	3	
BFI 210	Principles of Finance	3	
SCH 105	Fundamentals of Speech	3	
PE	Physical Education	1	
ES 202	Principles of Economics		3
BAN 226	Business Law		3
Elective			3
BEN 115	Business Communications		3
HS 201	Humanities		3
PE	Physical Education		1
		16	16

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

\*\* Refer to course description on page 67 of the catalog. Students will be placed in the proper level.

## MARKETING

### FRESHMAN YEAR

#### TERM I

BAN 101	Introduction of Business	3	
BAC 201	Principles of Accounting	3	
EH 101	English Composition	3	
*BEN 101	Beginning Typewriting	2	
or 102	Intermediate Typewriting		
PE	Physical Education		1
SCH 105	Fundamentals of Speech		3
BEN 129	Calculating Machines		2
			17

#### TERM II

BAC 201	Principles of Accounting	3	
BAN 125	Business Mathematics	3	
BMG 211	Principles of Management	3	
PSY 101	Human Relations	3	
PE	Physical Education	1	
EH 102	English Composition		3
			16

### SOPHOMORE YEAR

#### TERM I

ES 201	Principles of Economics	3	
PE	Physical Education	1	
BAN 225	Business Law	3	
BMK 213	Principles of Marketing	3	
SLS 103	Human Institutions	3	
BFI 210	Principles of Finance	3	
		16	

**TERM II**

ES 202	Principles of Economics	3
PE	Physical Education	1
BMK 210	Salesmanship	3
BAN 226	Business Law	3
HS 201	Humanities	3
BMK 214	Marketing Practices	3
		<hr/> 16

\* Students will be placed in the proper level; see course description on page 67 of the catalog.

**MECHANICAL ENGINEERING TECHNOLOGY****FRESHMAN YEAR****TERM I**

TEG 100	Introduction to Engineering Technology	3
EG 101	Engineering Drawing	3
EH 103	English Composition	3
TEG 101	Technical Math I	3
SLS 103	Human Institutions	3
PE	Physical Education	1
		<hr/> 16

**TERM II**

EG 102	Descriptive Geometry	3
TED 102	Mechanical Electrical Drafting	3
TEG 102	Technical Math II	3
TEM 101	Industrial Materials & Processes	4
TEE 100	Fundamentals of General Electricity	3
EG 105	Engineering Calculations (Slide Rule)	1
		<hr/> 17

**SOPHOMORE YEAR****TERM I**

TED 203	Civil Drafting	3
TEM 205	Engineering Mechanics	3
PSY 101	Human Relations	3
PE	Physical Education	1
HH 101	First Aid I	1
HS 101	Humanities	3
TEG 201	Technical Math III	3
		<hr/> 17

**TERM II**

TEG 203	Technical Report Writing	3
PE	Physical Education	1
TEM 206	Testing and Strength of Materials	4
TEM 202	Fluid Mechanics	3
TED 204	Industrial Design	3
TEM 210	Fabrication Processes	3
		<hr/> 17

**MEDICAL ASSISTING****FRESHMAN YEAR****CREDITS BY TERM**

		I	II
BEN 101	Beginning Typewriting	2	
EH 101 or 103	English Composition	3	
SLS 103	Human Institutions		3
HH 105	Personal and Community Health	3	
MA 100	Introduction to Medical Assisting	2	
PE	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 111	Secretarial Accounting	3	
BEN 125	Business Mathematics	3	
		<hr/> 17	<hr/> 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
PSY 105	General Psychology		3
PE	Physical Education	1	1
	* Approved Electives	4	
MA 202	Clinical Practices and Procedures		3
MA 204	Seminar in Medical Assisting		3
HS 201	Humanities	3	
		<hr/>	<hr/>
		16	16

\* Approved Electives: Business Administration, Medical Shorthand, Biology, Microbiology, Chemistry, General Psychology, Introductory Sociology, Fundamentals of Speech.

## TECHNICAL NURSING

Graduates of the technical nursing program are prepared to function with intellectual and technical competency in giving direct care to patients in hospitals and other comparable health agencies. They are eligible to write The State Board Examination to qualify for licensure to practice as a Registered Nurse (R.N.).

The program is a combination of nursing education, general education, and courses related to the major field. Nursing courses must be taken in sequence. Students must earn a "C" in a nursing course to be eligible to enroll in the next course in the sequence. One credit hour represents one hour of class or three hours of guided laboratory practice in giving nursing care to patients in the local hospitals.

Both single and married men and women may be admitted to the program. There is no age limit. Prior to acceptance in the nursing program, applicants will be expected to have:

1. A report of a complete physical examination.
2. An interview with a member of the nursing faculty.

The Florida Junior College at Jacksonville is now developing a one year certificate program in Practical Nursing and a Surgical Technician Program. For more information on the programs contact the Director of the Nursing Program.

## TECHNICAL NURSING

FRESHMAN YEAR		CREDITS	
		I	II
EH 101-102	English Composition	3	3
PSY 105	General Psychology	3	
PSY 205	Child Psychology		3
BY 207	General Anatomy and Physiology	4	
BY 209	Microbiology		4
NUR 101	Fundamentals of Nursing	6	
NUR 102	Maternal-Child Nursing		6
PE	Physical Education	1	1
		<hr/>	<hr/>
		17	17

**SOPHOMORE YEAR**

SY 201	Introductory Sociology	3	
SLS 103	Human Institutions	3	
NUR 201	Physical-Mental Illness I	7	
NUR 202	Physical-Mental Illness II		10
NUR 203	Nursing Seminar		3
HS 201	Humanities	3	
PE	Physical Education	1	1
	* Approved Electives		3

*Approved Electives		17	17
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SY 203	Marriage and the Family
PY 201	Introduction to Philosophy
PSY 101	Human Relations

**POLICE SCIENCE AND ADMINISTRATION****FRESHMAN YEAR****CREDITS BY SESSION**

1st 2nd

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	
PSA 100	Introduction to Law Enforcement	3	
PSA 101-102	Police Organization and Administration I & II	3	3
BEN 125	Business Mathematics		3
PSA 103	The Law Enforcement Role in Crime and Delinquency		3
PSA 206	Law Enforcement Defense Tactics	1	
*PE	Life Saving		1
		16	16

**SOPHOMORE YEAR**

PSA 200	Criminal Law	3	
PSA 201	Introduction to Criminalistics	3	
PSA 202	Criminal Court Procedure and Evidence	3	
PSA 203	Criminal Investigation		3
PSA 204	Police Supervision		3
PSA 205	Seminar in Police Problems		3
SCH 105	Speech	3	
SY 201	Sociology	3	
HS 201	Humanities		3
**BEN 101	Typing (40 WPM typing test score can be substituted)	(2)	
SLS 103	Human Institutions		3
PSA 207	Advanced Law Enforcement Defense Tactics		1
*PE	Swimming	1	
	TOTAL 64	16	16

\* Full-time employees of Law Enforcement agencies are not required to take Life Saving, Swimming. They should consult with the PS&A Department and substitute a suitable course.

\*\* Persons working for an Associate in Science in Police Science and Administration must be able to pass a basic typewriting test as a requirement for graduation. Students unable to pass this test will need to enroll in BEN 101.

The two credits earned in BEN 101 will be in addition to the 64 semester hours of work normally required for graduation.

## SECRETARIAL

### FRESHMAN YEAR

#### TERM I

EH 101	English Composition	3
BAN 125	Business Math	3
*BEN 105	Beginning Shorthand	3
*BEN 101	Beginning Typewriting	2
PE	Physical Education	1
BAN 101	Introduction to Business	3
		15

#### TERM II

EH 102	English Composition	3
*BEN 106	Intermediate Shorthand	3
*BEN 102	Intermediate Typewriting	2
PE	Physical Education	1
SCH 105	Fundamentals of Speech	3
SLS 103	Human Institutions	3
	Elective	2
		17

### SOPHOMORE YEAR

#### TERM I

PSY 101	Human Relations	3
BEN 111	Secretarial Accounting	3
BAN 225	Business Law	3
PE	Physical Education	1
BEN 129	Calculating Machines	2
BEN 202	Advanced Typewriting	2
BEN 205	Advanced Shorthand	3
		17

#### TERM II

BEN 112	Secretarial Accounting	3
HS 201	Humanities	3
BEN 215	Business Communications	3
BEN 217	Secretarial Practice	3
BEN 127	Office Applications	2
BEN 206	Dictation & Transcription	3
		17

\* Refer to course description on page 68. Students will be placed in the proper level.

## CERTIFICATE PROGRAMS

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

### STENOGRAPHY

COURSE		CREDITS BY TERM		
		I	II	III*
BAN 101	Introduction to Business	3		
BAN 225	Business Law			(3)
**BEN 102	Intermediate & Advanced			
202	Typewriting	2	2	
**BEN 106	Intermediate & Advanced			
205	Shorthand	3	3	
BEN 111				
112	Secretarial Accounting	3	3	
BAN 125	Business Mathematics	3		
BEN 129	Calculating Machines			(2)
BEN 206	Dictation and Transcription			(3)
BEN 127	Office Applications		2	
BEN 215	Business Communications		3	
BEN 217	Secretarial Practice		3	
EH 103	English Composition	3		
ES 201	Principles of Economics			(3)
PE	Physical Education	1	1	
PSY 101	Human Relations			(3)
		18	17	5 or 6
	TOTAL 40 or 41			

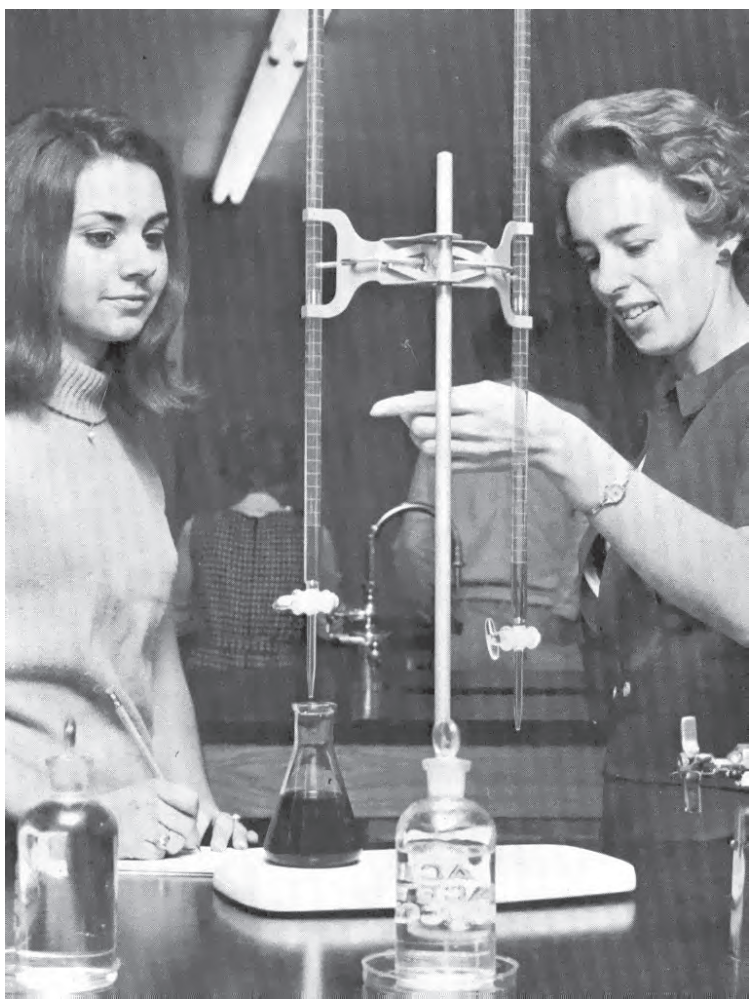
## CLERICAL

BAN 101	Introduction to Business	3		
BAC 201				
202	Principles of Accounting	3	3	
BMG 211	Principles of Management		3	
BAN 225	Business Law			(3)
*BEN 102	Intermediate & Advanced			
202	Typewriting	2	2	
BEN 127	Office Applications		2	
BEN 129	Calculating Machines		2	
BEN 125	Business Mathematics	3		
BEN 215	Business Communications		3	
EH 103	English Composition	3		
ES 201	Principles of Economics			(3)
PE	Physical Education	1	1	
PSY 101	Human Relations			(3)
TOTAL		37	15	16
				6

\* Stenography students should elect BEN 206 and one course from those listed for the Third Term. Clerical students should elect two courses from those listed for the Third Term.

\*\* Students who have taken these courses will be placed in the proper level.







## COURSE DESCRIPTIONS

Courses designated by asterisk (\*) are not designed for transfer to senior college.

### 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.)

## **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 three laboratory hours.

**BY 103—ZOOLOGY I . . . . . 4 cr.**

A comprehensive investigation of the phylum Chordata, with emphasis on the sub-phylum Vertebrata. 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 a 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 taxonemy, 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. 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.

## **BUSINESS ACCOUNTING**

**BAC 201—PRINCIPLES OF ACCOUNTING I . . . 3 cr.**

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. (Formerly BAN 202.)

**BAC 202—PRINCIPLES OF ACCOUNTING II . . . 3 cr.**

Prerequisite: BAC 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. Three class periods. (Formerly BAN 202.)

**\*BAC 203—INTERMEDIATE ACCOUNTING I . . . 3 cr.**

Prerequisite: BAC 202. A continuation of the accounting principles involved in measuring income, expense, and valuation of assets. Three class periods. (Formerly BAN 203.)

**\*BAC 204—INTERMEDIATE ACCOUNTING II . . . 3 cr.**

Prerequisite: BAC 203. Accounting for ownership, liabilities, net worth, and capital. Three class periods. (Formerly BAN 204.)

**\*BAC 205—COST ACCOUNTING . . . . . 3 cr.**

Prerequisite: BAC 202. Interpretation and analysis of cost into three major areas: (1) planning and controlling routine operations (break-even analysis; job order process cost systems), (2) inventory valuation and income determination (standard costing), (3) policy making and long range planning (capital budgeting). Three class periods.

### **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 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. Three class periods. (Formerly BEN 125.)

**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.

### **DATA PROCESSING**

**\*BDP 100—INTRODUCTION TO  
DATA PROCESSING . . . . . 3 cr.**

An introduction to the field of data processing. Curriculum will include: the history, scope and economic changes caused by data processing; the expectations and limitations of computers; a comparison of equipment normally found in data processing installations; and data processing as a career. This course is intended for students who have had no prior experience in the field of data processing. Three class hours. (Formerly DP 100.)

**\*BDP 102—BASIC COMPUTER CONCEPTS . . . 3 cr.**

Prerequisite: BDP 100 or consent of the Division Director. Basic principles of data processing to include an understanding of computer systems, collecting data, inputs, outputs, common language, unit recording equipment, and experience with data processing systems. Four contact hours (2 class hours; 2 laboratory hours). (Formerly DP 102.)

**\*BDP 106—DATA PROCESSING APPLICATIONS . . . . . 4 cr.**

Prerequisite: BDP 100 or consent of the Division Director. This course will include: batch processing, large volume applications, flow chart template and detail flow charting, forms design, payroll applications, scheduling requirements and inventory applications. Five contact hours (3 class hours; 2 laboratory hours). (Formerly DP 106.)

**\*BDP 203—COMPUTER PROGRAMMING I . . . 5 cr.**

Prerequisite: BDP 102; BDP 106. This course will include: basic programming language, data representation (a) Binary (b) binary coded decimal (c) hexadecimal; instruction format-operation code and operand (address) ; special memory assignments (read, punch and print areas); Input-Output instructions; arithmetic instructions; logic instructions (decisions—yes or no); branching; control statements; switches; loading the program; assemblers and compilers; and practical problems. Six contact hours (4 class hours; 2 laboratory hours).

**\*BDP 206—COMPUTER PROGRAMMING II . . . 5 cr.**

Prerequisite: BDP 203. This course will include: advanced programming language; indexing; use of tables; loop control; instruction modification; library sub-routines; magnetic tape, disk and data cell usage, and program development. (Four class hours, two laboratory hours.)

**\*BDP 209—SYSTEMS DEVELOPMENT AND DESIGN . . . . . 4 cr.**

Prerequisites: BDP 102; BDP 106. This course includes: the source document, source document controls, block diagramming, input requirements, internal processing, internal controls-balanced to source document controls, unprocessable records, output requirements (card or printed), output controls, and documentation. Five contact hours (3 class hours; 2 laboratory hours).

**\*BDP 210—ADVANCED COMPUTING AND PROGRAMMING SYSTEMS 3 cr.**

Prerequisites: BDP 206; BDP 209. This course will include: tape sorting and merging; data communications—central and remote stations; time and cost determinations; conversion costs and planning; auditing techniques; controlling the system; operating system; and Management Information System Concepts. Six contact hours (2 class hours; 4 laboratory hours).

## **FINANCE**

**BFI 210—PRINCIPLES OF FINANCE . . . . . 3 cr.**

Prerequisite: BAN 101. The study and analysis of financial institutions with emphasis on their sources of funds and operating characteristics. This course provides a basis for further study of monetary theory, banking, finance, and security investments. Emphasis is given to the securities and future markets. Three class periods. (Formerly FIN 210.)

## INSURANCE

### BIN 116—PRINCIPLES OF INSURANCE . . . . 3 cr.

This course will seek to develop principles that can be used in understanding insurance companies, contracts, and practices. The approach will be essentially functional. Emphasis will be on the presentation principles and explanations of practices. Methods of comparing the relative cost will be presented. Three class periods. (Formerly INS 116.)

### \*BIN 201—PROPERTY AND LIABILITY INSURANCE . . . . . 3 cr.

Prerequisite: BIN 116. A study of insurance as it relates to loss of property and financial loss due to liability to others. Topics include multiple — line and package policies, fire, casualty, and general liability insurance, etc. Three class periods.

### \*BIN 202—MARINE AND INLAND INSURANCE . . . . . 3 cr.

Prerequisite: BIN 116. Primary emphasis is placed on the various insurance contracts, protection of mortgage's interest, rates, ocean marine, inland marine and loss settlement principles. Three class periods.

## MANAGEMENT

### BMG 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. (Formerly BAN 211.)

## MARKETING

### BMK 210—SALESMANSHIP . . . . . 3 cr.

Prerequisite: BAN 101. An introduction to the art of effective salesmanship. An analysis of types and problems of psychology of sales situations. Buying motives, customer approach, and sales techniques are studied. Three class periods.

### BMK 213—PRINCIPLES OF MARKETING . . . 3 cr.

Prerequisite: BAN 101. The study of matching products to markets. Discussion of basic marketing functions. Emphasis will be placed on those inter-acting determinates of demand which make up the marketing environment—the economic, psychological, sociological, and political factors. The legal restraints that make up the forces beyond management control but are needed in the marketing decision-making process are introduced. Three class periods. (Formerly MKG 213.)

### \*BMK 214—MARKETING PRACTICES . . . . . 3 cr.

Prerequisite: BMK 213. A continuation of BMK 213. Emphasis is placed on the study of marketing problems of the manufacturers, wholesaler, retailer, and other marketing agencies. Three class periods.

## SECRETARIAL

### 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. Four contact hours (1 class hour; 3 laboratory hours).
- BEN 105—BEGINNING SHORTHAND . . . . . 3 cr.**  
Prerequisite or corequisite: BEN 101. 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 I . . . 3 cr.**  
Includes lectures, problems, and laboratory practices. This course parallels BAC 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 II . . . 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 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 skills 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. 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 typewrite. 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 PRACTICES . . . . 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.

## 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 co-requisite: 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.

**CY 201—ORGANIC CHEMISTRY . . . . . 4 cr.**

Prerequisite: CY 104. A unified course in organic chemistry designed to provide the student with a knowledge of aliphatic and aromatic carbon compounds, their nomenclature, structure, classification, derivatives and general reactions. Three class periods and one three-hour laboratory.

CY 202—ORGANIC CHEMISTRY . . . . . 4 cr.

Prerequisite: CY 201. A continuation of CY 201, including study of amines, amino acids and proteins, organic acids, carbohydrates and heterocyclic compounds. Three class periods and one three-hour laboratory.

### 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 profession. Three class periods.

### 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 hours; 4 laboratory hours).

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 hours; 4 laboratory hours).

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 COMPOSITION . . . . . 3 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 103—COMPREHENSIVE ENGLISH . . . . . 3 cr.  
A unified course in English composition for students in Associate in Science degree programs, which combines essential elements of reading, speaking, writing, and logical thinking. Appropriate pieces of literature are studied to broaden range of reading knowledge, increase vocabulary, and insure proficiency in assembling material and writing a library paper. 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  
LITERATURE . . . . . 3 cr.  
Prerequisite: EH 101-102. Also, a strong background in the history of western civilization is recommended. An approach through reading and discussion to the great works of ancient and medieval and renaissance literature with the purpose of exploring man's search for meaning and freedom in the contemporary world. Three class periods.
- EH 202—GREAT IDEAS IN WORLD  
LITERATURE . . . . . 3 cr.  
Prerequisite: EH 101-102. An approach through reading and discussion to the great works of renaissance and modern literature with the purpose of exploring man's search for meaning and freedom in the contemporary world. 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. Colateral reading and reports. Three class periods.
- EH 204—AMERICAN LITERATURE . . . . . 3 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 LITERATURE . . . . . 3 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.**  
 Prerequisite: 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 areas 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.

## **GEOLOGY**

- GL 105—GEOLOGY . . . . . 4 cr.**  
 This course is a science elective designed to present the practical aspects of earth study. Basic structure, current landforms, modifying agents and/or processes, characteristic rocks and minerals and a brief history of the earth integrated for presentation to the student, not majoring in Geology, who has a natural interest about the earth on which he lives. Three class periods and two laboratory hours.

## **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 GERMAN . . . . . 3 cr.**  
 Prerequisite: GN 101 or equivalent. A continuation of GN 101. Four contact hours (2 class hours; 2 laboratory hours).
- GN 201—INTERMEDIATE GERMAN . . . . . 3 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 GERMAN . . . . . 3 cr.**  
 Prerequisite: GN 201 or equivalent. A continuation of GN 201. Four contact hours (2 class hours; 2 laboratory hours).

## **GUIDED STUDIES**

- \*GSI 89—GUIDED STUDIES  
 INSTITUTE . . . . . 3 institutional cr.**  
 The Institute is a diversified program tailored to give individual remedial instruction in the basic areas of general education and to offer an introduction to all facets of academic learning experiences. Counseling will be an integral part of the program.
- \*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  
 FUNDAMENTALS . . . . . 3 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**

**MATHEMATICS . . . . . 3 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 HEALTH . . . . . 3 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 I . . . . . 1 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 of "C" or better will be issued the American Red Cross Standard Certificate. One class period.

**HH 108—FIRST AID II . . . . . 1 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 CIVILIZATION . . . . . 3 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 1715 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 230—HISTORY OF FLORIDA . . . . . 3 cr.  
 History of Florida with emphasis on the explorations, U.S. acquisitions, Convention at St. Joseph, Civil War and Reconstruction, and Florida's rapid growth in the 20th century. 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 EH 103 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. Open only to students in Associate in Science Degree programs. Three class periods.
- HS 203—HUMANITIES . . . . . 4 cr.  
 A study of human expression, problems and values through the examination of man's cultural achievements as revealed in art, music, literature, and philosophy. The course provides an introduction to the arts and a study of ancient medieval-renaissance-baroque arts and ideas. Four class periods.
- HS 204—HUMANITIES . . . . . 4 cr.  
 Prerequisite: HS 203 or consent of instructor. This course is primarily concerned with man and his contemporary cultural environment, dealing with the age of enlightenment, romantic and contemporary periods. Four class periods.  
 NOTE: Credit will not be granted in both HS 203-204 and HS 201.

## JOURNALISM

- JM 201—INTRODUCTION TO JOURNALISM . . . 3 cr.  
 Prerequisite: EH 101 or consent of instructor. An introductory course in journalism and newswriting. The course will include the history and development of journalism, contemporary journalism, and elements of newswriting. Three class periods.
- JM 202—WRITING FOR MASS  
 COMMUNICATIONS . . . . . 3 cr.  
 Prerequisite: JM 201 or EH 101 or EH 215 or consent of instructor. Further study of the various professions within the field of mass communications with emphasis on polished performance in newswriting. Three class periods.

## 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 102—BASIC MATHEMATICS FOR COLLEGE FRESHMEN . . . . . 3 cr.

This course will serve as a foundation course for students not ready to enter MS 103 or MS 113 and will strengthen the background in mathematics for students who may need it before taking SC 102. It will meet the General Education requirement. Topics include operations with signed numbers, use of grouping symbols, first degree equations, special products and factoring, fractions, literal equations, functions and graphs, systems of linear equations, exponents and radicals, quadratic equations, ratio, proportion, and variation, and sine, tangent, and cosine used in the right triangles. 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 and one year of plane geometry 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 or  $2\frac{1}{2}$  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, inverse circular functions, solutions of trigonometric equations, complex numbers, graphs of trigonometric functions, and solutions of triangles. 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 I . . . . . 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 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 II . . . . . 4 cr.**

Prerequisite: MS 131. A continuation of MS 131. Four class periods.

**MS 233—CALCULUS WITH ANALYTIC  
GEOMETRY III . . . . . 4 cr.**

Prerequisite: MS 232. A continuation of MS 232. Four class periods.

**\*MS 275—ELEMENTARY CONTEMPORARY  
MATHEMATICS  
(Elementary Teachers) . . . . . 3 cr.**

This course is designed for teachers in the elementary school. It concerns subject matter, concepts, principles, and properties of whole numbers, integers, fractions, decimals, and measurements treated from a contemporary point of view, with emphasis on concepts, structure, and properties of the rational number system. Three 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 PROCEDURES . . . . . 3 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 PROCEDURES . . . . . 3 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 ASSISTING . . . . . 3 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 CHORUS . . . . . 1 cr.  
Choral organization open to all college students. Both accompanied and unaccompanied compositions are included in the repertoires. Can be elected for credit each semester. 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. Can be elected for credit each semester. Five rehearsal periods.
- MSC 105—MUSIC APPRECIATION . . . . . 3 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 THEORY I . . . . . 3 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. Three class periods.
- MSC 108—MUSIC THEORY II . . . . . 3 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. Three class periods.
- MSC 109—SIGHT SINGING AND  
EAR TRAINING I . . . . . 1 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. Two laboratory hours.
- MSC 110—SIGHT SINGING AND  
EAR TRAINING II . . . . . 1 cr.  
To be taken concurrently with MSC 108. One- and two-part melodic dictation, and rhythmic dictation. Chromatic sight-singing. Two laboratory hours.
- MSC 111—MUSIC WORKSHOP . . . . . 1 cr.  
Open to all persons interested in theatre and music in the areas of performance and technical operation. One major production given each semester. May be elected for credit each semester. Three rehearsal periods.
- MSC 121—CONCERT BAND . . . . . 1 cr.  
Open to all students of the college with permission of the instructor. All students who have had previous band experience are urged to participate. Traditional and contemporary band literature are included in the repertoire. May be elected for credit each semester. Three rehearsal periods.
- MSC 122—STAGE BAND . . . . . 1 cr.  
Prerequisite: Permission of the director. The repertoire includes various styles from the literature for stage band. May be elected for credit each semester. Two rehearsal periods.
- MSC 123—STRING ENSEMBLE . . . . . 1 cr.  
Prerequisite: Permission of the instructor. All students who have experience as players of bowed string instruments are urged to audition. The standard literature for string ensembles will be performed both independently and in conjunction with other music performing organizations. Can be elected for credit each semester. Three rehearsal periods.

## APPLIED MUSIC

Depending on availability of qualified staff, private instruction is offered in piano, voice, and the orchestral instruments. The courses which follow in the 61 series, carrying 2 credits per semester for 2 half-hour lessons per week, are designed for music majors in their principal areas; the courses which follow in the 31 series, involving 1 half-hour lesson weekly for 1 credit per semester, are for all other private music study.

Fees: (Per semester)

One private lesson weekly . . . . . \$25.00

Each additional lesson per week 15.00

Instrument designations are as follows:

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

MSC 131—APPLIED MUSIC I (Freshman) (Private instruction—Secondary instrument) . . . . . 1 cr.

One half-hour lesson per week. (See note concerning Applied Music above.)

MSC 132—APPLIED MUSIC II (Freshman) (Private instruction—Secondary instrument) . . . . . 1 cr.

One half-hour lesson per week. (See note concerning Applied Music above.)

MSC 141—CLASS PIANO I . . . . . 1 cr.

For beginning piano students meeting in groups. Emphasis placed on music reading and elementary techniques. Two laboratory hours.

MSC 142—CLASS PIANO II . . . . . 1 cr.

Prerequisite: MSC 141 or equivalent. A continuation of MSC 141. Two laboratory hours.

MSC 151—CLASS VOICE I . . . . . 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 II . . . . . 1 cr.

Prerequisite: MSC 151 or equivalent. A continuation of MSC 151. Two laboratory hours.

MSC 161—APPLIED MUSIC I (Freshman) (Private instruction—Principal instrument) . . . . . 2 cr.

Prerequisite: MSC 161 or equivalent. Two half-hour lessons per week. (See note concerning Applied Music.)

MSC 162—APPLIED MUSIC II (Freshman) (Private instruction—Principal 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, violoncello, or double bass. Open to any student. Two laboratory hours.

MSC 173—CLASS BRASS . . . . . 1 cr.

Teaches basic performance skills on trumpet or cornet, trombone, or French horn. Open to any student. Two laboratory hours.

- MSC 175—CLASS WOODWINDS . . . . . 1 cr.  
Teaches basic performance skills on clarinet, flute or oboe. Open to any student. Two laboratory hours.
- MSC 177—CLASS PERCUSSION . . . . . 1 cr.  
Teaches basic performance skills on percussion instruments with emphasis on rudimental snare drumming. Open to any student. Two laboratory hours.
- MSC 199—APPLIED MUSIC REPERTORY . . . No cr.  
Lecture recital emphasizing literature, styles, and techniques of performance. Meeting hour may be changed to coincide with special performance time. Required of all applied music students. One class or equivalent laboratory periods.
- MSC 207 MUSIC THEORY III . . . . . 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 IV . . . . . 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 III . . . . . 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 IV . . . . . 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 HARMONY . . . . . 1 cr.  
Prerequisite: MSC 108 or permission of instructor. 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 HARMONY . . . . . 1 cr.  
Prerequisite: MSC 217 or equivalent. A continuation of MSC 217. Two laboratory hours.
- MSC 231—APPLIED MUSIC (Sophomore) (Private instruction—Secondary instrument) . . . . 1 cr.  
Prerequisite: MSC 132 or equivalent. One half-hour lesson per week. (See note concerning Applied Music.)
- MSC 232—APPLIED MUSIC (Sophomore) (Private instruction—Secondary instrument) . . . . 1 cr.  
Prerequisite: MSC 231 or equivalent. One half-hour lesson per week. (See note concerning Applied Music.)
- MSC 235—SURVEY OF MUSIC HISTORY . . . . 3 cr.  
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 (Sophomore) (Private instruction—Principal instrument) . . . . 2 cr.  
Prerequisite: MSC 162 or equivalent. Two half-hour lessons per week. (See note concerning Applied Music.)

MSC 262—APPLIED MUSIC (Sophomore) (Private instruction—Principal instrument) . . . . . 2 cr.  
Prerequisite: MSC 261 or equivalent. Two half-hour lessons per week. (See note concerning Applied Music.)

## NURSING

\*NUR 101—FUNDAMENTALS OF NURSING . . . 6 cr.

Corequisite: BY 207. A study of the concepts, principles, and techniques that form the foundation for all subsequent nursing courses. Emphasis is placed on the essential knowledge, understandings, and skills which are basic in the nursing care of patients in all age groups. Content includes instruction in the problem-solving process, inter-personal relationships, nursing history, mental health concepts, asepsis, nutrition, body mechanics, hygienic practices, drug administration, and community health needs and resources. Three class periods and nine laboratory hours.

\*NUR 102—MATERNAL-CHILD NURSING . . . 6 cr.

Prerequisite: BY 207, corequisite: BY 209. A study of the complete maternal cycle and the physiological and sociopsychological growth and development of the well child. Laboratory experiences are selected to provide students with opportunities to give nursing care to mothers and infants. Three class periods and nine laboratory hours.

\*NUR 201—PHYSICAL - MENTAL ILLNESS I . . . 7cr.

Study of the physical and psychological needs of patients in all age groups. Content includes instruction and concurrent laboratory practice in the nursing care of patients with medical or surgical conditions, care of the sick child and the mental and emotional illnesses of functional origin. Three class periods and twelve laboratory hours.

\*NUR 202—PHYSICAL - MENTAL ILLNESS II 10 cr.

Continued study of the major health problems in the community and nation with guided laboratory experience in the care of patients with acute and long-term illnesses including mental disorders of organic origin. Five class periods and fifteen laboratory hours.

\*NUR 203—NURSING SEMINAR . . . . . 3 cr.

This course is designed to continue the study of the professional organizations, the nursing practice laws, licensure, the different educational programs in nursing, the ethical and legal responsibilities of the registered nurse, in-service education programs, team nursing, and the community health agencies available to the public. Class sessions will be conducted on a seminar basis with discussion centered on assigned topics. Three class periods.

## PHILOSOPHY

PY 201—INTRODUCTION TO PHILOSOPHY . . . 3 cr.

The course provides a historical survey of some influential systems of western philosophic thought. The student is introduced to a novel intellectual environment while studying ancient philosophers, then introduced to widely varied and influential schools of contemporary thought. The primary objective is to enable the student to appreciate the range of intellectual alternatives available to man, and the consequences of adopting some one system of thought. Three class periods.

**PY 211—INTRODUCTION TO LOGIC . . . . . 3 cr.**

The course provides a general introduction to logic that combines an approximately equal emphasis on the uses and misuses of language, deductive reasoning, and inductive reasoning. Some primary objectives are to provide the student with an appreciation of the extent and limitations of human knowledge, and with tools for valid reasoning and critical thinking. Three class periods.

## **PHYSICAL EDUCATION**

### **ACTIVITY COURSES**

All courses, unless specifically designated, may be assigned PEM, PEW, or PEC headings.

**PE 111—BEGINNING SWIMMING . . . . . 1 cr.**

A course designed for the beginning or non-swimmer in which the basic skills of breath holding, floating, gliding, bobbing, and elementary rescues will be emphasized. The human, crawl, elementary back, and side strokes will be introduced. Two class hours.

**PE 112—INTERMEDIATE SWIMMING . . . . . 1 cr.**

Course work is designed for the student able to swim continuously for 25 yards in good form. Emphasis is placed on endurance and good form in the crawl, side, back and breast strokes. Course content includes diving, elementary water rescues, and drownproofing. Two class hours.

**PE 113—LIFE SAVING . . . . . 1 cr.**

A course designed to provide the student with the knowledge and skills to save his own life or the life of another in the event of an emergency. Prerequisites: a) standing front drive in good form, b) surface dive of 6 feet and swim two body lengths under water, c) swim 440 yards continuously in good form, d) tread water for one minute, e) float motionless for one minute. Two class hours.

**PE 121—BEGINNING TENNIS . . . . . 1 cr.**

An introductory course covering the history, scoring, game strategy, and basic skills which include footwork, forehand and backhand drives, serve, volley and lob. Two class hours.

**PE 123—TENNIS - ARCHERY . . . . . 1 cr.**

The introduction of the basic skills and fundamental techniques with game or tournament practice in two equal units. Two class hours.

**PEW 126—TENNIS - FOLK DANCE . . . . . 1 cr.**

The introduction of the basic skills, knowledge, and practice of tennis and the exploration of the fundamental steps, positions, and formations of popular round and folk dances in two equal units. Two class hours.

**PEC 131—ARCHERY . . . . . 1 cr.**

The introduction of the basic skills and fundamental techniques with tournament practice. Two class hours.

**PEC 132—ARCHERY - VOLLEYBALL . . . . . 1 cr.**

The introduction of the basic skills and fundamental techniques with game or tournament practice in two equal units. Two class hours.

**PEM 140—TRACK AND FIELD . . . . . 1 cr.**

The course will include an introduction to the basic skills and knowledge involved in the high, long, and triple jumps, pole vault, shot put, discus throw, hurdling, sprints and middle distances. Two class hours.

PEM 151—CIRCUIT TRAINING . . . . . 1 cr.

A planned fitness training program to increase muscular strength and endurance through a planned series of exercises. Two class hours.

PE 171—REBOUND TUMBLING . . . . . 1 cr.

The fundamental techniques of basic stunts, skills, and stunt combinations. Course content stresses safety procedures and includes mat and mini-tramp tumbling activities. Two class hours.

PEC 221—INTERMEDIATE TENNIS . . . . . 1 cr.

Designed for the student who has acquired the basic skills and strategy of tennis and desires to improve his tennis game. Two class hours.

PE 241—BEGINNING GOLF . . . . . 1 cr.

A beginning course designed to teach the basic golf swing and its application to several clubs. History, rules, golfing etiquette, and simple strategy will be taught. Two class hours.

PE 253—SOFTBALL - SOCCER . . . . . 1 cr.

Softball will introduce the advanced skills and strategy with a background knowledge and appreciation of the history and rules of the game. The soccer unit will consist of fundamental skills and techniques, game play, and rule interpretations. Two class hours.

PEC 261—RECREATIONAL DANCE . . . . . 1 cr.

The introduction and practice of the basic dance skills for enjoyment and recreation. Course content includes round, folk, square, social, and current "Teen age" dancing. Two class hours.

PEC 271—RECREATIONAL GAMES . . . . . 1 cr.

A course designed to introduce the student to the basic skills, rules, and strategy of a variety of recreational games, such as: table tennis, deck tennis, horseshoes, paddle tennis, croquet, etc. Two class hours.

### PROFESSIONAL COURSES

PE 151—INTRODUCTION TO  
PHYSICAL EDUCATION . . . . . 3 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 hours.

PE 205—SPORTS OFFICIATING . . . . . 2 cr.

Techniques of officiating various sports. Three contact hours (1 class; 2 laboratory-practice).

### ADAPTIVE COURSES

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 class hours.

## 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.

## POLICE SCIENCE AND ADMINISTRATION

**PSA 100—INTRODUCTION TO 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.

**PSA 101—POLICE ORGANIZATION AND  
ADMINISTRATION I . . . . . 3 cr.**

Principles of organization and administration in Law Enforcement; functions and activities; planning and research; public relations; personnel and training; inspection and control; police formulation. Three class periods.

**\*PSA 102—POLICE ORGANIZATION AND  
ADMINISTRATION II . . . . . 3 cr.**

Prerequisite: PSA 101. Principles of organization and administration as applied to operational services. Patrol; criminal investigation; intelligence and vice units; juvenile units; traffic administration; records; communications; custody; etc. Three class periods.

**PSA 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.

**\*PSA 206—LAW ENFORCEMENT  
DEFENSE TACTICS . . . . . 1 cr.**

Methods and techniques of self-defense, disarmament, and use of the baton. Fundamentals of jujitsu and judo as they apply to police work. Enrollment limited to students in the Department of Police Administration, with permission of the department chairman. One 2-hour laboratory.

**PSA 200—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.

**PSA 201—INTRODUCTION TO  
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 criminalistics discussed to the extent necessary to familiarize the student with the capabilities and limitations of the advanced law enforcement science lab. Four contact hours (two class hours—two lab hours).

**\*PSA 202—CRIMINAL COURT PROCEDURES 3 cr.**

Prerequisite: PSA 200. 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.

**PSA 203—CRIMINAL INVESTIGATION . . . . . 3 cr.**

Prerequisite: PSA 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.

**\*PSA 204—POLICE SUPERVISION . . . . . 3 cr.**

Techniques and theory of police supervision; problems of policy and procedure, instructional and disciplinary methods; motivation; supervisory investigations and reports. Performance rating.

**\*PSA 205—SEMINAR IN LAW  
ENFORCEMENT PROGRAMS . . . . . 3 cr.**

Prerequisite: Satisfactory completion of 18 hours of Police Science and Administration 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.

**\*PSA 207—ADVANCED POLICE  
DEFENSE TACTICS . . . . . 1 cr.**

Prerequisite: PSA 206. A continuation of special techniques in crowd and riot control. Enrollment limited to students in the Department of Police Administration, with permission of the department chairman. One 2-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.
- REL 221—RELIGIOUS THOUGHT IN  
THE OLD TESTAMENT . . . . . 3 cr.  
A study of religious thought and institutions in the Old Testament. Attention is given to the problems of authorship, date, historical setting, and textual criticism. Three class periods.
- REL 222—RELIGIOUS THOUGHT IN  
THE NEW TESTAMENT . . . . . 3 cr.  
A study of the life and teachings of Jesus, and of the beginnings of church life and thought as reflected in the New Testament. Three class periods.

## SCIENCE

- SC 101—LIFE IN ITS BIOLOGICAL  
ENVIRONMENT . . . . . 3 cr.  
(Non-laboratory)  
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, and guest lecturers. Three class periods.

**SC 101L—LIFE IN ITS BIOLOGICAL ENVIRONMENT LABORATORY . . . 1 cr.**

Prerequisite or corequisite: SC 101. If students taking SC 101 and SC 101L during the same term drop SC 101 for any reason, they must also drop SC 101L. A biological laboratory course designed to present to the student practical learning experiences and re-enforcement of the material presented in SC 101. A phylogenetic approach is made of selected topics of the Plant Kingdom and the Animal Kingdom with special emphasis on man. This will involve the study and dissection of related specimens. One two-hour laboratory.

**SC 102—LIFE IN ITS PHYSICAL ENVIRONMENT . . . . . 3 cr.**

No prerequisites. However, it is suggested that students should have completed MS 102 or a higher level mathematics course or have equivalent preparation before attempting SC 102. 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.**

No prerequisites may be taken before SC 101 or 102. 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 101—ORIGINS OF AMERICAN SOCIETY . . 3 cr.**

An examination of the mainsprings of the civilization of the United States. The course is designed to relate America's values, institutions, and ideals to both her domestic situation and to her leadership in the world through the historical approach. Emphasis is on the concept of culture, the genesis of American Society, and primary institutions. Three class periods.

**SLS 102—ORIGINS OF AMERICAN SOCIETY . . 3 cr.**

A continuation of SLS 101 with emphasis on American political institutions, American economic institutions, and America's leadership in the world. A study of the United States Constitution is included in this course. Three class periods.

**SLS 103—HUMAN INSTITUTIONS . . . . . 3 cr.**

An analysis of trends and institutions of contemporary American Society in an historical perspective. Development and change of the basic components of American Life are examined through the study of social processes, institutions, and problems. A study of the United States Constitution is included in this course. (A one-semester modification of SLS 101-102—ORIGINS OF AMERICAN SOCIETY.) Three class periods.  
Open only to students in Associate in Science Degree Program.

NOTE: Credit will not be granted both in SLS 101-102 and SLS 103.

**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 organizations, 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 special 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 special 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 exercise, discussion, oral reading, and public address. Three class periods.

SCH 118—INTRODUCTION TO THEATRE . . 3 cr.  
Prerequisite: None. This course is designed to acquaint the student with the historical development of the theatre and its relationship to changing social orders. The course will deal primarily with dramatic literature and acting and production methods of selected historical periods. 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.

SCH 217—INTERCOLLEGIATE DEBATE . . . . 1 cr.  
Prerequisite: Consent of instructor. Analysis of proposition of fact, policy and definition; library research methods, formal debate structure and participation in intercollegiate debate. Three class periods.

SCH 218—DRAMA PRACTICUM . . . . . 1 cr.  
Planning and execution of production functions: scene construction and painting, props, costuming, lighting and other full technical responsibilities. Three class periods.

## TECHNOLOGY

### Civil Technology

\*TEC 201—SURVEYING . . . . . 3 cr.  
Prerequisite: TEG 101 or corequisite: TEG 102. A study of the fundamentals of the tape, level, transit, and plane table with related field practice. Investigation and calculations regarding land area, traverses, standard deviations and errors will be emphasized. Four contact hours (2 class hours; 2 laboratory hours).

- \*TEC 202—BUILDING CONSTRUCTION . . . . . 3 cr.**  
 Prerequisite: TEG 101, TEM 101. A study of the qualitative aspects of structural design involved in the materials and types of construction used in various parts of buildings. Analysis and evaluation of work methods, equipment and specifications employed in the construction of residential, commercial and small industrial buildings. Four contact hours (2 class hours; 2 laboratory hours.)

### **Drafting and Design Technology**

- \*TED 102—MECHANICAL AND ELECTRICAL DRAFTING . . . . . 3 cr.**  
 Prerequisite: EG 101. Suggested 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 (2 class hours; 4 laboratory hours).

- \*TED 201—ARCHITECTURAL DRAFTING . . . . . 3 cr.**  
 Prerequisite: EG 101. A survey of the theory and practices involved in the preparation of a set of architectural plans. Emphasis is placed on the floor plan design, details, elevations and perspectives. Consideration is also given to FHA standards, site selections, and common home construction techniques. Six contact hours (2 class hours; 4 laboratory hours).

- \*TED 203—CIVIL DRAFTING . . . . . 3 cr.**  
 Prerequisite: EG 101. 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 (2 class hours; 4 laboratory hours).

- \*TED 201—INDUSTRIAL DESIGN . . . . . 3 cr.**  
 Prerequisite or corequisite: EG 102. 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 (2 class hours; 4 laboratory hours).

- \*TED 206—ADVANCED DRAFTING . . . . . 3 cr.**  
 Corequisite: TED 204. 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).

- \*TED 221—ELECTRICAL AND ELECTRONIC DRAFTING . . . . . 3 cr.**  
 Prerequisite: TEE 101. 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).

### **Electrical and Electronic Technology**

- \*TEE 100—FUNDAMENTALS OF GENERAL ELECTRICITY . . . . . 3 cr.**  
 A course designed to give students a general knowledge of electricity and its basic laws. Three class periods. (Formerly EL 102.)

**\*TEE 101—D. C. THEORY AND CIRCUITS . . . 5 cr.**

Prerequisite or corequisite: TEG 101. A study of the basic theory of electricity; direct current circuits, resistance, batteries, meters, magnetism, electromagnetism, inductance, and capacitance. Laboratory sessions will be devoted to applications of the theory acquired in lectures. Six contact hours (4 class hours; 2 laboratory hours). (Formerly ET 101.)

**\*TEE 102—A. C. THEORY AND CIRCUITS . . . 5 cr.**

Prerequisites: TEE 101 and TEG 101, Prerequisite or corequisite: TEG 102. The study of the development and analysis of sinusoidal current and voltages, and the study of reactance, impedance networks, resonance, power, transformer action and coupled circuits. Laboratory sessions are correlated to emphasize practical application of the appropriate theoretical consideration. Six contact hours (4 class hours; 2 laboratory hours). (Formerly ET 102.)

**\*TEE 105—ELECTRICAL CONTROLS . . . . . 3 cr.**

Prerequisite: TEE 102. The study of the operation of motors, generators, relays and controlling systems involved in their operation and protection. Also included will be the coverage of the protection and stability of these systems. Three class periods. (Formerly ET 105.)

**\*TEE 201—ELECTRONICS I . . . . . 5 cr.**

Prerequisite: TEE 102. Physical principles of vacuum tubes and semi-conductors. A study of limiters and clamp circuits, rectifiers, power supplies, voltage doublers, amplifiers and oscillators. Laboratory sessions are devoted to building and testing the various circuits designed and studied in the theory session. Six contact hours (4 class hours; 2 laboratory hours). (Formerly ET 201.)

**\*TEE 203—ELECTRONICS II . . . . . 5 cr.**

Prerequisite: TEE 201. A study of radio frequency amplifiers, modulators, demodulators, detectors and electronic systems. Laboratory sessions are devoted to building and testing various circuits designed and studied in the theory session. Six contact hours (4 class hours; 2 laboratory hours). (Formerly ET 203.)

**\*TEE 204—INDUSTRIAL ELECTRONICS . . . . . 5 cr.**

Prerequisite: TEE 201. Principles and applications of electronic devices, circuits, and systems to industrial processes. Particular emphasis is placed on commercial and industrial circuits so that the student can associate the theoretical concepts of automation with equipment in actual use. Topical units of instruction include solid-state devices, transducers, servomechanisms, magnetic amplifier, error detectors, and machine control. Six contact hours (4 class hours; 2 laboratory hours).

**\*TEE 206—ADVANCED ELECTRONIC  
CIRCUIT ANALYSIS . . . . . 3 cr.**

Prerequisite: TEE 102. The study of network theories, D. C. circuit analysis, filters, plot, lag and lead phase-shift networks, parallel-series circuit conversions, resonance, antiresonance, bandwidth selectivity, input and output impedance, universal resonance curve, transient analysis, and transformers. Three class periods. (Formerly ET 206.)

**\*TEE 207—SEMICONDUCTOR  
CIRCUIT DESIGN . . . . . 4 cr.**

Prerequisite: TEE 201. Corequisite: TEE 203. A basic study of: (a) semiconductor physics and its relation to junction behavior in diodes and transistors, (b) transistor parameters, characteristics, biasing techniques, and equivalent circuits, (c) various circuits, their design and analysis, and (d) logic circuitry. Laboratory sessions are devoted to the building and testing of various circuits designed and studied in the theory session. Five contact hours (3 class hours; 2 laboratory hours). (Formerly ET 207.)

**\*TEE 208—ELECTRICAL POWER SYSTEMS . . . 5 cr.**

Prerequisite: TEE 201. A course with the basic design and application of D. C. motors and generators, alternators, rectifiers, control and regulating equipment. Six contact hours (4 class hours; 2 laboratory hours).

**\*TEE 209—ELECTRICAL INSTALLATION  
PLANNING . . . . . 3 cr.**

Prerequisite: TEE 102. A course to familiarize the student with installations and problems encountered in electrical construction work. Three class periods.

**FLIGHT TECHNOLOGY**

**TEF 101—FLIGHT THEORY . . . . . 3 cr.**

Classroom Instruction. An introduction to the theory of flight, navigation, meteorology, and Federal Aviation Agency Regulations. Three class hours.

**TEF 103—SOLO FLIGHT . . . . . 1 cr.**

Co-requisite or prerequisite TEF 101. Actual flight training including both dual and solo flight instruction, sufficient to qualify for solo flight.

**TEF 104—PRIVATE PILOT TRAINING . . . . . 3 cr.**

Prerequisite TEF 103. A continuation of TEF 103. Sufficient dual flight, solo flight and oral instruction is provided so that a person can qualify for the FAA Private Pilot Certificate.

**MECHANICAL TECHNOLOGY**

**\*TEM 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). (Formerly IT 101.)

**\*TEM 202—FLUID MECHANICS . . . . . 3 cr.**

Prerequisite: TEG 102. A general survey of the laws involving the flow of fluids, and their application to the processes, equipment and machines that are used in the energy-to-work transformation. Three class periods.

**\*TEM 205—ENGINEERING MECHANICS . . . . . 3 cr.**

Corequisite: TEG 102. 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. Four contact hours (2 class hours; 2 laboratory hours). Formerly IT 100.)

**\*TEM 206—TESTING AND STRENGTH OF MATERIALS . . . . . 4 cr.**

Prerequisite: TEM 205. 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). (Formerly IT 102.)

**\*TEM 210—FABRICATION PROCESSES . . . . . 3 cr.**

Prerequisite: TEM 205. Analysis of the methods and materials involved in the assembly of machines and structures. The study includes evaluation of the specifications and standards, stress analysis, quality control, material properties and engineering principles involved. Four contact hours (2 class hours; 2 laboratory hours.)

**GENERAL TECHNICAL EDUCATION**

**\*TEG 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 qualification of a technician. Included will be periodic presentations from members of the various industrial fields. Three class periods. (Formerly TE 100.)

**\*TEG 101—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. (Formerly MS 113.)

**\*TEG 102—TECHNICAL MATH II . . . . . 3 cr.**

Prerequisite: TEG 101. 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. (Formerly MS 114.)

**\*TEG 201—TECHNICAL MATH III . . . . . 3 cr.**

Prerequisite: MS 114. A course designed to give the student an introduction into elementary differential and integral calculus with emphasis on their application to engineering problems. Analytical geometry will be introduced where needed to clarify the calculus. Three class periods. (Formerly TE 203.)

**\*TEG 203—TECHNICAL REPORT WRITING . . . 3 cr.**

Prerequisite: EH 101 or 103. 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. (Formerly TE 203.)

**\*TEG 204—PLANNING AND ESTIMATING . . . 3 cr.**

Prerequisites: MS 113, IT 101. Analysis and determination of job requirements and costs of construction operations, including direct and indirect costs, and preparation of bid proposals for construction projects. Four contact hours (2 class hours; 2 laboratory hours).





## GENERAL ADULT COURSES

The following General Adult Courses are examples of courses offered in high school Adult Centers throughout Duval County.

### GAE 11—TYPEWRITING

A course in typewriting for personal use. It is designed to assist students in acquiring mastery of the keyboard and in developing the ability to write personal and business letters accurately and in good form.

### GAE 12—SHORTHAND

An introductory course in principles and skills of shorthand designed for adults who wish to take beginning shorthand. Standards of performance in transcription are comparable to those for regular high school courses in beginning shorthand.

### GAE 13—BOOKKEEPING, GENERAL

An introductory course which is designed to contribute to the general education of the student through the application of basic principles, concepts, and knowledge required for practical bookkeeping in everyday living.

### GAE 14—BUSINESS MACHINES (BOOKKEEPING)

The types of machines used in a particular class are determined by the needs of the group for whom instruction is provided. Emphasis is placed on the use of machines in the bookkeeping process.

### GAE 16—NOTETAKING

This course provides opportunities for learning to write with speed in as short a period of time as possible.

### GAE 21—GENERAL DRAFTING

An introduction to the broad field of drafting as used in everyday living, architecture, engineering, construction, for general technical use. The laboratory work provides opportunities for students to learn to make and use drawings.

### GAE 22—GENERAL SHOP, WOODWORKING

This course provides experiences in the use of basic hand and power tools in working with wood and related materials. The work involves planning, designing, and constructing functional articles of use and value.

### GAE 23—GENERAL SHOP, METAL WORK

A basic course providing experiences in the use of hand and power tools in working with metal and related materials. The work involves planning, designing, and constructing functional articles of use and value.

### GAE 24—GENERAL SHOP, GRAPHIC ARTS

An introductory course in the area of graphic arts, providing basic experiences in printing, photo-finishing, and other processes of transferring characters and images to the printed page.

### GAE 31—SPEED READING

An advanced course designed to increase reading speed and further improve reading skills and comprehension.

### GAE 32—SPANISH

A course in Spanish designed to meet the needs of an adult group. Usually, emphasis is placed on speaking and oral comprehension.

### GAE 33—FRENCH

This course is adapted to the needs and interests of adults who wish to acquire a speaking and oral comprehension ability in introductory French.

### GAE 34—GERMAN

A beginning course in German, adapted to adults, with emphasis on conversational aspects of the language.

## GAE 35—SCIENCE, HORTICULTURAL

A one-semester course dealing with plant growth and development, with special emphasis on cultivation, fertilization, pruning, and pest control of ornamentals.

## GAE 36—BIOLOGY, MARINE

A study of living things, plant and animal, related to marine classification. It includes the study of structures, reproduction, characteristics and classification of marine plants and animals.

## GAE 37—MATHEMATICS, GENERAL

A course designed to satisfy the needs of individuals whose interests require a knowledge of modern general mathematical skills and concepts.

## GAE 38—CREATIVE WRITING

A laboratory-type course in the special techniques in writing. Emphasis is placed on the principles of composition and reporting to accommodate needs of individuals where duties may involve the preparation and presentation of information of public interest.

## GAE 39—ENGLISH

A course in the fundamentals of written and spoken English designed to meet the needs of adults in their personal and business activities in the area of communication.

## GAE 41—INSTRUMENTAL MUSIC

A course offered to meet the needs of individuals who wish to learn fundamentals of playing various musical instruments and who wish to practice in group instrumental music activities.

## GAE 42—CHORAL MUSIC

A course in both individual and group singing, with emphasis on group vocal experience that may be useful to the individual as he participates in community musical activities.

## GAE 43—FUNDAMENTALS OF ART

A study of the fundamentals of drawing and painting, concepts of drawing principles and composition, and a study of techniques.

## GAE 51—HEALTH EDUCATION

A course designed to provide information and experience to enable individuals to protect and maintain their health, with emphasis on good physical conditioning.



## COMMUNITY SERVICES SHORT COURSES

Short courses at the Florida Junior College at Jacksonville are designed to meet the immediate and short term educational needs of adults. The courses meet for eight sessions, usually one evening per week.

In addition, several one day seminars and workshops are offered on request regularly to special interest groups in the community.

The following courses meet for a total of eight sessions, one evening per week. Courses meet from 7:00 to 9:00 P.M. on the evenings designated in the schedule.

### CS 4—HUMAN RELATIONS

A down-to-earth review of modern concepts in human relations presented by a business man interested in better human relations at home, in business, and in social relationships. This course embraces challenging subjects such as allocation of time, motivation, communication and emotional stability.

### CS 5—INVESTMENTS

This course will emphasize the prerequisites to investments, the nature of the money market and how it influences securities, prices, bonds, and other fixed dollar investments, interpretation of the balance sheets income statements, a detailed discussion of the various types of common stocks and their appropriateness for different investment programs, a detailed dissertation on the various types of investment companies, the basic approaches to common stock investment, investment companies, and investment clubs.

### CS 11—CREATIVE WRITING

A course designed as an introduction to the craft of writing for the beginner. The course will be concerned with the basics of writing — purpose, organization, development and form. For the advanced student, the course will emphasize the analyzing, editing, correcting, and revising of individual writing samples.

### CS 19—RAPID READING FOR EXECUTIVES

A reading program designed to accelerate reading speed and increase proficiency in reading comprehension. This course will help students meet study requirements by more effective and flexible reading.

### CS 22—SUPERVISORY MANAGEMENT

This course provides an understanding of the principles of supervision and management. Topics for discussion will include: Principles and Techniques of Leadership; Effective Communication—oral and written; Techniques of Planning, Organizing and Scheduling; Personnel Development; Job Tasks Analysis and Development; Effective Use of Resources; and Psychology of Personnel Management. Techniques and use of problem solving and decision making will be discussed.

### CS 25—ADVANCED CREATIVE WRITING

The advanced writing course is open for those students who have mastered the basic techniques of writing — sentence structure, punctuation, vocabulary and usage. The students should be ready to accept the discipline of writing every day, and to submit, each week, a new piece of writing for critical analysis and constructive criticism.

### CS 26—ADVANCED INVESTMENTS

A fresh look at modern investing and trading techniques. The course will discuss a number of sophisticated investing and trading practices and equate them with the problems that historically confront the individual investor.



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COLLEGE  
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AT JACKSONVILLE

