

COLLEGE CREDIT COURSE DESCRIPTIONS

The college credit courses listed in this section fall into three categories as identified by the following symbols.

KEY TO SYMBOLS:

*University Parallel—This course is intended for transfer to a university.

+Dual Purpose—Any course identified by this symbol is a university parallel offering.

As well, the course is also part of certain occupational programs; hence,

It serves both university parallel and occupational objectives.

#Occupational—The level and content of this course are tailored for those who wish to enter the business or industrial world.

Courses in this college credit course listing with the first digit being zero (example: MUS 012) are not intended to transfer to another college or university.

AAC—ACCOUNTING AND COMPUTING

+ AAC 160 General Accounting I

3 cr.

Basic training in double entry bookkeeping; journalizing, posting, the trial balance, ledgers, the worksheet, preparation of financial statements, adjusting closing and reversing entries, and special problems for a merchandising business with the use of a practice set. Three contact hours.

+ AAC 161 General Accounting II

3 cr.

A continuation of AAC 160. Topics include inventories, deferrals, and accruals, depreciation, internal control, bank reconciliation, payrolls, systems and principles. A practice set is also included. Three contact hours. The satisfactory completion of AAC 160 and AAC 161 is equivalent to the completion of AAC 260.

+ AAC 260 Principles of Accounting I

3 cr.

An introductory study of the underlying principles of double entry records; basic types of records and reports; accounting procedure and technique; inventories valuation and depreciation methods; the form and content of the balance sheet and the income statement. Three contact hours. This course should not be taken if you have satisfactorily completed both AAC 160 and AAC 161.

+ AAC 261 Principles of Accounting II

3 cr.

Prerequisite: AAC 260. 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 contact hours.

+ **AAC 262 Intermediate Accounting I** **3 cr.**

Prerequisite: AAC 261. A continuation of the accounting principles involved in measuring income, expense, and the valuation of assets. Three contact hours.

+ **AAC 263 Intermediate Accounting II** **3 cr.**

Prerequisite: AAC 262. 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 contact hours.

+ **AAC 280 Cost Accounting** **3 cr.**

Prerequisite: AAC 261. 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 contact hours.

AAC 281—Federal Tax Course (Tax Accounting) **4 cr.**

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. (Two meetings per week . Two class hours per meeting).

ADS—ADVERTISING SERVICES

+ **ADS 261—Advertising** **3 cr.**

Introduction to the field of retail advertising, its purpose, institutions and functions. Includes planning and advertising, local media and types of retail advertising. Three contact hours.

AIC—AIR CONDITIONING

+ **AIC 283—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: two class hours; two laboratory hours.

AIO—AIRCRAFT OPERATIONS

AIO 162—Introduction to Aviation/Aerospace **3 cr.**

The impact of aviation and space is stressed. An exploratory course of general interest to the novice and of special value for elementary and secondary school teachers due to its interdisciplinary approach. Aviation history, air and space age; careers in aviation and aerospace; nature of space; rocketry; science of flight; weather theory; cartographics; airports; cross-country flying; and physiology of flight are introduced. Three contact hours.

AIO 165—Ground School I **3 cr.**

Partial preparation for FAA Private Pilot's Written Examination, includes science of flight, airplane systems and instruments; weight and balance; aircraft performance; air traffic control; communications; and physiology of flight. Three contact hours.

AIO 166—Ground School II **3 cr.**

Continuation of Ground School I. Prerequisite: AIO 165 Ground School I or Private Pilot's Certificate. Completion of preparation for FAA Private Pilot's Written Examination. Includes meteorology, basic navigation, radio navigation, airman's information manual, and Federal aviation regulations. Three contact hours.

ANA—ANATOMY

*ANA 205—Comparative Anatomy

4 cr.

Prerequisite: ZOO 101. 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. Six contact hours; three class periods; three laboratory hours.

*ANA 215—Human Anatomy and Physiology I

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. Four contact hours: two hours lecture; one two-hour laboratory.

*ANA 216—Human Anatomy and Physiology II

3 cr.

Prerequisite: ANA 215. A continuation of ANA 215. Topics considered are the endocrine system, reproductive system, nervous system, special senses; respiratory system, digestive system and the integument. Four contact hours: two hours lecture; one two-hour laboratory.

ANT—ANTHROPOLOGY

*ANT 220—Cultural Anthropology

3 cr.

The study of man, the concept of culture, and components of culture with emphasis on the different cultural adaptations of man worldwide. Three contact hours.

*ANT 230—Physical Anthropology

3 cr.

The study of man as a biological and cultural animal including man's variations, evolutionary adaptations, and his place in the ecological system. Three contact hours.

APA—APPAREL AND ACCESSORIES

#APA 161—Fashion Merchandising I

3 cr.

A description of ways in which operations of the various segments of the clothing and textile industry impinge on retailing. The course also includes a study of consumer behavior, retailing techniques, and the merchandising of home furnishing fashion items. Three contact hours.

#APA 162—Fashion Merchandising II

3 cr.

A continuation of APA 161. Three contact hours.

#APA 164—Fashion Merchandising Seminar I

1 cr.

A seminar designed to provide an opportunity to solve problems encountered in the work experience program, to learn skills necessary to fill out necessary reports, and to analyze various job descriptions pertaining to merchandising. The student will also have an opportunity to learn sales promotion and display techniques while participating in the work experience program. One contact hour.

#APA 172—Fashion Merchandising Practicum I

3 cr.

A minimum of 20 hours per week of practical work experience approved by the student's advisor. The student will display the necessary ability of solving on-the-job problems relating to selling experiences, knowledge of merchandise with which they are working, knowledge of retail store organization and operation; should display an enthusiastic attitude toward merchandising. Twenty contact hours.

- #APA 265—Fashion Merchandising Seminar II** **1 cr.**
 Recommended prerequisites: APA 161, 162, 164, 172. A continuation of APA 164. The student must be currently enrolled in APA 274. One contact hour.
- #APA 266—Fashion Merchandising Seminar III** **1 cr.**
 Recommended prerequisites: APA 161, 162, 164, 172, 265, 274. A continuation of APA 265. The student must be currently enrolled in APA 275. One contact hour.
- #APA 274—Fashion Merchandising Practicum II** **3 cr.**
 Recommended prerequisites: APA 161, 162, 164, 172. A continuation of APA 172. Twenty contact hours.
- #APA 275—Fashion Merchandising Practicum III** **3 cr.**
 Recommended prerequisites: APA 161, 162, 164, 172, 265, 274. A continuation of APA 274. Twenty contact hours.

APC—APPLIED COMMUNICATIONS

- +APC 291—Business Communications** **3 cr.**
 Prerequisite: ENG 101 or consent of instructor, and the ability to typewrite. A study of effective business communications and a brief review of grammar, punctuation, and vocabulary. Extensive practice will be given in business letter writing. Three contact hours.

APD—APPLIED DESIGN

- *APD 101—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.) This course may be repeated for additional credit for up to a combined total of three semesters with permission of the instructor. Nine semester hours total maximum.
- *APD 120—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: two class hours; four studio hours. (Evening: four contact hours: one class hour; three studio hours.)
- *APD 121—Design II** **3 cr. (Evening: 2 cr.)**
 Prerequisite: APD 120 or consent of instructor. A continuation of APD 120. Six contact hours: two class hours; four studio hours. (Evening: Four contact hours: one class hour; three studio hours.)
- *APD 230—Ceramics: Hand-Building I** **3 cr. (Evening: 2 cr.)**
 Prerequisite: ART 101 and APD 120 desirable. This course introduces the basic methods of ceramic production in hand-building and glaze application. Six contact hours: two class hours; four studio hours. (Evening: Four contact hours: one class hour; three studio hours.)
- *APD 231—Ceramics: Hand-Building 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: two class hours; four studio hours. (Evening: Four contact hours: one class hour; three 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: two class hours; four studio hours. (Evening: Four contact hours: one class hour; three 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: two class hours; four studio hours. (Evening: Four contact hours: one class hour; three studio hours.)

***APD 234—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: two class hours; four studio hours. (Evening: Four contact hours: one class hour; three studio hours.)

***APD 280—Graphics 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: One class hour; five studio hours. (Evening: Four contact hours: One class hour; three studio hours.)

***APD 281—Graphics II** **3 cr. (Evening: 2 cr.)**

Prerequisite: APD 280. A more detailed study of intaglio materials and techniques. Six contact hours: two class hours; four studio hours. (Evening: Four contact hours: One class hour; three studio hours.) This course may be repeated for additional credit for up to a combined total of three semesters with permission of the instructor. Nine semester hours total maximum.

APM—APPLIED MATHEMATICS

#APM 061—Introduction to Technical Math **3 cr.**

A review of high school mathematics for students who lack the background necessary for enrollment in APM 160. 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.

- APM 141—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 contact hours.

+APM 160—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. Three contact hours.

+APM 161—Technical Math II **3 cr.**

Prerequisite: APM 160. A continuation of APM 160 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. Three contact hours.

#APM 164—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 contact hour.

APM 280—Technical Math III*3 cr.**

Prerequisite: APM 161. 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 contact hours.

ART—ART***ART 101—Drawing I****3 cr. (Evening: 2 cr.)**

Introduction to the basic disciplines of drawing through the use of still life, landscape, and the figure. Six contact hours: two class hours; four studio hours. (Evening: Four contact hours: one class hour; three studio hours.)

ART 102—Drawing II*3 cr. (Evening: 2 cr.)**

Prerequisite: ART 101 or consent of instructor. A continuation of ART 101. Six contact hours: two class hours; four studio hours. (Evening: Four contact hours: one class hour; three studio hours.)

ART 110—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 contact hours.

ART 211—Art History I*3 cr.**

A history and critical study of painting, sculpture, and architecture from prehistoric times to the Renaissance. Three contact hours.

ART 212—Art History II*3 cr.**

Prerequisite: ART 211. A continuation of the history and criticism of art from the Renaissance to the present. Three contact hours.

ART 231—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: two class hours; four studio hours. (Evening: Four contact hours: one class hour; three studio hours.)

ART 232—Painting II*3 cr. (Evening: 2 cr.)**

Prerequisite: ART 231. A continuation of ART 231 with emphasis on exploratory work achieved by means of research, evaluation of traditional and contemporary compositions, and contributions of artists, past and present. Emphasis on the abstract and non-objectives. Six contact hours: two class hours; four studio hours. (Evening: Four contact hours: one class hour; three studio hours.)

AST—ASTRONOMY***AST 110—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.

BCN—BUILDING CONSTRUCTION AND MAINTENANCE

#BCN 181—Building Construction

3 cr.

Prerequisite: CIT 180; MEY 160. 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: two class hours; two laboratory hours.

#BCN 282—Planning and Estimating

3 cr.

Prerequisites: APM 160; MEY 160. Analysis and determination of job requirements and costs of construction operations, including direct and indirect costs and preparation of bid proposals for construction projects. Four contact hours: two class hours; two laboratory hours.

BDP—BUSINESS DATA PROCESSING SYSTEMS

+BDP 170—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. Four contact hours: three class hours; one laboratory hour.

+BDP 171—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. Three contact hours.

+BDP 172—Basic Assembly Language Programming

3 cr.

Prerequisite: BDP 170 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 hands-on approach where students will prepare and run their own application programs. Four contact hours: three class hours; one laboratory hour.

+BDP 173—Data Processing Applications

3 cr.

Prerequisite: BDP 170 or equivalent experience. This course will include flowcharting, card design, forms design and data coding, and 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. Four contact hours: three class hours; one laboratory hour.

+BDP 174—Data Processing Workshop

3 cr.

This course provides the opportunity for 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. Eight contact hours.

#BDP 175—RPG Programming

2 cr.

Report Program Generator is a problem-oriented computer programming language. The use of RPG simplifies the task of preparing programs that read input files and write reports by permitting the programmer to define the input files and specify the format of the report without regard to operational procedures. Three contact hours.

- +BDP 290—COBOL Programming** **3 cr.**
 Prerequisite: BDP 172 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. Four contact hours.
- +BDP 291—Systems Development and Design** **3 cr.**
 Prerequisite: BDP 170 and BDP 173 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. Four contact hours.
- +BDP 293—Advanced Assembly Language Programming** **3 cr.**
 Prerequisite: BDP 172 or equivalent experience. This course is an extension of BDP 173 and will cover advanced assembly language programming. Subject areas will include IOCS, floating point arithmetic, Macros and subroutines. Four contact hours.
- +BDP 294—FORTRAN/BASIC Programming** **3 cr.**
 Prerequisite: BDP 172 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. Four contact hours.
- +BDP 295—PL/I Programming** **3 cr.**
 Prerequisite: BDP 172 and BDP 290. 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. Four contact hours.
- +BDP 296—Adv. Computing and Programming Systems** **3 cr.**
 Prerequisite: BDP 172 and BDP 290. This course will include the study of Operating systems, data communications, MIS, graphic displays and optical scanning equipment and applications. Four contact hours.

BIO—BIOLOGY

- *BIO 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 contact hours.
- *BIO 102—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 requirements while also fulfilling the laboratory requirement needed by many students who plan to transfer to a four-year institution. Five contact hours: three class hours; two laboratory hours.
- *BIO 241—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. Six contact hours: three class hours; three laboratory hours.

***BIO 250—Marine Biology** 4 cr.

Suggested prerequisites: Four hours of biology. Suggested background in high school chemistry and/or physics or Chemistry 101 or permission of instructor. A comprehensive survey of marine ecosystems with emphasis on the local flora and fauna. Laboratory includes collection and identification of marine organisms. Six contact hours: three class hours; three laboratory hours.

BLC—BLACK CULTURE

***BLC 210—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 hours.

***BLC 220—Afro-American History and Culture from 1877** 3 cr.

A continuation of BLC 210 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 hours.

BOT—BOTANY

***BOT 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. Six contact hours: three class hours; three laboratory hours.

BUW—BUSINESS LAW

+BUW 260—Business Law 3 cr.

The basic principles of law as related to business. Areas covered include criminal law, law of torts, contracts, employment, personal and real property, consumer protection, consumer credit, environmental law, and community planning. Three contact hours.

+BUW 261—Business Law 3 cr.

Recommended prerequisite: BUW 260. The legal principles involving agency, commercial paper, bailments and sales are stressed. Three contact hours.

CGC—CARE AND GUIDANCE OF CHILDREN

+CGC 161—Child Growth and Development 3 cr.

Introductory study of the physical, social, emotional, and mental development of the young child. The influence of cultural environment on development and individual differences in development are considered. Three contact hours.

+CGC 162—Advanced Child Growth and Development 3 cr.

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

- +CGC 163—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—Overview of Preschool Curriculum** **3 cr.**
 Prerequisite: CGC 163. 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—Music for Young Children** **2 cr.**
 Intended for students who plan to work with young children. The course deals with basic skills needed to involve children in simple music activities. Simple instruments such as autoharp and rhythm instruments will be used. Songs, 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—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—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—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—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 284—New Mathematics for Young Children** **2 cr.**
 An introduction to the newer mathematics as applied to young children. Will present number concepts, principles and properties of the rational number system as applied in the kindergarten. Two contact hours.
- #CGC 285—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—Observing and Recording Child Behavior** **4 cr.**
 Prerequisites: CGC 162 and CGC 164. 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. Six contact hours; two class hours, four laboratory hours.

+CGC 292—Supervised Student Participation

6 cr.

Prerequisite CGC 291. Course designed for participation under qualified supervision in the child care laboratory. Ten contact hours; two class hours, eight laboratory hours.

#CGC 293—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.

CHE—CHEMISTRY

***CHE 100—Chemistry for Liberal Arts**

3 cr.

This course is designed to meet the general education requirement 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.

***CHE 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. Six contact hours: three class hours; one three-hour laboratory.

***CHE 102—Introductory Chemistry**

4 cr.

Prerequisite: CHE 101 or equivalent. This course is a continuation of CHE 101 with an introduction to organic chemistry. Six contact hours: three class hours; one three-hour laboratory.

***CHE 110—General Chemistry and Qualitative Analysis**

4 cr.

Prerequisite: One year of high school chemistry and two years of high school algebra or grade of "C" or better in CHE 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-medicine and pharmacy. Six contact hours: three class hours; one three-hour laboratory.

***CHE 111—General Chemistry and Qualitative Analysis**

4 cr.

Prerequisite: Grade of "C" or better in CHE 110 or approval of instructor. This course is a continuation of CHE 110 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. Six contact hours: three class hours; one three-hour laboratory.

+CHE 208—Organic Chemistry for Home Economics

4 cr.

Prerequisite: CHE 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. Six contact hours: three class hours; three laboratory hours.

CHE 220—Organic Chemistry I*4 cr.**

This course emphasizes the general principles and theories of organic chemistry with emphasis on classification, nomenclature, methods of preparation, characteristic reactions, stereo-chemistry and structure determination of organic compounds. Six contact hours; three class hours; one three-hour laboratory.

CHE 221—Organic Chemistry II*4 cr.**

Prerequisite: CHE 220. A continuation of CHE 220. Includes mechanisms of organic reactions, rearrangements, substitution reactions, carbohydrates and macromolecules. Six contact hours: three class hours; one three-hour laboratory.

CIN—CINEMATOGRAPHY***CIN 101—Film as Art****3 cr.**

Introductory study of history and methods of motion picture production. Emphasis on the appreciation of artistic methods of significant motion pictures. Four contact hours.

CIT—CIVIL TECHNOLOGY**+CIT 180—Surveying****3 cr.**

Prerequisite: APM 161. 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: two class hours; two laboratory hours.

CLT—CLOTHING & TEXTILES**+CLT 171—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 qualities and the performance of a fabric. Use and care of fabrics and cost factors will be included. Four contact hours: two hours lecture; two hours lab.

+CLT 172—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 developing basic construction skills. The selection of suitable accessories will also be included. Four contact hours: two hours lecture; two hours lab.

COM—CREATIVE WRITING***COM 202—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. Five contact hours.

COM 207—Imaginative Writing*3 cr.**

Prerequisite: ENG 102 and consent of instructor. A course to develop the student's capacity for imaginative writing in prose and/or poetry. Critical discussion of student's work and of selected literary techniques. Individual conferences. Three contact hours.

COR—CORRECTIONS

*** COR 160—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 relations and other correctional functions. Three contact hours.

+ COR 161—Introduction to Corrections

3 cr.

An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. History and philosophy, career oriented. Three contact hours.

*** COR 260—Introduction to Behavior Modification**

3 cr.

The basic principles of human behavior and some of the techniques of changing attitude and behavior are evaluated, and the individual and group approaches to counseling are reviewed. Corrections orientated. Three contact hours.

+ COR 265—Introduction to Special Problems in Corrections

3 cr.

Research writing and discussion of selected subject areas related to corrections, such as, correctional planning for short term offenders and misdemeanants, handling of "unusual" prisoners, classification of offenders, authority and responsibility of correctional officers, professional and legal standards. Analysis of contemporary correctional problems. Three contact hours.

+ COR 280—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 contact hours.

+ COR 281—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 contact hours.

+ COR 285—Introduction to Contemporary Practices in Corrections

3 cr.

Modern trends in corrections such as, the community-based programs in work-release, half-way houses, contact program planning, as well as the therapeutic community and treatment team concept in institutions are described and evaluated. Three contact hours.

COS—COMMUNICATIONS

*** COS 205—Writing for Mass Communications**

3 cr.

Prerequisite: ENG 105. A communications course designed to provide fundamental instruction and practice in developing basic written and oral communications skills with emphasis on straight news reporting, interpretive news reporting, editorial writing, feature writing and developing copy for radio and television. Three contact hours.

DEA—DENTAL ASSISTING

#DEA 170—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. Three contact hours.

#DEA 171—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. One contact hour.

#DEA 174—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. Three contact hours.

#DEA 176—Science for Dental Assistants

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. Three contact hours.

#DEA 195—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. Three contact hours.

#DEA 290—Clinical Practice I

2 cr.

Clinical chairside assisting. Ten contact hours.

#DEA 291—Clinical Practice II

2 cr.

Continuation of DEA 290. Ten contact hours.

#DEA 295—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. Three contact hours.

#DEA 296—Clinical Practice III

2 cr.

Continuation of DEA 291. Fourteen contact hours.

#DEA 297—Clinical Practice IV
Extern program. Twenty contact hours.

3 cr.

DEH—DENTAL HYGIENE

#DEH 161—Principles of Dental Hygiene

2 cr.

A composite course designed to introduce the first year students to the content of the dental hygiene curriculum, relation of the course to the practice of dental hygiene, to include first aid with emphasis on the treatment of dental office emergencies, personal hygiene, history and ethics of the professions, terminology, introduction to library facilities and their use and a basic pre-clinical introduction to instruments. Four contact hours: one class period; one three-hour lab.

#DEH 162—Dental Hygiene I

4 cr.

A continuation of the Principles of Dental Hygiene with a more detailed study of all elements included plus training in the use of instruments in scaling and polishing techniques and removal of simulated deposits and accretions on the teeth of manikins. The course further includes sterilization techniques, proper tooth brushing and home care, dental health education, use of models, slides, photos, posters and dividing the class into pairs to perform oral prophylactic procedures in a clinical situation. The course will also cover dental and medical emergencies. Eight contact hours: two class periods; two three-hour labs.

#DEH 163—Dental Hygiene II

4 cr.

A continuation of Dental Hygiene I with more detailed training on the manikin heads and student partners to include more refined use of dental instruments in scaling and polishing, dividing into pairs to practice on each other in clinical situations and preparatory training for chairside assisting. Near the end of the term the students will be introduced to their first clinical patients. Eight contact hours: two lectures; two three-hour labs.

#DEH 164—Dental Health Education

3 cr.

Methods are employed of organizing community and school dental health programs and the role and the responsibility of the dental hygienist in the community. In addition to the community and school programs, the student gains an appreciation of dental health education on an individual and group basis, and is taught the use of training aids, charts, graphs, posters and models as a means of teaching dental health. Three contact hours.

#DEH 165—Dental Anatomy

3 cr.

This course covers the anatomy, nomenclature, arrangement, and minute structures of the human dentition and all supporting structures plus a detailed macroscopic study of deciduous and permanent teeth. In addition, emphasis is placed on organs, tissues and muscles of mastication and speech, and proper correction of abnormal oral conditions. Supplemental laboratory studies may include sketching, modeling and carving, plus the use of articulated plaster models for orientation. Four contact hours: two lecture periods; one two-hour lab.

#DEH 166—Radiology

3 cr.

This course is designed to teach the proper use of dental x-ray equipment, including radiation safety, in the taking, processing, and mounting of dental radiographs, both intra-oral and extra-oral. The course will include the evaluation technique and the filing of dental radiographs. Four contact hours: two hours lecture; one two-hour lab.

#DEH 167—Dental Materials

3 cr.

This course is designed to familiarize the dental hygiene student with the properties of the various materials used in dentistry with reference to the restorative and laboratory aspects of patient treatment. In addition, the role of the dental hygienist and her exposure to the manipulation and preparation of various dental materials as part of the dental health team is covered. Five contact hours; two hours lecture; one three-hour lab.

DRA—DRAMATIC ARTS

***DRA 101—Introduction to Theatre**

3 c

An introductory course in the study of dramatic art as presented upon the stage. The course includes theatre organization, stage techniques, fundamental dramaturgy, and a survey of theatre architecture in Western Civilization. Three contact hours.

***DRA 221—Drama Practicum**

1 c

Planning and execution of production functions; scene construction and painting, prop, costuming, lighting and other full technical responsibilities. Three contact hours.

DTG—DRAFTING

+DTG 160—Mechanical and Electrical Drafting

3 cr

Prerequisite: DTG 170. Suggested corequisite: DTG 171. A course in mechanical and electrical drafting. Emphasis is on assembly and detail drawings of mechanical parts. Included is an introduction to electrical drafting. Six contact hours: two class hours; four laboratory hours.

+DTG 170—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: two class hours; four laboratory hours.

+DTG 171—Descriptive Geometry

3 cr

Prerequisite: DTG 170. Theory and practice in solving graphic problems involving point, line, and space relationships. Six contact hours: two class hours; four laboratory hours.

+DTG 280—Architectural Drafting

3 cr

Prerequisite: DTG 170. 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: two class hours; four laboratory hours.

+DTG 281—Civil Drafting

3 cr

Prerequisite: DTG 170. A survey course covering structural and topographical drafting. Samples of drafting for buildings, bridges, towers, and other structures will be included teaching structural design principles. The topographical unit will include drawing maps from information obtained in a survey, by aerial photography, etc. The making of contour maps, the meaning of various symbols, and the conventions peculiar to topography will be taught. Six contact hours: two class hours; four laboratory hours.

+DTG 282—Industrial Design

3 cr

Prerequisite or corequisite: DTG 171. A course designed to give the student knowledge and practice in common industrial design methods. Emphasis is on elements of good design and functional and proper presentation of design. Six contact hours: two class hours; four laboratory hours.

ECO—ECONOMICS

***ECO 210—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 contact hours.

***ECO 211—Principles of Economics**

3 cr.

Prerequisite: ECO 210 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 contact hours.

***ECO 220—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 or ECO 211 may not receive credit for ECO 220. Three contact hours.

ECY—ECOLOGY

***ECY 201—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.

EDU—EDUCATION

***EDU 101—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 contact hours.

ELS—ELECTRONICS

#ELS 270—Computer Concepts

3 cr.

Introduction to the computer with emphasis on the computer as a tool in the solution of engineering problems. An overview of the computers in production and fabricating processes. Fundamentals of machine programming using the mini-computer. Prerequisite: APM 160 or consent of Director. Three contact hours.

#ELS 280—Computer Logic Circuits

3 cr.

A study of computer circuits and systems, gates, counters, binary numbers, codes and code conversion counters, arithmetic operations, and digital measuring instruments. Four contact hours.

EME—EMERGENCY MEDICAL TECHNOLOGY

#EME 160—Basic Emergency Medical Technology

6 cr.

This course is designed to serve as a basic guide for Emergency Medical Technicians. It provides an introduction to EME 170. On completion of this course one is qualified to take the State Registry Examination for EMT-A administered by the Health Department. Eight contact hours.

#EME 170—Fundamentals of Emergency Medical Care

8 cr.

This course is designed to provide Basic Emergency Medical Care Training to conform

with guidelines provided by the American Medical Association and the American Association of Junior Colleges and adopted by the State of Florida for Emergency Medical Technicians. Eight contact hours.

ENG—ENGLISH

***ENG 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 contact hours.

***ENG 102—English Composition** **3 cr**

Prerequisite: ENG 101. A continuation of ENG 101, this course includes study and practice in research writing. Three contact hours.

***ENG 105—Communication for Today's World** **3 cr.**

A comprehensive, performance-based course in which the student's reading, writing, speaking, and listening skills are evaluated and improved. Three contact hours.

***ENG 161—Developmental Reading** **3 cr.**

A reading laboratory course open to all students and designed to develop each student's reading 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, comprehension, critical reading and rate development. Three contact hours.

FAR—FAMILY RELATIONS

+FAR 111—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 contact hours.

FCR—FINANCE AND CREDIT

#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 contact hours.

#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 contact hours.

+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 personnel who have the broad perspective so necessary for career advancement. Three contact hours.

#FCR 182—The Banking Starter Series

3 cr.

This is a series of three short orientation seminars at the entry level for new bank employees. In order to earn three credits, 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. Three contact hours.

#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 contact hours.

+FCR 260—Principles of Finance

3 cr.

Investment characteristics of stocks and bonds; securities market; introduction to securities analysis; commercial banks and the federal reserve system; inflation, deflation and the money supply; history and nature of money. Three contact hours.

#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 contact hours.

#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 why, 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 contact hours.

#FCR 264—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 contact hours.

#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 contact hours.

#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 contact hours.

#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 contact hours.

#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 contact hours.

#FCR 269—Trust Functions and Services 3 cr

This 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 contact hours.

#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 contact hours.

#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 contact hours.

FIF—FIREFIGHTING

+FIF 150—Introduction to Fire Science 3 cr

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 contact hours.

+FIF 161—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 contact hours.

- FIF 162—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 contact hours.

+ FIF 183—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 contact hours.

+ FIF 260—Fire Investigation 3 cr.

A study of the principles of fire investigation; methods of determining area of fire origin, fire cause, and fire spread; locations and preservation of evidence; interrogation of witnesses; arson detection, arson laws; case preparation and court procedures; reports and records. Three contact hours.

+ FIF 261—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 contact hours.

- FIF 263—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 contact hours.

+ FIF 264—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 contact hours.

+ FIF 265—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 contact hours.

+ FIF 266—Flammable 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 contact hours.

+ FIF 267—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 contact hours.

FMC—FILING, OFFICE MACHINES, AND GENERAL OFFICE CLERICAL

#FMC 171—Office Applications

2 cr.

Prerequisite: TYG 173 or consent of instructor. Classroom practice in the use of 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 contact hours: one class hour; two laboratory hours.

+FMC 173—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 contact hours: one class hour; two laboratory hours.

FMD—FOREMANSHIP, SUPERVISION, AND MANAGEMENT DEVELOPMENT

#FMD 281—Industrial Supervision

3 cr.

The purpose of this course is to prepare the student for his role in the world of work as he assumes responsibilities leading toward supervisory positions and management. Three contact hours.

FRE—FRENCH LANGUAGE

***FRE 101—Beginning French I**

3 cr.

This course consists of pronunciation, grammar, conversation, exercises, reading and composition. Visual and auditory aids are employed. Four contact hours: three class hours; one laboratory hour.

***FRE 102—Beginning French II**

3 cr.

Prerequisite: FRE 101 or equivalent. A continuation of FRE 101. Four contact hours: three class hours; one laboratory hour.

***FRE 210—Intermediate French I**

3 cr.

Prerequisite: FRE 102 or equivalent. Reading from modern and classic French authors, grammar review, and conversation. Four contact hours: three class hours; one laboratory hour.

***FRE 211—Intermediate French II**

3 cr.

Prerequisite: FRE 210 or equivalent. A continuation of FRE 210. Four contact hours: three class hours; one laboratory hour.

FSM—FOOD SERVICES AND MANAGEMENT

#FSM 161—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.

+FSM 162—Basic Nutrition (Nutrition I)

3 cr.

A course emphasizing normal nutrition and the relation between good nutrition and general well being. The 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. Three contact hours.

- #FSM 163—Diet Therapy (Nutrition II)** **3 cr.**
 A more 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. Course is closely related to practices of local hospitals. Prerequisite FSM 162. Three contact hours.
- #FSM 164—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—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—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—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—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 of quality preparation and service being emphasized. Four contact hours: two hours lecture; two hours lab.
- #FSM 281—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—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—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—Food Merchandising** **3 cr.**
 A study of proper food merchandising methods, food display techniques, effective menu presentations, promotion programs, public relations and effective atmosphere. Three contact hours.
- #FSM 285—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—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. Five contact hours: one hour lecture; four hours lab.

#FSM 292—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.

GEO—GEOGRAPHY

***GEO 110—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 contact hours.

***GEO 220—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 contact hours.

GER—GERMAN LANGUAGE

***GER 101—Beginning German I** **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: three class hours; one laboratory hour.

***GER 102—Beginning German II** **3 cr.**
Prerequisite: GER 101 or equivalent. A continuation of GER 101. Four contact hours: three class hours; one laboratory hour.

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

***GER 211—Intermediate German II** **3 cr.**
Prerequisite: GER 210 or equivalent. A continuation of GER 210. Four contact hours.

GEY—GEOLOGY

***GEY 101—Physical Geology** **3 cr.**
Physical Geology 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 contact hours.

***GEY 121—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 contact hours.

GME—GENERAL MERCHANDISE

+GME 161—Salesmanship **3 cr.**

Prerequisite: SAM 160. 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 contact hours.

#GME 173—Retail Practicum **4 cr.**

Occupational experiences are provided with cooperating businesses. Twenty contact hours per week.

#GME 174—Retail Practicum **4 cr.**

A continuation of GME 173. Twenty contact hours per week.

#GME 175—Sales Promotion **4 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—Retail Merchandising **4 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 262—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.

#GME 274—Retail Practicum **4 cr.**

A continuation of GME 283. Twenty contact hours.

#GME 281—Marketing Practices **3 cr.**

Prerequisite: MAG 162. A continuation of MAG 162. Emphasis is placed on the study of marketing problems of the manufacturers, wholesaler, retailer, and other marketing agencies. Three contact hours.

#GME 283—Retail Practicum **4 cr.**

A continuation of GME 174. Twenty contact hours.

GRA—GRAPHIC ARTS

#GRA 121—Theory of Printing Processes **5 cr.**

A lecture course designed to give an introduction to three of the major processes of the Printing Industry. Typesetting and form makeup (hand and machine composition), lockup and letterpress press operation, cold type and photo typesetting and mechanical art preparation are included in the course. Five contact hours.

#GRA 122—Theory of Lithographic Processes **5 cr.**

A lecture course designed to give an introduction to three major processes of the Lithography Industry. Negative stripping and platemaking, process camera operation, and offset press operation are included in the course. Five contact hours.

#GRA 123—Layout and Design **3 cr.**

A course designed to teach the technique of preparing layouts that will provide composing room instructions, as well as a comprehensive assimilation of work to be produced, for customer design approval. Constant design concepts will be employed. Three contact hours.

#GRA 124—Graphic Arts Estimating **2 cr.**

A lecture course designed to develop the basic technique of estimating the cost of printed matter and its production, from layout to finished product, employing the pricing methods of the industry—accepted Franklin Printing Catalog. Two contact hours.

#GRA 131—Printing Processes—Laboratory **4 cr.**

A laboratory course designed to be an introduction to and experience in the basic skills of three of the major processes of the Printing Industry. Typesetting and form makeup (hand and machine), lockup and letterpress press operation, cold type and phototypesetting, and mechanical art preparation are included in the course. Eight contact hours.

#GRA 132—Lithographic Processes Laboratory **4 cr.**

A laboratory course designed to give an introduction to and experience in the basic skills of three major processes of the Lithography Industry. Negative stripping and platemaking, process camera operation, offset press operation, and related bindery functions are included in the course. Eight contact hours.

#GRA 231—Hand and Machine Composition and Form Makeup **3 cr.**

A laboratory course designed to teach the basic technique of setting type by hand and by Ludlow machine, along with form makeup (utilizing metal cutting devices and the broach method of rule form makeup), including the pulling of galley and reproduction proofs. Six contact hours.

#GRA 232—Letterpress Press Operation and Lockup **3 cr.**

A laboratory course designed to teach the basic technique of setting up, operating and maintaining the platen press, the automatic platen press, and the automatic cylinder press. Six contact hours.

#GRA 233—Cold Type Typesetting and Pasteup **3 cr.**

A laboratory course designed to teach the basic technique of setting type by strike-on and photo-typesetting machines. The composition and preparation of mechanical art forms, pen ruled and machine ruled forms are included in the course. Six contact hours.

#GRA 234—Camera Operation and Film Processing **3 cr.**

A laboratory course designed to teach the technique of operating the process camera for the reproduction of line and halftone copy negative reproduction, contact printing, preparation of darkroom chemicals, and developing graphic arts films and papers. Six contact hours.

#GRA 235—Negative Stripping and Offset Platemaking **3 cr.**

A laboratory course designed to teach the basic technique of opaueing and stripping up offset negatives for proper press position, separation for color, and to expose and develop offset press plates. Six contact hours.

#GRA 236—Offset Press Operation **3 cr.**

A laboratory course designed to develop the basic techniques of setting up, operating, and maintaining duplicator and offset presses in the 10 x 15, 11 x 17, and 14 x 20 inch ranges. Six contact hours.

#GRA 237—Practicum **6 cr.**

The student will be assigned to a business-industrial setting in a local printing or trade-related firm. Here he will be engaged in the performance of his printing specialty duties, functioning under normal production conditions. This course will be directed by the instructor. Eighteen contact hours.

#GRA 251—Advanced Composition and Makeup **6 cr.**

An advanced laboratory course designed to provide for skill development in the hand and machine composition and form makeup process of the Printing Industry. Emphasis is placed on application of the basic techniques toward greater job complexity, increased quality, and increased productivity. Prerequisite: GRA 231. Sixteen contact hours: One hour lecture; fifteen hours laboratory.

#GRA 252—Advanced Letterpress Operation and Lockup **6 cr.**

An advanced laboratory course designed to provide for skill development in the operation of letterpress presses and form lockup. Emphasis is placed on the application of the basic techniques toward greater job complexity, increased quality, and increased productivity. Prerequisite: GRA 232. Sixteen contact hours: one hour lecture; fifteen hours laboratory.

#GRA 253—Advanced Cold Type Typesetting and Pasteup **6 cr.**

An advanced laboratory course designed to provide for skill development in the operation of strike-on and photographic typesetting equipment and form pasteup. Emphasis is placed on the application of the basic techniques toward greater job complexity, increased quality, and increased productivity. Prerequisite: GRA 233. Sixteen contact hours: one hour lecture; fifteen hours laboratory.

#GRA 254—Advanced Camera Operation and Film Processing **6 cr.**

An advanced laboratory course designed to provide for skill development in the operation of the process camera and the development of graphic arts film. Emphasis is placed on the application of the basic techniques toward greater job complexity, increased quality, and increased productivity. Prerequisite: GRA 234. Sixteen contact hours: one hour lecture; fifteen hours laboratory.

#GRA 255—Advanced Stripping and Offset Platemaking **6 cr.**

An advanced laboratory course designed to provide for skill development in negative stripping and platemaking process of the Lithographic Industry. Emphasis is placed on application of the basic techniques toward greater job complexity, increased quality, and increased productivity. Prerequisite: GRA 235. Sixteen contact hours: one hour lecture; fifteen hours laboratory.

#GRA 256—Advanced Offset Press Operation **6 cr.**

An advanced laboratory course designed to provide for skill development in the operation of offset duplicators and presses. Emphasis is placed on application of the basic techniques toward greater job complexity, increased quality, and increased job productivity. Prerequisite: GRA 236. Sixteen contact hours: one hour lecture; fifteen hours laboratory.

HEN—HEALTH EDUCATION

***HEN 107—Personal and Community Health** **3 cr.**

A study of health problems which are of major importance to our society. Emphasis is placed on drugs, tobacco, alcohol, sex, and on general principles involved in our present understanding of health related areas. Three contact hours.

***HEN 110—Standard First Aid** **1 cr.**

This course prepares an individual to handle most common emergencies by stressing accident prevention, early medical care, common injuries and life-saving skills. The American National Red Cross Standard First Aid Certificate is earned upon successful completion of the course. One contact hour.

***HEN 215—Standard and Advanced First Aid** **2 cr.**

This course is designed to meet the needs of individuals who have an opportunity to give First Aid care frequently within their daily routine and/or special responsibilities. The American National Red Cross Advanced First Aid certificate is earned upon successful completion of the course. Two contact hours.

HIS—HISTORY

***HIS 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 contact hours.

***HIS 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 contact hours.

***HIS 193—Honors Survey of History** **3 cr.**

Prerequisite: Outstanding performance in HIS 101, 102, 204, or 205. 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. Three contact hours.

***HIS 204—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 contact hours.

***HIS 205—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 contact hours.

***HIS 211—History of the Far East** **3 cr.**

A history of the Far East from early modern times. Three contact hours.

***HIS 212—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 contact hours.

***HIS 254—History of Florida**

3 cr.

History of Florida with emphasis on the explorations, U.S. acquisitions, Convention of St. Joseph, Civil War and Reconstruction, and Florida's rapid growth in the 20th Century. Three contact hours.

HOL—HOTEL AND LODGING

#HOL 161—Introduction to Hospitality Management

3 cr.

Introduction to the hospitality industry and management of hotels, motels, and restaurants. An orientation course designed to give the history, organization, problems and opportunities in the hotel, motel and restaurant industry. Three contact hours.

#HOL 162—Restaurant Operation

3 cr.

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 164—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—Food and Beverage Control

3 cr.

Presents the basic principles and procedures of effective food and beverage cost control. 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 267—Customer-Personnel Relations

3 cr.

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

#HOL 271—Internship

3 cr.

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 on the on-going rate for part-time help. Eight contact hours.

#HOL 272—Internship

3 cr.

Prerequisite: HOL 271. This course is an extension of HOL 271. 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—HUMANITIES

(Courses designated HUM need not be taken in any numerical order)

- *HUM 182-183—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 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. Eight contact hours for the two courses.
- *HUM 201—Humanities** **4 cr.**
Prerequisites: ENG 105 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—Humanities** **4 cr.**
A continuation of HUM 201. This course provides a study of major cultural periods from Baroque through contemporary. Four contact hours.
- *HUM 213—International Understanding I—The Mediterranean** **3 cr.**
Prerequisite: ENG 105 or permission of instructor. Life and man's creative expressions in the Mediterranean regions of Asia, Africa and Europe as surveyed through the media of visual arts, music, literature, philosophy, and social history. Three contact hours.
- *HUM 214—International Understanding II—Northern Europe** **3 cr.**
Prerequisite: ENG 105 or permission of instructor. Life and man's creative expressions in the non-Mediterranean regions of Europe as surveyed through the media of visual arts, music, literature, philosophy, and social history. Three contact hours.
- *HUM 215—American Understanding** **3 cr.**
Prerequisite: ENG 105 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 III—Asia** **3 cr.**
Prerequisite: ENG 105 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.
- *HUM 217—International Understanding IV—Latin America** **3 cr.**
Prerequisite: ENG 105 or permission of instructor. Life in the Latin American countries 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 282—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. One contact hour.

IAE—INDUSTRIAL ATOMIC ENERGY

#IAE 101—X-Ray Technology I

3 cr.

Prerequisite: IEL 160. Basic concepts of effects of radiation in the x-ray and gamma ray spectrum. Study of the qualities of the radiograph relative to density, contrast, and detail. Effects of radiation upon fluorescent materials and applicative to fluorescence. Study of radiation hazards and protection. Study of x-ray tubes and their ratings. Study of the x-ray film and darkroom procedures. Techniques involved in production of radiograph. Three contact hours.

#IAE 202—X-Ray Technology II

3 cr.

Prerequisite: IAE 101. Detailed studies of x-ray transformers and rectification, and safe handling procedures. Detailed studies of x-ray controls, including timers, stabilizers, auto-transformation, and filament controls. Detailed studies of combination x-ray tables, bucky diaphragms, tube holders, raceways for shockproof cables. Six contact hours.

#IAE 203—X-Ray Technology III

3 cr.

Prerequisite: IAE 202. A study of the structure of matter, radioisotopes, medical applications, instrumentation, sources of error in counting, radioisotopical scanning, physics of radiation protection, safety measures, permissible dosage, radiation hygiene, artificial radioactivity, techniques of application and building requirements. Six contact hours.

#IAE 204—X-Ray Technology IV

3 cr.

Prerequisite: IAE 203. A study of installation and service problems in actual field work on diagnostic x-ray machines, radioisotopic therapeutic machines and nuclear medicine apparatus. A study of the use of radiation in non-destructive testing in the industrial field. Field trips to actual installations. Three contact hours.

#IAE 205—X-Ray Technology V

3 cr.

Prerequisite: IAE 203. Study of television and video-tape recording in radiology, emphasis on field work on actual installation, studies in hospital procedures, protocol studies in electrical codes, studies in radiation codes, service problems and solutions with emphasis on actual field work. Six contact hours.

IDS—INTERDISCIPLINARY STUDIES

***IDS 140—Interdisciplinary Studies Seminar**

1 cr.

The Interdisciplinary Studies Seminar is taken in conjunction with courses in the IDS program. The seminar provides a structured opportunity for students and instructors to participate in special programs, to work together in the development of IDS projects, and to interact in an interdisciplinary environment. May be repeated. Students enrolled in IDS 140 receive one credit hour each semester they enroll in the IDS program. Two contact hours.

***IDS 150—Dynamics of Behavior**

3 cr.

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

IEL—INDUSTRIAL ELECTRICITY

+IEL 160—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. Three contact hours.

+ IEL 163—Electrical Controls 3 cr.

The study of the operation of motors, generators, relays, and controlling systems involved in their operation and protection. Also included will be the coverage of the protection and stability of these systems. Three contact hours.

+ IEL 164—D/C Theory and Circuits 3 cr.

A study of the basic nature of electricity, direct current circuits, batteries, measuring instruments, magnetism inductance and capacitance. Laboratory sessions are devoted to the application of acquired theory with emphasis on the proper use of modern electronics equipment. Four contact hours.

+ IEL 165—A/C Theory and Circuits 3 cr.

A study of sinusoidal waveforms and the analysis of steady-state electrical circuits. Topical units of instruction include reactance, impedance, resonant circuits, transformer action and coupled networks. A laboratory course designed to reinforce the student's understanding of important theoretical concepts. Four contact hours.

+ IEL 283—Advanced Electronic Circuit Analysis 3 cr.

The study of network theories, D.C. circuit analysis, filters, plot, lag and lead phase-shift networks, parallel series circuit conversions, resonance, anti-resonance, bandwidth selectivity, input and output impedance, universal resonance curve, transient analysis, and transformers. Three contact hours.

+ IEL 285—Electronics I 3 cr.

An introductory course covering the principles of operation of semi-conductor (solid-state) devices and circuits. Major emphasis is on PN junction theory, junction diodes, tunnel diodes, and photoelectric devices. Four contact hours.

+ IEL 286—Electronics II 3 cr.

A continuation of IEL 285. Major emphasis is placed on bipolar transistors and transistor amplifiers. Graphical and piecewise linear analysis of transistor circuits, T and h parameters and hybrid linear models. Four contact hours.

IEL 287—Electronics III 3 cr.

Introduction to solid state digital circuits and the diode and transistor as logic gates and switching devices. Course includes flip-flop, signal generating circuits, comparator circuits, frequency dividers, and associated digital circuits. Four contact hours.

+ IEL 288—Semiconductor Circuit Design 3 cr.

The study of field effect transistors and integrated circuits includes basic design procedures for the design of solid state and integrated circuits, digital integrated circuits, and other non-linear circuits. Four contact hours.

INR—INTERNATIONAL RELATIONS

*** INR 230—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 contact hours.

INS—INSURANCE

+INS 161—Principles of Insurance

3 cr.

This course will seek to develop principles that can be used in understanding insurance companies, contracts, and practices. The approach will be essentially functional. Emphasis will be on the presentation principles and explanations of practices. Methods of comparing the relative cost will be presented. (This course can also meet the requirements of I.I.A. Insurance Certification.) Three contact hours.

#INS 162—Principles of Fire and Allied Lines

3 cr.

Prerequisite: INS 161. This course is an introduction to the four areas of fire, ocean marine and inland marine insurance and multiple-line coverage. 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. (This course can also meet the requirements of I.I.A. Insurance Certification.) Three contact hours.

#INS 163—Principles of Casualty Insurance & Surety Bonding

3 cr.

Prerequisite: INS 161. 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. (This course can also meet the requirements of I.I.A. Insurance Certification.) Three contact hours.

+INS 164—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 contact hours.

#INS 165—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 contact hours.

#INS 166—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 contact hours.

#INS 167—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 contact hours.

#INS 168—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 contact hours.

#INS 181—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 contact hours.

#INS 183—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 contact hours.

#INS 281—Life Insurance Accounting**3 cr.**

Corresponds to Part IV of the Life Office Management Association (LOMA) Insurance Education Program. Covers the principles of bookkeeping and accounting as an aid in understanding the life insurance accounting practices. Three contact hours.

#INS 282—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 and INS 168. Three contact hours.

#INS 283—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 and INS 168. Three contact hours.

ISA—INDUSTRIAL SAFETY**#ISA 170—Industrial Safety****3 cr.**

This course is designed to impart the knowledge essential to safe practices in industry. It covers all aspects of Federal Government Regulations promulgated by the U. S. Department of Labor, Occupational Safety & Health Administration. Three contact hours.

JOU—JOURNALISM***JOU 101—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. Effective personal communications will also be taught as the basis of effective mass communications. Five contact hours.

LAE—LAW ENFORCEMENT**+LAE 160—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 contact hours.

+LAE 181—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 contact hours.

- +LAE 152—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 contact hours.
- +LAE 163—Introduction to Criminal Behavior** **3 cr.**
A basic study of the nature and peculiarities of human behavior in direct relationship to crime and delinquency. Three contact hours.
- +LAE 260—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 contact hours.
- +LAE 262—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 contact hours.
- +LAE 264—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 contact hours.
- +LAE 265—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 contact hours.
- +LAE 266—Evidence** **3 cr.**
Study and evaluation of evidence and proof; kinds, degrees, admissibility, competence, and weight; specifically deals with rules of evidence and procedure of particular import at the operational level in law enforcement. Three contact hours.
- LAE 267—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 contact hours.
- +LAE 280—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 contact hours.
- +LAE 281—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; under-cover assignments and such specific offenses as: arson, narcotics, larceny, burglary, robbery, and forgery. Three contact hours.

LIS—LIBRARY SCIENCE

- ***LIS 201—Use of Books and Libraries** 1 cr.
Organization of FJC Learning Resources. Introduction to the library's classification system, how to use the card catalog, periodical indexes and other basic indexes. Suggestions for notetaking. Emphasis will be placed upon developing an analytical and systematic approach to the use of reference sources. This course will be helpful to all students who wish to make better use of library facilities at FJC, other universities and public libraries. Three contact hours.

LIT—LITERATURE

- ***LIT 210—English Literature** 3 cr.
Prerequisite: ENG 102 or consent of LIT 210 instructor. An introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century. A study of the best and most characteristic writings of these periods. Three contact hours.
- ***LIT 211—English Literature** 3 cr.
Prerequisite: ENG 102 or consent of LIT 211 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 contact hours.
- ***LIT 220—American Literature** 3 cr.
Prerequisite: ENG 102 or consent of LIT 220 instructor. A critical study of selections from American Literature: Colonial period to the late 19th century. Three contact hours.
- ***LIT 221—American Literature** 3 cr.
Prerequisite: ENG 102 or consent of LIT 221 instructor. A critical study of selections from American Literature: late 19th century to the present. Three contact hours.
- ***LIT 238—Children's Literature** 3 cr.
Chronological survey of literature for children ages one—twelve; organized by format, subject, reading and interest levels. Reading; selection and evaluation of materials; sources of materials; use of materials with children. Three contact hours.
- ***LIT 240—Great Ideas in World Literature** 3 cr.
Prerequisite: ENG 102 or consent of LIT 240 instructor. A critical study of selections of ancient, medieval, and early Renaissance literature. Three contact hours.
- ***LIT 241—Great Ideas in World Literature** 3 cr.
Prerequisite: ENG 102 or consent of LIT 241 instructor. A critical study of selections of literature from the middle Renaissance period through the twentieth century. Three contact hours.
- ***LIT 243—The Bible as Literature** 3 cr.
A study of the development of the Bible in both its natural and its supernatural aspects, its influence on literature and mankind. Emphasis on the Bible's role in the modern world. Three contact hours.

MAG—MARKETING

- +**MAG 162—Principles of Marketing** 3 cr.
Prerequisite: SAM 160. The study of matching products of 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 contact hours.

MAM—MARKETING MANAGEMENT

#MAM 282—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. Three contact hours.

#MAM 284—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. Three contact hours.

#MAM 285—Principles of Purchasing II 3 cr.

A continuation of MAM 284 with emphasis on quality assurance, price analysis, planning and forecasting, and buying capital equipment. Three contact hours.

MAT—MATHEMATICS

***MAT 101—College Mathematics 3 cr.**

Prerequisite: Reasonable competence in arithmetic skills normally acquired by high school graduates. 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 contact hours.

***MAT 111—Introductory Analysis 4 cr.**

Prerequisite: High achievement in four years of academic high school mathematics 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 aims to introduce the student to more advanced topics with the hope of encouraging further study and reading in this direction. Four contact hours.

***MAT 119—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, 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. Three contact hours.

***MAT 120—Intermediate Algebra 3 cr.**

Prerequisite: MAT 119, 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 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 representation. Three contact hours.

***MAT 121—College Algebra** **3 cr.**

Prerequisite: MAT 120 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; systems of equations; inequalities; logarithms; induction. This course is intended for students who need more preparation for trigonometry and the calculus. No credit will be given for this course after credit has already been received in MAT 124 or the equivalent. Three contact hours.

***MAT 122—College Trigonometry** **3 cr.**

Prerequisite: MAT 121 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. No credit will be given for this course after credit has already been received in MAT 124, or the equivalent. Three contact hours.

***MAT 124—College Algebra and Trigonometry** **4 cr.**

Prerequisite: MAT 120 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, College Algebra, and MAT 122, 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. No credit will be given for this course after credit has already been received in either MAT 121 or MAT 122, or the equivalent. Four contact hours.

***MAT 131—Calculus with Analytic Geometry I** **4 cr.**

Prerequisite: MAT 122 or MAT 124 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 contact hours.

***MAT 151—Elementary Statistics** **3 cr.**

Prerequisite: MAT 121 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 hours.

***MAT 161—Computer-Oriented Mathematics** **3 cr.**

Prerequisite: MAT 121 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.) Three contact hours.

***MAT 204—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. Three contact hours.

***MAT 232—Calculus with Analytic Geometry II** 4 cr.

Prerequisite: MAT 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 contact hours.

***MAT 233—Calculus with Analytic Geometry III** 4 cr.

Prerequisite: MAT 232 or its equivalent. A continuation of the calculus-analytic geometry sequences. Topics include indeterminate forms, improper integrals, polar coordinates, infinite series, solid geometry and its vectors, partial differentiation, and multiple integrals. Four contact hours.

***MAT 242—Differential Equations** 3 cr.

Prerequisite: MAT 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 contact hours.

MET—METEOROLOGY

***MET 101—Meteorology** 3 cr.

A course designed to meet the general education requirements in the Natural Science area. Includes the phenomena of weather and climate and the use of atmospheric data to predict the weather. Three contact hours.

MEY—METALLURGY

+MEY 160—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: three class hours; two laboratory hours.

MLT—MEDICAL LABORATORY TECHNOLOGY

+MLT 172—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 immunohematology. Emphasis is on blood banking and its role in the delivery of health care services. Four contact hours.

+MLT 173—Hematology 6 cr.

This course is designed to introduce the role of medical laboratory technology in the delivery of health care services. Given instruction in the basic concepts, competencies, and skills in haematology, the learner will perform haematologic techniques to achieve professional accuracy and precision. Eight contact hours.

+MLT 174—Medical Microbiology 6 cr.

This course is designed to introduce the role of medical microbiology in clinical diagnosis.

Given instruction in the basic concepts, competencies, and skills of medical bacteriology, medical parasitology, medical mycology, and urinalysis, the learner will perform microbiological techniques and urinalysis to achieve professional accuracy and precision. Eight contact hours.

+MLT 179—Orientation to the Medical Laboratory 3 cr.

The course is designed to enable the student to master basic mathematical concepts, medical laboratory ethics, and basic medical laboratory techniques. Given instruction in basic instrumentation, the student will practice the manipulative skills of medical laboratory technology. Four contact hours.

+MLT 293—Clinical Chemistry 6 cr.

This course is designed to introduce clinical chemical instrumentation and techniques. Given instruction in the basic concepts and competencies of clinical chemistry the learner will develop the technical competencies applicable to the chemical analysis of body fluids to achieve professional accuracy and precision. Eight contact hours.

+MLT 294—Principles of Clinical Instrumentation 5 cr.

Given instruction in the principles of analytical methodology and the principles of clinical instrumentation, the learner will relate this information to the clinical phase of his educational experience to achieve professional accuracy and precision. Five contact hours.

—MLT 295—Clinical Practicum I 9 cr.

This course is designed to provide the learner directed clinical experience. Given the facilities of the clinical laboratories of Jacksonville Hospitals' Education Program, the learner will perform medical laboratory techniques with accuracy and precision. The clinical phase of his educational experience is coordinated by the Medical Technology Faculty of the college. This includes supervision, scheduling, and evaluation of students. Twenty-seven contact hours.

+MLT 296—Clinical Diagnosis 5 cr.

This course is designed to correlate the clinical laboratory aspects of the medical laboratory's role in the delivery of health care. Given instruction in the clinical aspects of disease and the normal values of the constituents of body fluids, the learner will recognize abnormal values and learn to judge the reliability of his performance in the laboratory by applying quality control. Five contact hours.

+MLT 297—Clinical Practicum II 12 cr.

This course is designed to provide the learner advanced directed clinical experience. Given the facilities of the clinical laboratories of Jacksonville Hospitals' Education Program, the learner will perform medical laboratory techniques with accuracy and precision. The clinical phase is coordinated by the Medical Technology Faculty of the college. This includes supervision, scheduling, and evaluation of students. Thirty-five contact hours.

MTY—MECHANICAL TECHNOLOGY

+MTY 280—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—Engineering Mechanics 4 cr.

Corequisite: APM 161, 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.

-MTY 285—Fluid Mechanics**3 cr.**

Prerequisite: APM 151. 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 contact hours.

MUS—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. Applied Music Students will enroll in MUS 017 (Secondary Instrument), MUS 018 (Principal Instrument), or MUS 019 (Major Instrument) at registration and will be auditioned during the first week of class and placed at their proper level in an applied music course: MUS 140, 141, 150, 151, 160, 161, 240, 241, 250, 251, 260, or 261.

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—Applied Music I—Principal Instrument*2 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—Applied Music II—Principal Instrument*2 cr.**

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

MUS 015—Repertory Class*1 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—Introduction to Music Theory*3 cr.**

A course designed for students whose background and Theory Placement Test scores indicate further preparation is needed for MUS 112. Includes work with elementary music terminology, notation, intervals, scales, chords, rhythm, sight singing, dictation, and keyboard skills. Three contact hours.

- *MUS 112—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. Five contact hours: three class hours; two laboratory hours.
- *MUS 113—Music Theory II** 4 cr.
Prerequisite: MUS 112 or permission of instructor. A continuation of MUS 112. A basic course including music terminology, notation, harmony, melody, rhythm, and form. Sight singing and ear training included. Five contact hours: three class hours; two laboratory hours.
- *MUS 120—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—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—Class Voice II** 1 cr.
Prerequisite: MUS 130 or equivalent. A continuation of MUS 130. Two laboratory hours.
- *MUS 132—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.
- *MUS 133—Class Piano II** 1 cr.
Prerequisite: MUS 132 or equivalent. A continuation of MUS 132. Three laboratory hours.
- *MUS 134—Class Guitar** 1 cr.
A basic course designed for students who are interested in studying classic guitar. Includes a study of the development of the instrument, past and present guitar masters, and the music literature for the guitar and technique. Two laboratory hours.
- *MUS 140—Applied Music I, Secondary Instrument** 1 cr.
One half-hour lesson per week. (See note concerning Applied Music above.)
- *MUS 141—Applied Music II, Secondary Instrument** 1 cr.
One half-hour lesson per week. (See note concerning Applied Music above.)

- *MUS 150—Applied Music I, Principal Instrument** **2 cr.**
Two half-hour lessons per week. (See note concerning Applied Music.)
- *MUS 151—Applied Music II, Principal Instrument** **2 cr.**
Two half-hour lessons per week. (See note concerning Applied Music.)
- *MUS 160—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—Applied Music II, Major Instrument** **3 cr.**
Prerequisite: MUS 160 or equivalent. Two half-hour lessons or one hour lesson per week. (See note concerning Applied Music above.)
- *MUS 162—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—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—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—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. Two-hour rehearsal period.
- *MUS 166—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—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—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—Music Theory III** **4 cr.**
Prerequisite: MUS 113 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. Five contact hours: three class hours; two laboratory hours.

***MUS 213—Music Theory IV** **4 cr.**

Prerequisite: MUS 212 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. Five contact hours: three class hours; two laboratory hours.

***MUS 216—Keyboard Harmony** **1 cr.**

Prerequisite: MUS 213 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—Keyboard Harmony** **1 cr.**

Prerequisite: MUS 216 or equivalent. A continuation of MUS 216. Two laboratory hours.

***MUS 230—Class Voice III** **1 cr.**

Prerequisite: MUS 131 or equivalent. For singers wishing to develop vocal skills beyond elementary level of correct diction and tone production. Open also to instrumentalists wishing more than a basic vocal knowledge and competency level. Meets as a class, although individual attention is emphasized. Two contact hours.

***MUS 231—Class Voice IV** **1 cr.**

Prerequisite: MUS 230 or equivalent. A continuation of MUS 230. Two contact hours.

***MUS 232—Class Piano III** **1 cr.**

Prerequisite: MUS 133 or equivalent. A continuation of MUS 133. Two laboratory hours.

***MUS 233—Class Piano IV** **1 cr.**

Prerequisite: MUS 232 or equivalent. A continuation of MUS 232. Two laboratory hours.

***MUS 240—Applied Music III, Secondary Instrument** **1 cr.**

Prerequisite: MUS 141 or equivalent. One half-hour lesson per week. (See note concerning Applied Music.)

***MUS 241—Applied Music IV, Secondary Instrument** **1 cr.**

Prerequisite: MUS 240 or equivalent. One half-hour lesson per week. (See note concerning Applied Music.)

***MUS 250—Applied Music III, Principal Instrument** **2 cr.**

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

***MUS 251—Applied Music IV, Principal Instrument** **2 cr.**

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

***MUS 260—Applied Music III, Major Instrument** **3 cr.**

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

***MUS 261—Applied Music IV, Major Instrument** **3 cr.**

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

MUY—MUSICOLOGY

*MUY 101—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 contact hours.

*MUY 211—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 contact hours.

NUR—NURSING

#NUR 173—Maternal-Child Nursing

6 cr.

Prerequisite: ANA 215; corequisite: ANA 216. A study of the complete maternal cycle and the physiological and sociopsychological growth and development of the well child. Laboratory experiences are selected to provide students with opportunities to give nursing care to mothers and infants. Twelve contact hours.

#NUR 175—Nursing Process I

8 cr.

Corequisite: ANA 215. A study of the principles and techniques that form the foundation for all subsequent nursing courses. The four basic steps of the nursing process are assessing, planning, implementing, and evaluating the effects of nursing care to patients in all age groups. Content includes instruction in the problem-solving process, interpersonal relationships, mental health concepts, asepsis, nutrition, body mechanics, hygienic practices, pharmacology, administration of drugs, and nursing history. Sixteen contact hours: four class periods and twelve laboratory hours scheduled on campus, in community hospitals, or in other health agencies.

#NUR 176—Nursing Process II

8 cr.

Prerequisite: NUR 175, ANA 215; Corequisite: ANA 216. Study of the physical and psychological needs of patients in all age groups. Emphasis is placed on the essential knowledge, understandings, and skills necessary to the nursing care of patients with medical or surgical conditions. The four steps of the nursing process will be continued and a higher level of performance will be expected of students. Sixteen contact hours: four class periods; twelve hours of laboratory practice on campus, in community hospitals and other health agencies.

#NUR 291—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, care of the sick child, and the mental and emotional illnesses of functional origin. Prerequisites: ANA 215 and 216. Fifteen contact hours.

#NUR 292—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. Twenty contact hours.

#NUR 293—Nursing Process III

9 cr.

Prerequisite: ANA 215 and 216, NUR 175 and 176; Corequisite: BIO 241. This course is designed to study the physiological and psychological health problems of the family from infancy to old age. Content includes family planning, care of the mother and infant, and exploration of community resources. Emphasis is placed upon meeting the needs of patients with psychosocial problems in community-mental health and general hospital settings. Communication skills are stressed and utilized as the chief nursing tool for intervention when dealing with deviant behavioral patterns, rehabilitating and assisting individuals to find desirable coping methods. Nineteen contact hours: four class periods; fifteen hours of laboratory practice.

#NUR 294—Nursing Process IV **9 cr.**

Prerequisites: BIO 241, NUR 293. A continuation of the study of the physical and psychological nursing problems of patients from infancy to old age. The family-centered approach is used in learning the skills needed to care for sick children. The four basic steps of the nursing process will be applied to the major health problems. Emphasis is placed on medical emergencies, concepts of coronary care, problems of ventilation, rehabilitation, and community resources. Nineteen contact hours: four class hours; fifteen hours of laboratory practice in community health agencies.

#NUR 295—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, disaster 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 contact hours.

#NUR 299—Critical Care Seminar **4 cr.**

A course of study to be offered, upon demand for people involved in the care of acutely ill patients in high risk areas. The content of the course will be in more depth and scope than the preparation in basic nursing programs. Topics to be covered include Emergency Department Nursing, Coronary Care, Medical and Surgical Intensive Care, Crisis Intervention, Recovery Room Nursing, Neonatal Intensive Care and Systematic Planning and Evaluation of Patient Care. Eight contact hours.

OCO—OCCUPATIONAL ORIENTATION

***OCO 100—Cooperative Education Seminar** **1 cr.**

The seminar is designed to prepare the student for entry into the Cooperative Education Program. During the seminar the student will receive career counseling, job orientation and placement.

***OCO 101—Cooperative Education Work Experience I** **3 cr.**

The first work experience in Cooperative Education is designed to provide the student with a meaningful experience that will enhance his college education through career exploration and job training.

***OCO 201—Cooperative Education Work Experience II** **3 cr.**

The first work experience in Cooperative Education is designed to provide the student with a meaningful experience that will enhance his college education through career exploration and job training.

PED—PHYSICAL EDUCATION

***PED 101—Archery** **1 cr.**

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

***PED 102—Beginning Badminton** **1 cr.**

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

***PED 104—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 contact hours.

***PED 106—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 contact hours.

***PED 112—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 contact hours.

***PED 113—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 contact hours.

***PED 117—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 contact hours.

***PED 118—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 contact hours.

***PED 119—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 contact hours.

***PED 120—Archery-Volleyball** **1 cr.**

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

***PED 122—Beginning Wrestling** **1 cr.**

The introduction of the basic takedowns, escapes, reversals, counters, breakdowns and pinning holds. Two contact hours.

***PED 124—Circuit Training** **1 cr.**

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

***PED 131—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 contact hours.

***PED 132—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 contact hours.

***PED 135—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 contact hours.

***PED 142—Karate and Self-Defense** **1 cr.**

An introduction to the basic skills of the Taekwondo style of Karate. Includes kicks, punches, knife hand techniques, basic Taekwondo style forms, one-step and free-sparring techniques. Two contact hours.

***PED 157—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 contact hours.

***PED 158—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 contact hours.

***PED 159—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 contact hours.

***PED 160—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 contact hours.

***PED 161—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.

***PED 162—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, equitation, hunting, judo, riflery, water skiing, and ice-skating will discuss the fundamental skills and techniques equated with enjoyable participation. Two contact hours.

***PED 220—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 contact hours.

PEL—PHYSICAL EDUCATION LEADERSHIP

***PEL 200—Introduction to Physical Education** **3 cr.**

Designed for students interested in physical education as a profession. The course examines the place, function, and contribution of physical education within the total educational program. It also includes consideration of the history, philosophy, and problems of physical education. Three contact hours.

PEL 220—Sports Officiating*3 cr.**

This course is designed to acquaint the student with the techniques of officiating team, individual, and dual sports. Some of the sports covered are baseball, basketball, track and field, volleyball, tennis, and handball. Three contact hours.

PHI—PHILOSOPHY***PHI 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 hours.

PHI 210—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 contact hours.

PHI 240—Introduction to Moral and Political Philosophy*3 cr.**

A survey of the efforts made by philosophers to comprehend that portion of man's experience that is concerned with human values and obligations. The course consists, primarily, of the analysis of selected writings in which philosophers attempt to do such things as characterize the most satisfactory life, specify the basis of moral responsibility, determine the testability of moral judgments, and assess the proper relation between the individual and the state. Three contact hours.

PHS—PHYSICAL SCIENCE***PHS 101—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 or its equivalent. It is also suggested that the student take PHS 102 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 contact hours.

PHS 102—Life in its Physical Environment*3 cr.**

No prerequisites for PHS 102. This course is designed to acquaint the student with the development of science, with the integrating principles and theories in the earth sciences, with the practice of the scientific method, and with a useful knowledge of selected areas 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 contact hours.

PHS 287—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 contact hours.

PHY—PHYSICS

***PHY 100—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.

***PHY 201—General Physics I**

4 cr.

Prerequisite: MAT 121, College Algebra or equivalent. Corequisite: MAT 124, 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 are majoring in pre-med, pre-dental, pre-veterinary, biological sciences, and geology. Six contact hours: three class hours; one three-hour laboratory.

***PHY 202—General Physics II**

4 cr.

Prerequisite: PHY 201. A continuation of PHY 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. Six contact hours: three class hours; one three-hour laboratory.

***PHY 210—Physics I with Calculus**

4 cr.

Prerequisite: MAT 124—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 majoring in physics, chemistry, and engineering with above-average mathematical background. Six contact hours: three class hours; one three-hour laboratory.

***PHY 211—Physics II with Calculus**

4 cr.

Prerequisite: PHY 210. This course is a continuation of PHY 210. 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. Six contact hours: three class hours; one three-hour laboratory.

POS—POLITICAL SCIENCE

***POS 204—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 contact hours.

***POS 205—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 contact hours.

***POS 220—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 contact hours.

PSY—PSYCHOLOGY

*PSY 111—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 contact hours.

*PSY 214—Educational Psychology

3 cr.

Prerequisite: PSY 111 or consent of instructor. An in-depth study of the relationships between sound psychology and educational process which will lend to the establishment of proper teaching techniques and understanding of personality dynamics of students. Three contact hours.

*PSY 241—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.

*PSY 242—Child Psychology

3 cr.

Prerequisite: PSY 111. 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 hours.

*PSY 243—Adolescent Psychology

3 cr.

Prerequisite: PSY 111. Development in the adolescent years with emphasis on psychological problems. Three contact hours.

REL—RELIGION

*REL 201—World Religions

3 cr.

A comparative study of world religions, including Hinduism, Buddhism, Taoism, Confucianism, Shinto, Islam, Judaism, and Christianity. Three contact hours.

*REL 210—Religious Thought in the Old Testament

3 cr.

A study of religious thought and instruction in the Old Testament. Attention is given to the problems of authorship, date, historical setting, and textual criticism. Three contact hours.

*REL 211—Religious Thought in the New Testament

3 cr.

A study of the life and teachings of Jesus, and of the beginning of church life and thought as reflected in the New Testament. Three contact hours.

REM—RECREATIONAL MANAGEMENT

*REM 210—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 contact hours and two overnight camping trips. The American Camping Association Advanced Campcraft certification is earned upon successful completion of the course.

RES—REAL ESTATE

+RES 161—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. Three contact hours.

#RES 162—Real Estate License Law

3 cr.

Prerequisite: RES 161. This course is to prepare the student for the Florida Real Estate License Exam for Salesmen, and as a reference text for Real Estate 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. Three contact hours.

#RES 163—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. Three contact hours.

#RES 281—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. Three contact hours.

#RES 283—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. Three contact hours.

RUS—RUSSIAN LANGUAGE

*RUS 101—Beginning Russian I

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: three class hours; one laboratory hour.

*RUS 102—Beginning Russian II

3 cr.

Prerequisite: RUS 101 or equivalent. A continuation of RUS 101. Four contact hours: three class hours; one laboratory hour.

*RUS 210—Intermediate Russian I

3 cr.

Prerequisite: RUS 102 or equivalent. Reading from standard Russian authors, careful review of grammar, conversation, and composition. Four contact hours.

*RUS 211—Intermediate Russian II

3 cr.

Prerequisite: RUS 210 or equivalent. A continuation of RUS 210. Four contact hours.

SAM—SUPERVISORY AND ADMINISTRATIVE MANAGEMENT

+SAM 160—Introduction to Business

3 cr.

An introduction to business organization and procedure, enabling the student to more

intelligently pursue advanced business courses and to choose a business career. Three contact hours.

+ SAM 250—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 contact hours.

+ SAM 251—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 contact hours.

SLD—SPECIAL LEARNING DISABILITIES, EDUCATION

+ SLD 101—Introduction to Exceptional Child Education **3 cr.**

An introductory course for teacher aides surveying the characteristics and needs of exceptional children encountered in the public school setting. The course will not meet Florida teacher certification requirements in special education. Three contact hours.

SOC—SOCIOLOGY

***SOC 201—Introductory Sociology** **3 cr.**

A study of sociological concepts, theories, and methods; social groups, processes, and change. Three contact hours.

***SOC 210—Social Problems** **3 cr.**

Prerequisite: SOC 201. A consideration of major social problems which affect individuals and groups in industrial societies, with attention to American society. Three contact hours.

***SOC 220—Marriage and Family** **3 cr.**

A study of mate selection, courtship, marriage and child rearing, with special attention to the contemporary American family. Three contact hours.

SOP—SOCIAL PSYCHOLOGY

***SOP 110—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 contact hours.

SPA—SPANISH LANGUAGE

***SPA 101—Beginning Spanish I** **3 cr.**

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: three class hours; one laboratory hour.

***SPA 102—Beginning Spanish II** **3 cr.**

Prerequisite: SPA 101 or equivalent. A continuation of SPA 101. Four contact hours: three class hours; one laboratory hour.

***SPA 210—Intermediate Spanish I** **3 cr.**

Prerequisite: SPA 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: three class hours; one laboratory hour.

***SPA 211—Intermediate Spanish II** **3 crs.**

Prerequisite: SPA 210 or equivalent. A continuation of SPA 210. Four contact hours: three class hours; one laboratory hour.

SPE—SPEECH

***SPE 110—Fundamentals of Speech** **3 cr.**

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 contact hours.

***SPE 233—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 contact hours.

***SPE 238—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 hours.

***SPE 240—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 hours.

***SPE 250—Oral Interpretation** **3 cr.**

Prerequisite: SPE 110 or consent of instructor. The course consists of 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; and is designed to enhance the student's appreciation of words, ideas, and beauty in all forms of literature. Three contact hours.

SSS—SOCIAL SCIENCES

***SSS 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 contact hours.

***SSS 102—Origins of American Society**

3 cr.

A continuation of SSS 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 contact hours.

**STS—STENOGRAPHIC, SECRETARIAL,
AND RELATED**

+STS 171—Beginning Shorthand

3 cr.

Prerequisite or corequisite: TYG 172. 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, Intermediate Shorthand.) Three contact hours: one class hour; two laboratory hours.

+STS 172—Intermediate Shorthand

3 cr.

Prerequisite: STS 171 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—Advanced Shorthand.) Three contact hours.

+STS 290—Advanced Shorthand

3 cr.

Prerequisite: STS 172 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 contact hours.

+STS 291—Dictation and Transcription

3 cr.

Prerequisite: STS 290. Accelerated dictation and transcription. Finished products are emphasized. Three contact hours.

#STS 292—Secretarial Practices

3 cr.

Prerequisite: STS 172 and TYG 173. 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 contact hours.

-STS 295—Legal Shorthand

3 cr.

Prerequisite: STS 172. Shorthand theory and dictation of legal nature are included, with legal vocabulary and spelling emphasized. Routine work of legal offices is examined. Three contact hours.

#STS 296—Medical Terminology

2 cr.

Development of a medical vocabulary commonly used in physicians' offices. Emphasis is 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 contact hours.

STT—STRUCTURAL TECHNOLOGY

+STT 282—Testing and Strength of Materials

4 cr.

Prerequisite: MTY 281. 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: three class hours; two laboratory hours.

- STT 284—Fabrication Processes

3 cr.

Prerequisite: MTY 281. 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: two class hours; two laboratory hours.

TER—TECHNICAL REPORTING

+ TER 281—Technical Report Writing

3 cr.

Prerequisite: ENG 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 contact hours.

TRA—TRANSPORTATION

+ TRA 161—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. Three contact hours.

#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. Three contact hours.

#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. Three contact hours.

#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. Three contact hours.

#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. Three contact hours.

#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. Three contact hours.

TYG—TYPEWRITING

+ TYG 161—Beginning Typewriting I

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 contact hours.

- TYG 172—Beginning Typewriting II

2 cr.

Prerequisite: TYG 161 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, Intermediate Typewriting.) Three contact hours: one class hour; two laboratory hours.

- TYG 173—Intermediate Typewriting

2 cr.

Prerequisite: TYG 172 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: one class hour; three laboratory hours.

- TYG 284—Advanced Typewriting

2 cr.

Prerequisite: TYG 173. 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: one class hour; three laboratory hours.

ZOO—ZOOLOGY

*ZOO 101—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. Six contact hours: three class hours; three laboratory hours.



NON-COLLEGE CREDIT COURSE DESCRIPTIONS

AAC—ACCOUNTING AND COMPUTING

AAC 002—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.

AAC 010—Bookkeeping

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

AAC 011—Basic 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.

AAC 054—CPS—Accounting for Secretaries

Classification of accounts; interpretation of accounting data, and of financial records as related to top-level secretarial work, employer's personal record keeping, payroll, petty cash, including tax reports and budgets.

AAC 060—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.

ABF—AUTO BODY AND FENDER

ABF 030—Auto Body Repair

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

AIC—AIR CONDITIONING

AIC 030—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 both medium and low temperature, and to read blueprints, plans, electrical diagrams and schematics necessary to perform the aforementioned tasks.

AIO—AIRCRAFT OPERATIONS

AIO 020—Aviation Ground School—Private Pilot

An introductory theory course designed to prepare students for the FAA Private Pilot's Written Examination.

AIO 021—Commercial Pilot, Ground School

An introductory theory course designed to prepare students for the FAA Commercial Pilot's Written Examination.

AIO 022—Aviation Ground School—Instrument Rating

An introductory theory course designed to prepare students for the FAA Instrument Rating Written Examination.

ANA—ANATOMY

ANA 015—Anatomy

Introduction to the organization of the structure and functional characteristics of man. A study of the morphological changes which occur from a cellular and sub-cellular level to the whole organism.

APC—APPLIED COMMUNICATIONS

APC 011—Business English

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

APC 021—Water & Sewage Plant—Related Communication

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

APD—APPLIED DESIGN

APD 011—OPUS—Arts and Crafts

Arts and Crafts is divided into approximately six segments at present. Each segment will be broken down by course description; the purpose of each segment being to utilize the manual dexterity in conjunction with the mental ability of the enrollee.

APD 030—Ceramics

This course introduces the basic methods of ceramic production in hand building and glaze application. Kiln stacking and firing also included.

APM—APPLIED MATHEMATICS

APM 011—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.

APM 021—Water & Sewage Plant Operation—Math

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

APM 031—Tool and Die Math

Applied mathematics necessary for precise machine shop work.

APS—APPLIED SCIENCE

APS 031—Water & Sewage Plant—Related Chemistry

This course covers an introduction to the principals of modern inorganic chemistry including topics in structure of matter, gas laws, theory acids and solution and suspension, carbon and compounds.

ARR—APPLIANCE REPAIR

ARR 031—Appliance Service

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

ART—ART

ART 001—Art Appreciation

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

ART 011—Fundamentals of Art

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

ART 031—Oil Painting

Techniques of oil painting, color theory, and creativity.

ART 032—OPUS—Fine Arts

This course is designed to introduce the enrollee to the basic techniques of art, such as sketching, brush techniques, use of still life and materials at hand.

AUE—AUTOMOTIVE (DISTRIBUTIVE)

AUE 061—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.

AUM—AUTDMOTIVE MECHANICS

AUM 033—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.

AUM 034—Emission Control Mechanic

This four-hour seminar deals with the control of automobile pollutants. It includes a study of the internal combustion engine, its polluting factors, and control techniques for carbon monoxide, nitrogen oxide, and hydro carbon emissions from automobile engines.

BCN—BUILDING CONSTRUCTION AND MAINTENANCE

BCN 001—Building Maintenance Mechanic

Training in all phases of repair and maintenance of building fixtures and furnishings,

including building interior, tile, linoleum, plastic, terrazzo, wood floors, rugs, paint and wall coverings. Instruction and skill development in the use of hand and power tools for basic maintenance and repair to plumbing, electrical, wood, metal and masonry fixtures and furnishings.

BDP—BUSINESS DATA PROCESSING SYSTEMS

BDP 001—Keypunch

A skill course designed to develop a saleable competency in IBM 024, 029, and 129 keypunch machines. Mohawk tape encoder may be included. Includes making program cards and operating the IBM 082 sorter. Prerequisite is a typing speed of 35 words per minute or better.

BDP 070—Introductory Computer Concepts

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. Three class hours, one laboratory hour.

BIO—BIOLOGY

BIO 001—General Biology

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

BLC—BLACK CULTURE

BLC 020—Afro-American History

To provide evidence that the culture of Afro-Americans is one in which all Americans can take pride. It is hoped that black students will be aided in their development of self-worth and dignity.

BLR—BLUEPRINT READING

BLR 031—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.

BLR 032—Tool and Die Blueprint Reading

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

BMM—BUSINESS MACHINE MAINTENANCE

BMM 031—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.

BUN—BUSINESS INFORMATION COMMUNICATION

BUN 011—Cable Communications

A comprehensive introductory course covering the history, franchising, financing, marketing, organization and technical aspects of cable communications (CATV).

BUN 053—CPS Communication and Decision Making

Written, telephone and personal communication techniques are developed. Decision making for secretaries studied — Case method.

BUW—BUSINESS LAW

BUW 052—CPS—Business Law for Secretaries

Knowledge of Principles of Law involved in secretary's duty which includes contracts, bailments, the law of agency and sales, insurance, negotiating instruments and real property.

CAP—CARPENTRY

CAP 031—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, stair-building, and other similar types of woodwork.

CED—CONSUMER EDUCATION

CED 002—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.

CEQ—CONSTRUCTION EQUIPMENT

CEQ 031—Operating Engineering

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

CFI—COMMERCIAL FISHERY

CFI 021—Commercial Fishing

Construction and repair of commercial cast nets, drop net and seine and their usage.

CGC—CARE AND GUIDANCE OF CHILDREN

CGC 002—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—Two Hundred forty.

CGC 004—Child Growth & Development

A study of the child from prenatal through pre-school age with emphasis on physical, social, emotional and mental development. Cultural and environmental influences on the child will also be incorporated into this course.

CHD—CHILD DEVELOPMENT

CHD 020—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. Information which will assist parents in helping the individual child achieve his full potential will be provided.

CHE—CHEMISTRY

CHE 001—Chemistry

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

CHI—CHINESE LANGUAGE

CHI 001—Chinese

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

CLT—CLOTHING & TEXTILES

CLT 002—OPUS—Creative Needlework

A course for persons who are interested in making articles using hand sewing, knitting, crocheting or other forms of needlework. The course may include the following, but does not exclude additional ideas: Accessories for all occasions, home accessories, accessories for purses, decorations for all occasions, children's clothes, and clothes for self.

CLT 021—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, and selection of suitable accessories.

CLT 022—Basic Sewing

This course is for the person with little or no experience in sewing. Consumer education will be included as related to the units taught. It includes: Use and care of the sewing machine; selection and use of hand sewing and cutting equipment; selecting and preparing fabric for use in projects to be made; making projects including basic sewing techniques; use and care of pressing equipment; selecting and using easy-to-sew patterns; making a garment using sewing techniques; simple clothing alterations; discussion of basic wardrobe requirements; good grooming and personal appearance.

CLT 023—Advanced Sewing

This course is for those interested in continuing to use basic sewing techniques and learning additional details in making and altering clothes. It includes: Use of more difficult patterns; individualizing accessories; alteration of ready made clothes; re-styling garments; psychological effect of clothing; dressing for the occasion; foundation garments; care of clothes; redesigning one's wardrobe; and consumer education as related to clothing.

CLT 024—Sewing for Selling

This course is planned for the individual or group wanting to develop skill in making articles for selling in gift shops or consignment, at church bazaars, self selling, or to use for gifts.

CLT 030—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.

CLT 095—Couture Sewing

This course is designed for students who have acquired superior sewing skills and are interested in making couture type garments. Included in the course is an in-depth study of couture methods of grain perfect garments, construction, fit and finishing techniques.

CMP—CLOTHING MANAGEMENT, PRODUCTION, SERVICES**CMP 010—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.

CMP 031—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—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—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.

CMP 050—Short Cuts in Sewing

This course is designed for those who are proficient in the better clothing construction techniques but would like to make quick, casual clothes and children's clothes. This course will include short cuts in marking, construction, and finishing. Factory methods and the use of industrial machines will be emphasized.

CMP 051—Men's Clothing Construction

This course is designed for the person who has demonstrated proficiency in the skills of clothing construction and would like to learn skills in making men's clothing. Included will be how to select and use a commercial pattern with appropriate alterations, if needed; the techniques for making polyester pants, men's shirts and ties will be demonstrated and the construction of these men's garments will be required. Industrial sewing equipment will be utilized.

CMP 090—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.

CMP 092—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.

COA—COMMERCIAL ART**COA 031—Commercial Art**

In commercial and advertising art special consideration is given to: theories of layout, lettering, correlative ideas, drawing and composition use of color, materials, methods and techniques, and work attitudes.

COP—COMMUNITY PREPAREDNESS**COP 011—Community Emergency Preparation**

Courses of instruction designed to prepare individuals for rendering essential community services on a voluntary basis in time of serious emergency or disaster.

COR—CORRECTIONS**COR 001—Correctional Problems and Solutions**

The student will be introduced to present day correctional problems and will participate in the development of solutions in conjunction with instructors.

COR 010—Problems and Solutions of Probation and Parole

The student will be introduced to present day problems in probation and parole supervision and will participate in solutions as directed by instructor.

COR 015—Effective Report Writing

The purpose of this course is to study the proper arrangement, format, and analysis of Criminal Justice data employed in record keeping and the presentation of findings in report form. Emphasis is placed on the effective implementation and use of standard forms.

COY—COSMETOLOGY**COY 031—Cosmetology**

Training in all of the services available including hair cutting, shampooing, 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. Students are required to furnish their own kits, uniforms, and books.

DEA—DENTAL ASSISTING**DEA 001—Dental Assisting Seminar**

Seminar to upgrade skills of Dental Assistants and Dental Hygienists.

DIM—DIESEL MECHANIC

DIM 031—Diesel Mechanics

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

DRA—DRAMATIC ARTS

DRA 011—Drama

Planning and execution of production functions; scene construction and painting, props, costuming, lighting and other full technical responsibilities.

DRA 030—Art of the Amateur Magician

Emphasis will be placed on tricks and feats "of magic" which can be performed for the entertainment of friends or which can be used as an icebreaker for strangers.

DRT—GENERAL SHOP. DRAFTING

DRT 022—General Shop, Drafting I

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. It includes the uses of drawings in industries and occupations such as sheet metal, machine shop, plumbing, electricity and electronics.

DRT 023—General Shop 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.

DTG—DRAFTING

DTG 031—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.

ECO—ECONOMICS

ECO 021—Economics, How To Get A Job

This course offers insight into the student's abilities, limitations, interests, aptitudes, and personal traits; it shows student how to set job goals and how to achieve them.

ECO 032—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.

ECY—ECOLOGY

ECY 001—OPUS—Nature Study

A course designed to involve the adults with outdoor activities such as hiking, field trips to places like the zoo and parks, gardening, bird watching, and learning to identify trees, shrubs and plants, etc.

EFL—ENGLISH AS A FOREIGN LANGUAGE

EFL 011—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.

ELS—ELECTRONICS

ELS 033—Electronics

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

ELS 034—Radio Communications

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

ENG—ENGLISH

ENG 001—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.

ENG 005—Reading Techniques

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

ENG 007—Speed Reading

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

ENG 015—Developmental Writing

Creative Writing is a course designed to enable the student who has an interest in writing to develop his creative potential through the various literary techniques. The class publishes a literary magazine from community contributions.

ENG 031—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.

ENG 060—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.

ENR—ENGINE REPAIR

ENR 031—Gasoline Engine 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, replacing and grinding; and replacing broken or damaged parts.

ESY—SAFETY EDUCATION

ESY 011—Safety Education

Courses in safety education, designed to cover the principles of individual, home, and public safety.

FAR—FAMILY RELATIONS

FAR 006—Family Relationships

This course places 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.

FCR—FINANCE AND CREDIT

FCR 001—Credit Administration

This course, designed for executive level, 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. This is a fifteen week course, meeting one night a week for three hours.

FCR 003—Investments

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. This is a fifteen week course, meeting one night a week for three hours.

FCR 007—Bank Communication

In this course, the student is given an opportunity to study all phases of speech situations. Although the text is directed primarily to the student seeking to give an account of himself on the public platform, other speech situations have not been neglected. Having studied the basic principles involved in organizing and presenting a speech, he is given suggestions to aid him in developing his speaking ability in such situations as conferences, panel discussions, radio, and television. This is a fifteen week course, meeting one night a week for three hours.

FCR 033—Investments, Securities

This course is designed to help the student understand how the stock market works, the important role it plays in our nation's economy, and how it helps people share in the growth of our business enterprises. This is a fifteen week course, meeting one night a week for three hours.

FCR 062—Savings and Loan Principles

This course stresses the basic principles of savings and loan organizations and explains the procedures involved in their operation. This is a twelve week course, meeting one night a week for two hours.

FCR 064—Banking Business Administration

In this course, emphasis is placed on the managerial responsibility of coordinating carefully the many facets of a business enterprise. It also stresses the background of administration, financial management, production, labor-management relations, marketing, coordination and control, and public relations problems. This is a fifteen week course, meeting one night a week for three hours.

FCR 065—Bank Home Mortgage Loan

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. This is a fifteen week course, meeting one night a week for three hours.

FCR 066—Commercial Law and Banking

This course is an introduction to law for bankers. Among the legal topics considered are jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, and agency. The standard commercial law subjects, including corporations and partnerships, are discussed. Though commercial law principles are broadly presented, attention is concentrated on the Uniform Commercial Code. This is a fifteen week course, meeting one night a week for three hours.

FCR 067—Economics of Banking

This course sets forth the current principles explaining how our economic system operates. It takes up the determination of relative value in markets with different types of competition, and applies the underlying principles to incomes and commodities. Also includes the basics of international economics and finance, and the limitations and related pitfalls of economics from the layman's viewpoint. This is a fifteen week course, meeting one night a week for three hours.

FCR 068—Bank Accounting

This course is based on a new second edition text that supplies a comprehensive treatment of all up-to-date principles and also gives the student ample opportunity through examples, illustrations, and correlated activities to learn how the principles are applied. End-of-unit summaries have special sections for both principles and managerial implications. This is a fifteen week course, meeting one night a week for three hours.

FCR 069—Trust Function Services

This 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. This is a fifteen week course, meeting one night a week for three hours.

FCR 071—Banking Psychology

This course is designed for students in business and technical fields. Also suitable for personal enrichment. This course includes group dynamics, leadership, ethics, motivation and morale, social systems, formal and informal organizations, and other selected topics. This is a fifteen week course, meeting one night a week for three hours.

FCR 073—Analyzing Financial Statements

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. This is a fifteen week course, meeting one night a week for three hours.

FCR 081—Banking Principles

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 personnel who have the broad perspective so necessary for career advancement. This is a fifteen week course, meeting one night a week for three hours.

FCR 082—Money and Banking

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. This is a fifteen week course, meeting one night a week for three hours.

FCR 083—Bank Management

This course presents new trends which have emerged in the philosophy and practice outlined and provides 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. This is a fifteen week course, meeting one night a week for three hours.

FCR 084—Bank Letters and Reports

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. This is a fifteen week course, meeting one night a week for three hours.

FCR 093—Banking, Installment Credit

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. This is a fifteen week course, meeting one night a week for three hours.

FMC—FILING, OFFICE MACHINES, AND GENERAL OFFICE CLERICAL

FMC 011—Office Practice

A course of study consisting of filing, 10-key adding machine, key driven and electronic calculator, rotary calculator, duplicating (spirits and mimeograph), and basic record keeping.

FMC 012—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. Content of the course is selected from realistic business problems and actual business forms.

FMD—FOREMANSHIP, SUPERVISION, AND MANAGEMENT DEVELOPMENT

FMD 031—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 record keeping, and other record keeping; employing, training, and discharging workers; and setting up and inspecting equipment prior to regular operation and other areas necessary for successful supervision.

FOD—FOOD DISTRIBUTION

FOD 010—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.

FOD 022—Grocery Merchandising

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. This is a sixty hour course, meeting each day for two and a half hours.

FON—FOODS AND NUTRITION

FON 002—Food For You

This course will be adapted to the needs of the people enrolled. It will emphasize consumer education throughout each unit. Flexibility and adjustment to group needs as the course progresses will be considered.

FON 006—Gourmet Foods

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

FON 011—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—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 020—Elegant Entertaining

This course is designed to make entertaining a happy adventure. Topics to be included are styles of meal service and table setting; table decorations and appointments; planning menus for buffets, teas, open house, cocktail parties, brunches, luncheons, dessert parties, barbecue and formal dinners; and tips and ideas to make entertaining fun.

FON 070—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. Sixty hours.

FRE—FRENCH LANGUAGE**FRE 001—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.

FSE—FOOD SERVICES (DISTRIBUTIVE)**FSE 011—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.

FSE 031—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.

FSM—FOOD SERVICES AND MANAGEMENT**FSM 011—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.

FSM 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, fruits and

vegetable garnishes, petits fours, glazes, and molds. The current methods and techniques of party food preparation and catering will prepare the student for self-employment or employment in the food service industry.

FSM 030—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.

FSM 031—Advanced Cake Decorating

Prerequisite: FSM 030, Cake Decorating. The course includes specialized techniques in cake decorating. Skills developed are: making fancy ornaments and designs; making creations in sugar; and making forms in chocolate. The student will acquire skills necessary for employment in bakeries, clubs, restaurants, and hotels.

FSM 032—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—four-hundred fifty.

FSM 084—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—Ninety hours class work and thirty-six weeks evaluated work experience.

FSM 073—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. Sixty hours.

FSM 074—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—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.

FSM 090—Food Service Management

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. Sixty hours.

FSM 091—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 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. Sixty hours.

FSM 092—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. Thirty to sixty hours.



GER—GERMAN LANGUAGE

GER 001—German

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

GEY—GEOLOGY

GEY 001—Geology

Geology is the study of the crust of the earth including the bottom of the oceans and paleoclimatology. The Geology student is to develop an understanding of earth materials and how these materials are changed and modified through the action of natural forces over a period of time.

GME—GENERAL MERCHANDISE

GME 001—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, buying functions, and sales promotion are covered. This is a ten week course, meeting one night a week for three hours.

GME 060—Route Selling

This course includes discussions on how to secure good public relations for a firm, knowing its product, traffic safety, and methods of promoting additional business. This is a ten week course, meeting one night a week for three hours.

GME 062—Principles of Retailing

This course of study shows the organization and operation of a retail merchandising business. Included are 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. This is a ten week course, meeting one night a week for three hours.

GME 063—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. This is a ten week course, meeting one night a week for three hours.

GMR—RETAIL TRADE

GMR 064—Cashier-Sales-Checker

This class is designed for beginner and/or those persons presently employed as Cashier-Sales-Checkers who wish to upgrade their skills. The program is a ninety hour training course with classes both morning and evening.

GRA—GRAPHIC ARTS

GRA 021—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.

GRA 031—Printing

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

HEE—HOME ECONOMICS EDUCATION

HEE 080—In-service Training for Home Economics Teachers

This course is designed to provide in-service training for part-time instructors in Home Economics programs. The course includes how adults learn, as well as teaching tools and strategies. Students will plan, present, and evaluate teaching techniques and learning activities in relation to predetermined goals.

HEF—HOME EQUIPMENT AND FURNISHING

HEF 030—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. Techniques of making bows is included in this thirty-six hour course.

HEF 032—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.

HEF 033—Furniture Reupholstery

This 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 050—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 051—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. Total—forty-eight hours.

HEF 052—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. This is a forty-five hour course.

HEF 053—Advanced Reupholstery

This 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. Total—ninety-six hours.

HEF 060—Advanced Interior Design

This course is designed for the person who has completed HEF 050, Interior Design. It includes advanced study of the elements and principles of design.

HEF 070—House Design

This course involves the functional planning of interiors. There will be a series of exercises in analyzing and evaluating plans to develop good judgment when buying or building a house. These exercises will cover the following aspects: family living and needs in a house; choosing a site; climate; construction blueprints; plumbing, heating, and electrical provisions; historic backgrounds of houses; architecture style and understanding the architect's role; evaluating a ready-built place; legal guides; planning kitchens and storage areas; remodeling an old house; landscaping design; field trips to reinforce classroom exercises.

HEN—HEALTH EDUCATION

HEN 001—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.

HEN 002—Yoga

This course brings to the student an ancient and unique method for acquiring and maintaining dynamic health of mind and body. It offers simple, natural techniques for releasing tension, building energy, regulating body functions, promoting complete relaxation, and reversing the aging process.

HEN 020—Education for 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. Expectant mothers must have their Doctor's permission to enroll and must be in the last three months of pregnancy.

HEN 022—Health Education, Family Planning

This course prepares non-professional persons to become Family Planning Outreach Workers who assist the professional staffs, provide Health Education and Related Health Services in clinics and in a community for the Duval County Family Planning Projects.

HEN 023—Early Pregnancy Preparation Class

This course is designed for mothers-to-be in the early months of pregnancy. The course will cover exercises, physical fitness, nutrition, and baby care.

HIS—HISTORY

HIS 001—History

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

HIS 009—Citizenship Education for Foreign Born

This course is designed to acquaint prospective citizens with United States History, the

Constitution and its historic background, the organization of local, state, and federal governments; to promote understanding and appreciation for ideals, privileges and responsibilities of democratic citizenship; and to prepare individuals for the examination administered by immigration and naturalization authorities.

HIS 010—Problems of Democracy

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

HIS 020—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 present.

HIS 084—American History

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

HMG—HOMEMAKING (COMPREHENSIVE)

HMG 001—Vocational Homemaking

Includes home management problems, delegation of responsibilities, and action to take in emergencies.

HOL—HOTEL AND LODGING

HOL 001—Hotel-Motel Management

This is an orientation course for persons not pursuing a degree program. Includes supervision of employees, organization, catering and sales departments, and front office procedures.

HOL 002—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. This is a ten week course, meeting one night a week for three hours.

HOL 011—Hotel-Motel Front Office Procedures

This is a course designed for persons not pursuing a degree program. Provides training in the use of posting machines and in all procedures for registering and rooming guests, recording charges and credits, checkouts, and performing the night audit.

HOL 040—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.

HOL 061—Introduction to Hospitality Management

Traces the growth and development of the lodging industry from early times to modern skyscraper hotels and highway motels; the organization of hotel operations; opportunities and future trends. A survey course for persons considering hotel-motel management as a career. Six to eight week course.

HOM—HOME MANAGEMENT

HOM 005—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.

HOM 007—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, demonstrations will be given of simple alterations which are needed for better fit of ready-made garments.

HSM—HEALTH SERVICES MANAGEMENT

HSM 031—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.

HUM—HUMANITIES

HUM 001—Introduction to Antiques

A course designed to introduce the individual to the different styles of relics and furniture of former periods.

IDS—INTERDISCIPLINARY STUDIES

IDS 011—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.

IDS 013—General Education

Instruction in general education subjects, includes elementary and secondary levels. This offering is designed to accommodate the needs of a class which consists in part of individuals who are on the high school level.

IDS 021—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.

IEL—INDUSTRIAL ELECTRICITY

IEL 021—Electric Code

This course is designed to prepare apprentice electricians to pass the electric code examination, and includes types of electric wire sizes, meters, electrical equipment, and materials.

IEL 031—Electricity-Industrial

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

IEL 032—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.

INM—INSTITUTIONAL AND HOME MANAGEMENT & SUPPORTING SERVICES

INM 033—Homemaker's Assistant

Student works under the direction of the homemaker. Performs basic housekeeping 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—three hundred.

INS—INSURANCE

INS 061—Principles of 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 of principles and explanations of practices. Methods of comparing the relative cost will be presented. This is a fifteen week course, meeting one night a week for three hours.

INS 063—Principles of Casualty Insurance & Surety Bonding

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. This is a fifteen week course, meeting one night a week for three hours.

INS 064—LOMA—Principles of Life Insurance

This course serves as an introduction to life insurance and is designed to interest students in attaining a basic working knowledge of the field. The course is divided into two parts: Part I—Fundamentals of Life Insurance includes a study of the nature of modern life insurance, plans of life insurance, the level premium system, terms of the policy, legal aspects of life insurance, death and disability claims, health insurance, industrial insurance, group insurance and social security. Part II—Life Company Operations includes a study made of the different types of life insurance organizations, home offices and field office organization, mortality tables, premium calculation, risk selection, re-insurance, governmental regulation and taxation, investments of life insurance companies, financial statements, and new ideas and planning in the business of life insurance. This is a fifteen week course, meeting one night a week for three hours.

INS 065—Principles of Insurance Adjusting

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. This is a sixteen week course, meeting one night a week for three hours.

INS 066—Marketing Principles of Life and Health Insurance

This course is a new approach toward the Life and Health Insurance Industry, its products,

the market potential, and the industry as a selling career. This is a fifteen week course, meeting one night a week for three hours.

INS 067—Principles of Health Insurance

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. This is a fifteen week course, one night a week for three hours.

INS 068—Insurance Soliciting

This course is designed as an introduction to the field of property and Casualty Insurance. Successful completion of this course will authorize and otherwise qualify an individual to sit for the Florida Insurance Department examination for the license 4-20 as Solicitor. This is a seventeen week course, meeting twice a week, three hours each night.

INS 070—CLU—Investments and Family Financial Management

Various aspects of investment principles and their application to family financial management. Included are the subjects of yields, limited income securities, growth factors, and analysis of financial statements. Also discussed are family budgeting, property insurance, mutual funds, variable annuities, and aspects of other investment media. This is a fifteen week course, meeting one night a week for three hours.

INS 073—CLU—Life Insurance Law and Company Operations

Legal aspects of contract formation, policy provisions, assignments, ownership rights, creditor rights, beneficiary designations, disposition of life insurance proceeds and settlement options. Also, the course discusses types of insurers, risk selection, company investments, financial statements, and regulation and taxation of companies. This is a fifteen week course, meeting one night a week for three hours.

INS 074—LUTC—Personal Insurance

The value of life insurance; qualities of a successful life agent; the life agent's work, habits, self-discipline; self evaluation; what life insurance is capable of providing; how to convert to commission dollars; the prestige of the life agent; programming; the keys to the sale. This is a twenty-six week course, meeting one night a week for two and one-half hours.

INS 075—LUTC—Business Insurance

Sales and purchase agreements; analysis of life insurance needs in the business market; professional stature; the business insurance approach; the key man; the language of business; how life insurance can be used to offset losses due to taxes; probate costs; attorneys' fees; final expenses in liquidation; on-the-spot successful sales presentations; techniques used to acquaint business owners with perils they face. This is a twenty-six week course, meeting one day or night a week for two and one-half hours.

INS 076—LUTC—Disability Income Insurance

Growing need for coverage; public awareness; advantage of being a switch hitter; steps in becoming an income replacement specialist; tax advantages of disability income insurance; overcoming objections. This is a twelve week course, meeting one day a week for two and one-half hours.

INS 077—CLU—Pension Planning

The basic features of private pension mechanisms, including tax considerations, cost factors, funding instruments, profit-sharing plans and tax sheltered annuities. This is a fifteen week course, meeting one night a week for three hours.

INS 079—CLU—Economics

Economic principles, the government and banking institutions which have an effect on the national economy, national income, theory and application of price determination,

business cycles, money and banking, international trade and finance, and problems of economic growth. This is a fifteen week course, meeting one night a week for three hours.

INS 083—LOMA—Legal Aspects of Life Insurance

This course is a study of how the life insurance contract is formed and made valid, the rights of the policy owner and beneficiary, and the life insurance contract in operation. This is a fifteen week course meeting one day a week for two and one-half hours.

INS 084—LOMA—Life Insurance Accounting

Elementary commercial bookkeeping, classifications of transactions, insurance entries, investment operations, punched card data processing, fiscal period reporting. This is a fifteen week course, meeting one night a week for two hours.

INS 085—LOMA—Economics and Investments

Economics as a study, income and growth, financial organizations, money and banking, income distribution, investment and security purchasing and purpose. This is a fifteen week course, meeting one night a week for two and one-half hours.

INS 086—LOMA—Mathematics of Life Insurance

Life insurance mathematics, compound interest, relation of mathematics to annuities, how to calculate premiums, reserves, dividends, non-forfeiture values. This is a fifteen week course, meeting one night a week for two and one-half hours.

INS 087—LOMA—Office Administration-Agency and Home Office

Office organization, sales organization, office management, systems, data processing, office layout and personnel. This is a fifteen week course, meeting one night a week for two and one-half hours.

INS 088—LOMA—Advanced Life Insurance

This course is designed to provide students with more detailed knowledge of life insurance and company operations. It is intended primarily for career employees who wish to do intensive study in the business operations of a life insurance company and its more intricate characteristics. This course is considered to be a collegiate level offering and is divided into six parts—Parts 3-7 are considered to be core subject areas and Part 8 is listed as a specialized field of interest. This is a fifteen week course, meeting one night a week for two hours.

INS 090—CLU—Advanced Estate Planning

Tax laws affecting estate planning (estate and gift, income taxation of trusts and estates, and state death taxes) and the instrumentalities used in estate planning (wills, trusts, life insurance, business purchase agreements, powers of appointment and others) are covered, along with fact finding, analysis of facts, and presentation of a proposal. This course is designed for CLUs, CPAs, lawyers and trust officers. This is a twenty week course, meeting one night a week for three hours.

INS 091—CLU—Individual Life-Health Insurance

The role of life and health insurance in meeting economic security needs, types of individual and special life and annuity contracts, individual health insurance contracts including disability and medical expense insurance, and the arithmetic of life insurance as related to premiums, reserves, non-forfeiture values, surplus, and dividends. This is a fifteen week course, meeting one night a week for three hours.

INS 092—CLU—Group Insurance

Analysis of group life and group health insurance, including disability income and medical expense plans, marketing, underwriting, reinsurance, premiums, and reserves. Also, the

course discusses socio-economic problems related to old age, unemployment and disability, and various plans that have been developed to meet these problems. This is a fifteen week course, meeting one night a week for three hours.

INS 093—CLU—Income-Estate, Gift Tax

The federal income tax system with particular reference to the taxation of life insurance and annuities. The course deals with the income taxation of individuals, sole proprietorships, partnerships, corporations, trusts and estates. This is a fifteen week course, meeting one night a week for three hours.

INS 094—CLU—Accounting and Finance

Basic accounting principles including data accumulation systems, income measurement, valuation of assets and liabilities, and financial statement analysis. Also, the course includes business financial activities related to budgeting, short and long-term financing, and other items which will help the CLU candidate to better appreciate how life and health insurance fit into the financial structure of a business. This is a fifteen week course, meeting one night a week for three hours.

INS 095—CLU—Business Insurance

Business uses of life and health insurance, including partnership and corporation continuation problems and their solution through use of buy-sell agreements properly funded to preserve and distribute business values. Also discussed are other business uses of life and health insurance, and a section on human behavior and ethics in life underwriting. This is a fifteen week course, meeting one night a week for three hours.

INS 096—Fire Casualty Solicitors Lines Insurance

This course is approved by the office of the Insurance Commissioner of the State of Florida. Approved material will be taught by insurance experts in all fields of Fire and Casualty Lines and is designed to prepare students to sit for the State examination for the Solicitor License.

INS 097—Casualty Insurance

This course is to prepare students to take the State Insurance Department's license examination. It is part of a two hundred-forty hour required course. The required one year of work experience with an agency or insurance company can be waived through successful completion of this course.

INS 098—Fire Agent Allied Lines

Successful completion of this course certifies that the student has successfully met the educational requirements prescribed by the State Insurance Commissioner's office to sit for the State examination for a 2-20 Agent's License. The required one year of work experience with an agency or insurance company can be waived through successful completion of this course. This is a twenty-three week course, meeting twice a week for three hours.

INS 099—CLU—Estate Planning

Advanced subjects in life underwriting, emphasizing estate planning, disposition of property, administration of the property in trusts and estates, taxation of estates and gift transfers, and the effective use of life insurance toward minimizing financial problems. NOTE: The CLU Course 10 Examination must be taken last, or concurrently with any remaining examinations in the ten-course series for which a candidate needs credit. This is a fifteen week course, meeting one night a week for three hours.

ITA—ITALIAN LANGUAGE

ITA 020—Italian

This course consists of pronunciation, elements of grammar, simple conversation exercises, reading, and composition. Visual and auditory aides are employed.

ITE—INDUSTRIAL TECHNOLOGY

ITE 031—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.

ITR—INTERNATIONAL TRADE

ITR 021—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.

LAE—LAW ENFORCEMENT

LAE 011—Weaponless Defense

Techniques and special methods of self defense against individuals, both armed and unarmed. Come-alongs and techniques of minimizing resistance to arrest and detention. Demonstration and drill in non-injurious restraint of prisoners and mentally ill. NOTE: This course is restricted to criminal justice personnel who are required by the Police Standards Act to successfully complete a course of this nature.

LAE 012—Small Arms

The handling, care, and use of firearms in police work to enable the law enforcement officer to compete with any situation where firearms are needed. Lectures are supplemented by an intensive range program in deliberate point and defense shooting. NOTE: This course is restricted to criminal justice personnel who are required by the Police Standards Act or their agency to successfully complete a course of this nature.

LAE 013—Tests for Intoxication

The student is instructed in the operation of a precision breath testing instrument and the operational principles and design functional features. In addition, the historical, technical, and legal background surrounding chemical testing is discussed. The procedures for processing a suspect, gathering and recording evidence, and maintaining the chain of evidence are also presented. NOTE: This course is restricted to in-service law enforcement personnel seeking State (Florida) certification.

LAE 014—Police Administration and Supervision

This course is designed to provide the student with supervisory techniques and skills. In addition, decision making and administrative problems are discussed. NOTE: This course is restricted to criminal justice personnel who are eligible to qualify for pay incentive raises under the Police Standards Act.

LAE 015—Crime Prevention

Course covers a variety of areas considered to be directly related to crime prevention. Areas such as evidence, criminal investigation, patrol procedures, traffic control, juvenile procedures, vice, patrol techniques, etc., are included. NOTE: This course is restricted to criminal justice personnel who are required by the Police Standards Act or their agency to successfully complete a course of this nature.

LIS—LIBRARY SCIENCE

LIS 001—Library Science

This course is designed to introduce the students to all of the resources of the media center, both printed and non-printed, which will aid them in becoming effective users of any library.

LIT—LITERATURE

LIT 001—Literature

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

LIT 036—OPUS—Recreational Literature

This course is designed to introduce the enrollee, through use of folklore, song, and dance (and other recreational activities) to a basic and fundamental background of his respective culture.

LIT 043—Literature-Great Books

This course is designed to study distinctive characteristics of Hebraic and Christian literature and make comparisons with other well-known literary works by world authors. Experiences are enlarged through the recognition of allusions, of biblical themes, of word origins and vocabulary study, and of literary structures. Unusual sentence structure and punctuation are noted. Provisions for individual expression through class discussions, parallel readings, and creative written assignments make this course both interesting and educational.

LTW—LEATHERWORKING

LTW 031—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.

MAM—MARKETING MANAGEMENT

MAM 001—Business Management

This course is designed to develop an understanding of the economic and social environment within which business functions. Practice in decision-making and management functions are discussed, including financial, marketing, production, and legal matters. This is a ten week course, meeting one night a week for three hours.

MAM 002—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.

MAM 061—Occupational Safety for Supervisors

This course is designed for managers, supervisors, and foremen concerned with occupational safety. This is a ten week course, meeting one night a week for three hours.

MAM 062—Motor Fleet Safety Supervisor

This course is designed for all levels of management and supervision responsible for efficient and safe fleet operations. This is a ten week course, meeting one night a week for three hours.

MAT—MATHEMATICS

MAT 001—General Math

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

MAT 002—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.

MAT 003—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.

MAT 015—Algebra I

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

MAT 020—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 022—Trigonometry

Emphasis is placed on vectors, complex numbers, circular functions, inverse functions and the proof of trigonometric identities. The use of logarithms, computations, and the solution of triangles are also included in the course.

MAT 026—Plane Geometry

A course dealing with geometric figures in a plane surface in which construction and deductive reasoning with triangles, perpendicular and parallel lines, polygons and the circles are emphasized. Special emphasis is placed on congruent triangles. This course is useful especially in the fields of mechanical drawing, design, surveying, engineering, aviation, navigation, and the physical sciences.

MAY—MASONRY**MAY 030—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.

MEA—MEDICAL ASSISTANT**MEA 001—Medical Assisting**

The medical assistant course is an intensive course planned to orient the individual to a multitude of basic skills in the physician's office. Examples of these skills are secretarial practices and procedures, examining room techniques, and laboratory procedures. The course is one academic year with clinical practice in the physician's office.

MEW—METALWORKING**MEW 001—Steel Fabricator**

Training in layout, fabrication, erection or installation of steel plate to $\frac{1}{4}$ " thickness, stainless steel and aluminum used in ship construction or fuel storage tank fabrication. Instruction and skill development in the use of hand and power tools and machines such as brake, forming rolls and bending and squaring shears, drafting and blueprint reading, related mathematics, layout and material cost estimating, welding, brazing, and flame cutting.

MEW 021—General Shop Metals

Designed for both beginning and advanced students. Incorporates all machine shop phases including bench and sheet metals, forging, foundry, and welding.

MSH—MACHINE SHOP**MSH 031—Machinery Repair**

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

MSH 032—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.

MTY—MECHANICAL TECHNOLOGY**MTY 031—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.

MUS—MUSIC**MUS 028—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 065—OPUS—Music

Many styles of music will be included in the repertoires such as choral, barber shop, rhythm, bands, etc.

MUS 071—Choral Music

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

MUY—MUSICOLOGY**MUY 001—Music Appreciation**

This course will teach the student to listen creatively and will acquaint the student with form and various styles in classical music.

NUA—NURSING ASSISTANCE, AIDE**NUA 031—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. This is an eight week course.

NUR—NURSING**NUR 012—Seminar for Licensed Practical Nurses**

Theory and practice to refresh, update, and enhance the knowledge and skills of Licensed Practical Nurses through individual and group experiences.

ORH—ORNAMENTAL HORTICULTURE

ORH 031—Ornamental Horticulture

This is a basic introductory course designed to enable the individual who completes it to properly care for the plants normally found around the home. The material covered in the course will include the basic preparation of landscaping, propagation, fertilization and methods of cultivation necessary to maintain a beautiful yard and healthy, vigorous house plants.

PDE—PAINTING AND DECORATING

PDE 031—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.

PEA—COMBINATIONS OF SPORTS

PEA 060—OPUS—Recreational Games

A course designed to introduce adults to the basic skills, rules and strategy of a variety of recreational games such as table tennis, horseshoes, croquet, bowling, duck pens, pool, shuffle board, etc.

PED—PHYSICAL EDUCATION

PED 011—Introduction to Bridge

This course is designed specifically for those players who would like to achieve a better than average result when bidding or playing a hand of bridge. It includes principle fundamentals of bidding, hand-evaluations, and play-of-the cards.

PED 046—OPUS—Quiet Games

Quiet Games is divided into six (6) divisions at the present time. Each division is designed to introduce, instruct and entertain the enrollee in simple recreational games requiring no physical strain such as: bridge, chess, checkers, etc. Each division will be broken down by course description.

PED 056—Modern Dance

A general familiarization of the function of the body in coordinated motion. Basic dance exercises and rhythmic patterns.

PED 058—OPUS—Recreational Dance

A course designed to emphasize the practice of basic dance skills, skills for enjoyment and recreation, including round dancing, folk dancing, square dancing, and social dancing, etc.

PET—PETROLEUM

PET 001—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.

PHI—PHILOSOPHY

PHI 004—Transcendental Meditation

Transcendental Meditation is a technique by which one can attain deepest relaxation at will in a few minutes. This course discusses transcendental meditation with reference to the development of full mental potential.

PHI 030—Astrology

This twelve-week course is designed as a study of the basic principles leading toward an understanding of the reading and the making of personal astrological charts. The course is taught by a noted Jacksonville astrologer. A certificate is awarded on the completion of this class.

PHI 070—Zen Buddhism

Lectures and group discussions on the Buddhist approach to self-realization; ZEN development of self through understanding and controlling of the mind.

PHS—PHYSICAL SCIENCE

PHS 011—General Science

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

PHS 013—Physical Science

A course normally given for high school credit, designed to acquaint the individual with various aspects of the Physical Sciences. It includes elements of physics, chemistry, geology, astrology, meteorology, and other selected physical science topics.

POS—POLITICAL SCIENCE

POS 001—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.

POS 006—Current Affairs Education

Contemporary changes in education-law, curriculum, discipline, motivation are presented in light of the social and economic forces that cause them.

POS 010—Civics

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

POS 015—Americanism Vs. Communism

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

PPF—PLUMBING AND PIPEFITTING

PPF 031—Plumbing & Pipefitting

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.

PRN—PRACTICAL NURSING

PRN 037—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.

PSY—PSYCHOLOGY

PSY 002—Pre-Retirement/Retirement Education

A course designed to assist those already retired to live with retirement; or to prepare individuals approaching retirement for their quiet years. This course will include informational and referral services; i.e., Social Security, Medicare and Medicaid and all others of consequence and importance to the senior adult.

PSY 011—Psychology

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

PTY—PHOTOGRAPHY

PTY 031—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. Lab Hours per Week-Four; Theory Hours per Week-Two.

PTY 032—Photography and Photo-Finishing

Continuation of PTY 031. Additional training to develop competencies essential for employment.

QFO—QUANTITY FOOD

QFO 025—Meat Cutting

Complete break-down of animal carcass and preparation of meat cuts for display and sale. This training is given on the job in actual market situations.

RES—REAL ESTATE

RES 006—Mortgage Broker—Mortgage Lending

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. This is a ten week class, meeting one night a week for three hours.

RES 060—Real Estate Principles and Practices

This course is to orient students with the knowledge and understanding of legal and ethical principles necessary for the real estate profession to continue to elevate itself for the protection of the public and to enable the real estate practitioner to enjoy the privileges due him by the Florida Real Estate Commission. Classes are available one day a week for fifteen weeks, three hours per class. This course, when successfully

completed, fills the educational requirement enabling an individual to apply for the real estate salesman's State examination.

RES 061—Real Estate Law

This course is designed to give the student full legal, detailed expositions of every aspect of modern real estate transactions. It not only provides you with expert analysis of every type of real estate transaction, but describes all the new trends and developments. This is a ten week class, meeting one night a week for three hours.

RES 062—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. This is a fifteen week course, meeting one night a week for three hours.

RES 063—Real Estate Appraisal

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. This is a fifteen week course, meeting one night a week for three hours.

RES 085—Real Estate License Law

This course is designed to prepare the student for the Florida Real Estate License Examination for salesmen, and as a reference text for Real Estate 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 060, Real Estate Principles and Practices, is a pre-requisite for this course. This is a fifteen week course, meeting one night a week for three hours.

ROO—ROOFING

ROO 031—Roofing

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

RTV—RADIO/TELEVISION

RTV 031—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.

RUS—RUSSIAN LANGUAGE

RUS 001—Russian

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

SAM—SUPERVISORY AND ADMINISTRATIVE MANAGEMENT

SAM 001—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.

SHM—SHEET METAL

SHM 031—Sheet Metal

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

SLD—SPECIAL LEARNING DISABILITIES, EDUCATION

SLD 001—Orientation to Multiple-Handicapped Children

A general approach to understanding and adjusting to the multiple-handicapped child. The course is designed with concentration on specific learning activities.

SLD 017—Sign Language

This course is designed to teach individuals to communicate with the deaf through the use of finger positions. Another common name for this is finger spelling.

SOC—SOCIOLOGY

SOC 011—Sociology

This course includes the study of cultural influences on our society, the forms, institutions, and functions of human groups, and the various types of individual and group relationships.

SOP—SOCIAL PSYCHOLOGY

SOP 010—Human Relations

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

SOP 011—Leadership Training

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

SPA—SPANISH LANGUAGE

SPA 001—Spanish I

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

SPA 002 —Spanish II

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

SPE—SPEECH

SPE 020—Public Speaking

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

SSS—SOCIAL SCIENCES

SSS 010—Social Studies

Course will include areas of U.S. History, World History, Americanism Vs. Communism, Civics, and Problems of American Democracy. It is designed to fulfill requirements of high school level social studies program.

STO—SURGICAL TECHNICIAN, OPERATING

STO 031—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.

STS—STENOGRAPHIC, SECRETARIAL, AND RELATED

STS 001—Medical Terminology

Medical Terminology is a study of the development of a medical vocabulary commonly used in physicians' offices. Emphasis is given to physiologic and anatomic terms and organic systems.

STS 010—Beginning Shorthand

Students enrolling in this course will learn the shorthand alphabet with emphasis on dictation and transcription and the application of correct principles of grammar. Standards of performance in transcription are comparable to those of regular high school courses in beginning shorthand.

STS 012—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.

STS 015—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.

STS 033—Basic Business Shorthand

An introductory course in principles and skills of shorthand designed to meet the minimum standards of performance in shorthand and transcription comparable to those in local business offices.

STS 034—Intermediate Shorthand

To review the principles of Gregg Shorthand; to develop further the student's ability to spell and to punctuate; to develop his commands of the mechanics of English; to handle the problems of office dictation; and to teach him efficient transcription techniques.

STS 035—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.

STS 051—CPS—Advanced Secretarial Practice

Knowledge of modern methods of handling mail, files, travel, itinerary, and communications media; the selection and procurement of office supplies and equipment, duplicating process, and use of library and standard references.

TPF—TEXTILE PRODUCTION AND FABRICATION

TPF 031—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.

TPF 041—Garment Making Commercial

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

TRA—TRANSPORTATION

TRA 061—Traffic Management Rates I

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. This is a fifteen week course, meeting one night a week for three hours.

TRA 062—Traffic Management Rates II

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. This is a fifteen week course, meeting one night a week for three hours.

TRA 063—Traffic Management Rates III

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. This is a fifteen week course, meeting one night a week for three hours.

TRA 064—Traffic Management Rates IV

A general discussion of the construction and application of the Interstate Commerce Act and practice before the Interstate Commerce Commission. This is a fifteen week course, meeting one night a week for three hours.

TRA 066—Economics of Transportation

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. This is a fifteen week course, meeting one night a week for three hours.

TRA 067—Rate Clerk

Basic course of tariffs and rate structures. Included are descriptions of rate territories, how various freight is classified by each mode of transportation, and how to apply applicable tariffs. Course is designed to instruct new rate clerks in selection of lowest costs

that will provide required shipping service. Also included are rules of tariffs, rate making procedures, and use of shipping documents.

TRA 083—Interstate Commerce Law Practice

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. This is a one year course, meeting one night a week for three hours.

TYG—TYPEWRITING

TYG 010—Typewriting

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

TYG 011—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.

TYG 012—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.

UPH—UPHOLSTERING

UPH 031—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.

UPH 034—Automotive Trim and Upholstery

Training in all aspects of automotive interior trim and upholstery, including seats, gaskets, header, and door panels. Installing, repairing, arranging, and securing springs, filler, padding and covering material; patternmaking; cutting, sewing, trimming, cushion filling, tufting and buttoning.

WAC—WAREHOUSE CLERK

WAC 001—Warehouse Clerk

Instruction and training in receiving, storing, issuing, shipping, requisitioning, and accounting for stores of materials. Assigning locations and space of items, including verification of quality, identification, condition, and value. The physical handling of items, including binning, picking and stacking, and counting. Preparing or committing stocks for shipment, inventory stock, replenishing depleted items, filling orders, and issuing tools, equipment, or materials to workers.

WEL—WELDING AND CUTTING

WEL 031—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.

WOC—WOODWORKING

WOC 001—OPUS—Wood Crafts

Training in general carpentry necessary to cut, shape, and assemble furniture and fixtures.

WOC 021—General Shop, Wood

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.

WOC 031—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.

