

ANT 220 (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.

ANTHROPOLOGY

ANT 230 (AY 202) — Physical Anthropology 3 cr.
The study of the evolution of man from his earliest ancestors to the development of modern man into races through the sub-species specialization of *Homo sapiens*. Three contact hours.

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

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.)

APD 120 (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.)

APD 121 (ART 104) — Design II 3 cr. (Evening: 2 cr.)
Prerequisite: APD 120 (ART 103) or consent of instructor. A continuation of APD 120 (ART 103). Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours — 1 class hour; 3 studio hours.)

ART 110 (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 211 (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 212 (ART 204) — Art History II 3 cr.
Prerequisite: ART 211 (ART 203). A continuation of the history and criticism of art from the Renaissance to the present. Three class periods.

ART 231 (ART 205) — Painting I 3 cr. (Evening: 2 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). (Evening: Four contact hours — 1 class hour, 3 studio hours.)

ART 232 (ART 206) — Painting II 3 cr. (Evening: 2 cr.)
Prerequisite: ART 231 (ART 205). A continuation of ART 205 with emphasis on exploratory work achieved by means of research, evalua-

tion of traditional and contemporary compositions, and contributions of artists, past and present. Emphasis on the abstract and non-objectives. Six contact hours (2 class hours, 4 studio hours.) (Evening: Four contact hours — 1 class hour, 3 studio hours.)

APD 280 (ART 209) — Printmaking I

3 cr. (Evening: 2 cr.)
Prerequisite: ART 101. The course consists of experimentation with line, tone etching, intaglio and relief printing. Six contact hours (1 class hour; 5 studio hours). (Evening: Four contact hours — 1 class hour, 3 studio hours.)

APD 281 (ART 210) — Printmaking II

3 cr. (Evening: 2 cr.)
Prerequisite: APD 280 (ART 209). A more detailed study of intaglio materials and techniques. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours — 1 class hour, 3 studio hours.)

ART 111 — Crafts as an Element of Design

3 cr. (Evening: 2 cr.)
This course is planned as an introduction to contemporary and traditional crafts. Weaving, macrame batik, and leathercrafts will be included. Basic techniques will be taught and personal creativity will be encouraged. Six contact hours. (Evening: Four contact hours.)



APD 230 — Ceramics: Hand-Building I

3 cr. (Evening: 2 cr.)

Prerequisite: ART 10J and APD 120 (ART 103) desirable. This course introduces the basic methods of ceramic production in hand building and glaze application. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours — 1 class hour, 3 studio hours.)

APD 231 — Ceramics: Handbuilding II

3 cr. (Evening: 2 cr.)

A continuation of APD 230. Emphasis on creativity and special problems. Kiln stacking and firing also included. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours — 1 class hour, 3 studio hours.)

APD 232 — Ceramics: Wheel Throwing I

3 cr. (Evening: 2 cr.)

Prerequisite: APD 230 or consent of instructor. This course introduces the basic methods of wheel throwing along with kiln stacking and glazing techniques. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours — 1 class hour, 3 studio hours.)

APD 233 — Ceramics: Wheel Throwing II

3 cr. (Evening: 2 cr.)

A continuation of APD 232. Emphasis on perfecting the technique of wheel throwing and on creativity. Ceramic sculpture is included. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours — 1 class hour, 3 studio hours.)

APD 234 (ART 211) — Glaze Exploration

3 cr. (Evening: 2 cr.)

This course includes practice in the use of the nature of glazing techniques such as mishima and Sgraffito, plus application and testing procedures. Six contact hours (2 class hours; 4 studio hours). (Evening: Four contact hours — 1 class hour, 3 studio hours.)

FCR 163 — Analyzing Financial Statements

3 cr.

This course is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. Three class periods.

FCR 168 — Financing Business Enterprise

3 cr.

Stress is placed on the difference between lending and investing, and on the fact that investing in a corporation and financing a corporation are different aspects of the same subject. In this course, the material is presented from the viewpoint of the corporate treasurer who must safeguard the financial future of his corporation. Three class periods.

FCR 181 — Principles of Bank Operation

3 cr.

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon per-

BANKING

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sonnel who have the broad perspective so necessary for career advancement. Three class periods.

FCR 182 — The Banking Starter Series 1 cr.

This is a series of three short orientation seminars at the entry level for new bank employees. In order to earn one credit, all three seminars must be completed. **Your Place in Banking** — This three-hour training unit is designed to give new employees information on the functions of the various parts of a bank and the financial services offered by the commercial bank. **Your Personal Finances** — This three-hour training unit is designed to show new employees the best methods of managing their personal income — how to spend it, save it, and borrow against it. **Your Personal Image** — This nine-to-twelve-hour training unit is designed to teach new employees office courtesies, telephone etiquette, and personal grooming. One class period.

FCR 184 — Bank Letters and Reports 3 cr.

This course is designed for those bank officers, supervisors, and employees who dictate or review correspondence. Since bank letters are actually public relations documents, all persons should be familiar not only with the mechanical forms of bank letters but also with the psychological principles that help the letter writer achieve best results. The course reviews letter forms, emphasizes fundamental principles underlying modern correspondence, and examines different kinds of bank letters. Three class periods.

FCR 261 — Credit Administration 3 cr.

This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems and regular as well as unusual types of loans are discussed. Three class periods.

FCR 262 — Bank Investments 3 cr.

Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings. Three class periods.

FCR 263 — Bank Public Relations and Marketing 3 cr.

This course discusses the basis of public relations, both internal and external, and seeks simply to explain the way, the what, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing. Three class periods.

FCR 265 — Home Mortgage Lending 3 cr.

This course approaches the subject from the viewpoint of the mortgage loan officer who seeks to develop a sound mortgage portfolio. A picture of the mortgage market is presented first, then the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan

processing and servicing, and finally the obligations of the mortgage loan officer in overall portfolio management. Three class periods.

FCR 266 — Installment Credit 3 cr.

In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. Three class periods.

FCR 267 — International Banking 3 cr.

The text is an introduction to a vast field for those working in international departments, as well as for those involved in the domestic activities of their banks. The essential objective of this course is to present the basic framework and fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another. Three class periods.

FCR 268 — Savings and Time Deposits 3 cr.

This course reflects a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment. Three class periods.

FCR 269 — Trust Functions and Services 3 cr.

This new course presents a complete picture of the services rendered by institutions engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions. Three class periods.

FCR 281 — Money and Banking 3 cr.

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three class periods.

FCR 283 — Bank Management 3 cr.

This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. Since case study is becoming well established as an effective management learning technique, the text introduces the use of cases as a new element. Three class periods.

COURSE DESCRIPTIONS

BIOLOGY

BOT 101 (BY 101) — Botany

4 cr.

An evolutionary survey of the plant kingdom. Emphasis will be placed on principles which are applicable to all forms of plant life. Three class periods and 3 lab hours.

ZOO 101 (BY 105) — General Zoology

4 cr.

A survey of the animal kingdom with emphasis on taxonomy, life cycles, evolution, organ systems, and phylogenetic relationships. A representative of each of the major groups will be discussed and investigated. Three class periods and three laboratory hours.

BIO 241 (BY 209) — Microbiology

4 cr.

A study of the protista, viruses, rickettsias, and schizomycetes of medical and economic importance. Laboratory exercises introduce bacteriologic techniques and aseptic procedures using nonpathogenic organisms. Three class periods and three laboratory hours.

ANA 215 (BY 211) — Human Anatomy and Physiology

3 cr.

A study of the gross morphology and physiology of the human. The course includes sections concerned with cells, tissues, musculo-skeletal system, circulation, the lymphatic system, the excretory system and fluids and electrolyte balance. Two hours lecture and one two-hour lab.

ANA 216 (BY 212) — Anatomy and Physiology

3 cr.

Prerequisite: ANA 215 (BY 211). A continuation of BY 211. Topics considered are the endocrine system, reproductive system, nervous system, special senses; respiratory system, digestive system and the integument. Two hours lecture, one two-hour lab.

ANA 205 (BY 225) — Comparative Anatomy

4 cr.

Prerequisite: ZOO 101 (BY 105). A comprehensive survey of the anatomy of 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.

BIO 101 (SC 101) — Life in its Biological Environment

3 cr.

An introduction to biological structure, function, processes, principles and concepts. This course is designed to fulfill the general education requirement. Three class hours.

BIO 102 (SC 104) — Principles of Biology

4 cr.

An introduction to biological structure, function processes, principles and concepts. Laboratory experience using plant and animal materials to reinforce the subject matter is a required part of the course. This course is designed to fulfill the general educational requirement while also fulfilling the laboratory requirement needed by many students who plan to transfer to a four-year institution. Three class periods and two laboratory.

BEHAVIORAL DEVELOPMENT

IDS 150 (BD 101) — The Individual in a Changing Environment

3 cr.

Theory and practice in solving problems of inter-personal relations and self development through group and individual experiences. Three contact hours.

BUSINESS
ACCOUNTING

AAC 160 (BAC 111) — General Accounting I 3 cr.
Basic Training in double-entry bookkeeping; journalizing, posting, the trial balance, ledgers, the worksheet, and preparation of financial statements.

AAC 161 (BAC 112) — General Accounting II 3 cr.
A continuation of AAC 160 (BAC 111). Topics include Payrolls and Payroll taxes, adjusting entries, completion of the work sheet, closing and reversing entries, and special problems for merchandising businesses.

AAC 260 (BAC 201) — Principles of Accounting I 3 cr.
Recommendation: A minimum score of 150 on the Florida Twelfth-grade placement exam or permission from instructor. An introductory study of the underlying principles of double entry records; basic types of records and reports; accounting procedure and technique; inventories valuation and depreciation methods; the form and content of the balance sheet and the income statement. Three class periods. (Formerly BAN 201.)

AAC 261 (BAC 202) — Principles of Accounting II 3 cr.
Prerequisite: AAC 260 (BAC 201). An introduction to the formation, liquidation, and dissolution of partnerships and corporations. Accounting for stocks and bonds. An introduction to job-order costing and standard costing; and financial statement analysis as an aid to management decision making. Three class periods. (Formerly BAN 202.)

AAC 262 (BAC 203) — Intermediate Accounting I 3 cr.
Prerequisite: AAC 261 (BAC 202). A continuation of the accounting principles involved in measuring income, expense, and the valuation of assets. Three class periods. (Formerly BAN 203.)

AAC 263 (BAC 204) — Intermediate Accounting II 3 cr.
Prerequisite: AAC 262 (BAC 203). Accounting for stockholders equity and stock transactions. Long-term liabilities, and investments in corporate securities. Attention is given to statements from incomplete data and the correction of errors. Three class periods. (Formerly BAN 204.)

AAC 280 (BAC 205) — Cost Accounting 3 cr.
Prerequisite: AAC 261 (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.

AAC 281 (BAC 206) — Federal Tax Course (Tax Accounting) 4 cr.
Prerequisite: AAC 261 (BAC 202) or consent of Division Director. This course is designed to provide a comprehensive explanation of the Federal tax structure and to provide training in the application of the tax principles to specific tax problems. Four contact hours. (2 meetings per week 2 class hours per meeting.)

COURSE DESCRIPTIONS

BUSINESS ADMINISTRATION

SAM 160 (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.

APM 141 (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.

BUW 260 (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.

BUW 261 (BAN 226) — Business Law 3 cr.
Prerequisite: BUW 260 (BAN 225). The legal principles involving partnerships, corporations, sales, bankruptcy, trusts, and estates are stressed. Three class periods.

MAM 284 (BAN 235) — Principles of Purchasing I 3 cr.
A comprehensive course in modern procurement practices and policies used by practicing purchasing agents. Column analysis of the fundamental purchasing principles with analytical descriptions of the latest developments and techniques.

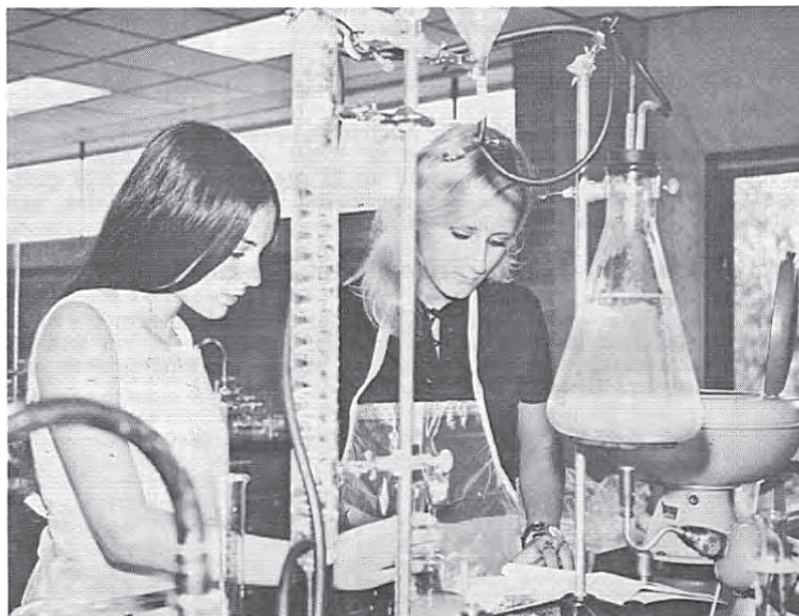
MAM 285 (BAN 236) — Principles of Purchasing II 3 cr.
A continuation of MAM 284 (BAN 235) with emphasis on quality assurance, price analysis, planning and forecasting and buying capital equipment.

CHEMISTRY

CHE 101 (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.

CHE 102 (CY 102) — Introductory Chemistry 4 cr.
Prerequisite: CHE 101 (CY 101) or equivalent. This course is a continuation of CHE 101 (CY 101) with an introduction to organic chemistry. Three class periods and one three-hour laboratory.

CHE 110 (CY 103) — General Chemistry and Qualitative Analysis 4 cr.
Prerequisite: Two years of high school chemistry or grade of "C" or better in CHE 102 (CY 102) or approval of instructor. 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.

CHE 111 (CY 104) — General Chemistry and Qualitative Analysis

4 cr.

Prerequisite: Grade of "C" or better in CHE 110 (CY 103) or approval of instructor. This course is a continuation of CHE 110 (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 communications. Three class periods and one three-hour laboratory.

CHE 100 (SC 122) — Chemistry for Liberal Arts

3 cr.

This course is designed to meet the general education requirement, in physical science, for the non-science major. It is designed especially for the student who wishes to gain an understanding of the fundamental nature of physical science from the chemical point of view. The treatment utilizes an approach to scientific concepts and methods, stressing and illustrating principle rather than merely listing phenomena. Three contact hours.

CGC 161 (CD 101) — Child Growth and Development

3 cr.

Introductory study of the physical, social, emotional, and mental development of the young (preschool) child. The influence of cultural

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environment on development and individual differences in development are considered. Three contact hours.

CGC 162 (CD 102) — Advanced Child Growth and Development

3 cr.

Prerequisite: CGC 161 (CD 101). Course designed to further the student's understanding of the physical, social, emotional, and mental development of the school age child up to preadolescence. Child guidance and behavior problems are considered. Feelings, attitudes, and values are discussed. Three contact hours.

CGC 163 (CD 110) — Principles of Preschool Education

3 cr.

An introductory course, intended to acquaint the student with the basic principles involved in teaching the younger child. The course will include, also, working with parents and the role of the kindergarten and day care center. Three contact hours.



CGC 164 (CD 111) — Overview of Preschool Curriculum

3 cr.

Prerequisite: CGC 163 (CD 110). Course designed to acquaint the student with the basic principles involved in guiding the preschool child in the areas of art, music, science, mathematics, language development, and social and emotional development. Three contact hours.

CGC 165 (CD 106) — Music for Young Children

2 cr.

Intended for students who plan to work with preschool children. The course deals with basic skills needed to involve children in simple music activities. Simple instruments such as autoharp and rhythm instru-

ments will be used. Singing, records, and other materials for group activities will be presented. Participation in musical activities with the children in the laboratory will be part of the program. Two contact hours.

CGC 166 (CD 107) — Literature for Young Children 2 cr.
Course designed to acquaint the student with various forms of children's literature; to help him know literature available specifically for the young child, and to be able to select quality literature appropriate for different age groups. Authors and illustrators of children's books are also discussed. Two contact hours.

**CGC 167 (CD 104) — The Child and Parent
in the Community** 2 cr.
Course designed to help the student gain an understanding of the importance of good working relationships with adults, including parents, community leaders and members and employers; in addition to establishing connections for effective use of community resources. Two contact hours.

CGC 168 (CD 103) — Art for Young Children 2 cr.
An introduction to a wide variety of art suitable for use with young children. Course is designed to help the student understand the importance of art media in enriching opportunities for children. Lectures and demonstrations are combined with workshops where practical experience may be obtained. Two contact hours.

CGC 282 (CD 203) — Science for Young Children 2 cr.
An introduction to a variety of science media for use with young children. Emphasis is placed on ways to use creative activities to stimulate learning experiences for children. Two contact hours.

**CGC 283 (CD 204) — Education of the Culturally
Deprived Child** 2 cr.
Designed to give an understanding of the environment which fosters cultural deprivation. The course will give the basic principles that must be used to teach the deprived child. Two contact hours.

**CGC 284 (CD 206) — New Mathematics for
Young Children** 2 cr.
An introduction to the newer mathematics as applied to pre-school children. Will present number concepts, principles and properties of the rational number system as applied in the kindergarten. Two contact hours.

**CGC 285 (CD 207) — Introduction to Mental
Retardation** 2 cr.
A course designed to introduce the student to the study of the mentally retarded child. Field trips and observations will be a required part of the course. Two contact hours.

**CGC 291 (CD 201) — Observing and Recording
Child Behavior** 4 cr.
Prerequisites: CGC 162 (CD 102) and CGC 164 (CD 111). Course designed to increase objectivity and proficiency in observing and interpreting children's behavior; in addition, to increase awareness of normative patterns of behavior. Lecture and observation facilities are provided for study of young children. Two contact hours, 4 laboratory.

CGC 292 (CD 205) — Supervised Student Participation

6 cr.

Prerequisite: CGC 291 (CD 201). Course designed for participation under qualified supervision in the child care laboratory. Two contact hours; eight laboratory.

CGC 293 (CD 202) — Teaching of Elementary Games

2 cr.

An introduction to a variety of games and activities within the physical capabilities of the young child. Actual participation of the student will give an understanding of the coordination needed by the child. Two contact hours.

CIVIL ENGINEERING TECHNOLOGY**CIT 180 (TEC 201) — Surveying**

3 cr.

Prerequisite: APM 161 (TEG 102). A study of the fundamentals of basic surveying together with related field work in the use of instruments and tables. Investigation and calculations regarding land area, traverses, standard deviations and errors will be emphasized. Four contact hours (2 class hours; 2 laboratory hours).

BCN 181 (TEC 202) — Building Construction

3 cr.

Prerequisite: CIT 180 (TEC 101); MEY 160 (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.)

CORRECTIONS**COR 160 (DOC 101) — Administration of Correctional Institutions**

3 cr.

Emphasis is placed on the principles of administration in the correctional setting including budgeting and financial control, recruitment and development of staff, administrative decision-making, public relation and other correctional administrative functions. Three class periods.

COR 280 (DOC 201) — Correctional Custody, Jails and Detention

3 cr.

The duties and functions of the correctional officer, supervision of prisoners, discipline in a correctional institution, security, correctional treatment programs and the handling of unusual prisoners are discussed and studied in practical application. Three class periods.

COR 281 (DOC 202) — Probation, Pardons and Parole

3 cr.

Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed. Three class periods.

**DATA
PROCESSING**

BDP 170 (BDP 101) — Introductory Computer Concepts 3 cr.

An introduction to the field of data processing to include the history of computers, the study of processing systems, computer hardware, and an introduction to programming systems. This course is intended for students with no prior experience in data processing. (3 class hours, 1 laboratory hour).

BDP 171 (BDP 105) — Data Processing Mathematics 3 cr.

This is a college level mathematics course designed for students studying data processing or computer science. The course will include the study of numbering systems, basic algebra, functions, linear programming and logic (3 class hours).

BDP 172 (BDP 107) — Basic Assembly Language Program 3 cr.

Prerequisite: BDP 170 (BDP 101) or equivalent experience. This course will include the study of basic assembly language programming on the IBM 360 computer system. Course will be taught with hand-on approach where students will prepare and run their own application programs. (3 class hours, 1 laboratory hour).

BDP 173 (BDP 110) — Data Processing Applications 3 cr.

Prerequisite: BDP 170 (BDP 101) or equivalent experience. This course will include flowcharting, card design, forms design and data coding as an introduction to the study of the automated procedures utilized in processing business data. Areas covered will include accounts payable, accounts receivable, payroll, inventory and production (3 class hours, 1 laboratory hour).

BDP 174 (BDP 111) — Data Processing Workshop 3 cr.

This course provides the opportunity of students studying computer operations to gain actual work experience within an operational data center. Work hours will be scheduled around students' other classes. Additional training will be given via electronic console simulators. (8 contact hours).

BDP 290 (BDP 201) — COBOL Programming 3 cr.

Prerequisite: BDP 172 (BDP 107) or equivalent experience. This course will include the study of COBOL programming and will be taught with the hands-on method. Under this method students will learn by the actual writing of programs which they will run and debug on the college computer system. (4 contact hours).

BDP 291 (BDP 208) — Systems Development and Design 3 cr.

Prerequisite: BDP 170 (BDP 101) and BDP 173 (BDP 110) or equivalent experience. This course will include the study of systems and analysis through the analyst's duties, the tools at his disposal and case studies. These studies will comprise the bulk of the course and will be presented as complete systems design packages. (4 contact hours).

BDP 293 (BDP 211) — Adv. Assembly Language Programming 3 cr.

Prerequisite: BDP 172 (BDP 107) or equivalent experience. This course is an extension of BDP 173 (BDP 107) and will cover advanced as-

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sembly language programming. Subject areas will include IOCS, floating point arithmetic, Macros and subroutines. (4 contact hours).

BDP 294 (BDP 212) — FORTRAN/BASIC

Programming

3 cr.

Prerequisite: BDP 172 (BDP 107) or equivalent experience. This course will include the study of two specialized computer languages, FORTRAN and BASIC. Study with theory and application programming utilizing the college computer system. (4 contact hours).

BDP 295 (BDP 213) — PL/I Programming

3 cr.

Prerequisite: BDP 172 (BDP 107) and BDP 290 (BDP 201). This course will include the study and application of PL/I as applied to business operations. Included within the curriculum will be six weeks of application programming where the student will write and run programs on the college computer system. (4 contact hours).

BDP 296 (BDP 215) — Adv. Computing and Programming Systems

3 cr.

Prerequisite: BDP 172 (BDP 107) and BDP 290 (BDP 201). This course will include the study of Operating systems, data communications, MIS, Graphic displays and optical scanning equipment and applications. (4 contact hours).

DENTAL ASSISTING

DEA 170 (DA 110) — Preclinical Orientation

2 cr.

This course identifies and orients the various areas in the dental specialties. A knowledge of equipment and installations, and the basic maintenance and care of equipment and instruments. A knowledge of chairside assisting. A knowledge of the name, design, and use of all instruments commonly employed in a dental office. The ability to select and prepare properly all instruments for operative, prosthetic, endodontic orthodontic, and surgical procedures in accordance with instructions from the dentist. The ability to recognize promptly the operative needs of the dentist. The ability to properly maintain a clear operating field. The ability to prepare properly all impression materials and make such available to the dentist. A knowledge of types, moulds, and shades of artificial teeth. (3 contact hours.)

DEA 171 (DA 111) — Introduction to Practice

1 cr.

This course presents the objectives, responsibilities, and scope of service of the dental assistant in practice. A working knowledge of dental terminology. A knowledge of the Code of Ethics for dental assistants and the laws which govern the practice of dentistry. An understanding of the functions of other auxiliary dental personnel and their legal limitations. A knowledge of general housekeeping duties. (1 contact hour.)

DEA 173 (DA 113) — Basic Science

2 cr.

This course will be preceded by Anatomy and Physiology. **Oral Pathology** — A knowledge of etiology dental caries control. A familiarity with common periodontal diseases. **Sterilization and Disinfection** — An understanding of the types and uses of sterilizing agents used in the dental office and the ability to operate and maintain all types of sterilizers. **Pharmacology** — A knowledge of the drugs commonly used

in the dental treatment and the responsibilities in the use of such drugs. A knowledge of the standards set forth by the Food and Drug Administration of the Department of Health, Education and Welfare. **First Aid** — A knowledge of and ability to administer first aid treatment to combat emergency situations which may occur.

DEA 174 (DA 114) — Dental Materials and Laboratory 2 cr.

A series of lecture-demonstrations designed to acquaint the dental assistant student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. (3 contact hours.)

DEA 195 (DA 116) — Dental Radiology 2 cr.

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include the application of these techniques in clinical practice. (3 contact hours)

DEA 290 (DA 120) — Clinical Practice I 2 cr.

Clinical chairside assisting. (10 contact hours)

DEA 291 (DA 122) — Clinical Practice II 2 cr.

Continuation of DEA 290 (DA 120). (10 contact hours)

DEA 292 (DA 123) — Office Management 2 cr.

The ability to maintain an immaculate condition in all areas of the office. The ability to receive and dismiss patients. An understanding of behavior patterns of people, parental attitudes. The ability to make appointments and maintain appointment books. Communications (telephone calls, patients and personal, new patients and emergencies, patients with a grievance, salesmen, etc.). The ability to keep financial records. The ability to maintain an efficient recall and patient record file. The ability to keep books and records for tax purposes. The ability to do banking. The ability to write business letters. The ability to purchase and maintain supplies. (3 contact hours).

DEA 293 (DA 124) — Clinical Practice III 2 cr.

Continuation of DEA 291 (DA 122). (10 contact hours).

DEA 294 (DA 125) — Clinical Practice IV 3 cr.

Extern Program. (20 contact hours).

DEH 170 (DS 102) — Dental Anatomy 3 cr.

The study of the structure, morphology and function of the primary and permanent dentitions. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. Four contact hours.

DEH 160 (DS 103) — General and Oral Histology 2 cr.

This course offers a detailed study of the minute structure of the tissues of the body with particular reference to the teeth and supporting tissues. These lectures will cover the morphology of different tissues, early embryonic development and histologic features of the structures

**DENTAL
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of the oral cavity with emphasis on those areas of particular interest to the dental hygienist. Two contact hours.

DEH 172 (DS 104) — Dental Radiology 2 cr.

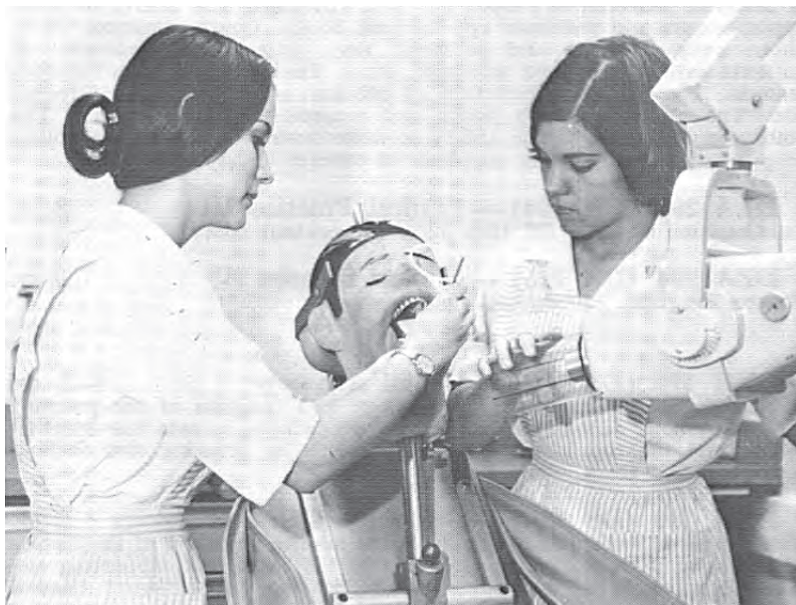
This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include application of these techniques in clinical practice. Three contact hours.

DEH 260 (DS 105) — Pharmacology 1 cr.

The objective of this course is to familiarize hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry. One contact hour.

DEH 178 (DS 110) — Clinical Dental Hygiene I 4 cr.

The objective of this course is to instruct the student in the techniques of instrumentation and polishing of teeth on the dental manikin. Every student must master the operative techniques of the dental prophylaxis before she is admitted to clinical practice. This course will also include sterilization techniques, fluoride application procedures, dental charting, instrument sharpening, and general clinic procedures. During the latter part of this course students will be permitted to give dental prophylaxes to patients in the dental clinic. Six contact hours.



DEH 179 (DS 111) — Clinical Dental Hygiene II 3 cr.

Prerequisite: A grade of "C" or above in DEH 178 (DS 110). Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology. Nine contact hours.

DEH 261 (DS 202) — General and Oral Pathology 2 cr.

This course is an introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and the relation of these conditions to systemic disturbances. Two contact hours.

DEH 281 (DS 203) — Public Health and Preventive Dentistry 1 cr.

A study of present day philosophy and practices of Public Health and Public Health Dentistry. A study of the newest concepts of Preventive Dentistry, its meanings and aims and the responsibilities of the Dental Hygienist in this field of practice. One contact hour.

DEH 297 (DS 205) — Clinical Dental Hygiene III 2 cr.

This course is a continuation of Clinical Dental Hygiene II. Nine contact hours.

DEH 282 (DS 206) — Practice Administration 1 cr.

This course is concerned with the principles of dental ethics and economics as it relates to the dental hygienist. The course will also include a study of jurisprudence, dental and dental hygiene history, and office procedures. One contact hour.

DEH 284 (DS 207) — Dental Health Education 2 cr.

This is a series of lectures to familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients. Two contact hours.

DEH 285 (DS 208) — Clinical Observations 2 cr.

This course will include a series of clinical lecture-demonstrations in the fields of: restorative dentistry, periodontia, oral diagnosis, orthodontia, pedodontia, oral surgery, anesthesia, endodontics, and dental materials. These observations are for the purpose of giving the student a better understanding of the various specialized fields of dentistry and their relation to dental hygiene. Three contact hours.

DEH 298 (DS 210) — Clinical Dental Hygiene IV 3 cr.

This course is a continuation of Clinical Dental Hygiene III. Nine contact hours.

DEH 299 (DS 215) — Clinical Dental Hygiene V 3 cr.

This course is a continuation of Clinical Dental Hygiene IV. Nine contact hours.

COURSE DESCRIPTIONS

DRAFTING AND DESIGN TECHNOLOGY

DTG 160 (TED 102) — Mechanical and Electrical Drafting

3 cr.

Prerequisite: DTG 170 (EG 101). Suggested corequisite: DTG 171 (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.)

DTG 280 (TED 201) — Architectural Drafting

3 cr.

Prerequisite: DTG 170 (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).

DTG 281 (TED 203) — Civil Drafting

3 cr.

Prerequisite: DTG 170 (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.)

DTG 282 (TED 204) — Industrial Design

3 cr.

Prerequisite or corequisite: DTG 171 (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).

DTG 283 (TED 206) — Advanced Drafting

3 cr.

Corequisite: DTG 282 (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).

DTG 284 (TED 221) — Electrical and Electronic Drafting

3 cr.

Prerequisite: IEL 161 (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).

ECOLOGY

ECY 201 (IDS 210) — The Ecological Class

3 cr.

An interdisciplinary analysis of man's biological and social environment revealing the interaction and interrelationships among living organisms and human groups in the biosphere, their needs, values, and their institutions. Three contact hours.

ECONOMICS

ECO 220 (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 ECO 210 (ES 201) or ECO 211 (ES 202) may not receive credit for SLS 203. Three class periods.

ECO 210 (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.

ECO 211 (ES 202) — Principles of Economics 3 cr.
 Prerequisite: ECO 210 (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.

EDU 101 (EN 105) — Introduction to 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 the present organization. The student is acquainted with the problems and the rewards of the profession. Three class periods.

EDUCATION

IEL 160 (TEE 100) — Fundamentals of General Electricity 3 cr.
 A survey course of the electrical field covering both direct current and alternating current theory, and basic electrical elements. It is designed for the non-electrical engineering technician to provide a general knowledge of electrical phenomena. Corequisite: APM 160 (TEG 101). Three class periods.

ELECTRONIC TECHNOLOGY

IEL 161 (TEE 101) — D.C. Theory and Circuits 5 cr.
 Prerequisite or corequisite: APM 160 (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.)

IEL 162 (TEE 102) — A.C. Theory and Circuits 5 cr.
 Prerequisites: IEL 161 (TEE 101) and APM 160 (TEG 101). Prerequisite or corequisite: APM 161 (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.)

IEL 163 (TEE 105) — Electrical Controls 3 cr.
 Prerequisite: IEL 162 (TEE 102). The study of the operation of motors, generators, relays, and controlling systems involved in their opera-

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tion and protection. Also included will be the coverage of the protection and stability of these systems. Three class periods. (Formerly ET 105.)

IEL 280 (TEE 201) — Electronics I 5 cr.

Prerequisite: IEL 162 (TEE 102). Physical principles of vacuum tubes and semi-conductors. A study of limiters and clamp circuits, rectifiers, power supplied, 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.)

IEL 281 (TEE 203) — Electronics II 5 cr.

Prerequisite: IEL 280 (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.)

IEL 282 (TEE 204) — Industrial Electronics 5 cr.

Prerequisite: IEL 280 (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. Typical 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).

IEL 283 (TEE 206) — Advanced Electronic Circuit Analysis 3 cr.

Prerequisite: IEL 162 (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.)

IEL 284 (TEE 207) — Semiconductor Circuit Design 5 cr.

An analytical treatment of transistors and semi-conductor circuits. Typical units of instruction include semiconductor physics, junction diodes, analysis of transistor amplifier configurations, biasing and stabilization methods, and hybrid equivalent circuits. Four contact hours.

ENGINEERING

DTG 170 (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).

DTG 171 (EG 102) — Descriptive Geometry 3 cr.

Prerequisite: DTG 170 (EG 101). Theory and practice in solving graphic problems involving point, line, and space relationships. Six contact hours (2 class hours; 4 laboratory hours).

APM 164 (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.

ENG 101 (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.

ENGLISH

ENG 102 (EH 102) — English Composition 3 cr.
Prerequisite: ENG 101 (EH 101). A continuation of EH 101, this course includes study and practice in research writing. Three class periods.

ENG 160 (EH 135) — Developmental Reading 1 cr.
No prerequisite. However, it should be emphasized that this course is not designed to give remedial reading instruction. An advanced reading course available to students who wish to increase the proficiency of their reading skills. Attention will be given to specific individual needs, as well as vocabulary expansion, comprehension and critical reading development, intensive study techniques, and improvement of rate. Two contact hours.

ENG 161 (EH 136) — Developmental Reading 3 cr.
A reading laboratory course open to all students and designed to develop each student's skills. The mechanics of reading and the need for selecting a reading method that fits the purpose for reading will undergird an emphasis upon specific individual needs in vocabulary. One contact hour, two laboratory hours.

COM 207 (EH 215) — Imaginative Writing 3 cr.
Prerequisite: ENG 102 (EH 102) and consent of COM 207 (EH 215) instructor. A course to develop the student's capacity for imaginative writing. Critical discussion of student's work and of selected literary techniques. Individual conferences. Three class periods.

LIT 210 (EH 205) — English Literature 3 cr.
Prerequisite: ENG 102 (EH 102) or consent of LIT 210 (EH 205) instructor. An introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century. Study of the best and most characteristic writings of these periods. Three class periods.

LIT 211 (EH 206) — English Literature 3 cr.
Prerequisite: ENG 102 (EH 102) or consent of LIT 211 (EH 206) instructor. An introduction to the main literary traditions from the Romantic and Victorian periods to the present. Study of the best and most characteristic writings of these periods. Three class periods.

LIT 220 (EH 203) — American Literature 3 cr.
Prerequisite: ENG 102 (EH 102) or consent of LIT 220 (EH 203) instructor. A critical study of selections from American Literature: Colonial period to the late 19th century. Three class periods.

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LIT 221 (EH 204) — American Literature 3 cr.

Prerequisite: ENG 102 (EH 102) or consent of LIT 221 (EH 204) instructor. A critical study of selections from American Literature: late 19th century to the present. Three class periods.

LIT 240 (EH 201) — Great Ideas in World Literature 3 cr.

Prerequisite: ENG 102 (EH 102) or consent of LIT 240 (EH 201) instructor. A critical study of selections of ancient, medieval, and early renaissance literature. Three class periods.

LIT 241 (EH 202) — Great Ideas in World Literature 3 cr.

Prerequisite: ENG 102 (EH 102) or consent of LIT 241 (EH 202) instructor. A critical study of selections of literature from the middle renaissance period through the twentieth century. Three class periods.

FASHION MERCHANDISING

APA 161 (HFM 101) — Fashion Merchandising I 3 cr.

A description of ways in which operations of the various segments of the clothing and textiles industry impinge on retailing. Three contact hours.

APA 162 (HFM 102) — Fashion Merchandising II 3 cr.

A continuation of APA 161 (HFM 101). The course will also include: a study of the consumers of fashion, retailing techniques, and the merchandising of non-fashion items. Three contact hours.

APA 164 (HFM 104) — Fashion Merchandising Seminar I 1 cr.

A seminar designed to provide an opportunity to solve problems encountered while participating in the work experience program. One contact hour.

APA 171 (HFM 103) — Fashion Merchandising Practicum I 3 cr.

An analysis of employee responsibilities in an operating store situation; a minimum of 20 hours per week of practical work experience approved by the student's advisor, including an acceptable written report. Two contact hours.

APA 265 (HFM 202) — Fashion Merchandising Seminar II 1 cr.

A continuation of APA 164 (HFM 104). One contact hour.

APA 266 (HFM 203) — Fashion Merchandising Seminar III 1 cr.

A continuation of APA 265 (HFM 202). One contact hour.

APA 272 (HFM 200) — Fashion Merchandising Practicum II 3 cr.

A continuation of APA 171 (HFM 103). Twenty contact hours.

APA 273 (HFM 201) — Fashion Merchandising Practicum III 3 cr.

A continuation of APA 272 (HFM 200). Twenty contact hours.

- FCR 260 (BFI 210) — Principles of Finance** 3 cr. **FINANCE**
 Personal Income and Expenditures, budgeting, and credit facilities; financial and investment programs; the stock market, bond market, and commodity futures trading; analysis of corporate securities; mutual funds; property, casualty, and life insurance.
- FIF 160 (FSP 100) — Introduction to Fire Science** 3 cr. **FIRE SCIENCE AND PREVENTION**
 A study of the philosophical and historical backgrounds of fire protection services; the role and responsibilities of the fire service; the organization and function of federal, state, county, and private fire protection agencies; review of municipal fire defenses, fire prevention principles, techniques of fire control, codes and ordinances; problems of the fire administrator; survey of professional fire protection career opportunities. Three class periods.
- FIF 161 (FSP 101) — Fire Company Organization and Procedures** 3 cr.
 Principles of organization and administration in fire protection service; a study of company personnel management and training, fire equipment, communications, maintenance, budgeting, records and reports, insurance rating systems, and public relations. Three class periods.
- FIF 162 (FSP 102) — Fire Operations** 3 cr.
 The structure and function of battalion and company as components of municipal organizations; duties and responsibilities of the company officer. Three class periods.
- FIF 163 (FSP 103) — Fundamentals of Fire Prevention** 3 cr.
 Structure and function of the fire prevention organization; interpreting and applying code regulations; a study of the procedures and techniques of fire prevention, to include inspection, surveying and mapping, recognition and elimination of fire hazards; problems of public relations; coordination with other governmental agencies. Three class periods.
- FIF 260 (FSP 201) — Fire Investigation** 3 cr.
 A study of the principles of fire investigation; methods of determining area of fire origin, fire cause, and fire spread; location and preservation of evidence; interrogation of witnesses; arson detection; arson laws; case preparation and court procedure; reports and records. Three class periods.
- FIF 261 (FSP 202) — Fire Codes and Building Construction** 3 cr.
 A study of federal, state, and local laws applicable to the fire service; a survey of Fire Codes and Standards of the National Fire Protection Association and the Fire Prevention Code of the National Board of Fire Underwriters; role of the State Fire Marshal; principles and practices used in building construction. Three class periods.
- FIF 263 (FSP 207) — Explosive and Toxic Hazardous Materials** 3 cr.
 This course is divided into two sections. The first of these deals with why materials explode, why they are unstable, and how they react with water, air, and each other. The second section explores toxicity. Three class periods.

FIF 264 (FSP 205) — Fire Fighting Equipment and Apparatus

3 cr.

Principles of pumping, construction and operation of pumps and pumping accessories, driving and pumping practices, principles and operation of aerial ladders, hydraulic systems, water supply, trouble shooting, and related subjects. Also covered are principles of the care, maintenance, and operation of fire department vehicles. Subjects covered include theory of internal combustion engines, power development and transmission, torque and horsepower, electrical and brake systems, carburetion, engine tune-up and trouble shooting, characteristics of fuels and lubricants, and other related principles of automotive vehicles. Three class periods.

FIF 265 (FSP 206) — Rescue Practices

3 cr.

Instruction is given in life saving practices pertaining to the fire company. Training for resuscitator squads and rescue equipment, the fire department's role in civil defense and other disaster acts, chemicals and diseases that affect breathing, law on first aid, and the use of breathing apparatus are included. Three class periods.

FIF 266 (FSP 203) — Hazardous Materials

3 cr.

This course presents the basic fundamentals of chemistry used in fire science; types of chemicals and processes; and laws at federal, state, and local levels pertaining to use, storage, and transportation of chemicals. Also, topics covered include hazards of radioactives, precautions to observe in fighting fires involving hazardous materials, and laboratory demonstrations of incompatibles. Three class periods.

FIF 267 (FSP 200) — Fire Fighting Tactics and Strategy

3 cr.

Basic concepts involved in fire fighting, including fire behavior, size-up, attack principles and utilization of available manpower and equipment; preplanning fire problems. Emphasis will be on developing thinking skills in relation to crises. Three class periods.

**FLIGHT
TECHNOLOGY****AIO 161 (TEF 101) — Flight Theory**

3 cr.

Classroom instruction. Introductory course designed to prepare students for the FAA Private Pilots Written Examination. The course includes: science of flight; airplane systems and instruments; weight, balance, and performance; meteorology; physiology of flight; basic navigation (including flight plotter and computer); radio navigation; Air Traffic Control and communications; Airman's Information Manual; and Federal Aviation Regulations. Three contact hours.

AIO 163 (TEF 103) — Solo Flight

1 cr.

Prerequisite or co-requisite: AIO 161 (TEF 101) or passing of the FAA Private Pilots Written Examination. Students must personally arrange for and pay for approved instruction by an FAA certified flight instructor. Students must complete dual flight and oral instruction sufficient to qualify for their solo flight certification and then successfully solo an airplane. A certification of completed solo flight must be produced to pass this course. FJC will monitor student progress. One contact hour.

AIO 164 (TEF 104) — Private Pilot Training

3 cr.

Prerequisite or co-requisite: AIO 161 (TEF 101) or passing of the FAA Private Pilots Written Examination. Students must arrange for

and pay for approved instruction by an FAA certified flight instructor. Students must complete solo and dual flight and oral instruction sufficient to qualify for their FAA Private Pilots Certificate and then successfully pass their flight check. An FAA Private Pilots Certificate must be produced to pass this course. FJC will monitor student progress. One contact hour.

FSM 161 (FS 101) — Orientation to Food Service 3 cr.
A general course intended to familiarize the student with all aspects of the food service industry. A survey of functions of different types of food service. Field trips and guest lecturers representative of local food service establishments. Three contact hours.

FOOD SERVICE TECHNOLOGY

FSM 162 (FS 102) — Basic Nutrition (Nutrition I) 3 cr.
A course emphasizing normal nutrition and the relation between good nutrition and general well being. Objective of the course is to impress the student with necessity of relating knowledge gained here to his life style. Background course for FSM 163 (FS 103). Three contact hours.

FSM 163 (FS 103) — Diet Therapy (Nutrition II) 3 cr.
A more scientific approach to food and nutrition and functions of the body processes. Emphasis placed on the knowledge of types of foods related to specific disorders and the implementation of special diets as prescribed by physicians. Course is closely related to practices of local hospitals. Prerequisite FSM 162 (FS 102). Three contact hours.

FSM 164 (FS 105) — Equipment 3 cr.
A study is made of all types of institutional food service equipment as well as functional layout and design of institutional kitchens and service areas. Field trips to a variety of local institutions included. Three contact hours.

FSM 165 (FS 106) — Food Accounting and Cost Control 3 cr.
A study of the policies and procedures involved in accounting in the food service industry and the methods used for controlling food and other costs. Three contact hours.

FSM 166 (FS 110) — Child Nutrition 2 cr.
A study of the specific nutritional needs of children and the effects of food on their growth and development. Emphasis will be placed on the establishment of good food habits and the methods of approaching this according to age. Menu planning for the child will also be included. Three contact hours.

FSM 167 (FS 120) — Food Service in Nursing Homes 3 cr.
A study of food service operations in homes for the aged. Emphasis will be placed on therapeutic nutrition, meal planning, food purchasing and storage; selection, use, and care of equipment, basic principles of food preparation and service, sanitation and safety. Management, supervision and communication skills will be emphasized. Three contact hours.

FSM 171 (FS 104) — Basic Food Preparation 3 cr.
A lecture, demonstration and laboratory course in principles of food preparation. All general categories of foods are included with standards

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of quality preparation and service being emphasized. Two hours lecture and two hours lab.

FSM 281 (FS 201) — Sanitation and Safety 3 cr.
A study of the general principles of sanitary food handling and necessity of maintaining safe and sanitary facilities for the well being of the consumer as well as safe working conditions of the employees. Three contact hours.

FSM 282 (FS 203) — Supervision and Management 3 cr.
A study of the principles of management particularly as they apply to the food service industry. Students will be taught the role of the supervisor or manager in organizing and directing the work of his employees and his responsibility for planning and coordinating their activities. Three contact hours.

FSM 283 (FS 204) — Food Purchasing and Storage 3 cr.
A study of food purchasing procedures and policies in quantity food service operations. Students will also be taught the proper procedures for receiving, storing and controlling food and other supplies. Three contact hours.

FSM 284 (FS 206) — Food Merchandising 3 cr.
A study of proper food merchandising methods, food display techniques, effective menu presentations, promotional programs, public relations and effective atmosphere. Three contact hours.

FSM 285 (FS 220) — Advanced Nutrition 3 cr.
An advanced nutrition course designed to give updated scientific nutrition information and products, programs and services affecting its application in the community. A basic nutrition course is prerequisite. Three contact hours.

FSM 291 (FS 202) — Quantity Food 3 cr.
Study and laboratory experience in the preparation of food in quantity. Quality standards in preparation and service, use of standardized recipes and portion control will be included. One hour lecture and four hours lab. Three contact hours.

FSM 292 (FS 205) — Areas of Specialization 3 cr.
A course designed to permit the student to acquire experience in the actual operation of the area of food service in which he desires to specialize. The class time is spent reviewing principles learned in prerequisite courses as they pertain to the area of specialization as well as discussion of the problems as they occur in the actual operation. Three contact hours.

FRENCH **FRE 101 (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 (3 class hours; 1 laboratory hour).

FRE 102 (FH 102) — Beginning French 3 cr.
Prerequisite: FRE 101 (FH 101) or equivalent. A continuation of FRE 101 (FH 101). Four contact hours (3 class hours; 1 laboratory hour).

FRE 210 (FH 201) — Intermediate French 3 cr.

Prerequisite: FRE 102 (FH 102) or equivalent. Reading from modern and classic French authors, grammar review, and conversation. Four contact hours (3 class hours and 1 laboratory hour).

FRE 211 (FH 202) — Intermediate French 3 cr.

Prerequisite: FRE 210 (FH 201) or equivalent. A continuation of FRE 210 (FH 201). Four contact hours (3 class hours and 1 laboratory hour).

APM 061 (TEG 99) — Introduction to Technical Math 3 institutional cr.

A review of High School mathematics for students who lack the background necessary for enrollment in APM 160 (TEG 101). The course includes review of number theory, fractions, decimals, ratio and proportion, percentages, areas, volumes and basic algebra as applied to engineering calculations. Three contact hours.

OCO 160 (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.

APM 160 (TEG 101) — Technical Math I 3 cr.

Applied mathematics involving the principles and laws of basic algebra, solution of linear equations, and basic analytical geometry. In each presentation, the work is supplemented with solutions to problems of technical nature. The prerequisites for this course are two years of high school algebra and a year of geometry, 3 class hours.

APM 161 (TEG 102) — Technical Math II 3 cr.

Prerequisite: APM 160 (TEG 101). A continuation of APM 160 (TEG 101) which covers the laws and principles of trigonometry, vector analysis, complex numbers and geometric consideration of trig functions. Practical work in solution of engineering problems is emphasized. 3 class hours.

APM 280 (TEG 201) — Technical Math III 3 cr.

Prerequisite: APM 161 (TEG 102). 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.

TER 281 (TEG 203) — Technical Report Writing 3 cr.

Prerequisite: ENG 101 (EH 101). A course of study in the proper arrangements, format, and analysis of technical data, specifications, and findings for presentation in report form. Methods and techniques for display of raw data by use of graphs and charts are emphasized. Three class periods.

BCN 282 (TEG 204) — Planning and Estimating 3 cr.

Prerequisites: APM 160 (TEG 101), MEY 160 (TEM 101). Analysis and determination of job requirements and costs of construction operations.

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including direct and indirect costs and preparation of bid proposals for construction projects. Four contact hours (2 class hours; 2 laboratory hours).

GEOGRAPHY

GEO 110 (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 inter-relationships and problems of conservation of natural resources. Three class periods.

GEO 220 (GY 201) — Conservation of Resources 3 cr.

A survey of natural and human resources of the world. Special emphasis will be placed in 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

GEY 101 (GL 101) — Physical Geology 3 cr.

Physical Geology, a science, is the study of the earth. Topics covered are: Structure and land forms, modifying agents and processes, characteristic rocks and minerals and a brief study of the surrounding atmosphere and the earth as a planet. For majors and non-majors. Three class periods.



GEY 121 (GL 102) — Historical Geology 3 cr.
 A study of the geologic history of the earth dealing with the major physical events as recorded in rock formations and with the constant evolving changes in animals and plants through time. Three class periods.

GER 101 (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 (3 class hours; 1 laboratory hour).

GERMAN

GER 102 (GN 102) — Beginning German 3 cr.
 Prerequisite: GER 101 (GN 101) or equivalent. A continuation of GER 101 (GN 101). Four contact hours (3 class hours; 1 laboratory hour).

GER 210 (GN 201) — Intermediate German 3 cr.
 Prerequisite: GER 102 (GN 102) or equivalent. Reading from standard German authors; careful review of grammar, conversation, and composition. Four contact hours.

GER 211 (GN 202) — Intermediate German 3 cr.
 Prerequisite: GER 210 (GN 201) or equivalent. A continuation of GN 201. Four contact hours.

IDS 010 (GSI 89) — Guided Studies Institute 12 institutional cr.
 The Institute is a diversified program designed for individual remedial instruction in reading, mathematics, English, Speech, and Social Science. Counseling will be an integral part of the program.

GUIDED STUDIES

ENG 006 (GS 90) — Reading Laboratory 3 institutional cr.
 The Reading Laboratory is designed to improve the individual's reading skills. Emphasis is placed upon enriching vocabulary; learning to select main and subordinate ideas; understanding the necessity for establishing a purpose for reading and the selection of a reading method that fits that purpose; interpreting the writer's message; and improving rate and comprehension. Three class periods.

PSY 003 (GS 94) — Developing Effective Study Skills 3 institutional cr.
 A course for students who wish to find an effective way to study. Study skills will be taught and practiced through an individualized approach to each student's need and in conjunction with the student's own course of study. Attention will be given to general principles of learning, study attitudes, scheduling of time, a study formula technique and its application; also the use of learning resources and research techniques.

ENG 001 (GS 97) — English Fundamentals 3 institutional cr.
 This course is designed for students who are not yet academically prepared to enter ENG 101 (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 standard English. Three class periods.

COURSE DESCRIPTIONS

HEALTH

HEN 107 (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.

HEN 110 (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. One class period.

HEN 215 (HH 109) — First Aid III

2 cr.

A course dealing with first aid skills to be used in the treatment of injuries in an emergency. Two contact hours.

HEALTH CARE

HSM 165 (HOM 115) — Health Care Management I

3 cr.

Introduction to nursing home management. History, theories, scope of the manager in relation to all departments vital in managing a nursing home such as nursing, dietary, business office, housekeeping, personnel, and maintenance will be emphasized. (Formerly BMG 115). Three contact hours.

HSM 166 (HOM 116) — Health Care Management II

3 cr.

Prerequisite: Health Care Management I. Study of the nursing home organizational structure. The special sociological problems necessary in understanding that the nursing home is a health agency as well as a social institution, are included. Patient care needs will be studied. Role and scope of the manager in relation to all departments vital in managing a nursing home will be continued as started in HSM 165 (HOM 115). Three contact hours.

HISTORY

HIS 101 (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.

HIS 102 (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.

HIS 204 (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.

HIS 205 (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.

BLC 210 (HY 211) — Afro-American History and Culture to 1877 3 cr.

A survey course dealing with the trends, institutions, events, and personalities among black people in the American past. A brief treatment of the African origin, the black man during the Revolutionary War, the development of slavery, and the black man and the Civil War and Reconstruction is presented. The origin of racism, general minority problems, cultural appreciation, and black ideas are stressed. Three contact periods.

BLC 220 (HY 212) — Afro-American History and Culture from 1877 3 cr.

A continuation of BLC 210 (HY 211) with special emphasis on present and future projected developments among black people. The black man and the two World Wars and their aftermath are presented as well as the roots and manifestations of the Civil Rights and Black Power movements. Three contact periods.

HIS 211 (HY 221) — History of the Far East 3 cr.

A history of the Far East from early modern times. Three class periods.

HIS 254 (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.

HIS 212 (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.

HIS 193 (HY 275) — Honors Survey of History 3 cr.

Prerequisite: Outstanding performance in HIS 101, 102, 204, or 205 (HY 101, 102, 201 or 202). Recommendation by the Department. An independent survey in one or more selected fields of History which incorporates extensive research and in-depth readings. Designed to develop interest and skill in the preparation of Historical analysis and presentation in anticipation of further studies at the senior college level in History or related fields.

CLT 171 (HEF 101) — Basic Textiles 3 cr.

A study of fabrics used for clothing and house furnishings with emphasis on fibers, yarns, constructions, designs and finishes that determine the qualities and the performance of a fabric. Use and care of fabrics and cost factors will be included. Two hours lecture and two hours lab.

**HOME
ECONOMICS**

CLT 172 (HEF 102) — Basic Clothing Construction 3 cr.

This course includes the selection and use of commercial patterns; simple alterations; selection, use, and care of modern sewing and pressing equipment; planning and construction of garments, and

COURSE DESCRIPTIONS

developing basic construction skills. The selection of suitable accessories will also be included. Two hours lecture and two hours lab.

FAR 111 (HEM 101) — Dynamics of Modern Living 3 cr.
A study of the interpersonal relationship to include personal and family problems; analysis of the basic elements involved in courtship, mate selection, engagement, marriage, parenthood, and child development. Also covered are topics such as principles of good manners and acceptable standards of social behavior, personal appearance, social customs, personality development, human relations and consideration of the various occupational opportunities within the broad field of home and family life education. Three class periods.

CHE 208 (CY 200) — Organic Chemistry for Home Economics 4 cr.
Prerequisite: CHE 101 (CY 101). A one semester course in the fundamentals of Organic Chemistry with emphasis on the Chemistry related to foods, vitamins, fabrics, dyes, plastics as organic structural materials, pesticides, solvents, and other household or consumer products. Required for Home Economics Education majors. Three class periods and one three-hour lab.

HOSPITALITY MANAGEMENT

HOL 161 (BHM 101) — Introduction to Hospitality Management 3 cr.
This course is designed to introduce students to the hospitality industry and management of hotels, motels and restaurants. It is an orientation course designed to give the history, organization, problems and opportunities in the hotel/motel and restaurant industry. The course offers a study of the functions of departments, promotional and personnel functions of management, trends and developments in the industry today, and a study of techniques and procedures of modern management. Three contact hours.

HOL 162 (BHM 102) — Restaurant Operation 3 cr.
This course introduces the student to the various phases of restaurant operation to include the basic principles of analysis of food management problems, job analysis methods, selection, control and supervision of personnel, facilities layout, labor and food cost control, purchasing, legal problems, furniture and decor for clubs, restaurants and related institutions. Three contact hours.

HOL 163 (BHM 103) — Restaurant, Hotel/Motel Accounting and Auditing 3 cr.
This course explains accounting procedures used to control Hotel/Motel income and expenses, the transcript, daily report, journals, ledgers, preparation of profit and loss statements and balance sheet, study of front office techniques and responsibilities, case study problems portraying transactions in a large hotel and motel and food revenue control and preparation of daily and monthly food reports along with use of accepted food control systems for large food service companies. Three contact hours.

HOL 164 (BHM 104) — Hotel/Motel Operation 3 cr.
This course is designed to acquaint the student with the operation of a hotel or motel to include front office procedures in registering, accounting for and checking out guests, promotional and sales practices,

housekeeping, interior decoration, purchase of furniture, carpeting, linens and supplies, maintenance and engineering of a practical nature, facilities specifications, purchasing and storage. Three contact hours.

HOL 264 (FS 214) — Food and Beverage Control 3 cr.

Presents the basic principles and procedures of effective food and beverage cost control. Course is limited to essential principles without becoming involved in specific methods as may be practiced in various sizes and types of operations. Includes food and beverage purchasing, receiving, and issuing; calculation of actual food and beverage cost, establishment and calculation of standards, production, planning and special control. Three contact hours.

HOL 265 (BHM 204) — Hospitality Management and Problems 3 cr.

This course explores special management problems as found in hotels, motels, clubs, restaurants and related institutions. Use of community representatives and case studies with their alternate solutions will be discussed. Three contact hours.

HOL 266 (BHM 207) — Customer-Personnel Relations 2 cr.

This course studies the various successful techniques involved in establishing effective communications and functional relationships with the customer and personnel at all levels. Two contact hours.

HOL 271 (BHM 201) — Internship 3 cr.

Required on-the-job work experience supplied by the hotel, motel and restaurant industries. Job placement will be dependent upon the students' preference and availability of participating hospitality institutions. The course consists of 15 hours per week of on-the-job instruction accompanied with one seminar each week. Students employed in the industry will be paid the on-going rate for part-time help.

HOL 272 (BHM 202) — Internship 3 cr.

Prerequisite: HOL 271 (BHM 201). This course is an extension of BHM 201. It consists of on-the-job work experience supplied by the hotel, motel and restaurant industries. Job placement will be dependent upon the students' preference and availability of participating hospitality institutions. The course consists of 15 hours per week of on-the-job instruction accompanied with one seminar each week. Students employed in the industry will be paid the on-going rate for part-time help. Eight contact hours.

HUM 282 (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.

HUMANITIES

COURSE DESCRIPTIONS

HUM 201 (HS 203) — Humanities 4 cr.

Prerequisites: ENG 101 (EH 101) or consent of instructor. A study of human expression, problems and values through the study of Western man's achievements in art, music, literature, and philosophy. The course provides an introduction to appreciation of the arts, letters, and critical thought through study of the ancient, medieval, and renaissance periods. Four contact hours.

HUM 202 (HS 204) — Humanities 4 cr.

Prerequisites: HUM 201 (HS 203) or consent of instructor. A continuation of HUM 201 (HS 203). This course provides a study of major cultural periods from Baroque through contemporary. Four contact hours.

HUM 182-183 (HS 211-212) — Overseas Study 8 cr.

A humanities course offering students a five-week study/travel program centered around the cities and countries of the tour. The course will include field experiences, lectures, discussions, and other experiences in the Humanities area. The student will visit great European cities where special attention will be given to forces contributing to the culture of these nations. The student will gain an understanding and an appreciation of great and vital ideas through on-site study within the political, economic, and social historical framework in art, music, literature, architecture, philosophy, and religion in the cultural heritage of western man. Will fulfill General Education requirements for Humanities.

HUM 213 — International Understanding 3 cr.

Prerequisite: ENG 101 (EH 101) or permission of instructor. Life in the Mediterranean regions of Asia, Africa, and Europe surveyed from its beginning to the present. Man's creative expressions in the visual arts, music, literature and philosophic thought will be studied in the context of archaeology, anthropology, sociology, history, geography, and religion. Three contact hours.

HUM 214 — International Understanding 3 cr.

Prerequisite: ENG 101 (EH 101) or permission of instructor. Life in non-Mediterranean Europe surveyed from its beginning to the present. Man's creative expressions in the visual arts, music, literature, and philosophic thought will be studied in the context of archaeology, anthropology, sociology, history, geography, and religion. Three contact hours.

HUM 215 — American Understanding 3 cr.

Prerequisite: ENG 101 (EH 101) or permission of instructor. Life in the Americas surveyed from its beginning to the present. American creative expressions in the visual arts, music, literature, and philosophic thought will be studied as reflections of their European, African, and Indian heritage in the context of archaeology, anthropology, geography, and religion. Three contact hours.

HUM 216 — International Understanding 3 cr.

Prerequisite: ENG 101 (EH 101) or permission of instructor. Life in Asia surveyed from its beginning to the present. Man's creative expressions in the visual arts, music, literature, and philosophic thought will be studied in the context of archaeology, anthropology, sociology, history, geography and religion. Three contact hours.

INS 161 (BIN 116) — Principles of Insurance 3 cr.**INSURANCE**

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.)

INS 162 (BIN 117) — Principles of Fire and Allied Lines 3 cr.

This course is an introduction to the four areas of fire, ocean marine and inland marine insurance and multiple-line coverages. For each of these four areas, specimen contracts are examined. Each area is discussed with regard to the perils, property, losses, persons, locations, time and hazards which are covered. Three class periods.

INS 163 (BIN 118) — Principles of Casualty Insurance & Surety Bonding 3 cr.

This course is an introduction to the eight areas of: automobile liability and physical damage insurance; workmen's compensation and Employers' liability insurance; business, professional and personal liability insurance; fidelity and surety bonds; theft coverages; multiple-line trends and coverages; health insurance; miscellaneous casualty coverages. Three class periods.

INS 164 (BIN 119) — Principles of Life Insurance I 3 cr.

This course is an introduction to the principles of life insurance, the basic life insurance plans, and the more common types of individual life insurance contracts. It also includes a survey of industrial life insurance, health insurance and group life insurance; it constitutes a general survey of the major kinds of personal insurance coverages available. Three class periods.

INS 165 (BIN 120) — Principles of Property Insurance Adjusting I 3 cr.

This course is an introduction to the general principles of insurance and property loss adjusting. The following areas are covered: risk and insurance; suretyship; risk management; principles of law and the insurance transaction; the insurance contract — limitations on coverage and limitation on amount of loss; the procedure, investigation, and reports of adjustment of property losses; estimating business losses. Three class periods.

INS 166 (BIN 121) — Marketing Principles of Life and Health Insurance 3 cr.

A new approach toward the Life and Health Insurance industry, its products, the market potential, and the industry as a selling career. Three class periods.

INS 167 (BIN 122) — Principles of Health Insurance 3 cr.

Introduction to health insurance; covers health losses and protection, expense and income coverage, and health insurance, its growth, and many areas of coverage offered by government, commercial, and Blue Cross-Blue Shield organizations. Three class periods.

COURSE DESCRIPTIONS

INS 168 (BIN 124) — Principles of Insurance and Liability Claim Adjusting 3 cr.

Corresponds to Part II of the Insurance Institute of America course in Adjusting. Examines the principles and practices of adjusting liability claims. Three class periods.

INS 181 (BIN 123) — Life Company Operations 3 cr.

Corresponds to Part II of the Life Office Management Association (LOMA) Insurance Education Program. Covers life insurance home office organization, regulation, taxation, and mathematical aspects as well as the marketing and investment functions. Three class periods.

INS 183 (BIN 127) — Legal Aspects of Life Insurance 3 cr.

Corresponds to Part III of the Life Office Management Association (LOMA) Insurance Education Program. An up-to-date presentation of the law of life insurance contracts for the person whose principal interest is life insurance rather than law. Three class periods.

INS 281 (BIN 228) — Life Insurance Accounting 3 cr.

Corresponds to Part IV of the Life Office Management Association (LOMA) Insurance Education Program. Covers the principles of book-keeping and accounting as an aid in understanding the life insurance accounting practices. Three class periods.

INS 282 (BIN 229) — Property Insurance Adjusting 3 cr.

Covers in more depth than previous courses in the program the subject of apportionment, insurable interest, limitation on insurer's liability, and estimating. Special consideration is given to adjustment of building, merchandise, and fixture losses, and business interruption insurance losses. Presumes a knowledge of the subject matter of INS 165 (BIN 120) and INS 168 (BIN 124). Three class periods.

INS 283 (BIN 230) — Liability Insurance Adjusting 3 cr.

Covers the concepts of legal duty, breach of legal duty, and concepts of damages. Introduction to medical knowledge needed by adjusters, study of adjuster-lawyer and adjuster-physician relationships, and settlement of workmen's compensation claims. Presumes a knowledge of the subject matter of INS 163 (BIN 118) and INS 168 (BIN 124). Three class periods.

JOURNALISM

JOU 101 (JM 201) — Introduction to Journalism 3 cr.

Prerequisite: Ability to use typewriter. An introduction to Journalism and Mass Communications. This course will include the History and development of journalism with emphasis on newspaper, radio, television and magazines. Five contact hours.

COS 205 (JM 202) — Writing for Mass Communications 3 cr.

Prerequisites: JOU 101 (JM 201), ability to type, and consent of instructor. A pre-professional survey course designed to provide basic instruction and practice in writing for mass communications purposes. Five contact hours.

COM 202 (JM 250) — Introduction to Broadcasting 3 cr.
An introduction to the historical, cultural, social, legal, business and career aspects of radio and television broadcasting plus an introduction to the types and sub-types of broadcast media. Three contact hours.

LIS 201 (LS 201) — Use of Books and Libraries 1 cr.
A survey of the major reference sources in the subject areas: National and trade bibliographies, physical sciences, social sciences, humanities, business administration and government documents. Examinations will be made of the types of reference questions in each area and the sources that must be known to answer those questions. Emphasis will be placed on developing an analytical and systematic approach in the use of reference sources. Practical experience will be gained through laboratory work in the library in which each student will be required to locate answers to prepared reference questions.

**LIBRARY
SCIENCE**

The course is designed for both the (1) A.A. candidates who wish to learn the bibliographic sources necessary in upper division research writing, and (2) for the A.S. candidates who would like to continue their education on their own and who wish to make better use of their public library facilities.

SAM 250 (BMG 211) — Principles of Management 3 cr.
A detailed analysis of the management functions of planning, organizing, staffing, directing and controlling as related to business enterprise. The orderly presentation of fundamental knowledge in management provides the student with the framework for further study in the field, or the background for practical application of management principles in business and industry. Three class periods.

MANAGEMENT

SAM 251 (BMG 213) — Personnel Management 3 cr.
Problems, practices and policies in the management of people. Leadership, motivation and direction of employees towards management-employee-oriented goals. Employment practices. Three class periods.

GME 161 (BMK 210) — Salesmanship 3 cr.
Prerequisite: SAM 160 (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.

MARKETING

MAG 162 (BMK 213) — Principles of Marketing 3 cr.
Prerequisite: SAM 160 (BAN 101). The study of matching products to markets. Discussion of basic marketing functions. Emphasis will be placed on those interacting 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.)

GME 281 (BMK 214) — Marketing Practices 3 cr.
Prerequisite: MAG 162 (BMK 213). A continuation of MAG 162 (BMK 213). Emphasis is placed on the study of marketing problems of the

COURSE DESCRIPTIONS

manufacturers, wholesaler, retailer, and other marketing agencies. Three Class periods.

ADS 261 (BMK 221) — Advertising 3 cr.
Introduction to the field of retail advertising, its purposes, institutions and functions. Includes planning and advertising, local media and types of retail advertising. Three class periods.

GME 262 (BMK 223) — Wholesaling 3 cr.
Survey of the wholesaling structure, past and present. Analysis of the planning, operation and management of the various types of wholesaling institutions in our economy. Three contact hours.

MAM 282 (BMK 222) — Sales Management 3 cr.
Principles and concepts underlying the organization, operation, and control of a sales force. Topics such as the selection of personnel, recruiting, compensation plans, supervision, evaluation, and stimulation of sales programs are covered. Prerequisite: MAG 162 (BMK 213). Three contact hours.

MATHEMATICS

MAT 101 (MS 101) — College Mathematics 3 cr.
Prerequisite: Two years of high school mathematics, MAT 119 (MS 102), 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.

MAT 119 (MS 102) — Beginning Algebra 3 cr.
Prerequisite: Reasonable competence in arithmetic skills normally acquired by high school graduates. A modern first course in algebra for students who have never had algebra or whose level of proficiency does not meet the standard for MAT 120 (MS 103), intermediate algebra, or physical science. The emphasis is on fundamental concepts and structure with manipulation as a tool for reinforcement. The content of the course will include those concepts, topics, and laws of elementary algebra necessary to insure success in subsequent courses. This course does not satisfy the General Education requirements, and is not necessarily transferrable to a senior institution. Three contact hours.

MAT 120 (MS 103) — Intermediate Algebra 3 cr.
Prerequisite: MAT 119 (MS 102), with recommendation of instructor or at least one year of high school algebra and departmental approval. This course is designed to prepare students wishing to enter MAT 121 (MS 105) who have an inadequate or antiquated background in high school algebra. Topics include an introduction to the mathematics of sets; the complex number system; linear, fractional, radical and quadratic equations and inequalities, relations and functions and their graphical representations. Three class periods.

MAT 121 (MS 105) — College Algebra 3 cr.
Prerequisite: MAT 120 (MS 103) with a grade of "C" or better; or two years of high school algebra and departmental approval. 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; sys-

tems of equations; inequalities; logarithms; induction. This course is intended for students who need more preparation for trigonometry and the calculus. Three contact periods.

MAT 122 (MS 110) — College Trigonometry 3 cr.

Prerequisite: MAT 121 (MS 105) or departmental approval. This course treats trigonometric functions as functions of real numbers with trigonometric functions of angles and vectors. It includes identities, inverse circular functions, solutions of trigonometric equations, complex numbers, and solutions of triangles. Three class periods.

MAT 124 (MS 115) — College Algebra and Trigonometry 4 cr.

Prerequisite: MAT 120 (MS 103) or the equivalent and departmental approval. (High school trigonometry recommended.) This is an accelerated course for the well-prepared student. The course content is consistent with that of MAT 121 (MS 105), College Algebra, and MAT 122 (MS 110), College Trigonometry. The concept of functions is the basis for the integration of the two, with the trigonometric functions developed as functions of real variables. Four contact periods.

MAT 111 (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 departmental approval. This course is designed to provide the student with a unified and substantial approach to the logical structure of mathematics. MAT 111 (MS 121) aims to introduce the student to more advanced topics with the hope of encouraging further study and reading in this direction. Four class periods.

MAT 151 (MS 127) — Elementary Statistics 3 cr.

Prerequisite: MAT 121 (MS 105) or departmental approval. This introductory course will include the following topics: probability, random variables and probability distributions, binomial distribution, normal distribution, statistical inference, linear regression and correlation, variance and inference from small samples. The derivations of properties and the foundations and unity of concepts will be emphasized. Three contact periods.

MAT 131 (MS 131) — Calculus with Analytic Geometry I 4 cr.

Prerequisite: MAT 122 (MS 110) or MAT 124 (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 with departmental approval. A course designed for the major in mathematics, science or engineering having a good foundation in algebra and trigonometry but no analytic geometry. This is an integrated differential and integral calculus course with analytic geometry and places emphasis upon the theoretical approach to mathematical analysis. Covered in the course are an introduction to analytic geometry, differentiation of algebraic expressions with applications of the derivative, and integration involving algebraic expressions, with applications. Four class periods.

MAT 161 (MS 190) — Computer Oriented Mathematics

3 cr.

Prerequisite: MAT 121 (MS 105) or equivalent. The course presents basic ideas and methods of mathematics as oriented to the computer. It is designed to utilize a classroom computer, electronic calculators, and a logic trainer in use in the mathematics laboratory. Students will, after studying number systems, logic, Binary Boolean Algebra, numerical methods and computer mathematics, write programs in machine language for problems compatible with their own interest and areas of study for the Math-Master. While the emphasis will be on the mathematics of computers, the course will provide a foundation for further study in programming and computer science. (This course does not contain the more common computer languages.)

MAT 232 (MS 232) — Calculus with Analytic Geometry

4 cr.

Prerequisite: MAT 131 (MS 131) or its equivalent. A continuation of the calculus analytic geometry sequence. The course includes differentiation and integration of transcendental functions, plane analytic geometry topics, methods of integration and the algebra calculus of vectors in the plane. Four class periods.

MAT 233 (MS 233) — Calculus with Analytic Geometry III

4 cr.

Prerequisite: MAT 232 (MS 232) or its equivalent. A continuation of the calculus-analytic geometry sequence. Topics include indeterminate forms, improper integrals, polar coordinates, infinite series, solid geometry and its vectors, partial differentiation, and multiple integrals. Four class periods.

MAT 242 (MS 240) — Differential Equations

3 cr.

Prerequisite: MAT 233 (MS 233). A study of the procedure and theory of various methods of solving ordinary differential equations, which includes a development of Laplace Transforms and applications. Three class periods.

MAT 204 (MS 275) — Modern Math for Teachers

3 cr.

An in-service course designed to acquaint teachers with modern topics in mathematics. No prior knowledge of mathematics will be assumed and many topics of modern mathematics concepts will be presented, including set theory, structures of systems of numeration, properties of numbers, operations in bases other than ten, geometry and introduction to probability.

MECHANICAL TECHNOLOGY**MEY 160 (TEM 101) — Engineering 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).

MTY 280 (TEM 203) — Elements of Applied Energy

3 cr.

An introduction to applied thermodynamics. The study of the transformation of energy to useful work through mechanical elements: heat engines, I. C. engines, compressors, turbines, and ancillary equipment. Three contact hours.

MTY 281 (TEM 205) — Engineering Mechanics 4 cr.

Corequisite: APM 161 (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. Five contact hours.

STT 282 (TEM 206) — Testing and Strength of Materials 4 cr.

Prerequisite: MTY 281 (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).

AIC 283 (TEM 208) — Air Conditioning & Heating 3 cr.

An introductory course to environmental control of buildings and houses with emphasis on equipment performance and system design. Four contact hours (2 class hours; 2 laboratory hours.)

MTY 285 (TEM 202) — Fluid Mechanics 3 cr.

Prerequisite: APM 161 (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.

STT 284 (TEM 210) — Fabrication Processes 3 cr.

Prerequisite: MTY 281 (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).

MLT 170 (MLT 101) — Medical Laboratory Technology 5 cr.

This course is designed to orient the student to the role of medical laboratory technology in the delivery of health care services. The basic concepts, competencies, and mechanics of laboratory maneuvers, medical bacteriology, medical parasitology and medical mycology are offered. Immunology and the acquisition of basic serological techniques are related to clinical diagnosis. Eight contact hours.

MLT 171 (MLT 102) — Haematology 5 cr.

This course is designed to insure student competencies in haematology. Haematology emphasizes the hematogram and the coagulogram as diagnostic procedures. Eight contact hours.

MLT 172 (MLT 201) — Immunology 3 cr.

This course is designed to insure that the student develops basic competencies in the theories, principles, and technical procedures in serology and immuno-hematology. Emphasis is on blood banking and its role in the delivery of health care services. Eight contact hours.

**MEDICAL
LABORATORY
TECHNOLOGY**

COURSE DESCRIPTIONS

MLT 290 (MLT 103) — Clinical Practicum 10 cr.

The student engages in directed clinical experience in the laboratories of Jacksonville Hospitals Education Program, in seminars, workshops and classes. The clinical phase is coordinated by the College Medical Technology Faculty. This includes supervision, scheduling, and evaluation of students. Thirty-two contact hours.

MLT 291 (MLT 202) — Clinical Chemistry 5 cr.

This course is designed to afford the student opportunity to acquire the basic concepts, and the basic competencies of clinical chemistry and to develop the technical competencies applicable to the chemical analysis of body fluids. Analytical Methodology and Clinical Instrumentation are emphasized. The role of clinical chemistry in the delivery of health care is stressed. Eight contact hours.

MLT 292 (MLT 203) — Clinical Clerkship 16 cr.

The student spends 40 hours per week in directed clinical experience in the laboratories of Jacksonville Hospital's Educational Program, in seminars, classes and workshops. The clinical Phase is coordinated by the College Medical Technology Faculty. This includes supervision, scheduling, and evaluation of students. Forty contact hours.

MUSIC

Applied Music Depending on the availability of qualified staff, private instruction is offered in piano, voice, organ and the orchestral instruments. The courses which follow in the 60 series, carrying 3 credits per semester for 2 half-hour lessons per week, are designed for music students majoring in Applied Music. The courses which follow in the 50 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 40 series, involving 1 half-hour lesson weekly for 1 credit per semester, are for music majors in their secondary instrument.

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

MUS 012 (MSC 061) — Applied Music I

Principal Instrument 2 institutional cr.

Prerequisite: Placement by audition before the music faculty. Two half-hour lessons, or one hour lesson per week. (See note concerning Applied Music above.)

MUS 013 (MSC 062) — Applied Music II,

Principal Instrument 2 institutional cr.

Prerequisite: MUS 012 (MSC 061). Two half-hour lessons, or one hour lesson per week. (See note concerning Applied Music above.)

MUS 015 (MSC 95) — Repertory Class 1 institutional cr.
Lecture recital emphasizing literature, styles, and techniques of performance. Meeting hour may be changed to coincide with special performance time. Required of all music majors. One class or equivalent laboratory periods.

MUS 016 (MSC 96) — Introduction to Music Theory 3 institutional cr.
A course designed for students whose background and Theory Placement Test scores indicate further preparation is needed for MSC 114. Includes work with elementary music terminology, notation, intervals, scales, chords, rhythm, sight singing, dictation, and keyboard skills. Three class periods.

MUS 112 (MSC 114) — Music Theory I 4 cr.
An elementary course in music theory and the principles underlying all music. A basic course including music terminology, notation, harmony, melody, and rhythm. Sight singing and ear training are included. 3 class and 2 laboratory hours.

MUS 113 (MSC 115) — Music Theory II 4 cr.
Prerequisite: MUS 112 (MSC 114) or permission of instructor. A continuation of MUS 112 (MSC 114). A basic course including music terminology, notation, harmony, melody, rhythm, and form. Sight singing and ear training included. 3 class and 3 laboratory hours.

MUS 120 (MSC 171) — Class Strings 1 cr.
Teaches basic performance skills on violin, viola, violin-cello, or double bass. Open to any student. Two laboratory hours.

MUS 121 — Class Woodwinds 1 cr.
Teaches basic performance skills on clarinet or flute. Open to music majors. Two laboratory hours.

MUS 122 — Class Brass 1 cr.
Teaches basic performance skills on trumpet or trombone. Open to music majors. Two laboratory hours.

MUS 123 (MSC 177) — Class Percussion 1 cr.
Teaches basic performance skills on percussion instruments with emphasis on rudimental snare drumming. Open to Music Majors. Two laboratory hours.

MUS 130 — Class Voice I 1 cr.
For singers wishing to further their vocal skills and instrumentalists wishing a fundamental vocal knowledge. Emphasis on correct diction and tone production. Individual aid given. Two laboratory hours.

MUS 131 (MSC 152) — Class Voice II 1 cr.
Prerequisite: MUS 130 (MSC 151) or equivalent. A continuation of MUS 130 (MSC 151). Two laboratory hours.

MUS 132 (MSC 141) — Class Piano I 1 cr.
For beginning piano students meeting in groups. Emphasis placed on music reading and elementary techniques. Required of all music majors unless exempted. Two laboratory hours.

COURSE DESCRIPTIONS



MUS 133 (MSC 142) — Class Piano II 1 cr.
Prerequisite: MUS 132 (MSC 141) or equivalent. A continuation of MUS 132 (MSC 141). Three laboratory hours.

**MUS 140 (MSC 131) — Applied Music I,
Secondary Instrument** 1 cr.
One half-hour lesson per week. (See note concerning Applied Music above.)

**MUS 141 (MSC 132) — Applied Music II,
Secondary Instrument** 1 cr.
One half-hour lesson per week. (See note concerning Applied Music above.)

**MUS 150 (MSC 161) — Applied Music I,
Principal Instrument** 1 cr.
Two half-hour lessons per week. (See note concerning Applied Music.)

**MUS 151 (MSC 162) — Applied Music II,
Principal Instrument** 1 cr.
Two half-hour lessons per week. (See note concerning Applied Music.)

MUS 160 (MSC 181) — Applied Music I,

Major Instrument 3 cr.

Prerequisite: Placement by audition before the music faculty. Two half-hour lessons or one hour lesson per week. (See note concerning Applied Music above.)

MUS 161 (MSC 182) — Applied Music II,

Major Instrument 3 cr.

Prerequisite: MUS 160 (MSC 181) or equivalent. Two half-hour lessons or one hour lesson per week. (See note concerning Applied Music above.)

MUS 162 (MSC 121) — Symphonic 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. Four rehearsal periods.

MUS 163 (MSC 122) — Jazz-Rock Ensemble 1 cr.

Prerequisite: Permission of the director. The repertoire includes various styles from jazz and popular literature. May be selected for credit each semester. Three rehearsal periods.

MUS 164 (MSC 100) — College Chorus 1 cr.

Choral organization open to all college students. Many styles of choral music are included in the repertoires. Can be elected for credit each semester. Three rehearsal periods.

**MUS 165 (MSC 113) — Community Chorus—
Jacksonville Concert Chorale** 1 cr.

Evening chorale organization open by audition to members of the community. Repertoire includes secular and sacred major works for chorus and orchestra as well as shorter compositions. May be elected each semester for credit, or non-credit under adult education (GAEL 61613). Two hour rehearsal period.

MUS 166 (MSC 111) — Music Workshop 1 cr.

Open by audition to persons interested in theatre and music in the areas of performance and technical operation. May be elected for credit each semester. One major production each term. Three rehearsal hours.

MUS 171 (MSC 103) — College Chorale 1 cr.

Prerequisites: Permission of director. Before entering course: Previous choral experience and/or audition with instructor. 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.

MUS 172 (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.

MUS 212 (MSC 214) — Music Theory III 4 cr.
 Prerequisite: MUS 113 (MSC 115) or permission of instructor. Techniques of analysis and part writing in vocal, keyboard, and instrumental styles. Advanced tertian harmony, modulation, sequence, and phrase, period, and part forms. Sight singing and ear training included. 3 class and 2 laboratory hours.

MUS 213 (MSC 215) — Theory IV 4 cr.
 Prerequisite: MUS 212 (MSC 214) or permission of instructor. Altered and chromatic chords, extension of tonality, 20th century harmonic, melodic, and rhythmic styles. Advanced sight singing and ear training included. 3 class and 2 laboratory hours.

MUS 216 (MSC 217) — Keyboard Harmony 1 cr.
 Prerequisite: MUS 213 (MSC 115) or permission of instructor. Development of skills at the piano. Emphasis upon harmonization of melodies, modulation, transposition, and improvisation. Required of all music majors. Two laboratory hours.

MUS 217 (MSC 218) — Keyboard Harmony 1 cr.
 Prerequisite: MUS 216 (MSC 217) or equivalent. A continuation of MSC 217. Two laboratory hours.

**MUS 240 (MSC 231) — Applied Music III,
 Secondary Instrument** 1 cr.
 Prerequisite: MUS 141 (MSC 132) or equivalent. One half-hour lesson per week. (See note concerning Applied Music.)

**MUS 241 (MSC 232) — Applied Music IV,
 Secondary Instrument** 1 cr.
 Prerequisite: MUS 240 (MSC 231) or equivalent. One half-hour lesson per week. (See note concerning Applied Music.)

MUS 250 (MSC 261) — Applied Music III,

Principal Instrument

2 cr.

Prerequisite: MUS 151 (MSC 162) or equivalent. Two half-hour lessons per week. (See note concerning Applied Music.)

MUS 251 (MSC 262) — Applied Music IV,

Principal Instrument

2 cr.

Prerequisite: MUS 250 (MSC 261) or equivalent. Two half-hour lessons per week. (See note concerning Applied Music.)

MUS 260 (MSC 281) — Applied Music III,

Major Instrument

3 cr.

Prerequisite: MUS 161 (MSC 182) or equivalent. Two half-hour lessons or one hour lesson per week. (See note concerning Applied Music above.)

MUS 261 (MSC 282) — Applied Music IV,

Major Instrument

3 cr.

Prerequisite: MUS 260 (MSC 281) or equivalent. Two half-hour lessons, or one hour lesson per week. (See note concerning Applied Music above.)

MUY 101 (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.

MUY 211 (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.

NUR 171 (NUR 101) — Fundamentals of Nursing

6 cr.

Corequisite: ANA 215 (BY 211). 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 173 (NUR 102) — Maternal-Child Nursing

6 cr.

Prerequisite: ANA 215 (BY 211), corequisite: ANA 216 (BY 212). A study of the complete maternal cycle and the physiological and socio-psychological 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 291 (NUR 201) — Physical-Mental Illness I

7 cr.

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,

NURSING

COURSE DESCRIPTIONS

care of the sick child and the mental and emotional illnesses of functional origin. Three class periods and twelve laboratory hours.

NUR 292 (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 295 (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

PHI 201 (PY 201) — Introduction to Philosophy 3 cr.
An introduction to philosophical issues organized, for the most part, on a historical basis. The student encounters some of the perennial problems of philosophy and the types of answers that have been suggested by studying the thought of selected philosophers. Three contact periods.

PHI 210 (JY 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.

PHI 240 (PY 221) — Introduction to Ethical Theory 3 cr.
A survey of the efforts made by philosophers to comprehend the ethical phase of human existence. The course consists, primarily, of an analysis of selected writings in which philosophers have attempted to do such things as characterize the most satisfactory life, specify the basis of moral responsibility, define the 'good' and the 'right,' and to specify the meaning of moral discourse.

PHYSICAL EDUCATION

PED 131 (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 periods.

PED 132 (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.

PED 135 (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 dive 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.

PED 117 (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.



PED 102 (PEC 128) — Beginning Badminton 1 cr.

Course work is designed to cover history, scoring, basic skills, game strategy and appropriate class tournaments. Two class hours.

PED 101 (PEC 131) — Archery 1 cr.

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

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- PED 120 (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.
- PED 119 (PEM 140) — Track Events** 1 cr.
The course will include an introduction to the basic skills and knowledge involved in sprinting, distance running, relays, and hurdling. Two class hours.
- PED 162 (PEC 145) — Introduction to Recreational Activities** 1 cr.
A course designed to acquaint the student with the variety of recreational activities available in the community. Guest expert lecturers in activities such as scuba and skin diving, surfing, equestrian, hunting, judo, riflery, water skiing, and ice-skating will discuss the fundamental skills and techniques equated with enjoyable participation. Two contact hours.
- PED 124 (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.
- PEC 122 (PEM 153) — Beginning Wrestling** 1 cr.
The introduction of the basic takedowns, escapes, reversals, counters, breakdowns and pinning holds. Two class hours.
- PEC 157 (PEC 161) — Folk Dance** 1 cr.
Exploration and enjoyment of the fundamental steps, positions, and formations of the popular American and ethnic folk and round dances. Two class hours.
- PED 131 (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.
- PED 161 (PEC 213) — Angling** 1 cr.
The course is designed to introduce the skills, techniques, and knowledge of fishing for sport. The college's lakes will afford practice in fly, bait, and spin casting. Two contact hours.
- REM 210 (PE 215) — Camp Counseling** 3 cr.
A course designed to develop leadership qualities for working with young people in a recreational situation and also to provide knowledge and skill necessary for living in, enjoying, and preserving the out-of-doors. Activity fee \$8.00. Three class hours and two overnight camping trips. Three class hours.
- PED 118 (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.
- PED 112 (PEC 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. Activity fee for facility \$8.00. Two class hours.

PED 106 (PEC 243) — Beginning Bowling 1 cr.

A course designed to teach the fundamental skills, techniques, and the knowledge necessary for bowling enjoyment. It will prepare the student for recreational and league bowling. Activity fee for facility \$8.00. Two class hours.

PEL 200 (PE 251) — Introduction to Physical Education 3 cr.

Prerequisite: Sophomore standing. 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 consideration of the history, philosophy, and problems of physical education. Three class hours. Does not meet the general education requirements of Physical Education activity.

PED 159 (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.

PED 104 (PEM 255) — Advanced Basketball 1 cr.

A course designed to teach skills in basketball. This includes offensive and defensive fundamentals, strategy, rules of basketball, and application of fundamentals, strategy and rules in game situations. Two class hours.



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PED 220 (PE 256) — Advanced Volleyball 1 cr.

Power volleyball techniques, tactics, and strategy will be introduced to the student interested in either the competitive or recreational aspects of the game. Two class hours.

PED 158 (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.

PED 160 (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.

PHYSICS

PHY 201 (PS 201) — General Physics 4 cr.

Prerequisite: MAT 121 (MS 105) — College Algebra or equivalent Co-requisite: MAT 124 (MS 115) — Trigonometry or equivalent. Subject matter includes Mechanics, Heat, Thermodynamics, and Sound. Laboratory work will illustrate important principles and develop techniques. This course will stress problem-solving abilities. It is designed for those students who do not major in a physical science, mathematical or engineering area. Three class periods and one three-hour laboratory.

PHY 202 (PS 202) — General Physics 4 cr.

Prerequisite: PHY 201 (PS 201). A continuation of PHY 201 (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 PHY 201 (PS 201). Three class periods and one 3-hour laboratory.

PHY 210 (PS 221) — Physics I with Calculus 4 cr.

Prerequisite: MAT 124 (MS 115) — College Algebra and Geometry and Calculus I or equivalent. Subject matter includes mechanics, heat, thermodynamics, and sound. Laboratory work will illustrate important principles and develop techniques. This course uses the Calculus in the subject matter presentations and in the development of problem-solving abilities. It is designed for students in pre-engineering with above-average mathematical background. Three class periods and one 3-hour laboratory.

PHY 211 (PS 222) — Physics II with Calculus 4 cr.

Prerequisite: PHY 210 (PS 221). This course is a continuation of PHY 210 (PS 221). Subject matter includes electricity, magnetism, light and some areas of modern physics. Laboratory work is similar to and a continuation of the laboratory in PHY 210 (PS 221). Three class periods and one 3-hour laboratory.

PHY 100 (SC 112) — Introduction to Physics 3 cr.

This course is designed as a general education course for the non-science student and not for one who is planning to major in physics or other sciences. It is a survey of man's physical environment as applied to mechanics, electricity and magnetism and modern physics. Three contact hours.

**POLICE SCIENCE
AND
ADMINISTRATION**

LAE 160 (PSA 100) — Introduction to Criminal Justice 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.

LAE 161 (PSA 101) — Police Organization and Administration 3 cr.
Principles of organization and administration in Law Enforcement: functions and activities; planning and research; public relations, personnel and training; inspection and control; records and communications, custody, etc. Three class periods.

LAE 162 (PSA 102) — Police Operations 3 cr.
Principles of organization and administration as applied to operations units, Patrol functions; traffic administration; criminal investigation; intelligence and vice units; juvenile units; coordination and consolidation of police services, etc. Three class periods.

LAE 163 (PSA 103) — The Role of Criminal Justice in Crime and Delinquency 3 cr.
A basic study of the nature and peculiarities of human behavior in direct relationship to crime and delinquency. Three class periods.

LAE 260 (PSA 200) — Constitutional Law-Criminal Law I 3 cr.
The study of the nature, sources, and types of criminal law. Studies in the United States Constitution, Federal Statutes, and case law interpreting the United States Constitution and Federal Statutes. Three class periods.

LAE 262 (PSA 203) — Introduction to Criminalistics 3 cr.
Basic course of general investigation and special criminalistic matters, including such topics as homicide; abortion; rules of evidence; testimony in court; observation and description; fingerprints; casting and molding; chemical analysis; firearms; test for intoxication; hairs and fibers; invisible radiation; documentary evidence; arrests; searches of persons and raids. Three class periods.

LAE 264 (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. Three class periods.

LAE 265 (PSA 205) — Seminar in Police Problems 3 cr.
Prerequisite: Satisfactory completion of nine 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. Three class periods.

LAE 266 (PSA 207) — Evidence 3 cr.
Study and evaluation of evidence and proof; kinds, degrees admissibility, competence, and weight; specifically deals with rules of evidence

COURSE DESCRIPTIONS

and procedure of particular import at the operational level in law enforcement. Three class periods.

LAE 267 (PSA 213) — Juvenile Delinquency 3 cr.
Study of the major issues of crime causation, rehabilitation, and juvenile delinquency participation among the lower, middle, and upper social classes. The process of handling juvenile delinquents from confrontation with authorities, to detention, to release and aftercare is covered. Three class periods.

**LAE 280 (PSA 208) — State and Local Law—
Criminal Law II** 3 cr.
Studies in the State Constitution and the Statutory and Case Law of the State of Florida. Three class periods.

LAE 281 (PSA 201) — Criminal Investigation 3 cr.
Fundamental course of the more important phases of criminal investigation. Branches of crime detection dealt with are: methods of investigation; note taking; report writing; handling the crime scene; interrogations; admissions and confessions; missing persons; undercover assignments and such specific offenses as: arson, narcotics, larceny, burglary, robbery, and forgery. Three class periods.

POLITICAL SCIENCE

POS 204 (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.

POS 205 (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.

**POS 220 (PLS 207) — Introduction to Comparative
Government** 3 cr.
An introductory study of political systems in various countries showing institutions and stressing some economic characteristics of particular systems compared with institutions and economic systems in other countries. This comparison will be related to specific countries. Three class hours.

INR 230 (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

SOP 110 (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 111 (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 242 (PSY 205) — Child Psychology 3 cr.
 Prerequisite: PSY 111 (PSY 105). A developmental study is made of the normal child, from birth to the adolescent years. Practical applications are stressed, with their implications for the parent and teacher as well as for the evolving individual. Three contact periods.

PSY 243 (PSY 207) — Adolescent Psychology 3 cr.
 Prerequisite: PSY 111 (PSY 105). Development in the adolescent years with emphasis on psychological problems. Three class periods.

PSY 214 (PSY 209) — Educational Psychology 3 cr.
 Prerequisites: PSY 111 (PSY 105) or consent of instructor. An in-depth study of the relationships between sound psychology and educational process which will lead to the establishment of proper teaching techniques and understanding of personality dynamics of students.

PSY 241 (PSY 208) — Human Growth and Development 3 cr.
 A study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior. Attention is given to physical, intellectual, cognitive, personality and social development. Three contact hours.

REL 201 (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.

RELIGION

REL 210 (REL 221) — Religious Thought in the Old Testament 3 cr.
 A study of religious thought and instructions in the Old Testament. Attention is given to the problems of authorship, date, historical setting, and textual criticism. Three class periods.

REL 211 (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.

RES 161 (VDEV 59010) — Real Estate Principles and Practices 3 cr.
 The basic purpose of this course is to provide the student with a broad acquaintanceship with the basic fundamentals of real estate and to expose him to the wide ranging nature of the field. This course is required by the Real Estate Commission before application for the state exam for a salesman's license can be made.

REAL ESTATE

RES 162 (VDEV 59015) — Real Estate License Law 3 cr.
 This course is to prepare the student for the Florida Real Estate License Exam for Salesmen, and as a reference text for Real Estate

COURSE DESCRIPTIONS

Principles and Practices. It gives the background of the law regarding the Florida Real Estate Commission and goes on to explain the operation, requirements, and procedure of the real estate office.

RES 163 (VDEV 59310) — Real Estate Appraisal 3 cr.
This is an intensive course that has been developed to impart a broad understanding of real property appraisal concepts and to teach technical skills employed in their applications to residential properties. It is designed to give the experienced real estate man a basic knowledge of appraisal fundamentals.

RES 281 (VDEV 59110) — Real Estate Law 3 cr.
This course offers specific suggestions as to types of real estate documents, their form and contents, and the mechanics of their use and contains a full legal, detailed exposition of every aspect of modern real estate transactions.

RES 282 (VDEV 59410) — Real Estate Finance 3 cr.
Typical topics considered include the problems involved in obtaining mortgage money, money sources, mortgage liability, foreclosure proceedings, debts and pledges, titles, and liabilities of mortgagor and mortgagee.

RES 283 (RES 203) — Mortgage Broker in Mortgage Lending 3 cr.
This course offers an exposure to the principles and techniques of mortgage financing and brokerage operations and a background study of the Florida Mortgage Brokerage Act.

RETAIL MERCHANDISING

GME 173 (BRM 101) — Retail Practicum 4 cr.
Occupational experiences are provided with cooperating businesses. Twenty contact hours per week.

GME 174 (BRM 102) — Retail Practicum 4 cr.
A continuation of GME 173 (BRM 101). Twenty contact hours per week.

GME 175 (BRM 103) — Sales Promotion 3 cr.
Designed for all types of sales personnel, covers basic methods and techniques used in sales promotion program developments, research advertising, merchandising, display, direct mail advertising, development of effective sales talks, and demonstrations. Three contact hours.

GME 176 (BRM 104) — Retail Merchandising 3 cr.
The functions of the merchandising department, inventory control systems, stock turnover, the buying functions, and sales promotions are covered. Also covered are appliances, furniture, household accessories, and other display techniques. Three contact hours.

GME 283 (BRM 201) — Retail Practicum 4 cr.
A continuation of GME 174 (BRM 102). Twenty contact hours.

GME 274 (BRM 202) — Retail Practicum 4 cr.
A continuation of GME 283 (BRM 201). Twenty contact hours.

RUSSIAN

RUS 101 — Beginning Russian 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 (3 class hours; 1 laboratory hour).

RUS 102 — Beginning Russian 3 cr.
Prerequisites: RUS 101 or equivalent. A continuation of RUS 101. Four contact hours (3 class hours; 1 laboratory hour).

RUS 201 — Intermediate Russian 3 cr.
Prerequisite: RUS 102 or equivalent. Reading from standard Russian authors; careful review of grammar, conversation, and composition. Four contact hours.

RUS 202 — Intermediate Russian 3 cr.
Prerequisite: RUS 201 or equivalent. A continuation of RUS 201. Four contact hours.

SCIENCE

PHS 102 (SC 103) — Life in its Physical Environment 3 cr.
No prerequisites for PHS 102 (SC 103). 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 in geology, astronomy and meteorology. Presentation involves lectures, demonstrations, and films. The course is for general education and is not designed essentially as an introductory or preparatory course for any of the specific sciences. Three class periods.

AST 110 (SC 123) — Introduction to Astronomy 3 cr.
This is a general education course and is not intended for the student who is going to major in astronomy or other sciences. The student will become acquainted with the solar system with emphasis on his own planet and its satellite, the moon. He will also study other planets, satellites, comets, meteors, the Milky Way and other galaxies, and the theories of the universe. The stars and planets will be discussed relevant to the most modern ideas. Three contact hours.

MET 101 (SC 133) — Meteorology 3 cr.
This is a general education course for the non-science major, one which will help to acquaint him with what causes different kinds of weather, what causes changes in weather, how these relate to climate and how different types of climates are established. Three contact hours.

PHS 287 (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.

COURSE DESCRIPTIONS

PHS 101 (SC 102) — Life in its Physical Environment

3 cr.

It is presumed that the student will have a working knowledge of arithmetic and its extension to basic algebraic formulas found in physical science; otherwise, it is suggested that the student complete MAT 119 (MS 102) or its equivalent. It is also suggested that the student take PHS 102 (SC 103) first. No prerequisites. 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 specific physical sciences. Three class hours.

SECRETARIAL SCIENCE

TYG 161 (BEN 100) — Introduction to Typewriting

2 cr.

A course designed for the student who has little or no typewriting experience. The major objectives of the course are to learn the keyboard and to develop correct typewriting techniques. Tabulations, vertical and horizontal centering, and personal letters are introduced. Three class periods.

TYG 172 (BEN 101) — Beginning Typewriting

2 cr.

Prerequisite: TYG 161 (BEN 100) or consent of the instructor. 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 TYG 173 (BEN 102) — Intermediate Typewriting.) Three contact hours (1 class hour; 2 laboratory hours.)

TYG 173 (BEN 102) — Intermediate Typewriting

2 cr.

Prerequisite: TYG 172 (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.)

TYG 284 (BEN 202) — Advanced Typewriting

2 cr.

Prerequisite: TYG 173 (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.)

STS 171 (BEN 105) — Beginning Shorthand

3 cr.

Prerequisite or corequisite: TYG 172 (BEN 101). A beginning course in the principles of Gregg with some dictation and transcription practice. (Students who have had one year of high school shorthand should enroll in STS 172 (BEN 106) — Intermediate Shorthand.) Three contact hours (1 class hour; 2 laboratory hours.)

STS 172 (BEN 106) — Intermediate Shorthand

3 cr.

Prerequisite: STS 171 (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 STS 290 (BEN 205) Advanced Shorthand.) Three class periods.

STS 290 (TEN 205) — Advanced Shorthand 3 cr.

Prerequisite: STS 172 (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.

STS 291 (BEN 206) — Dictation and Transcription 3 cr.

Prerequisite: STS 290 (BEN 205). Accelerated dictation and transcription. Finished products emphasized. Three class periods.



STS 292 (BEN 217) — Secretarial Practices 3 cr.

Prerequisite: STS 172 (BEN 106) and TYG 173 (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 hours.

STS 294 (BEN 207) — Medical Shorthand 3 cr.

Prerequisite: STS 172 (BEN 106). Shorthand theory and dictation of medical nature. Medical vocabulary and spelling emphasized. Routine work of medical offices examined. Three class periods.

STS 295 (BEN 209) — Legal Shorthand 3 cr.

Prerequisite: STS 172 (BEN 106). Shorthand theory and dictation of legal nature. Legal vocabulary and spelling emphasized. Routine work of legal offices examined. Three class periods.

COURSE DESCRIPTIONS

STS 296 (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.

FMC 171 (BEN 127) — Office Applications 2 cr.
Prerequisite: TYG 173 (BEN 102) or consent of instructor. 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. The course is designed to teach valuable office skills. Three class hours (1 class hour; 2 laboratory hours.)

FMC 173 (BEN 129) — Calculating Machines 2 cr.
Development of skill in the operation of the ten-key adding machines, rotary, printing calculators, and electronic calculators. Content of the course is selected from realistic business forms and problems. Three class hours (1 class hour; 2 laboratory hours).

APC 291 (BEN 215) — Business Communications 3 cr.
Prerequisite: ENG 101 (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.

SOCIAL SCIENCE

SSS 101 (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.

SSS 102 (SLS 102) — Origins of American Society 3 cr.
A continuation of SSS 101 (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.

SOCIOLOGY

SOC 201 (SY 201) — Introductory Sociology 3 cr.
A study of sociological concepts, theories, and methods; social groups, processes, and change. Three class periods.

SOC 210 (SY 202) — Social Problems 3 cr.
Prerequisite: SOC 201 (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.

SOC 220 (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.

- SPA 101 (SH 101) — Beginning Spanish** 3 cr. **SPANISH**
A beginning course. The fundamentals of Spanish, speech and grammar will be taught by integrating the basic communication skills of hearing and understanding, speaking, reading, and writing. Four contact hours. (3 class; 1 laboratory)
- SPA 102 (SH 102) — Beginning Spanish** 3 cr.
Prerequisite: SPA 101 (SH 101) or equivalent. A continuation of SPA 101 (SH 101). Four contact hours (3 class; 1 laboratory.)
- SPA 210 (SH 201) — Intermediate Spanish** 3 cr.
Prerequisite: SPA 102 (SH 102) or equivalent. A thorough review of the principles of grammar will be integrated with compositions and conversations planned to develop a basic active vocabulary and facility in communicating in written and spoken Spanish. Readings in Spanish will be concerned with a survey of the history and culture of Spain and Hispanic America. Four contact hours.
- SPA 211 (SH 202) — Intermediate Spanish** 3 cr.
Prerequisite: SPA 210 (SH 201) or equivalent. A continuation of SPA 210 (SH 201). Four contact hours.
- SPE 110 (SCH 105) — Fundamentals of Speech** 3 cr. **SPEECH**
The first course in speech is designed to give each student the opportunity to study and to practice the principles and methods of oral communication while he participates as a speaker and as a listener. Three class periods.
- DRA 101 (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.
- SPE 250 (SCH 205) — Oral Interpretation** 3 cr.
Prerequisite: SPE 110 (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.
- SPE 240 (SCH 208) — Discussion** 3 cr.
Emphasis will be on the development of Discussion skills in four areas: (1) the formats of discussion; (2) the means of discussion: reasoning, evidence and cooperative idea development; (3) both leadership and participation conduct; (4) audience analysis and listening techniques. Three contact periods.
- SPE 236 (SCH 209) — Argumentation and Debate** 3 cr.
Emphasis will be on the development of Debate skills in four areas: (1) the format of debate, including a full brief and cases; (2) the means of argumentation: reasoning, evidence and motive appeals; (3) audience analysis and listening techniques; (4) delivery skills. Three contact periods.

COURSE DESCRIPTIONS

SPE 233 (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.

DRA 221 (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.

TRANSPORTATION

TRA 161 (VDEV 62410) — Transportation and Traffic Management I 3 cr.
General introduction to the transportation field, developments leading to national legislation and federal regulation, division of territories, official descriptions, etc., scope of authority of territorial associations, factors controlling traffic flows, basis governing classification rules, principles of freight rates and tariffs and elements of rate making, shipping documents and their application, outline of special freight services, and freight claims.

TRA 162 — Transportation and Traffic Management II 3 cr.
Application of tariff circulars; construction and filing of tariffs (Tariff compilation); freight rates and tariffs, special freight services, i.e., switching, terminal facilities, demurrage and storage, average agreement, reconsignment and diversion, various transit privileges; embargoes; warehousing and distribution; and materials handling.

TRA 263 — Transportation and Traffic Management III 3 cr.
Through routes and through rates; application of arbitraries and differentials; advanced milling in transit; import and export traffic; technical tariff and rate interpretation; advanced claim adjustments; and rate and classification committee procedure.

TRA 264 — Transportation and Traffic Management IV 3 cr.
A general discussion of the construction and application of the Interstate Commerce Act and practice before the Interstate Commerce Commission.

TRA 265 — Interstate Commerce Law and Practice 3 cr.
This course considers all aspects of interstate commerce law and practice. Topics include review of Interstate Commerce Act, general rules and practice, Interstate Commerce Commission, and Supreme Court cases. This course directs one toward preparation for the I.C.C. Practitioner exam.

TRA 266 — Economics of Transportation 3 cr.
This course covers developments in the transportation industry; decisions of the courts and regulatory bodies; new technological developments, railroad management policies; adjustment of rates; public policy questions; and major problem regulation. Completion of this course partially covers requirements for certification by the American Society of Transportation and Traffic.

TRA 267 — Management Theory and Practice 3 cr.

This course is designed primarily to students advancing to the management stage in the transportation field. It covers financial management; business law; managements relation to government; marketing management; management theory and philosophy; and broad management prospective.

APC 011 (VBEV 12810) — Business English

A study of the business letter, discrimination in the use of words, spelling, review of grammar, punctuation, and development of language power.

APM 011 (VBEV 28310) — Business Mathematics

The course develops the arithmetical skills necessary for effective bookkeeping and merchandising transactions. Provides extensive practice in solving business problems including percentages, simple interest, and payroll.

TYG 011 (VBEV 70410) — Basic Typewriting

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

**CAREER
EDUCATION
NON-COLLEGE
CREDIT
COURSES**

**Business
Education**



TYG 012 (VBEV 70415) — Advanced Typewriting

This course is designed to develop sufficient skills, techniques, and knowledge in the use of the typewriter for the student to work in a business office, in a clerical or stenographic position.

STS 013 (VBEV 70710) — Basic 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.

COURSE DESCRIPTIONS

STS 014 (VBEV 70715) — Advanced Shorthand and Transcription

This course is designed to integrate shorthand, English, and typewriting skills and to develop the student's ability in producing transcripts.

AAC 011 (VBEV 70810) — Bookkeeping

A course designed to prepare the student for employment as a bookkeeper or clerk. Includes principles and techniques involved in bookkeeping for a business office.

FMC 011 (VBEV 71610) — Office Practice

A course of study consisting of filing, 10-key adding machine, Key Driven Calculator, Rotary Calculator, Voice Writing Machines, Duplicating (Spirits and Mimeograph).

FMC 012 (VBEV 71810) — Office Machines

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 the machines in the bookkeeping process.

AAC 002 (VBEV 72310) — Basic Accounting

A course designed to acquaint the student with the complete bookkeeping cycle. Includes journalizing, posting, financial statements, adjusting and closing books. Emphasis is given to inventory methods, special journals, control accounts, depreciation, and payroll methods.

STS 015 (VBEV 73510) — Machine Shorthand

This course is designed specifically to train students in touch shorthand and the use of the stenograph machine. Course consists of theory and practice.

SAM 001 (VBEV 73910) — Supervisory Training

Planned learning experiences which include a study of the basic principles of supervision and how to apply these principles in practice. Covers the job of supervision, human relations, job advancements, and the development of other supervisory skills.

Distributive Education

MAM 001 (VDEV 51010) — Personnel Administration

This course is designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of a supervisor who must produce results through the efforts of other people. In this role, the first-line supervisor must reflect management attitudes and carry out management policies while at the same time inspiring his group to achieve friendly cooperation and maximum production. It should be recognized that the same principles are involved at every level of supervision within the organization.

FCR 003 (CSDE 56410) — Investments

This course will emphasize the prerequisites to investments, the nature of the money market and its influence, interpretation of balance sheets, income statements, discussion of types of common stock, and basic approaches to common stock investment, investment companies, and investment clubs.

FCR 004 (CSDE 56415) — Advanced Investments

The course will discuss a number of sophisticated investing and trading practices and equate them with the problems that historically confront the individual investor.

MAM 002 (VDEV 51110) — Establishing and Operating a New Business

This course is designed for new and/or prospective managers and/or owners of small businesses. Included in the course are units covering location determination, financing a new business, legal risks, personnel management, market research, and taxation.

PET 001 (VDEV 51310) — Service Station Management

This course is designed for training service station managers and owners. It covers the basic principles involved in this type of occupation. Items such as customer relations, accounting, servicing, and product control are discussed.

HOL 001 (VDEV 51410) — Hotel-Motel Management

This course is designed to cover all phases of hotel and/or motel operation. It includes supervision of employees, room sales, dining room service, bellman duties, and training techniques. All phases of promoting the sales of services offered by the institution are considered, together with accounting procedures.

HOL 002 (VDEV 51415) — Apartment Management

This course is designed to cover all aspects of apartment management. It includes such topics as manager qualifications, selling apartment living, social and recreational activities within the apartment, lease agreements, terminations and collections, record keeping, security, maintenance and repair.

FSE 031 (VDEV 51510) — Food Service Management

This course is designed for those persons serving in a managerial or supervisory capacity in the food service industry. It includes such phases as, but is not limited to, food purchasing, food costs accounting, food control, food checking, and food sales and services.

FOD 001 (VDEV 51515) — Supermarket Checker

This curriculum is designed to acquaint students with all aspects of front-end operations in a super-market. Instruction will include operation of cash register, checking merchandise, making change, handling stamps and merchandise, computing tax, cashing checks, basic mathematics, grooming, communication and human relations.

INS 001 (VDEV 51610) — Insurance Sales and Agency Management

The objective of this course is to prepare individuals for insurance agency management and insurance sales management. A brief discussion of insurance history including growth of the industry and methods of operation is covered. The essentials of direct selling, group demonstrations, and the techniques of preparing sales talks are included.

COURSE DESCRIPTIONS

TRA 001 (VDEV 51710) — Warehouse Management

This course is designed for retail and wholesale personnel involved in the merchandising and distribution of salable goods from the factory to the sales counter. Transportation from sources, warehousing procedures, inventory control systems, warehouse to store distribution, insurance and protection from theft and damage, handling costs, material handling equipment, and warehouse labor problems are covered in this course.

FCR 001 (VDEV 53010) — Credit Management

This course is designed for executive or supervisory level personnel. It concerns itself with a statement and discussion of factors influencing and determining loan policies. Methods of credit investigations and analysis, credit techniques, collection methods, specific credit problems, and regular as well as unusual types of loans are outlined and discussed.

FCR 002 (VDEV 53310) — Sales Analysis and Financing

This course is designed to give adequate and practical help to the manager and/or supervisor who wants to do a better job of advising his customers about finances. It provides a thorough discussion of all aspects of finance with which the family comes in contact.

GME 001 (VDEV 53410) — Merchandising and Buying

This course deals principally with training for personnel specializing in merchandising and buying. The functions of the merchandising department, inventory control system, stock turnover, and buying functions, and sales promotion are covered.

MAM 060 (VDEV 53510) — Supervisory Training for Distributive Workers

Courses include a study of the basic principles of supervision and how to apply these principles in practice. They cover the jobs of supervision, the establishment of good human relations, evaluation of job performance, employee training, job advancement, and development of other supervisory skills.

GME 062 (VDEV 55010) — Principles of Retailing

This course of study shows the organization and operation of a retail merchandising business. Included is basic coverage of sales, service, sales promotion and advertising, credit and accounting, and administration department. Also basic coverage is given to such topics as channels of distribution, store financing, personnel problems, and operating statements.

GME 063 (VDEV 55110) — Techniques of Selling

This is a basic selling course which covers the sequences that go into making a sale. Course content includes selling in various fields such as retailing, direct and wholesaling areas, and an analysis of the buyer-focused theory of selling. The use of visual aids augments classroom activities, and the student has an opportunity to practice selling in the classroom.

GME 064 (VDEV 55410) — Cashiering for Salespeople

This course is designed for salespersons covering machine use, essentials of business mathematics, sales and luxury taxes, and handling of sales invoices.

AUE 061 (VDEV 56010) — Automobile Sales

This course is designed to prepare individuals for employment as automobile salesmen. The course includes sales techniques, prospecting, qualifying, insurance coverage, auto financing, closing sales, and owner follow-up.

GME 060 (VDEV 56310) — Route Selling

This course includes discussions on how to secure good public relations for your firm, knowing your product and your job, traffic safety, and promoting additional business.

FCR 063 (VDEV 56410) — Securities Sales Training

This course is designed for bankers, investment business, investment salesmen and others interested in learning the operations and methods involved in merchandising stocks, mutual funds, bonds, and listed and unlisted securities. Analyses are made of a number of different types of investments.

**APA 061 (VDEV 56610) — Apparel and Accessories
(Fashion Merchandising)**

Organized subject matter and learning experiences related to the variety of sales, fashion, and sales-supporting tasks performed by employees and management in establishments primarily engaged in selling clothing of all kinds and related articles for personal wear adornment.

**FOD 022 (VDEV 56710) — Grocery Merchandising
(Food Distribution)**

Organized subject matter and learning experiences related to the variety of sales and sales-supporting tasks performed by employees and management in establishments primarily engaged in selling a general or commodity line of food products at wholesale.

FCR 060 (VDEV 57010) — Banking Fundamentals

This course offers a study of the principles and functions of commercial banking in the United States and stresses the fundamentals of banking. It explains the operating principles of both small and large banks and gives complete coverage to all ordinary banking procedures.

FCR 061 (VDEV 57110) — Negotiable Instruments

This course is built around the provisions of the uniform negotiable instruments law with emphasis upon bills of lading, stock certificates, bonds, certificates of deposit, trade acceptances, warehouse receipts, and other similar banking instruments.

FCR 062 (VDEV 57210) — Savings and Loan Principles

This course stresses the basic principles of savings and loan organizations and explains the procedures involved in their operation.

**INS 060 (VDEV 58010) — Principles and Practices of
Insurance**

This course is designed to teach the basic information and skills needed to obtain and retain employment in the insurance business. Basic sales procedures, such as contacting prospects, sales interviews, analysis of insurance policies and programs, are covered.

COURSE DESCRIPTIONS

INS 061 (VDEV 58110) — Insurance Sales Training

This course is designed especially for training in the sale of insurance. It includes a study of minimizing and meeting risks, disposition wants, estate questionnaires, securing action, estate creation and conservation, the sales process, and fitting the product to the market.

INS 062 (VDEV 58210) — Insurance Rating

This course deals with the rating problems encountered in a general insurance agency; fire, automobile, casualty, fidelity, and surety. Practice with up-to-date manuals and policies enables the learner to obtain knowledge of the major factors involved in fidelity and surety and insurance rating.

RES 062 (VDEV 59210) — Real Estate Sales Promotion

This course covers all phases of the various ethical techniques used in selling real estate. Fundamental concepts concerning human relationships and various methods used in advertising and promoting the sale of real estate are included.

QFO 010 (VDEV 60010) — Waiter-Waitress Training

This course covers techniques used in greeting guests, seating them, taking orders, serving food, proper sanitation practices, and suggestive selling to aid uncertain customers.

FSE 011 (VDEV 60110) — Hostess Training

This course, designed for restaurant personnel, covers the proper way to handle goods, dress, how to take orders, placing of orders, seating and arrangements, dining room service, and ways to make customers' meals pleasant.

HOL 011 (VDEV 60210) — Hotel-Motel Front Office Procedures

This course covers the basic duties and responsibilities of front office personnel, i.e., registering and rooming guests, reservations, recording charges and credits, billing guests, checking out guests, preparing transcripts of guests' accounts receivable, and balancing transcripts.

HOL 040 (VDEV 60610) — Executive Housekeeping

This course develops leadership and organizational ability for supervisory personnel responsible for maintaining an establishment in a clean, orderly, and attractive manner. It includes the basic technical knowledge essential to the position.

ADS 021 (VDEV 62010) — Advertising

Included in this course are retail advertising procedures, copy-writing and testing, selection and use of illustrations, direct mail advertising, including research and analysis of sales territory, and the coordination of the display, advertising, and sales departments.

ADS 011 (VDEV 62110) — Display

This course offers training in design, trimming and constructing interior and window display for small stores and large stores. It includes the techniques of display from the idea to the completed construction. Individual problems in window display and trimming are studied in classes held in local stores.

ITR 021 (VDEV 62210) — Export and Import Practices

This course provides training for entrance into the export and import business. Preparation of forms for import and export duties and taxes on different classes of merchandise are included.

AAC 060 (VDEV 62310) — Income Tax Problems for Business

The material taught in this course is based on the internal revenue code. Persons in the tax accounting field who prepare returns for private individuals, merchants, and other businessmen are taught to prepare and keep suitable records for income tax purposes. They are taught to prepare their income tax returns according to legal interpretations.

TRA 161 (VDEV 62410) — Traffic Management and Rates

This course offers basic information on routing procedures and interstate commerce rules and regulations for the person entering employment in this field. Particular emphasis is given to new developments in the field of traffic control.

TRA 066 (VDEV 62415) — Traffic Management Law

This course considers all aspects of interstate commerce law and practice. Topics include review of Interstate Commerce Act, general rules and practice, Interstate Commerce Commission, and Supreme Court cases. This course directs one toward preparation for the I.C.C. practitioner exam.

CHD 020 (VHEV 80210) — Child Psychology

This course is designed for students and parents who desire more information and understanding of childhood and adolescent behavioral development—physical, emotional, social and mental—will be explored, patterns and problems. The four basic aspects of children's growth and information which will assist parents in helping the individual child achieve his full potential will be provided.

**Home Economics
(For Useful
Employment)**

CLT 021 (VHEV 80510) — Basic Clothing Construction

This course is planned for the person who has had little or no experience in recently developed techniques in clothing construction and includes a study of pattern selection including body measurements and simple alterations, fabric selection and preparation with emphasis placed on "easy-to-sew" patterns and fabrics, selection, use, and care of modern sewing and pressing equipment, completion of a simple garment using modern sewing and pressing equipment, completion of a simple garment using modern sewing techniques and selection of suitable accessories.

FON 003 (VHEV 81725) — Foreign Foods

This course includes the preparation and service of foods of foreign countries.

FON 006 (VHEV 81720) — Gourmet Foods

This course includes the preparation and service of exotic and unusual foods.

COURSE DESCRIPTIONS

FON 010 (VHEV 81510) — Food for the Family

This course includes the planning, preparing and serving of nutritious meals for the family. Actual preparation of foods for breakfast, lunch and dinner will be included. Consideration will be given to problems including the purchasing of food, use, care, storage and arrangement of utensils and equipment and management of time and energy.

FON 011 (VHEV 81710) — Short Cuts in Meal Preparation

This course includes the preparation of well-balanced quick meals through the use of mixes, packaged and frozen foods. Emphasis will be given to the selection, use and care of small kitchen appliances.

FON 012 (VHEV 81910) — Nutrition

This course includes a study of the elementary principles of nutrition, the relation of food selection to health and development of ways to improve poor dietary practices. Consideration will be given to the food needs of senior citizens, young children, the convalescent, and the nutritional needs of all members of the family. Attention is given to planning and preparing family meals which may be easily adapted to the special needs of the individual.

FON 015 — Diet Therapy

A scientific approach to food and nutrition and functions of the body processes. Emphasis is placed on the knowledge of types of foods related to specific disorders and the implementation of special diets as prescribed by physicians. Included will be diets low in sodium, calories, cholesterol.

FON 016 — Child Nutrition

A study of the specific nutritional needs of children and the effects of food on their growth and development. Emphasis will be placed on the establishment of good food habits and the methods of approaching this according to age. Menu planning for the child will also be included.

FSM 011 (VHEV 81610) — Advanced Foods

This course includes the more specialized preparation of food for family meals such as meats, seafoods, poultry, vegetables, and desserts. Consideration will be given to budgeting, marketing and storing foods as well as table service for all occasions.

HOF 023 (VHEV 83310) — Housing for the Family

The course includes a study of the selection of a place for the family to live including buying, building, or renting a house, apartment or other dwelling. Special attention will be given to the provision of information that will help individuals and families weigh values in making decisions. Factors such as the following will be analyzed and developed: housing needs of a family or individual, characteristics and plans for desirable housing, including location, room layout, and site, meeting housing needs on a given income, and legal information needed in planning for housing.

QFO 014 — Catering

This course includes a basic knowledge of all types of foods for special occasions. Included will be the planning, preparation and service of hors d'oeuvres, buffet foods, vegetable garnishes, petits fours, glazes and molds. The current methods and techniques of party food prepara-

tion and catering will prepare the student for self-employment or employment in the food service industry.

CGC 002 (VHEF 85010) — Child Day Care

Under the supervision of a professionally trained child development specialist, the worker is trained to help children accept the day-care center and participate in activities suited to their age group, help children remove outer garments and put them in designated places, supervise children in eating, resting and toileting, supervise play activities and creative activities such as painting, clay molding, and puppet play. The worker is trained to help children develop habits of caring for own clothing, picking up and putting away toys and books, and help keep the day care center clean and attractive. The student practices accident prevention. Suggested hours of training—240.

HOM 007 (VHEV 81010) — Clothing Selection & Care

This course includes a study of fibers, fabrics and special finishes, informative labeling of fabrics for home sewing and for ready-to-wear garments and characteristics of well made garments and accessories. Included also are the factors involved in selecting clothing accessories for individuals and family members to provide pleasing appearance, good design, color and appropriateness to age and occasion will be discussed. A study will be made of the care and upkeep of family clothing through laundering, repairing and storing, and demonstrations will be given of simple alterations which are needed for better fit of ready-made garments.



CED 002 (VHEV 8432) — Consumer Buying

This course includes a study of the economic position of the individual consumer and the family, agencies and organizations designed to render assistance with buying problems, grading and standardization of food materials, fabrics, clothing and household equipment, informative labeling and legislation affecting family buying.

**CLT 001 (VHEV 81115) — Clothing Construction
(Lingerie)**

This course is designed for the person who has a basic knowledge of clothing construction and who wishes to learn techniques of lingerie construction. It includes study of fabrics, patterns, and details suitable for the creation of intimate apparel.

**HOM 005 (VHEV 84010) — Management and Family
Economics**

This course is planned for the homemaker or potential homemaker. The purpose of the course is to relate the use of time, energy and money to the attainment of the individual, family and occupational goals. Specific topics included are care and upkeep of the home and furnishings with the least expenditure of time, energy and money, while considering the benefit and satisfaction of the individual as well as the family unit. Consumer education is emphasized.

FAR 006 (VHEV 84110) — Family Relationships

This course includes emphasis on the needs and interests of various family members ranging from youngest to oldest and on ways of adapting daily activities and home facilities for greatest satisfaction of family members. Opportunity for consideration of individual problems will be provided.

**Home Economics
(For Gainful
Employment)****CLT 030 (VHEV 80610) — Advanced Clothing
Construction**

This course is designed for the person who has completed Basic Clothing Construction. It includes developing the ability to make more difficult pattern alterations, use of more complicated patterns, use and care of fabrics requiring special treatments and completion of at least one garment using more advanced techniques and details which give individuality to the garment that will be required.

CMP 031 (VHEV 80615) — Boutique Sewing

Course work includes techniques and skills in constructing custom made clothing. Student will acquire skills which will enable her/him to become self-employed. Pre-requisites: Basic and Advanced Clothing Construction and a tailoring course.

CMP 032 (VHEV 80710) — Basic Tailoring

This course is designed for the person who has demonstrated proficiency in the skills of clothing construction and includes selection, use and care of fabrics suitable for tailoring techniques and the construction of a lined garment such as a jacket will be required.

CMP 033 (VHEV 80810) — Advanced Tailoring

This course includes more difficult tailoring techniques with emphasis placed on fitting and acquiring more experience in working with woollens and other fabrics in making a tailored coat or suit.

CLT 092 (VHEV 80815) — Custom Dressmaking

Course work includes techniques and skills in constructing custom made clothing. Student should acquire skills which will enable him/her to become self-employed as a custom dressmaker.

CMP 010 (VHEV 81110) — Intermediate Clothing Construction

This course is planned for the person who has completed Basic Clothing Construction, and includes a study of more difficult construction techniques and of fabrics more difficult to handle than were used in Basic Clothing Construction.

FSM 030 (VHEV 81615) — Cake Decorating

Course work includes techniques and experiences in baking and cake decorating of all types such as wedding and party cakes and pastries for special occasions. Students may acquire skills necessary for employment in bakeries, hospitals, extended care facilities and/or become self-employed.

HEF 050 (VHEV 83010) — Interior Design

This course includes a study of the ways in which attractive and liveable interiors can be planned in relation to individual and family housing situations and incomes, choosing and combining line, color, design and various materials, and wall, window and floor treatments as they relate to other phases of decoration. Practical information concerning choice of furnishings and equipment will be included. This course may include construction of slipcovers, draperies, curtains and bedspreads.

HEF 030 (VHEV 83020) — Floral Design

This course includes procedures for wiring and taping flowers, simple bouquets, hospital and home arrangements, funeral sprays, and simple corsages. Students will experiment with party decorations, centerpieces and wedding bouquets. Some emphasis will be given to the use and care of plant decoration and designs made with artificial flowers. The techniques and skills presented in this course are intended to prepare persons for the vocation of florist helper or floral designer.

HEF 052 (VHEV 83020) — Advanced Floral Design

This course includes instruction in advanced techniques of floral design. Also included are procedures necessary to the successful operation of a floral shop. The student is prepared to become self-employed or work as a floral designer.

HEF 051 (VHEV 83030) — Drapery Construction

Course work includes instruction in choosing fabrics, construction of various types of curtains and draperies, and selection of hardware. A comparison of cost factors is also included. The skills learned will prepare the student to work in the home decorating trade or become self-employed.

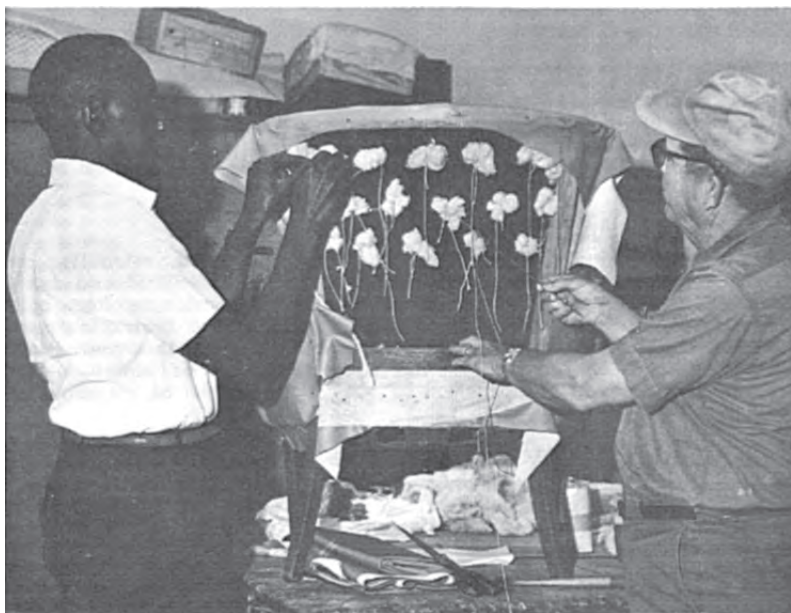
HEF 032 (VHEV 83035) — Slipcover Construction

Course work includes instruction in fabric selection, techniques of handling various fabrics, making cord, fitting cord to corners and inserting zippers. Care of slipcovers is also included. This course will prepare the student to work as a slipcover specialist in the custom made slipcover trade or become self-employed.

COURSE DESCRIPTIONS

HEF 033 (VHEV 83110) — Furniture Re-upholstery

The course includes the selection of tools, materials and equipment, use of power equipment, dismantling of furniture, basic construction processes, fitting the muslin cover, planning and preparing the fabric platform cover, planning and preparing the panels, outsides and trimmings, pleated skirts, dust ruffles and making cushions. The student will develop skills and techniques necessary for employment as a reupholsterer's assistant or self-employment.



HEF 053 (VHEV 83510) — Advanced Re-upholstery

The course includes channeling, tufting, making skirts, repairing and spot touch up of furniture, color and color schemes, and headboards. The student will develop skills and techniques to qualify as a reupholsterer in the home decorating trade or become self-employed.

FSM 032 (VHEV 85310) — Supervised Food Service Worker

Works under supervision in the preparation and serving of food in institutions such as hospitals, homes for the aged, nursing homes, children's homes and day-care centers. Follows hygienic practices in preparing food for cooking, during the cooking process, serving and storing; follows safety regulations in use of all types of equipment and the handling of hot foods; uses the basic skills required in preparation of standard large quantity recipes for preparing vegetables, salad, and dressings, milk cookery, egg cookery, soups, meat, fish and poultry, quick breads, sandwiches and desserts; serves food at table or on trays according to situation; organizes work in relation to work space and within time limitations. (Suggested hours of training — 450)

FSS 064 (VHEV 85315) — Food Service Supervision

Course work includes orientation to the food service department, organization and ethics, nutrition, menu making and planning, merchandising and procurement of food, principles of food preparation and service, housekeeping, safety, sanitation and personal hygiene supervision. Skills acquired prepare students for supervisory roles in hospitals, institutions and extended care facilities, day care centers, kindergartens, homes for the aging. (Suggested hours of training: 90 hours class work and 36 weeks evaluated work experience.)

INM 033 (VHEV 85710) — Homemaker's Assistant

Works under the direction of the homemaker. Performs basic house-keeping duties of cleaning all rooms through use and care of manual and electrical equipment, and appropriate use of cleaning materials. Does simple laundering; prepares and serves family meals; takes care of children during mother's absence; takes telephone messages and meets people at the door; and meets ordinary emergencies which may arise during homemaker's absence. (Suggested hours of training — 306)

CLT 090 (VHEV 85810) — Alterations

This course prepares the worker to alter and repair ready-to-wear garments for customers of retail shops or in their own homes as a private business. It involves an understanding of fabric handling, clothing construction, pressing, and training in fitting techniques. The approach of the course is based on the assumption that a successful alterationist must have a thorough understanding of garment construction in order to complete the necessary fitting changes.

QFO 090 (VHEV 89010) — Foundations of Quantity Food Preparation and Service

This course is designed to assist employees in finding and solving problems of quantity food service. It includes characteristics of a good food service, and its place in the total education program with comprehensive overview of the principles of menu planning, purchasing, food preparation and service, equipment use and care, sanitation and safety, personal cleanliness and grooming, the value of a good working relationship within the organization and with the school community. Emphasis is placed upon the need for greater knowledge in operating school food services, to insure maximum benefits to the children and the need for continuous training. (60 hours.)

FON 070 (VHEV 89110) — Basic Principles of Nutrition

This course includes a study of the basic principles of good nutrition and the relation of food selection to health. The aim is to interpret nutrition in terms of its practical application in the planning, preparing and serving of meals and relating these meals to the other food for the week. It also aims to develop an understanding of daily dietary allowances for various age groups and the responsibility for providing these. It includes information on foods with maximum nutritive value and how to purchase, store and prepare them in order to retain these values to the maximum. (60 hours.)

FSM 091 (VHEV 89210) — Quantity Cookery

This course is designed to improve quality and quantity of food served. It includes principles and techniques of quantity food production. Actual preparation of foods in quantity provides on-the-job experiences using principles and techniques learned. Trainees learn proper use and care

COURSE DESCRIPTIONS

of equipment, use of available serving tools to assure adequate portions, and gain experience in calculating and recording quantities of food used, adjusting and standardizing recipes for numbers to be served (60 hours).

FSM 092 (VHEV 89310) — Equipment Use and Care

This course is designed to enable employees to use school lunchroom equipment in the easiest, safest, and most effective way, to properly care for equipment and to appreciate the value of good equipment as an aid in providing superior food. Participants learn simple repair techniques and preventive maintenance, cleaning methods and record keeping as it relates to equipment. (30 to 60 hours)

FSM 073 (VHEV 89410) — Organization and Management

This course is designed to teach managers the fundamentals of organization, (i.e. the characteristics of desirable organization, development of a functional organizational plan, establishment of a line of responsibility and authority, the various environmental factors which influence the organization, and management.) The work plan, the relation of personnel to the organization, the difference in laws, regulations and policies, where responsibility lies in carrying them out, and the relationship of records to management control are all handled in detail. (60 hours).

FSM 074 (VHEV 89510) — Accounting and Reporting

This course is designed to teach food service managers and accountants the principles involved in recording and reporting the activities of any quantity food service business. It includes a study of what constitutes a sound record keeping and reporting system, and provides daily practice in maintaining adequate records and reporting information clearly and accurately.

FSM 075 (VHEV 89610) — Purchasing

This course is designed to give the student an understanding of the general principles of purchasing, knowledge of the different grades of food, how these grades are determined and their importance in specifying quality and controlling costs. Also included is the study of marketing functions, laws, regulations, purchasing procedures and necessary purchasing records.

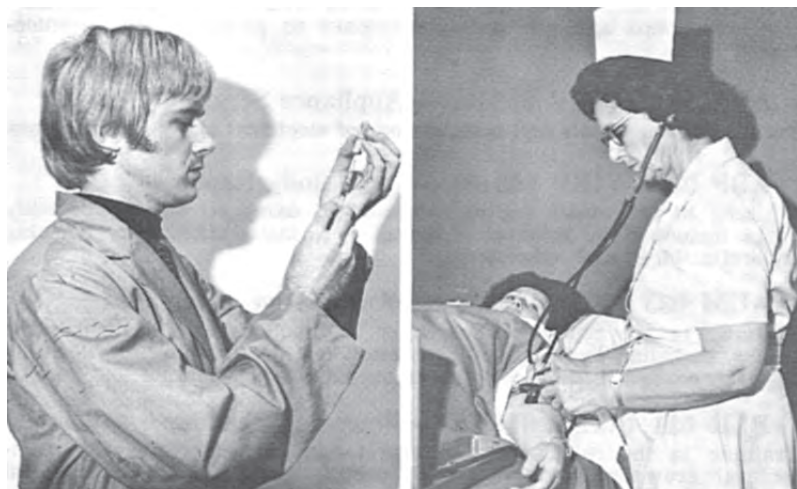
Health Related

PRN 037 (VHRV 06110) — Practical Nurse

This course is designed to prepare individuals to share in giving direct care to patients in the hospital, nursing home, or home. This is a 12-month course with classes being admitted in March and September. A high school education and successfully passing an aptitude test are required. The program is accredited by the State Department of Education and the Florida State Board of Nursing. Persons who successfully complete the course are eligible to take the State Licensing Examination.

NUA 031 (VHRV 06210) — Nurse Assistant

This course is designed to prepare a non-professional worker with the fingertip skills to perform selected activities under the direct supervision of the registered professional nurse.



STO 031 (VHRV 06310) — Surgical Technician

The surgical technician course is a vocational level course that prepares the person to function as a member of the surgical team in a hospital operating room under the direct and continuous supervision of qualified professional nurses and surgeons. The surgical technician assists in the care, preparation and maintenance of sterile and unsterile supplies; functions as a "scrub" or "circulating" assistant; assists in the maintenance and care of operating rooms and assists with the transportation of patients. The course leads to a certificate.

STO 052 (VHRV 06311) — O.R.T. Surgical Assistant

An advanced course in operating room practices. Students will acquire saleable skills necessary to assist surgeons in the performance of surgical procedures. Operating room experience will include operative prep, draping the patient, managing the retractors, managing instruments, suturing, applying dressings, and managing electrical equipment.

HSM 031 (VHRV 3004) — Unit Clerk

This course is designed to prepare a non-professional worker with clerical and receptionist duties of the nursing unit under the supervision of the charge nurse on the unit.

AIC 030 (VIEV 90110) — Air Conditioning, Refrigeration, and Heating

This course is designed to instruct the student in the proper procedure to install and service commercial and residential air conditioning systems; to compute heat gain and heat loss on buildings for summer and winter air conditioning; to engineer and fabricate air handling duct systems and electronic and mechanical air filtration systems; to diagnose and repair problems with commercial refrigeration systems of

**Industrial
Education**

COURSE DESCRIPTIONS

both medium and low temperature, and to read blueprints, plans, electrical diagrams and schematics necessary to perform the aforementioned tasks.

APR 031 (VIEV 90210) — Appliance Service

Training in the repair and maintenance of electrical and gas appliances.

ABF 030 (VIEV 90310) — Auto Body Repair

Training in the repair and replacement of damaged automobile body parts, including the removal of dents, glass installation, body painting and refinishing, and upholstery.

AUM 033 (VIEV 90410) — Automotive Mechanics

Training in the repair of passenger automobiles and light delivery trucks, including engines, transmissions, clutches, carburetors, ignition systems, chassis, bodies, and power operated equipment.

BLR 031 (VIEV 91010) — Blueprint Reading

Training in the reading and interpretation of blueprints and architectural drawings, and from such designs computes labor, material and equipment costs for construction work.

MAY 030 (VIEV 91310) — Brick and Blocklaying

Training in laying brick, terra cotta, hollow tile, stone, and similar building blocks in the construction of walls, partitions, arches, fireplaces, chimneys, smokestacks, and other structures.

BMM 031 (VIEV 91410) — Business Machine Mechanics

Training in the inspection, adjustment, repair, cleaning, and servicing of office machines including adding machines, calculators, tabulators, bookkeeping machines, duplicators, typewriters, and cash registers.

WOC 031 (VIEV 91510) — Cabinet and Furniture Making

Cabinet making and Furniture making training in hand carpentry necessary to cut, shape and assemble furniture, fixtures, cabinets, doors and window frames, and finish interior woodwork.

CAP 031 (VIEV 91610) — Carpentry

Training in general carpentry work involved in erection of wooden building frames, installation of exterior and interior trim, floor-laying, form building, scaffold construction, stairbuilding, and other similar types of woodwork.

COA 031 (VIEV 91810) — Commercial Art

Training in the creation of figures to illustrate advertising copy, books, and magazines, plus design of posters, signboards, billboards, and show cards.

COY 031 (VIEV 92010) — Cosmetology

Training in all of the services available including hair cutting, shampooing, dyeing, tinting, and styling, manicuring and pedicuring, scalp treatment and facial makeup and massage. Training prepares the pupil for the Florida State Board of Cosmetology examination for cosmetologists.

DIM 031 (VIEV 92410) — Diesel Mechanics

Training in maintenance and repair of diesel engines used on trucks, railroads, boats, and large construction machinery and in Power Plants.

DTG 031 (VIEV 92510) — Drafting

Training in the preparation of clear, complete and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions.

IEL 031 (VIEV 92710) — Electricity - Industrial

Training in the installation, repair, and maintenance of electrically controlled and operated machinery and equipment used in industry.

IEL 021 (VIEV 93010) — Electric Code

This course is designed to prepare apprentice electricians to pass the electric code examination.

IEL 032 (VIEV 93011) — Electric Wiring

Training in installation of wiring systems and lighting fixtures, in buildings, including laying conduit, installation of switch panels, pulling wire, splicing, testing circuits, line construction, and performing other duties and jobs required of an electrician.

ELS 033 (VIEV 93210) — Electronics

Training in the installation, maintenance, and repair of electronically controlled and operated distribution systems used in industry and commercial businesses.

TPF 031 (VIEV 93710) — Garment Making Commercial

Training in the commercial design, pattern cutting and making of any kind of clothing.

ENR 031 (VIEV 93810) — Gasoline Engines Mechanics

Training in the inspection and repair of the mechanical equipment of gasoline-powered engines (other than automobile and truck), including motor testing, carburetor adjusting, fuel line cleaning, generator adjusting, valve replacing and grinding, piston ring installing, and replacing and grinding, and replacing broken or damaged parts.

MTY 031 (VIEV 94410) — Hydraulic Mechanics

Training in the testing and adjusting of hydraulic systems including diagnosing faulty operation of systems and the replacing and adjusting of defective parts.

ITE 031 (VIEV 94510) — Industrial Safety

Instruction in the methods of preventing accidents or reducing their frequency in industrial plants through examination of plans and specifications for new machinery and equipment to ascertain if all safety precautions have been included. Includes the inspection of machinery and equipment and installation designs.

FMD 031 (VIEV 94610) — Industrial Supervision and Foremanship

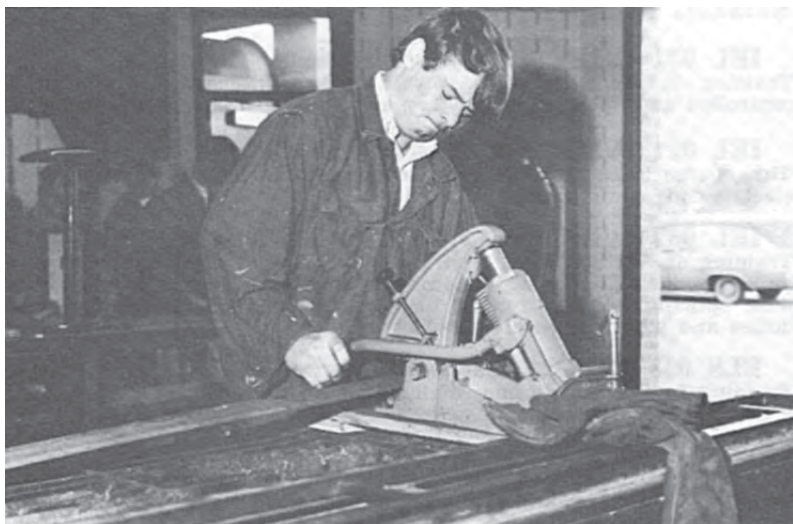
Training in the supervision of workers by studying and interpreting blueprints, sketches, and written or verbal orders, determining procedure of work, assigning duties, and inspecting work of quality and quantity production; timekeeping, production recordkeeping, and other

COURSE DESCRIPTIONS

recordkeeping; employing, training, and discharging workers; and setting up and inspecting equipment prior to regular operation and other areas necessary for successful supervision.

MSH 031 (VIEV 95410) — Machinery Repair

Training in the repair of all types of industrial and specialized power driven machinery.



MSH 032 (VIEV 95510) — Machine Shop Work

Training in the construction and repair of all kinds of metal parts, tools, and machines, and in the operations of all machine tools, including lathes, milling machines, planers, shapers, and drill presses.

CEQ 031 (VIEV 96210) — Operating Engineering

Training in the maintenance and operation of selected power construction equipment ranging from air compressors to steam shovels.

PDE 031 (VIEV 96510) — Painting and Decorating

Training in the application of paint to house exteriors, sheds, and other structures and painting and decorating interiors of buildings, mixing paints and color matching, scaffold erection, brush and spray gun cleaning, and paint removal.

PTY 032 (VIEV 97010) — Photography and Photo-Finishing

Training in the making of photographic negatives from which prints can be developed, using studio-type and other cameras and training in the washing, drying, trimming, mounting of photographic prints, retouching prints and covering imperfections and in surface finishing of prints.

PPF 031 (VIEV 97210) — Plumbing & Pipe Fitting

Training in the assembly and installation of air, gas, water and waste-disposal systems, including the cutting, reaming, and threading of pipe, calking and wiping joints, and the installation of gas, water and sanitary fixtures and equipment with their supports, hangers, or foundations.

GRA 031 (VIEV 97510) — Printing

Course consists of offset camera, platemaking, stripping, and small offset presses; letterpress composing, bindery and letterpress printing, including hand fed and automatic presses.

ELS 034 (VIEV 97710) — Radio Communications

Training in the receiving and sending of messages by radio, radio-telephone, radiotelegraph, and other electronic transmission equipment.

RTV 031 (VIEV 97810) — Electronics, Radio & TV

Fundamentals of electronics and training in the installation, testing, adjusting, and repair of industrial electronic equipment to include repair of radio and television receiving equipment. Additional instruction in radio transmitting equipment will be offered to those students who complete this course.

ROO 031 (VIEV 98410) — Roofing

Training in applying all types of finished roofs to buildings and other covered structures.

SHM 031 (VIEV 98510) — Sheet Metal

Training in fabricating, assembling, altering, repairing, and installing sheet metal articles and equipment.

**APM 021 (VIEV 98611) — Water & Sewage Plant
Operation — Math**

Training in mathematics in preparation for Water & Sewage Plant Operator's License Exam.

**APC 021 (VIEV 98612) — Water & Sewage Plant —
Related Communication**

Training in communications in preparation for the Water & Sewage Plant Operator's License Exam.

**APS 031 (VIEV 98613) — Water & Sewage Plant —
Related Chemistry**

Training in chemistry in preparation for the Water & Sewage Plant Operator's License Exam as well as various functions of Water & Sewage Plant operation.

LTW 031 (VIEV 98710) — Shoe Repair

Training in repairing shoes. To understand the construction of a shoe, how to use and respect equipment, tools and materials. How to properly use the manufacturer's manuals and reference materials.

TPF 031 (VIEV 99110) — Tailoring

Training in commercial tailoring of garments such as suits, topcoats, overcoats, and dress clothes, or performing the more difficult hand and machine sewing tasks involved in alterations.

COURSE DESCRIPTIONS



WEL 031 (VIEV 99410) — Welding

Training in fusing metal parts by means of oxyacetylene torch or electric welding apparatus and welding rods to fabricate metal articles or to repair damaged metal objects.

APM 031 (VIEV 99610) — Tool and Die Math

Applied mathematics necessary for precise machine shop work.

BLR 031 (VIEV 99611) — Tool and Die Blueprint Reading

Training in the reading and interpretation of blueprints used in precise machine shop work.

UPH 031 (VIEV 99710) — Upholstering

Training in installing, arranging, and securing springs, padding, and covering materials such as cloth or leather to frames of over-stuffed chairs, davenport and stationary seats, including automobile seats.

ADULT AND CONTINUING EDUCATION

IDS 011 (GAEA 9910) — Adult Basic Education

This course provides instruction in the elementary skills of reading, writing, arithmetic, spelling, social studies, health, science, and art for adults who desire a foundation for study at the secondary level.

ENG 060 (GAEC 14315) — How to Succeed in College

This course is designed for the immediate high school graduate to assist him in making an easier adjustment to the college environment. The course is offered in two parts, speed reading and college guidance.

EFL 011 (GAEC 11710) — English for Foreign Born

English for the alien is a class designed for students who have difficulty with the English language. This course is especially designed for new arrivals in the United States.

ENG 005 (GAEC 14320) — Reading Techniques

This is a developmental course which emphasizes basic reading skills and comprehension.

LIS 001 (GAEC 19310) — Library Science

This course is designed to teach adults how to use a library effectively so as to minimize time and effort required in locating and using the resources of the library and to encourage and facilitate broader use of appropriate materials in research and study.

MAT 001 (GAEC 21320) — Mathematics for Parents

This course is designed primarily for those parents who wish to have an orientation and an understanding of the basic concepts and terminology of the new mathematics.

MAT 003 (GAEC 24310) — Modern Math

This course is designed primarily for those who wish to have an orientation to and an understanding of the basic concepts and terminology of the new mathematics program being taught in the elementary and junior high schools in Florida.

ECO 011 (GAEA 28310) — Family Finance

This is a non-vocational course designed to assist adults in developing mathematical abilities along the lines needed for the solution of day-to-day problems involving their personal business affairs. It involves primarily a study of budgeting, banking, computation of interest, income tax preparation, installment buying, insurance, wages and related business activities of the lay citizen.

HEN 001 (GAEA 39310) — Personal Health & Hygiene

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

PSY 013 (GAEA 42710) — Family Psychology

This course is a basic study of human behavior with consideration given to the family and its role in society, psychology and human relations, coping with the problems of a changing social and cultural environment and understanding the interests, aptitudes and desires of individuals in matters of personal and group adjustment.

LIT 010 (GAEA 14820) — Readings in Great Literature

A discussion course of great books from Job, the Old Testament drama of good and evil to J. B., the modern treatment of the same concept. Other works for discussion include Oedipus Rex, Aeneid, Inferno, Hamlet, Candide, and Crime and Punishment.

SPA 001 (GAEC 50310) — Spanish I

Elements of grammar, pronunciation, elementary conversation, and reading of simple Spanish texts.

SPA 002 (GAEC 50311) — Spanish II

Review of grammar, with conversation and composition, and reading of Spanish texts.

FRE 001 (GAEC 52310) — 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.

COURSE DESCRIPTIONS

RUS 001 (GAEC 54310) — Russian

Conversation rather than grammar is emphasized. This course also includes a brief background in Russian history, culture, and literature.

ART 009 (GAEA 67510) — Oil Painting

Techniques of oil painting, color theory, and creativity.

ART 007 (GAEA 67710) — Art Appreciation

A study of the art of significant periods, its contribution to civilization, aesthetic and human values.

MUS 064 (GAEC 61613) — Advanced Chorus

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

HEN 020 (GAEA 90210) — Childbirth Preparation, Parenthood

A series of classes for expectant mothers and fathers to study maternity care, parental adjustment, baby needs, and physical preparation for pregnancy, labor, and postpartum periods.

SOP 011 (GAEA 90320) — Leadership Training

To develop skills in group or community leadership. Techniques of group work and group dynamics, effective speaking and how to conduct meetings.

BMS 031 (GAEC 71310) — Business Machines

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.

STS 012 (GAEA 73510) — Notetaking

This course provides opportunities for learning to write with speed in as short a period of time as possible. It aims primarily to meet the needs of individuals having notetaking responsibilities, including reporting and record keeping, in community organizations, and in other personal use activities.

WOC 021 (GAEC 80310) — General Shop, Woodworking I

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.

MET 021 (GAEC 80315) — General Shop - Metals

This course provides experiences in general shop involving beginning, advanced and specialized work in metals.

DRT 021 (GAEC 80320) — General Shop - Graphics

This course is an introduction to the field of graphics involving various media and forms and provides a non-vocational approach to the study of printing, drawing and related areas.

DRT 022 (GAEC 81310) — General Shop, 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.

INP 030 (GAEA 90310) — Public Relation Technique of Communications

This course includes training in pertinent elements of social psychology, human relations, writing, speaking and personal deportment.

IDA 021 (GAEA 90610) — High School Review

An intensive review of the four major academic areas of English, Mathematics, Social Studies, and Science on the secondary level in preparation for GED examinations that lead to the high school equivalency diploma.

ENG 001 (GAEC 11410) — 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.

DRT 023 (GAEC 8140) — Drafting II

A second course in drafting in which students specialize in one of the major areas of drafting such as mechanical, architectural, or engineering work. This course presents advanced study of the theory of shape and size description and the geometry of drawing, and provides extensive opportunities for practicing the development and reproduction of working drawings.

ENG 007 (GAEC 14310) — Speed Reading

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

LIT 001 (GAEC 14810) — Literature

Reading and discussion of literature by English authors from the Anglo-Saxon period through the modern age.

ENG 015 (GAEC 16710) — Developmental 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.

MAT 001 (GAEC 21310) — General Math

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

MAT 015 (GAEC 21510) — Algebra I

An introduction to algebra with emphasis on fundamentals, the solution of equations, and the application of equations to everyday problems.

MAT 020 (GAEC 21610) — Algebra II

Continuation of Algebra I with emphasis on fractions, fractional equations, quadratic equations, elementary trigonometry, ratio and proportion, and radicals with problems using these.

MAT 026 (GAEC 21810) — Plane Geometry

A course dealing with geometric figures in a plane surface in which construction and deductive reasoning with triangles, perpendicular and paralleled lines, polygons and the circles are emphasized. Special emphasis is placed on congruent triangles. This course is useful

COURSE DESCRIPTIONS

especially in the fields of mechanical drawing, design, surveying engineering, aviation, navigation, and the physical sciences.

MAT 002 (GAEC 28310) — Business Math

Problems involving proprietorship, sales, profits and losses, payroll, simple interest and real estate, leading to work with integers, fractions and decimals commonly used in business, insurance, bonds, compound interest, and corporation and financial statements.

BIO 001 (GAEC 31410) — General Biology

A study of the origin, development, structure, functions, and distribution of plants and animal life.

CHE 001 (GAEC 31610) — Chemistry

Course covers the areas of elements and compounds, oxygen and hydrogen, water and solutions, carbon and its oxides; and acids, bases and salts.

PHS 011 (GAEC 34410) — General Science

An introductory survey course designed to acquaint the student with both the physical and biological sciences.

HIS 001 (GAEC 41210) — History

History is offered to meet the needs of adult students in special areas significant in the development of our civilization.

POS 010 (GAEC 41310) — Civics

This course deals with the structure and function of government at the local, state, and national levels.

HIS 020 (GAEC 41410) — World History

A survey of European and Asiatic History. Explains the world today by showing the political, economic, and social development in the United States from Colonial days to the present.

HIS 084 (GAEC 41610) — American History

Emphasis is placed on political, economic, and social development of the United States from Colonization to the present.

HIS 010 (GAEC 41810) — Problems of Democracy

Materials covered in this course show how and why the historical problems are vital in contemporary thinking.

POS 001 (GAEC 41817) — American Government

This course includes a study of such topics as the Constitution, legislative, executive and judicial branches and functions of national, state, and local government, finance and taxation, national defense, health, education and welfare, elections, and citizenship.

HIS 062 (GAEC 41818) — American Problems

Materials covered in this course give a clearer idea of historical setting of problems and show how and why the problem is vital in contemporary thinking.

POS 015 (GAEC 41910) — Americanism Vs. Communism

An analysis of American Government, democratic principles and the basis of communism.

DRT 023 (GAEC 81410) — Drafting II

Advanced course in drafting, specializing in one of the major areas of drafting, such as, mechanical, architectural or engineering work. Provides opportunities for practicing the development and reproduction of working drawings.

MUS 028 (GAEC 61310) — 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.

MUS 071 (GAEC 61610) — Music, Choral

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.

ART 011 (GAEC 67310) — Fundamentals of Art

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

TYG 010 (GAEC 70310) — Typing

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.

STS 013 (GAEC 70610) — 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.

AAC 010 (GAEC 70810) — Bookkeeping

An introductory course of basic principles, concepts, and knowledge required for practical bookkeeping in everyday living.

DRT 022 (GAEC 81310) — Drafting I

Training in the preparation of clear, complete and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions.

SPE 020 (GAEC 17310) — Public Speaking

This course includes the fundamentals of effective speaking, practice in organization of materials and delivery, development of voice, vocabulary, diction and poise.

ENG 031 (CSAE 11410) — What is Happening in the New English?

An introduction to the nature and structure of language from the linguist's viewpoint. Stress is placed on fundamental insights about language with which well-educated persons should be familiar and not on the discipline of linguistics nor its technical vocabulary. For parents and teachers.

**COMMUNITY
SERVICES
SHORT COURSES**

COURSE DESCRIPTIONS

LIT 001 (CSAE 14810) — Readings in Great Literature

A discussion course of great books from Job, the Old Testament drama of good and evil to J. B., the modern treatment of the same concept. Other works for discussion include Oedipus Rex, Aeneid, Inferno, Hamlet, Candide, and Crime and Punishment.

MAT 038 (CSAE 28310) — Basic Math of Investment

This course includes the consideration of personal and family resources to secure the greatest benefit and satisfaction through wise investment in stock and similar securities. Basic investment mathematics is the core of the course.

POS 005 (CSAE 41310) — City Government Organization

This course includes the structure and function of government at the local or city level.

SOP 010 (CSAE 42710) — Human Relations

A down-to-earth review of modern concepts in human relations including allocation of time, motivation, communication and emotional stability.

SOP 020 (CSAE 42712) — Advanced Human Relations

Emphasis will be placed on human behavior in the home and in the "market place," and on the development of personal leadership qualities. The adjustment concept will be studied together with methods of treating the maladjusted.

APC 033 (CSBE 12820) — Business Letter Writing

This course is a practical approach to better letter writing with emphasis on business correspondence. The course provides a review of common-sense grammar and spelling plus a study of correct letter form. It offers one an opportunity to improve language usage and become a more effective letter writer.

SAM 004 (CSBE 73910) — Personnel Management

Implementation of personnel policies, practices, and methods for supervisors managing people at work.