COLLEGE CREDIT
COURSE DESCRIPTIONS

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

KEY TO LETTER CODES:

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

D - 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.

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

All courses in the following list are not taught each term. Class schedules are published prior to each term that show the courses that will be offered. Many courses in this catalog have prerequisite courses listed in the course descriptions.

Statement on Florida's Statewide Course Numbering System

The college credit course prefixes and numbers in this catalog are part of a Statewide system developed for use by all public postsecondary and participating private institutions in Florida. The major purpose of this system is to make transferring of courses to other State colleges easier by identifying courses which are equivalent, wherever they are taught in the State. All courses designated as equivalent in the State will carry the same prefix and last three digits.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty, and other interested users of the system.

NOTE: A receiving institution may accept courses other than equivalent courses to satisfy certain requirements at its discretion.

Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

1. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.

2. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually by the receiving institution.

ACC 1009 General Accounting I (D) 3 cr.
Prerequisite: None. A study of the sole proprietorship form of business organization with an emphasis on the following topics: the accounting cycle, journalizing and posting, deferrals and accruals, adjusting and closing procedures, the worksheet, preparing financial statements, and the use of special journals and subsidiary ledgers. The course includes special problems for both a service-oriented business and a merchandising concern and requires the completion of a practice set. Three contact hours.

ACC 1029 General Accounting II (D) 3 cr.
Prerequisite: ACC 1009. A further study of proprietorship accounting with an introduction to partnerships and corporations. Emphasis will be placed on the following topics: inventory valuation, depreciation and fixed asset valuation, an introduction to the voucher system, bank reconciliations, the petty cash fund, payroll accounting, the use of data processing in accounting with an emphasis on internal controls, and an introduction to partnership and corporate accounting, including the basic characteristics and financial structure of these two business forms. A practice set is also included. The satisfactory completion of ACC 1009 and ACC 1029 is equivalent to the completion of ACC 2001. Three contact hours.
ACC 2001 Principles of Accounting I (D) 3 cr.
Prerequisite: None. A study of the principles of double entry records as related to the sole proprietorship form of organization. ACC 2001 includes all of the topics listed under ACC 1009 and ACC 1029 with the exception of partnership and corporate accounting. A practice set is included. ACC 1009 and ACC 1029 may be substituted for credit in ACC 2001. Three contact hours.

ACC 2021 Principles of Accounting II (D) 3 cr.
Prerequisite: ACC 2001. A study of accounting as related to partnerships and corporations with emphasis on the following topics: formation, liquidation, and dissolution of partnerships and corporations; accounting for stocks, long-term liabilities and investments; job order cost systems, budgeting, and standard cost systems; analysis of financial statements, consolidated statements, and tax considerations in business decisions. Completion of a practice set is required. Three contact hours.

ACC 2109 Intermediate Accounting I (D) 3 cr.
Prerequisite: ACC 2001. A continuation of accounting principles including a review of the accounting cycle with special attention given to: working capital, an in-depth study of financial statements, cash, receivables, current liabilities, inventories, plant and equipment assets and intangible assets. Three contact hours.

ACC 2129 Intermediate Accounting II (D) 3 cr.
Prerequisite: ACC 2109. A continuation of ACC 2109 with coverage of the following topics: a study of corporate contributed capital, retained earnings and dividends, stockholders equity, long-term debt and investments, pension plans and leases, accounting for income taxes, accounting for price level changes, and further statement analysis. Three contact hours.

ACC 2409 Cost Accounting (D) 3 cr.
Prerequisite: ACC 2129. 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.

ACC 2509 Federal Tax Course (Tax Accounting) (D) 4 cr.
Prerequisite: None. A study of the Federal Internal Revenue Code regulations and cases which apply to the determination of income taxes for individuals, partnerships, corporations, estates and trusts. Topics considered: capital gains and losses; deductions and exemptions; tax credits; gross income; itemized deductions; depreciation, and bad debts. The scope is limited to basic fundamentals of the law and practical filing procedures. This course is recommended for terminal students and not for college transfer. Four contact hours.

ADV 2000 Advertising (D) 3 cr.
Prerequisite: None. 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.

AER 1120 Steering and Suspension Systems (Theory & Lab) (D) 4 cr.
A course designed to teach the principles of steering systems, suspension systems, and wheel alignment and to provide practical experience in repairing automobile suspension and steering, aligning front ends, and balancing tires. Topics include wheel balancing, suspension system, suspension angles and lives, wheel alignment, standard steering gears, power steering systems and frames. Special emphasis will be given to safety procedures, and the specific tools and instruments to be used. Eight contact hours.

AER 1121 Brake Systems and Chassis Repair (Theory & Lab) (D) 4 cr.
A course designed to teach the principles and operations of brake systems, disc systems, split systems, hydraulic cylinders, wabers, systems, chassis components, and exhaust systems and to provide practical experience in the repair of these systems. Topics include chassis inspection procedures, basic brake theory, drum brake systems, split systems, disc brake systems, hydraulic cylinders, machining and measuring techniques, power brakes, chassis alignment and repair, exhaust systems, delivery procedures, and road test procedures. Special emphasis will be given to safety procedures and the specific tools and instruments to be used. Eight contact hours.

AER 1131 Transmission and Drive Systems (Theory & Lab) (D) 4 cr.
A course designed to teach the principles and operations of automatic transmissions, standard transmissions, clutches, overdrive units, pressure plates, propeller shafts, differentials, and drive axles and to provide practical experience in diagnosing, removing, maintaining, and repairing transmissions and drive systems. Topics include conventional and automatic transmissions, overdrive systems, drive lines, differentials, and axles. Special emphasis will be given to safety procedures, and the specific tools and instruments to be used. Eight contact hours.

AER 1162 Introduction To Automotive Parts Department Management (D) 3 cr.
A course designed for the in-depth study of parts numbering, storage, cataloging, retrieval, ordering and stocking management techniques. Topics include warehouse systems, inventory control systems, cost control and pricing, merchandising and marketing, parts counter control, and customer relations. Three contact hours.

AER 1163 Introduction to Automotive Service Department Management (D) 3 cr.
A course designed to teach the overall workings of an automotive service department. Topics include organizational plans of service departments, work schedules, use of pricing manuals, estimating and pricing of work, personnel management, marketing and promotional methods, financial analysis management, cost accounting and customer relations. Three contact hours.

AER 1180 Integrated Automotive Systems (Theory & Lab) (D) 4 cr.
A course designed to teach the principles and components of cooling and lubrication systems, intake systems, ignition systems, and charging starting systems, and to provide practical experience in the identification, diagnosis and repair of the components of these systems. Topics include engine fundamentals, cooling and lubricating systems, intake systems, ignition systems, fuel systems, water pumps, coolant charging and starting systems, schematics, and shop manuals. Special emphasis will be given to shop safety procedures, and the specific tools and equipment to be used. Eight contact hours.
AER 1271 Introduction To Automotive Body Shop Management (O) 3 cr.
This is a course designed for the in-depth study of body shop management. Topics include organization plan of body shops, work schedules and distribution, use of pricing manuals, estimating and pricing of work, personnel management, marketing and promotional methods, financial analysis management, cost accounting, inventory control and customer relations. Three contact hours.

AER 2004 Power Plant Overhaul (Theory and Lab) (O) 4 cr.
A course designed to teach the principles and procedures necessary to completely rebuild an automotive engine and to provide the practical experience in the engine diagnosis, removal, disassembly, rebuilding, and dynamic check-out. Topics include engine diagnosis; engine removal; engine disassembly; engine rebuilding; pistons, pins and rod service; engine assembly; engine installation; valve adjustment; tune-ups; and road test procedures. Special emphasis will be given to safety procedures and the specific tools, fasteners, and equipment to be used. Eight contact hours.

AER 2112 Advanced Engine Diagnosis (Theory and Lab) (O) 4 cr.
Prerequisites: AER 1100, AER 1180. A course designed to teach the principles of electronic ignition systems, electronic tune-ups, and emission control systems and to provide practical experience in diagnosing electrical and fuel problems. Topics include electronic ignition systems, emission control systems, oscilloscope/ancillary instrument interpretations, HC/CO analyzing, chassis dynamometer theory, precision diagnosis and tune-up techniques. Special emphasis will be given to safety procedures and the specific tools and equipment to be used. Eight contact hours.

AER 2171 Heating and Air Conditioning (Theory and Lab) (O) 4 cr.
A course designed to teach the principles and operations of automotive heating systems, air-conditioning systems and accessories and to provide practical experience in testing, analyzing, installing and repairing heating systems, air-conditioning systems operation; refrigeration systems; air-conditioning systems; air-conditioning tools and equipment; lines, fittings, and valves; operational checks and adjustments; minor repairs, and the special tools and instruments to be used. Eight contact hours.

AMH 2571 Afro-American History and Culture I (P) 3 cr.
Prerequisite: None. 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 people during the Revolutionary War, the development of slavery, and the black people 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.

AMH 2572 Afro-American History and Culture II (P) 3 cr.
Prerequisite: None. A continuation of AMH 2571 with special emphasis on present and future projected developments among black people. The black people 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.

AML 2024 American Literature I (P) 3 cr.
Prerequisite: ENC 1136. A critical study of selections from American Literature: Colonial period to the late 19th century. Three contact hours.

AML 2025 American Literature II (P) 3 cr.
Prerequisite: ENC 1136. A critical study of selections from American Literature: late 19th century to the present. Three contact hours.

ANT 2310 Introduction to the North American Indian (P) 3 cr.
A survey of the North American Indian from the first appearance of Indians on this continent through their development into tribes. Three contact hours.

ANT 2410 Cultural Anthropology (P) 3 cr.
Prerequisite: None. The study of humanity, the concept of culture, and components of culture with emphasis on the different cultural adaptations of humanity world wide. Three contact hours.

ANT 2511 Physical Anthropology (P) 3 cr.
Prerequisite: None. The study of the human as a biological and cultural animal including evolutionary adaptations, and the human place in the ecological system. Three contact hours.

ANT 2956 Introduction to Anthropology (P) (Overseas Study) 3 cr.
Corequisite: PCB 203C. An anthropological course offering students three weeks of classroom instruction and three weeks of study/travel in Mexico and Guatemala. The course will include field experiences, lectures, discussions and other experiences in the field of anthropology leading to an appreciation and understanding of the cultures of the peoples who created the great civilizations of Central America. Eight contact hours.

APB 1158 Life in its Biological Environment (P) 3 cr.
Prerequisite: None. An introduction to biological structure, function, processes, principles and concepts. This course is designed to fulfill the general education requirements. Three contact hours.

APB 1150L Biology Lab (P) 1 cr.
Corequisite: APB 1150. To provide each student individualized, self-paced practice in specific areas of need as the student attempts to improve biological skills. Two contact hours.

APB 1260 Cardiac Pulmonary Anatomy and Physiology (O) 3 cr.
Prerequisite: None. This course is designed to offer a thorough anatomical and physiological examination of the cardiovascular system. An introduction to electrocardiography and chest roentgenology is included. Additionally, a correlated examination of the renal system and circulatory system will be included where it is relevant. Four contact hours.
ARTA 1201C  Design I (P)  
3 cr.
An analytical approach to the elements and principles of design. Emphasis on fine, form, texture, and color in two- and three-dimensional space organizations. Six contact hours: two class hours; four studio hours.

ARTA 1201C  Design I (Evening) (P)  
2 cr.
While the scope of this evening studio course is the same as the day class (ARTA 1201C) the volume of work will be less due to fewer studio hours. This course is planned as an analytical approach to the elements and principles of design. Both two- and three-dimensional space organizations are explored with emphasis on line, form, texture, and color. ARTA 1201C meets for four contact hours: one class hour, three studio hours.

ARTA 1202C  Design II (P)  
3 cr.
Prerequisite: ARTA 1201C. A continuation of ARTA 1201C. Six contact hours: two class hours, four studio hours.

ARTA 1202C  Design II (Evening) (P)  
2 cr.
Prerequisite: ARTA 1201C. While the scope of this studio course is the same as the day class (ARTA 1202C) the volume of work will be less due to fewer studio hours. This course is a continuation of ARTA 1201C. ARTA 1202C meets for four contact hours: one class hour, three studio hours.

ARTA 1300C  Drawing I (P)  
3 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.

ARTA 1300C  Drawing I (Evening) (P)  
2 cr.
While the scope of this evening studio course is the same as the day class (ARTA 1300C) the volume of work will be less due to fewer studio hours. This course is designed as an introduction to the basic disciplines of drawing and to varied media through the use of still life, landscape, and the figure. ARTA 1300C meets for four contact hours: one class hour, three studio hours.

ARTA 1301C  Drawing II (P)  
3 cr.
Prerequisite: ARTA 1300C. A continuation of ARTA 1300C. Six contact hours: two class hours, four studio hours.

ARTA 1301C  Drawing II (Evening) (P)  
2 cr.
Prerequisite: ARTA 1300C. While the scope of this evening studio course is the same as the day class (ARTA 1301C) the volume of work will be less due to fewer studio hours. This course is a continuation of ARTA 1300C. ARTA 1301C meets for four contact hours: one class hour, three studio hours.

ARTA 2110C  Ceramics: Hand-Building I (P)  
3 cr.
The student will benefit by taking ARTA 1300C and ARTA 1201C prior to enrolling in ARTA 2110C. While the scope of this evening studio class is the same as the day class (ARTA 2110C) the volume of work will be less due to the basic methods of hand-building, coil and slab work. Some glazing is also included. ARTA 2110C meets for four contact hours: one class hour, three studio hours.

ARTA 2110C  Ceramics: Hand-Building I (Evening) (P)  
2 cr.
The student will benefit by taking ARTA 1300C and ARTA 1201C prior to enrolling in ARTA 2110C. While the scope of this evening studio class is the same as the day class (ARTA 2110C) the volume of work will be less due to the basic methods of hand-building, coil and slab work. Some glazing is also included. ARTA 2110C meets for four contact hours: one class hour, three studio hours.

ARTA 2111C  Ceramics: Hand-Building II (P)  
3 cr.
Prerequisite: ARTA 2110C. The course is a continuation of ARTA 2110C. Emphasis on creativity and special problems. Kiln stacking and firing also included. Six contact hours: two class hours; four studio hours.
ARTB 2111C Ceramics: Hand-Building I (Evening) (P) 2 cr.
Prerequisite: ARTB 2100C or ARTA 2110C. While the scope of this evening studio class is the same as the day class (ARTA 2111C), the volume of work will be less due to fewer studio hours. This course is designed as a continuation of ARTB 2110C and ARTA 2110C. ARTB 2111C meets for four contact hours; one class hour, three studio hours.

ARTA 2112C Ceramics: Wheel Throwing I (P) 3 cr.
Prerequisite: ARTA 2110C. 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.

ARTA 2113C Ceramics: Wheel Throwing II (P) 3 cr.
Prerequisite: ARTA 2112C. This course is a continuation of ARTA 2112C. Emphasis is on perfecting the technique of wheel throwing and on creativity. Ceramic sculpture is included. Six contact hours; two class hours; four studio hours.

ARTA 2115C Glaze Exploration (P) 3 cr.
This course includes practice in the use of the nature of glazing techniques such as Mishima and saggar, plus application and testing procedures. Six contact hours: two class hours; four studio hours.

ARTA 2140C Printing I (P) 3 cr.
Prerequisite: ARTA 1300C or ARTA 1301C. This course consists of experimentation with line, tone etching, intaglio and relief printing. Six contact hours: one class hour, five studio hours.

ARTA 2141C Printing II (P) 3 cr.
Prerequisite: ARTA 2140C. A more detailed study of intaglio materials and techniques. Six contact hours: two class hours; four 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.)

ARTA 2150C Painting I (P) 3 cr.
Prerequisite: ARTA 1301C. 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.

ARTB 2250C Painting I (Evening) (P) 2 cr.
Prerequisite: ARTB 1300C. While the scope of this evening studio class is the same as the day class (ARTB 2250C) the volume of work will be less due to fewer studio hours. This course is designed as an introduction to painting techniques with emphasis on still life, landscape, and figure compositions. ARTB 2250C meets for four contact hours; one class hour, three studio hours.

ARTA 2250C Painting II (P) 3 cr.
Prerequisite: ARTA 2150C. A continuation of ARTA 2150C 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.

ARTB 2250C Painting II (Evening) 2 cr.
Prerequisite: ARTB 2250C. While the scope of this evening studio class is the same as the day class (ARTB 2250C) the volume of work will be less due to fewer studio hours. This course is designed as a continuation of ARTB 2250C with emphasis on research evaluation of traditional and contemporary compositions and contributions of past and present artists. ARTB 2250C meets for four contact hours; one class hour, three studio hours.

ARTB 2260 Theory of Printing Processes (P) 5 cr.
Prerequisite: None. A lecture course designed to give an introduction to the world of the printer and techniques of the printing process. Emphasis is placed on application of the basic techniques toward greater job complexity, increased quality, and increased productivity. Ten contact hours: 10 hours laboratory.

ARTB 2261 Printing Process — Laboratory (O) 4 cr.
Prerequisite: None. A laboratory course designed to be an introduction to and experience in the basic skills of most of the major processes of the printing industry. Typsetting 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.

ARTB 2263 Layout and Design (O) 3 cr.
A course designed to teach the techniques 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.

ARTB 2267 Theory of Lithographic Processes (O) 5 cr.
A lecture course designed to give an introduction to three major processes of the lithographic industry. Negative stripping and platemaking, process camera operation, and offset press operation are included in the course. Five contact hours.

ARTA 2269 Lithographic Processes Laboratory (O) 4 cr.
A laboratory course designed to give an introduction to an experience in the basic skills of three major processes of the lithographic industry. Negative stripping and platemaking, process camera operation, offset press operation, and related bindery functions are included in the course. Eight contact hours.

ARTA 2269 Lithographic Processes Laboratory (P) 3 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. Three contact hours.

ARTA 2225 Cold Type Typesetting and Pasteup (O) 3 cr.
A laboratory course designed to teach the basic technique of setting type by strike-on and phototypesetting machines. The composition and preparation of mechanical art forms, pen ruled and machine forms, are included in the course. Six contact hours.

ARTA 2226 Advanced Cold Type Typesetting and Pasteup (P) 5 cr.
Prerequisite: ARTA 2225. 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. Ten contact hours: 10 hours laboratory.

ARTB 2220 Hand and Machine Composition and Form Makeup (O) 3 cr.
A laboratory course designed to teach the basic technique of setting type by hand and by Ludlow machine, along with form makeup (originating metal cutting devices and the broad method of rule form makeup), including the pulling of galley and reproduction proofs. Six contact hours.

ARTB 2223 Advanced Composition and Makeup (P) 5 cr.
Prerequisite: ARTB 2220. 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. Ten contact hours: 10 hours laboratory.
ARV 2234 Camera Operation and Film Processing (O) 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.

ARV 2241C Advanced Camera Operation and Film Processing (O) 5 cr.
Prerequisite: ARV 2234. 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. Ten contact hours: 10 hours laboratory.

ARV 2250 Negative Stripping and Offset Platemaking (O) 3 cr.
A laboratory course designed to teach the basic technique and stripping up offset negatives for proper press position, separation for color, and to expose and develop offset press plates. Six contact hours.

ARV 2251 Advanced Stripping and Offset Platemaking (O) 5 cr.
Prerequisite: ARV 2250. 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. Ten contact hours: 10 hours laboratory.

ARV 2253 Offset Press Operation (O) 3 cr.
A laboratory course designed to develop the basic technique 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.

ARV 2254 Advanced Offset Press Operation (O) 5 cr.
Prerequisite: ARV 2253. 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. Ten contact hours: 10 hours laboratory.

ARV 2256 Letterpress Press Operation and Lockup (O) 3 cr.
A laboratory course designed to teach the basic technique of setting up, operating and maintaining the platen press, the automatic cylinder press. Six contact hours.

ARV 2257 Advanced Letterpress Operation and Lockup (O) 5 cr.
Prerequisite: ARV 2256. 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 productivity. Ten contact hours: 10 hours laboratory.

ARV 2945 Practicum (O) 6 cr.
The student will be assigned to a business-industrial setting in a local printing or trade related firm. Here the student will be engaged in the performance of printing specialty duties, functioning under normal production conditions. This course will be directed by the professor. Eighteen contact hours.

ASC 1000 Principles of Flight (O) 3 cr.
An introduction to the fundamentals of flight, including basic aerodynamics, aircraft characteristics, and a look at aircraft of the past, present, and future. Three contact hours.

ASC 1001 Introduction to Aviation/Aerospace (O) 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, cartography, airports, cross-country flying, and physiology of flight are introduced. Three contact hours.

ASC 1005 History of Air Transportation (O) 3 cr.
A chronological history of man's quest for flying and how the Air Traffic Control System came into existence. Three contact hours.

ASC 1210 Aviation Weather (O) 3 cr.
A study of the fundamentals of aviation meteorology and its effects on aircraft and the air traffic control system. Three contact hours.

ASC 1310 Federal Air Regulations (O) 3 cr.
A course designed to familiarize the student with federal regulations that govern pilots, aircraft operations and air traffic control. Three contact hours.

ASC 1690 Environment of the Air Traffic Controller (O) 3 cr.
A candid look at the air traffic controller's language, tools, and profession. Three contact hours.

ASH 2300 History of the Far East (P) 3 cr.
A history of the Far East from early modern times. Three contact hours.

AST 1001 Introduction to Astronomy (P) 3 cr.
The student will benefit by taking High School Algebra or MAT 1024 prior to enrolling in this course. 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 the student's own planet and its satellites, the moon. The student 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.

AST 1002L Astronomy Laboratory (L) 1 cr.
Prereq.: Course: AST 1002. This is a laboratory course which is intended to supplement AST 1002, Introduction to Astronomy. It is recommended that the student have a working knowledge of mathematics at a level equivalent to MAT 1024. Observations of the moon, planets, stars, and other objects will be made. Students will learn to use various types of equipment and simple procedures for obtaining useful astronomical data. If the weather is unfavorable, indoor laboratory exercises will be scheduled. Two contact hours.

ATF 1010 Ground School—Private Pilot (D) 3 cr.
Classroom Instruction. Preparation for FAA Private Pilot's Written Examination. Includes: science of flight, airplane systems and instruments; weight, balance, and performance, meteorology, physiology of flight, basic navigation, radio navigation, air traffic control and communications, Airman's Information Manual, and Federal Aviation Regulations. Three contact hours.

ATF 1110 Ground School III—Commercial Pilot (O) 3 cr.
Prerequisite: Private Pilot Certificate. Preparation for FAA Commercial Pilot Written Examination. Review of weight and balance; airplane performance; air traffic control and communication; airman's information manual, physiology of flight. Course concentrates on advanced flight computer, advanced meteorology, advanced VFR navigation and radio, and commercial pilot federal aviation regulations. Three contact hours.
ATT 1120  Ground School IV—Instrument Flight (O)  3 cr.
Prerequisite: Private Pilot’s Certificate. Preparation for FAA Instrument Flight Written Examination. Review of airplane systems and instruments, advanced meteorology, basic radar and transponder operation. Course concentrates on IFR clearance shorthand, IFR flight charts, IFR planning and VOR flights, IFR regulations and procedures, and instrument approaches. Three contact hours.

AVM 2431  The Flight Service Station (O)  3 cr.
Prerequisite: ASC 1210, ASC 1311. A study of the operation of a flight service station to include weather observation, air-ground communications, and flight planning briefing. Three contact hours.

AVM 2821  The Air Traffic Control Tower (O)  3 cr.
Prerequisite: ASC 1210, ASC 1310, ASC 1690. A study of the operation of an air traffic control tower, visual separation techniques and the interaction of the control tower and the airport. Three contact hours.

AVM 2823  Approach Control (O)  3 cr.
Prerequisite: ASC 1210, ASC 1310, ASC 1690. A study of the operation of an approach control, radar and non-radar separation techniques, and the safe and expeditious movement of aircraft within the vicinity of the airport. Three contact hours.

AVM 2825  Air Route Traffic Control Center (O)  3 cr.
Prerequisite: ASC 1210, ASC 1211, ASC 1310, ASC 1690. A study of the operation of an air traffic control center, the radar and non-radar separation techniques, and the interface of towers, approach controls and other centers. Three contact hours.

AVM 2831  Radar/Computer Interface (O)  3 cr.
A history of the impact of radar on the air traffic system, the advent of the computer, and an introduction to the compur radar interface. Three contact hours.

AVM 2841  Facility Internship (O)  4 cr.
Prerequisites: AVM 2431, AVM 2823, AVM 2825, AVM 2828. Co-requisite: AVM 2831. This course includes familiarization with the air traffic system via on-site orientation, in-depth visits to flight service stations, towers, approach control, air route centers, weather stations, and radar sites. Four contact hours.

BAN 1100  The Banking Starter Series (O)  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 take new employee office courtesies, telephone etiquette, and personal grooming. Three contact hours.

BAN 1110  Principles of Bank Operations (O)  3 cr.
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective necessary for career advancement. Three contact hours.

BAN 1160  Bank Letters and Reports (O)  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 letter writing but also with the psychological principles that help the letter writer achieve best results. The course reviews letter formats, emphasizes fundamental principles underlying modern correspondence, and examines different kinds of bank letters. Three contact hours.

BAN 1210  Analyzing Financial Statements (O)  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.

BAN 1700  Financing Business Enterprise (O)  3 cr.
The student may benefit by taking ACC 1009 or ACC 2001 before enrolling in BAN 1700. Stress is placed on the differences 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 the corporation. Three contact hours.

BAN 2150  Bank Public Relations and Marketing (O)  3 cr.
This course discusses the basis of public relations, both internal and external, and seeks 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.

BAN 2200  Credit Administration (O)  3 cr.
This course is directed toward the executive level. The subject matter of 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.

BAN 2230  Bank Investments (O)  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.

BAN 2240  Installment Credit (O)  3 cr.
In this course, the techniques of installment lending are presented. 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 in this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development, and the public relations aspect of installment lending. Three contact hours.

BAN 2303  Savings and Time Deposits (O)  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 management 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.

BAN 2400  Trust Functions and Services (O)  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.
BAN 2500 International Banking (D) 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.

BAN 2720 Bank Management (D) 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.

BCN 1001C Building Construction (D) 3 cr.
Prerequisites: FTD 1100C, ETC 1321C, MAC 1104. 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 2614C Planning and Estimating (D) 3 cr.
Prerequisites: BCN 1001C, ETL 1421C. 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.

BOT 1010C Botany (P) 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.

BOT 2140C Field Botany of Vascular Plants (P) 4 cr.
Prerequisite: BOT 1010C. Survey of local vascular flora and local communities (Northeast Florida), and evolutionary relationships of vascular plants. Laboratory work will emphasize field work including collecting and identifying vascular plants. Six contact hours: two hours of lecture and four hours of lab.

BSC 101C Principles of Biology (P) 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 requirements needed by many students who plan to transfer to a four-year institution. Five contact hours: three class hours; two laboratory hours.

BUL 2111 Business Law (D) 3 cr.
The basic principles of laws as related to business. Areas covered include criminal law, law of contracts, employment, personal and real property, consumer protection, consumer credit, environmental law, and community planning. Three contact hours.

BUL 2112 Business Law (D) 3 cr.
Prerequisite: BUL 2111. The legal principles involving agency, commercial paper, bailments and sales are stressed. Three contact hours.

CAP 1001 Data Processing Applications (D) 3 cr.
Prerequisite: CCC 1300. This course will include an overview of computer-based "applications." Areas covered will include payroll, invoicing, accounts receivable, cash receipts, accounts payable, order entry, inventory, forecasting, work scheduling, and purchasing systems. Emphasis will be placed on application system objectives, input/output requirements, file structures, and processing utilizing system flowcharting. Four contact hours.

CCJ 1010 Introduction to Criminology (D) 3 cr.
The course provides a survey of deviant behavior as related to the concept and definition of crime, concept and purposes of the law, measurement of crime, causes of crime, and societal reactions to criminal behavior, from historical through contemporary periods. Three contact hours.

CCJ 1020 Introduction to Criminal Justice (D) 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.

CCJ 1030 Introduction to Criminal Behavior (D) 3 cr.
A basic study of the nature and peculiarities of human behavior in direct relationship to crime and delinquency. Three contact hours.

CCJ 1300 Introduction to Corrections (D) 3 cr.
An examination of the total correctional process from law enforcement through the administration of juvenile, probation, prisons and correctional institutions, and parole. Career orientation. Three contact hours.

CCJ 1400 Police Organization and Administration (D) 3 cr.
Principles of organization and administration in law enforcement; functions and activities; planning and research; public relations, personal and training; inspection and control; records and communications, custody, etc. Three contact hours.

CCJ 1420 Police Operations (D) 3 cr.
Principles of organization and administration as applied to operations units, patrol functions, traffic administration, criminal investigation, intelligence and vice units, juvenile units, and coordination and consolidation of police services, etc. Three contact hours.

CCJ 2220 State and Local Law-Criminal Law II (D) 3 cr.
Studies in the State Constitution and the statutory and case law of the State of Florida. Three contact hours.

CCJ 2220 Evidence (D) 3 cr.
Study and evaluation of evidence and proof; kinds, degrees, and 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.

CCJ 2250 Constitutional Law-Criminal Law I (D) 3 cr.

CCJ 2336 Probation, Parole and Parole (D) 3 cr.
Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of parole is reviewed. Three contact hours.
CCJ 2340  Introduction to Correctional Treatment (D)  3 cr.
The basic principles of human behavior and some of the techniques of changing attitude and behavior are evaluated, and the individual's role in group approaches to counseling are reviewed. Three contact hours.

CCJ 236b  Introduction to Contemporary Practices in Corrections (D)  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.

CCJ 2590  Juvenile Delinquency (D)  3 cr.
Study of the major issues of crime prevention, rehabilitation, and juvenile delinquency participation among the lower middle, and upper social classes. The process of handling juvenile delinquents and the characteristics of the juvenile agencies from confrontation with authorities, to detention, release, and aftercare is covered. Three contact hours.

CCJ 2930  Seminar in Police Problems (D)  3 cr.
Research, writing, and discussion of selected subject areas including foreign police agencies, industrial and retail security, duties of various governmental regulatory agencies, and analysis of contemporary law enforcement problems. Three contact hours.

CCJ 2953  Introduction to Special Problems in Corrections (D)  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 "unsent" prisoners, classification of offenders, authority and responsibility of correctional officers, professional and legal standards, and analysis of contemporary correctional problems. Three contact hours.

CHD 1220  Child Growth and Development I (D)  3 cr.
This course is an introductory study of the physical, social, emotional, and intellectual development of the young child. Guidance, behavior problems, feelings, attitudes, and values are discussed. Three contact hours.

CHD 1229  Child Growth and Development II (D)  3 cr.
Prerequisite: CHD 1220. This course is designed to further the student's understanding of the physical, social, emotional, and intellectual development of the young child. Special children (handicapped, minorities, behavior problems, children in crisis), nutrition and development, and safety and emergency procedures are also studied. Three contact hours.

CHD 1850  Training of Residential Child Care Workers I (D)  3 cr.
This course is for residential care workers or foster parents for those who are preparing for those professions. Course I deals with understanding developmental planning, developmental needs, and separation. Three contact hours.

CHD 1853  Training of Residential Child Care Workers II (D)  3 cr.
This course is also for residential care workers or foster parents for those who are preparing for those professions. Course II deals with the understanding of cottage life, discipline, the group, and the job. Three contact hours.

CHM 1020  Chemistry for Liberal Arts (P)  3 cr.
The student will benefit by taking High School Algebra or MAT 1024 prior to enrolling in this course. This course is designed to meet the general education requirements 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 text utilizes an approach to scientific concepts and methods, stressing and illustrating principles rather than merely listing phenomena. Three contact hours.

CHM 1034C  Introductory Chemistry (P)  4 cr.
The student will benefit by taking High School Algebra or MAT 1024 prior to enrolling in this course. This course is designed to meet 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.

CHM 1035C  Introductory Chemistry (P)  4 cr.
Prerequisite: CHM 1034C. This course is a continuation of CHM 1034C with an introduction to organic chemistry. Six contact hours: three class hours, one three-hour laboratory.

CHM 1041C  General Chemistry and Qualitative Analysis I (P)  4 cr.
Prerequisite: One year of high school chemistry and two years of high school algebra or grade of C or better in CHM 1035C. 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, gas laws, and solutions. 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, premedicine and pharmacy. Six contact hours: three class hours, one three-hour laboratory.

CHM 1042C  General Chemistry and Qualitative Analysis II (P)  4 cr.
Prerequisite: Grade of C or Better in CHM 1041C. This course is a continuation of CHM 1041C and will stress chemical equilibrium, acid-base chemistry, stoichiometry, 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.

CHM 2210C  Organic Chemistry I (P)  4 cr.
Prerequisite: CHM 1042C. This course emphasizes the general principles and theory of organic chemistry with emphasis on classification, nomenclature, methods of preparation, characteristic reactions, stereochemistry and structure determination of organic compounds. Six contact hours: three class hours, one three-hour laboratory.

CHM 2211C  Organic Chemistry II (P)  4 cr.
Prerequisite: CHM 2210C. A continuation of CHM 2210C. Includes mechanisms of organic reactions, rearrangements, substitution reactions, carbohydrates, and macromolecules. Six contact hours: three class hours, one three-hour laboratory.

CIS 2100  Data Management & Utility Programs (O)  3 cr.
Prerequisite: CAP 1004. A study of file organizations, access methods, job control statements, and the use of utility programs as components of an application system. Students will be required to build and maintain files. Topic will include an introduction to database and data management systems. Four contact hours.

CIS 2321  Systems Development and Design (D)  3 cr.
Prerequisite: CAP 1001. This course is designed to provide the student with knowledge and skills that are basic to system analysis for business data processing. Emphasis will center around life-cycle concept, and will amplify the study, design, development and implementation phases of the systems approach. This course also presents the analyst's role, tools, techniques and case studies for consideration. Four contact hours.
CJD 2310 Police Supervision (D) 3 cr.
Techniques and theory of police supervision, including problems of policy and procedure, instructional and disciplinary methods, motivation, supervisory investigations and reports, and performance ratings. Three contact hours.

CFT 2100 Criminal Investigation (D) 3 cr.
Fundamental course of the most important phases of criminal investigation. Branches of crime detection dealt with are methods of investigation, note taking, report writing, handling the crime scene, interrogations, admissions and confessions, missing persons, undercover assignments and such specific offenses as auto, narcotics, larceny, burglary, robbery, and forgery. Three contact hours.

CFT 2101 Introduction to Criminalistics (D) 3 cr.
Basic course of general investigation and special criminalistic matters, including such topics as homicide, rules of evidence, testimony in court, observation and description, hair and fibers, invisible radiation, documentary evidence, arrest, searches of persons and places. Three contact hours.

CMN 1001 Computer-Oriented Mathematics (P) 3 cr.
Prerequisite: MAC 1104. 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 logic trains in learning the mathematics laboratory. Students will learn to use number systems, logic, binary Boolean Algebra, numerical methods, and computer mathematics, write programs in machine language for problems compatible with their own interest and area of study for the Math-Master. 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.

CMN 1005 Data Processing Mathematics (D) 3 cr.
Corequisite: COC 1300. An essential course for Data Processing majors who do not have a strong background in mathematics. Topics include the real number system, approximations, accuracy and precision, scientific notations and floating-point numbers, binary, octal, and hexadecimal numbers, binary-coded decimals, logical forms and operations, algorithms and flowcharts, and basic algebraic concepts. Three contact hours.

COA 1100 Consumer Decisions (D) 3 cr.
A study of practical money management applied to the family with emphasis on expenditures for food, clothing, housing, transportation, and health care. The course includes a study of credit, consumer protection, taxes, consumer protection, and the consumer movement. Three contact hours.

COC 1300 Introductory Computer Concepts (D) 3 cr.
This course is intended for students with no previous experience in data processing. It introduces the student to the field of data processing and includes a brief history of the development of computers, a review of pertinent number systems, a study of the basic components of the computer and how they work in the system, elementary problem solving, a look at the "cast of characters" in data processing, and a discussion of advanced computer systems. Four contact hours.

COC 2307 Computer Concepts (D) 3 cr.
An introduction to the computer. This course is intended for students with no previous training in computers or programming, historical development, overview of computer input/output devices, processing techniques, introduction to programming languages and engineering/industrial applications. Three contact hours.

COE 1000 Cooperative Education Seminar (P) 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. One contact hour.

Prefixes will be assigned according to student work experience.

1940 Cooperative Education Work Experience I (P) 3 cr.
The first work experience in Cooperative Education is designed to provide the student with meaningful experiences that will enhance the student's college education through career exploration and job training. Forty contact hours.

Prefixes will be assigned according to student work experience.

2949 Cooperative Education Work Experience II (P) 3 cr.
The second work experience in Cooperative Education is designed to provide the student with further meaningful experiences that will enhance the student's college education through career exploration and job training. Forty contact hours.

COP 1150 RPG Programming (D) 3 cr.
RPG (Report Program Generator) is a problem oriented programming language designed essentially to obtain data from single or multiple files, perform calculations and table lookup as required and write reports and/or update files. Students will learn elementary to moderately complex business problems by (a) writing RPG programs, (b) submitting programs for compilation and running on the College's computer system, and (c) thoroughly debugging programs until the output is perfect. Four contact hours.

COP 1400 Basic Assembly Language Programming (D) 3 cr.
Prerequisites: COC 1300 and CMN 1005. This course introduces basic concepts in computer programming using a low-level, machine-oriented language. It may also be referred to as BALI 360-370 Programming, Introductory ALC, or Beginning APL. Students will analyze business problems involving sequential files (cards, magnetic disks and tapes, and printed reports); develop logic flowcharts; translate flowcharts to machine language; incorporate job control statements to form a program deck; and test, debug, and document their computer solutions to business problems. Those desiring to specialize in systems programming are strongly urged to continue with COP 2401 Advanced Assembly Language Programming.

COP 2110 FORTRAN Programming (D) 3 cr.
Prerequisites: COC 1300 and one of the following: MTH 1121, CMN 1005, MAT 1031. A comprehensive study of a scientific programming language which is also used in business applications in batched-job processing environments. Emphasis will be placed on file manipulation, including disk, file, and efficient programming techniques, interactive programming and simulation. Lab problems will include business, engineering, and scientific applications. Four contact hours.

COP 2120 Basic COBOL Programming (D) 3 cr.
Prerequisite: COC 1200 or equivalent experience. COBOL (Common Business Oriented Language) is the programming language specifically designed to solve business problems. Students will learn elementary to moderately complex business problems by (a) writing COBOL programs, (b) submitting programs for compilation and running on the College's computer system, and (c) thoroughly debugging programs until the output is perfect. Four contact hours.

COP 2121 Advanced COBOL Programming (D) 3 cr.
Prerequisite: COP 2120, or equivalent experience. COBOL (Common Business Oriented Language) is the programming language designed to solve business problems. Students will solve moderately complex to complex business problems by (a) writing COBOL programs, (b) submitting programs for compilation and running on the College's computer system, and (c) thoroughly debugging programs until the output is perfect. Four contact hours.
COP 2130 PL/I Programming (D) 3 cr.
Prerequisites: COP 1400 and COP 2120. 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.

COP 2170 Basic Programming (D) 3 cr.
Prerequisites: COP 1300 or COP 1201 and one of the following: MAT 1311, CMN 1005, MAT 1033. A beginning-level computer programming course using a popular general-purpose language in an interactive or time-sharing environment. The primary machine will be the Prime 300 minicomputer system with the central computer in the FIC Data Center used as back-up in a remote, batched processing environment. Students will solve problems involving business applications, engineering computations, mathematical games and simulation. Four contact hours.

COP 2401 Advanced Assembly Language Programming (D) 3 cr.
Prerequisite: COP 1400. This course is an extension of COP 1400. Topics include file labels, direct-access storage devices, modular concepts in programming, physical I/OCS, macro definitions, subroutines, core dumps, program libraries, floating-point arithmetic, and efficient programming in virtual storage environments. Four contact hours.

COP 2610 Advanced Computing and Programming Systems (D) 3 cr.
Prerequisite: COP 2120 and proficiency in computer programming. This course will include the study of computer architectures, operating systems, high-level programming languages, and data communication/supervisor. Lectures, discussions, demonstrations, and lab problems will be based primarily on the software currently implemented on the ECP-18, Prime 300, and the central computer system in the Florida Junior College at Jacksonville Center, four contact hours.

CPO 2002 Introduction to Comparative Government (P) 3 cr.
An introductory study of political systems in various countries, both historical and some aspects of common characteristics of particular systems compared with institutions and economic systems in other countries. This course will be related to specific countries. Three contact hours.

CRM 1039 Data Processing Workshop (D) 3 cr.
Prerequisite: CAP 1001. This course provides the opportunity for students to gain actual work experience within operational data processing centers. Primary emphasis will be placed on the operation of equipment in the Florida Junior College at Jacksonville Data Center and the Data Processing Lab, including the Prime 300 computer system. Efforts will be made to familiarize students with the operation of computer systems and special peripheral devices in other data processing shops. Eight contact hours.

CZW 2020 Imaginative Writing (P) 3 cr.
Prerequisite: ENC 1136. A course to develop the student's capacity for imaginative writing in prose or verse. Critical discussion of student's work and of selected literary techniques. Individual conferences. Three contact hours.

CTE 1310 Basic Clothing Construction (D) 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 laboratory.

CTE 1340 Advanced Clothing Construction (D) 3 cr.
Prerequisite: CTE 1310. This course presents the student the problems encountered in fitted garments construction. Skill in figure analysis, pattern alterations, and advanced clothing construction techniques will be emphasized. Four contact hours: two hours lecture; two hours laboratory.

CTE 1350 Tailoring (D) 3 cr.
Prerequisite: CTE 1310 or the equivalent. This course is designed for the student who is interested in creating individual fashions which meet the student's specific preferences and requirements. Emphasis is on an individualized approach to custom design, fit, advanced construction, and tailoring techniques. Four contact hours: two hours lecture; two hours laboratory.

CTE 1401 Basic Textiles (D) 3 cr.
A study of fabrics used for clothing and house furnishings with emphasis on fibers, yarns, constructions, designs and finishes that determine quality and performance of a fabric. Use and care of fabrics and cost factors will be included. Four contact hours: two hours lecture; two hours laboratory.

CTE 1402 Advanced Textiles (D) 3 cr.
Prerequisite: CTE 1401. A study of recent developments in textiles for apparel and home furnishings with emphasis on man-made fibers, new construction techniques, finishes, and care. End use performance standards and legislation will also be included. Four contact hours: two hours lecture; two hours laboratory.

DAA 1000 Recreational Dance (P) 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.

DAA 1340 Folk Dance (P) 1 cr.
Exploration and enjoyment of the fundamental steps, formations, and combinations of the popular American and ethnic folk and round dances. Two contact hours.

DEA 1000 Introduction to Practice (O) 1 cr.
This course presents 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. One contact hour.

DEA 1020 Preclinical Orientation (O) 2 cr.
This course covers the nomenclature and anatomy of the human dentition and all supporting structures plus a detailed microscopic study of the deciduous and the permanent teeth. Study of home care, patient counseling, oral health problems, and delivery of dental health material to the patient. Four contact hours.

DEA 1100 Science for Dental Assistants (O) 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. 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 or combat emergency situations which may occur. Three contact hours.

DEA 2210 Office Management (O) 2 cr.
This course is designed to develop the student's ability to receive and disseminate patients; understand the behavior patterns of people, including personal attitudes; make appointments and maintain appointment books, communicate by telephone with patients and the public, respond to emergencies and patients with a grievance, keep financial records, maintain an efficient recall and patient record file, keep books and records for tax purposes, do banking, write business letters, and purchase and maintain supplies. Three contact hours.
DEA 2800 Clinical Practice I (O)  2 cr.
This course is designed to give the dental assisting student a knowledge of chairside assisting, equipment and its installations, basic maintenance and care of equipment. A knowledge of names, design, use of, and the understanding of sterilization agents for the proper care and maintenance of all instruments. The student properly learns all instruments commonly employed in a dental office. The ability to select and properly prepare all instruments for operative, prosthetic, endodontic, orthodontic, and surgical procedures in accordance with instructions from the dentist. The ability to recognize and properly maintain a clear operating field. Ten contact hours.

DEA 2801 Clinical Practice II (O)  2 cr.
Clinical and dental office chairside assisting. Ten contact hours.

DEA 2802 Clinical Practice III (O)  2 cr.
Continuation DEA 2801. Fourteen contact hours.

DEA 2803 Clinical Practice IV (O)  2 cr.
Extern program. Twenty contact hours.

DEH 1000C Principles of Dental Hygiene (O)  4 cr.
Principles of Dental Hygiene is a basic introductory course to teach the theories and practices in dental hygiene, and a prerequisite to Clinical Dental Hygiene I. As such, it is offered during the student's first term of the first year of clinical studies. Through lectures, demonstrations, laboratory and clinical experiences, and task assignments, the student gains knowledge and comprehension of dental hygiene services and proficiency in coordination in technical skills necessary to prepare the student to begin preventive periodontal patient services the following semester. Eight contact hours: two lecture, six laboratory.

DEH 1001 Clinical Dental Hygiene I (O)  5 cr.
This course is a continuation of the Principles of Dental Hygiene. It is a didactic and clinical course comprised of lectures, laboratory exercises, and actual clinical experience on patients. The purpose of this course is to provide the students with clinical hygiene practice for continuing refinement of technical skills and an opportunity to gain extensive experience in the areas of dental hygiene education. Ten contact hours: two lecture, eight clinical.

DEH 1701 Dental Health Education (O)  3 cr.
This course incorporates the principles, practices, methods, and visual aids used in teaching dental health education to the public who may be in a dental office, school, public health institution, club, or industry. It is a study of teaching concepts and practices of preventive dentistry. Practical experience is gained through teaching dental health education in elementary and secondary schools in the community during the entire National Children’s Dental Health Week. Three contact hours (lecture).

DEH 1800C Clinical Dental Hygiene II (O)  5 cr.
This course is a continuation of the practical application of the concepts and skills acquired in Principles of Dental Hygiene, DEH 1000C, and Clinical Dental Hygiene I, DEH 1001. The time is devoted to providing oral prophylaxis care for patients, who present varying classifications of prophylaxis needs. Emphasis is on continuing refinement of the techniques and skills in performing an oral prophylaxis, including Gracey curetes, instruments in root planing, periodontal and dental charts, radiographic techniques and interpretations, dietary analysis, and efficiency and care in the management of patients, including those with special needs. Sixteen contact hours. (Clinic).

DEH 2101 Oral Histology and Embryology (O)  2 cr.
A detailed microscopic study of normal human embryology and histology of facial and oral structures is presented. Laboratory work is coordinated with the lecture, utilizing histological slides. Four contact hours: one lecture, three laboratory.

DEH 2303 Pharmacology (O)  2 cr.
This course is designed to give the student a detailed study of the principles, characteristics, actions, reactions, and uses of anesthetics, drugs, medications, and preparations used to prevent, control and treat diseases. Two contact hours: (lecture).

DEH 2403 Oral Pathology (O)  2 cr.
This course is designed to give the student a detailed understanding of the causes and mechanisms of oral disease, oral trauma, and oral developmental anomalies. It relates this knowledge to the systematic physiology of the body. Two contact hours.

DEH 2600 Advanced Periodontology (O)  2 cr.
This course is designed to give the student a detailed study of the factors involved in periodontal pathology and its etiology. The anatomy, physiology, and histology of the periodontium is reviewed in detail. Diagnosis, prognosis, and treatment of patients with periodontal involvement, and management of patients returning for maintenance care is emphasized. Procedures and techniques for soft tissue curettage, periodontal dressing placement and removal, and suture removal are also taught. Four contact hours: one lecture, three laboratory.

DEH 2702 Community Dental Health (O)  2 cr.
This course is a comprehensive study of oral health problems of groups of people in the community. The students plan approaches to groups, assemble resources, deliver health materials, survey and resurvey, and prepare statistical analysis on these groups. The student receives concentrated field experience in public health centers, Title I schools, hospitals and nursing homes, and centers for the handicapped. Four contact hours: one lecture, three field work.

DEH 2804C Clinical Dental Hygiene III (O)  5 cr.
This course is a continuation of DEH 1002. Emphasis is on continuing refinement and increased proficiency of clinical skills including complete prophylaxis procedures, radiographs, and patient management and patient history. The student is expected to achieve an advanced level degree of proficiency. Sixteen contact hours: (Clinic).

DEH 2806C Clinical Dental Hygiene IV (O)  5 cr.
This course is a continuation in refinement of practical application of the competencies and the proficiency in skills learned in all the past clinical didactic courses. Emphasis is on speed and quality of the performance and upon exposure to community dentists participating in offices of general dentists, dental specialists, and hospital dentistry. The student is expected to achieve an equivalent level degree of proficiency. Sixteen contact hours: (Clinic).

DEH 2930 Dental Hygiene Seminar I (O)  1 cr.
This course is designed to provide a more comprehensive content coverage in all specialties of dentistry, and to enable the dental hygiene student to become more cognizant of techniques and procedures in dentistry, outside of the perimeters of dental hygiene. Discussions are designed to assist the dental hygiene student to understand and appreciate the several aspects of dentistry to which dental hygiene services are closely allied. Two contact hours, seminar discussion.

DEH 2971 Dental Hygiene Seminar II (O)  1 cr.
This course is designed to provide a study of professional ethics and the code of ethics. Student organization, state, and national dental practice acts, and practical considerations of problems associated with operating and maintaining a dental practice. Emphasis is placed on the dental hygiene student’s role as a professional person in the community, in private practice, and as an integral part of the dental auxiliary team. One contact hour.
DIP 2004  Human Growth and Development (P)  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.

DIP 2102  Child Psychology (P)  3 cr.
Prerequisite: PSY 1012. A development 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.

DIP 2302  Adolescent Psychology (P)  3 cr.
Prerequisite: PSY 1012. Development in the adolescent years with emphasis on psychological problems. Three contact hours.

DES 100C  Oral Anatomy (O)  3 cr.
This course is a comprehensive study of macroscopic anatomy of the primary and permanent dentitions. Students learn the anatomy of the individual teeth and their investing structures, and the human dentition in biological concept. Lectures on the science of occlusion, and on the anatomy and physiology of head and neck structures are also included. Four contact hours; two lecture, two laboratory.

DES 110C  Dental Materials and Assisting (O)  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. The student is exposed to the preparation of various dental materials, and the clinical techniques and methodologies for four-handed dentistry, with practical application of assisting in laboratory experiences. Seven contact hours; one lecture, six laboratory.

DES 1102  Dental Materials and Laboratory (D)  2 cr.
A series of lecture-demonstrations designed to acquaint the dental assistant student with the nomenclature, 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.

DES 1700C  Dental Radiology (Dental Assisting) (O)  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 dental x-rays. Laboratory procedures will include the application of the techniques in clinical practice. Three contact hours.

DES 1701C  Dental Radiology (Dental Hygiene) (O)  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. It includes evaluation techniques, identifying landmarks and deviations from the normal, and the filing of dental radiographs. Four contact hours: two lecture, two laboratory.

DIE 1201  Therapeutic Nutrition (D)  3 cr.
The student will acquire knowledge and skills in applying the principles of dietary modifications for specific physiological disorders. The course is closely related to the practices of local hospitals and extended care facilities. Three contact hours.

ECO 2000  Foundations of the American Economy (P)  3 cr.
A survey of the American economic system and its development. The course is designed to guide the student in a practical orientation 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. Three contact hours.

ECO 2013  Principles of Economics I (P)  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 2023  Principles of Economics II (P)  3 cr.
Prerequisites: ECO 2013 or consent of professor. Microeconomics. This course includes a study of the tools for economic analysis, the market system price theory, of the firm, and theories of production and distribution. Three contact hours.

EDF 1005  Introduction to Education (P)  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.

EDG 2940  Observing & Recording Child Behavior (D)  6 cr.
Prerequisites: CHD 1226 and EEC 1001. This course is designed to increase the student's objectivity and proficiency in observing and interpreting children's behavior in addition to participating in supervised experiences with children in the laboratory. Lecture, observation, and participation facilities are provided for the study of young children. Ten contact hours; two class hours, eight laboratory hours.

EDG 2941  Supervises Student Participation (D)  6 cr.
Prerequisite: EDG 2940. This course is designed for participation, under qualified supervision, in the Child Care Laboratory. Ten contact hours; two class hours, eight laboratory hours.

EDP 2002  Education Psychology (P)  3 cr.
Prerequisite: PSY 1012. An in-depth study of the relationships between sound psychology and educational process which will lead to the establishment of proper teaching techniques and understanding of personality dynamics of students. Three contact hours.

EEC 1001  Introduction to Early Childhood Education (D)  3 cr.
This course is an introduction intended to acquaint the student with the basic principles involved in guiding the young child. History of the field of early childhood, objectives of early childhood programs, parent and community involvement, minimum licensing standards, and job opportunities are also included. Three contact hours.

EEC 1201  Overview of Early Childhood Curriculum I (D)  3 cr.
This course is designed to acquaint the student with resources and basic principles involved in guiding the young child in the areas of Music, Art, Language Arts, and Social Studies. Language Development and Lesson Planning as related to the above curriculum areas are included. Three contact hours.

EEC 1202  Overview of Early Childhood Curriculum II (D)  3 cr.
This course is designed to acquaint the student with resources and basic principles involved in guiding the young child in the areas of Math, Science, and Movement Education. Language Development and Lesson Planning as related to the above curriculum areas are included. Three contact hours.

EEC 1000  Introduction to Exceptional Child Education (D)  3 cr.
An introductory course surveying the characteristics and needs of exceptional children. Three contact hours.

EGN 1100C  Descriptive Geometry (D)  3 cr.
Prerequisite: ETD 1100C. Theory and practice in solving graphic problems involving point, line, and space relationships. Six contact hours; two class hours, four laboratory hours.
EMT 1101 Basic Emergency Medical Technology (D) 6 cr.
This course is designed to serve as a basic guide for emergency medical technicians. It provides an introduction to EMT 1155. On successful completion of this course one is qualified to take the State Registry Examination for EMT-A administered by the Health Department. Twelve contact hours.

EMT 1155 Fundamentals of Emergency Medical Care I (D) 6 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 the State of Florida for Emergency Medical Technicians. Twelve contact hours.

EMT 2298 Fundamentals of Emergency Medical Care II (D) 6 cr.
This course provides the necessary education required by the Florida Board Examination for EMT-I, held State Certification. Nine contact hours.

EMT 2297 Advanced Emergency Medical Technology (D) 6 cr.
Prerequisite: a C or better in APB 2190; EMT 2298. Corequisite: MCB 213C. Provides additional education in the care of the emergency care patient. Course conforms with guidelines provided by the A.M.A. and the American Association of Junior Colleges. Eight contact hours.

EMT 2806 Practicum In Emergency Medical Technology (D) 6 cr.
Prerequisite: EMT 2287. A course of study to allow the emergency medical technician a better understanding of the long term care of the sick and injured. Rotations include Medical, Surgical, Neonatal, Pediatrics, and systematic planning and evaluation of patient care. Twenty-four contact hours.

ENC 1000 English Lab (P) 1 cr.
Corequisite: ENC 1005. To provide each student individualized, self-paced practice in specific areas of need as the student attempts to improve skills. Two contact hours.

ENC 1005 Introduction to Composition (P) 3 cr.
This course is designed to develop the student's skills in grammar, spelling, and vocabulary through writing. The primary emphasis is on writing and short communications. Three contact hours.

ENC 1103 English Composition I (P) 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.

ENC 1136 English Composition II (P) 3 cr.
Prerequisite: ENC 1103. A continuation of ENC 1103. This course includes study and practice in research writing. Three contact hours.

ENC 2315 Technical Report Writing (D) 3 cr.
Prerequisite: ENC 1103. 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.

ENG 2160 Children's Literature (P) 3 cr.
Chronological survey of literature for children ages one to twelve, organized by format, subject, reading and interest levels. Reading, selection and evaluation of materials, sources of materials, and use of materials with children. Three contact hours.

ENL 2013 English Literature I (P) 3 cr.
Prerequisite: ENC 1136. An introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century. A study of the first and most characteristic writings of these periods. Three contact hours.

ENL 2023 English Literature II (P) 3 cr.
Prerequisite: ENC 1136. 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.

ETD 1100C Engineering Drawing (D) 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.

ETD 1645C Mechanical and Electrical Drafting (D) 3 cr.
Prerequisite: ETD 1100C. Suggested corequisite: EGN 1130C. A course in mechanical and electrical drafting. Emphasis is on assembly and detailed drawings of mechanical parts. Included is an introduction to electrical drafting. Six contact hours: two class hours, four laboratory hours.

ETD 2021C Civil Drafting (D) 3 cr.
Prerequisite: ETD 1100C. 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.

ETE 1004 Fundamentals of General Electricity (D) 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.

ETE 1010 D/C Theory and Circuits (D) 3 cr.
Prerequisite: One year of high school algebra or equivalent or permission of professor. 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.

ETE 1020 A/C Theory and Circuits (D) 3 cr.
Corequisite: MTB 1222; Prerequisite: ETE 1010. A study of sinusoidal waves, and the analysis of steady-state electrical circuits. Topical units 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.

ETE 1123 Advanced Electric Circuit Analysis (D) 3 cr.
Prerequisite: ETE 1010. The study of network theorems, D.C. circuit analysis, filters, plct, leg 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. Four contact hours.
EET 2101  Electronics I (D)  3 cr.
Prerequisite: EET 1029. An introductory course covering the principles of operation of semiconductor devices and circuits. Major emphasis is on P-N junction theory, diode, and transistor theory and the electronic circuits utilizing these devices. Four contact hours.

EET 2111  Electronics II (D)  3 cr.
Prerequisite: EET 2101. The bipolar transistor and transistor amplifiers. Graphical and linear analysis techniques. Small-signal and power amplifiers, basic techniques. Four contact hours.

EET 2112  Electronics III (O)  3 cr.
Prerequisite: EET 1023. Introduction to solid state digital circuits, number systems, logic gates, digital codes, Boolean algebra, and combinational logic. Four contact hours.

EET 2141  Semiconductor Circuit Design (D)  3 cr.
Prerequisite: EET 2111. 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 the control systems involved in their operation and protection. Four contact hours.

EET 2527  Electrical and Electronic Control Systems (O)  3 cr.
Prerequisite: EET 2101. A study of the operation and control of industrial equipment and processes involving motion and the controlling systems involved in their operation and protection. Four contact hours.

EET 2633C  Computer Logic Circuits (O)  3 cr.
Prerequisite: EET 2112. A study of computer circuits and systems, flip-flops and counters, registers, arithmetic units, computer memories, D/A and A/D conversions. Digital integrated circuits and introduction to microprocessors. Four contact hours.

EGT 1201C  X-Ray Technology I (O)  3 cr.

EGT 2202C  X-Ray Technology II (D)  3 cr.
Prerequisite: EGT 2201C, EET 1020. Detailed studies of x-ray techniques and rectification, and safe handling procedures. Detailed studies of x-ray controls, including timers, stabilizers, autotransformers, and filament controls. Detailed studies of combination x-ray tables, beam diaphragms, tube holders, and power for shockproof cables. Six contact hours.

EGT 2203C  X-Ray Technology III (O)  3 cr.
Prerequisite: EGT 2202C. Corequisite: ETE 2101. A study of the structure of matter, radioscopic, medical, industrial and astronomical instrumentation. Sources of error in counting, radiophotographic scanning, physics of protection, safety, and permissible dosage, radiophotographic technique, and techniques of application and building requirements. Six contact hours.

EGT 2204C  X-Ray Technology IV (O)  3 cr.
A study of installation and service problems in actual field work. On diagnostic x-ray machines, radiographic 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. Six contact hours.

ETG 2206C  X-Ray Technology V (O)  3 cr.
Corequisites: EGT 2203C and EGT 2204C. Study of television and video camera recording in radiology, emphasis on field work on actual installations, studies in hospital procedures, protocol studies in electrical codes, studies in radiation codes, service problems and solutions with emphasis on actual field work. Three contact hours.

ETG 2504C  Engineering Mechanics (D)  4 cr.
Prerequisites: MAT 1322, EET 1421C. Introduction to the basic laws and principles of mechanics. A study of force systems, principles of motion, 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 presented in numerical problems and mechanical elements is emphasized. Five contact hours.

ETG 2533C  Testing and Strength of Materials (D)  4 cr.
Prerequisite: ETG 2504C. 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.

ETI 1121  Introduction to Nondestructive Testing (O)  3 cr.
This course reviews the basic principles underlying nondestructive testing, and it is anticipated that interested students will be stimulated by this course and seek additional information in more extensive work on nondestructive testing. Course will cover types of inspection, to include visual, radiographic, magnetic, dye penetrant, eddy current, and ultrasonic testing. A course in nondestructive testing will be given. Three contact hours.

ETI 1122  Nondestructive Testing: Liquid Penetrants and Magnetic Fields (O)  3 cr.
Prerequisite: ETI 1121, or permission of instructor. The study of types and uses of liquid penetrants and magnetic fields. An introduction to the use of penetrant materials for the detection of flaws in welds and the use of magnetic particle testing. Three contact hours.

ETI 1421C  Engineering Materials and Processes (D)  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.

ETER 1700  Industrial Safety (O)  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.

ETI 2440  Industrial Design (O)  3 cr.
Prerequisite or corequisite: EGT 1110C. A course designed to give the student knowledge and practice in common industrial design methods. Emphasis is on elements of good design and the practical and proper presentation of design. Six contact hours: two class hours, four laboratory hours.

ETI 2681  Industrial Supervision (O)  3 cr.
The purpose of this course is to prepare the student for a role in the world of work as the student assumes responsibilities leading toward supervision positions and management. Three contact hours.

ETM 2221  Elements of Applied Energy (O)  3 cr.
Prerequisites: MAT 1322, ETI 1421C. An introduction to advanced thermodynamics. The study of the transformation of energy for use in engineering and mechanical elements. Three contact hours.

ETM 2310  Fluid Mechanics (D)  3 cr.
Prerequisites: MAT 1322, ETI 1421C. A general survey of the properties of fluids, their application to the processes, equipment and machines that are used in the energy-transfer transformation. Three contact hours.
ETM 2610G  Air Conditioning & Heating (D)  3 cr.
Prerequisites: MTB 1322, ET1 1421C. 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.

EUH 1000  Western Civilization (P)  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.

EUH 1001  Western Civilization (P)  3 cr.
Modern western institutions from 1715 to the present day includes the developing capitalist 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.

FAD 2230  Dynamics of Modern Living (D)  3 cr.
A study of the interpersonal relationships between personal and family problems and analysis of the basic elements involved in marriage, family life, education, 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.

FPF 1000  Fire Fighting Tactics and Strategy (D)  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.

FPF 2500  Fire Fighting Equipment and Apparatus (D)  3 cr.
Principles of procurement, 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, internal and external brakes, carburetors, engine tune-up and troubleshooting, characteristics of fuels and lubricants, and other related principles of automotive vehicles. Three contact hours.

FAL 1505  Film as Art (P)  3 cr.
Introduction to study of history and methods of motion picture production. Emphasis on the appreciation of artistic methods of significant motion pictures. Four contact hours.

FIN 2000  Principles of Finance (D)  3 cr.
Prerequisites: QMB 1001, ACC 1009 or ACC 2001, or consent of professor. 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, and financial management. Three contact hours.

FIN 2100  Personal Finance (D)  3 cr.
A study of economic and personal goals including personal budgeting, credit buying, borrowing money, banking facilities, the nature of investments, life insurance, casualty insurance, medical insurance, home ownership, stocks and bonds, and retirement plans. Three contact hours.

FIN 2230  Money and Banking (D)  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 the student's knowledge to the 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 the Federal Reserve System, interest and discount, bank examinations, and the running of banks. This course is required for all majors in the Finance program. Three contact hours.

FIN 2310  Principles of Bank Operation—be taken prior to enrolling for FIN 2330. Three contact hours.
FSS 1201 Sanitation and Safety (D) 2 cr.
The student will explore the scientific rationale for sanitation and safety practices which are enforced for group protection in institutions and service facilities. The student will identify defensive agents of food-borne illnesses and demonstrate preventive techniques by adhering to sanitation standards. Emphasis is placed on methods of accident and fire prevention. Two contact hours.

FRE 1106 Beginning French I (F) 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 1101 Beginning French II (F)
Prerequisite: FRE 1100. A continuation of FRE 1100. Four contact hours: three class hours; one laboratory hour.

FRE 2200 Intermediate French I (F) 3 cr.
Prerequisite: FRE 1101. Reading from modern and classic French authors, grammar review, and conversation. Four contact hours: three class hours; one laboratory hour.

FRE 2201 Intermediate French II (F)
Prerequisite: FRE 2200. A continuation of FRE 2200. Four contact hours: three class hours; one laboratory hour.

FSS 1004 Orientation to Food Service Technology (D) 3 cr.
The student will explore employment opportunities in the food service industry, including job opportunities in hospitals, extended-care facilities, restaurants, hotels, motels, fast food operations and private clubs. Emphasis is placed on the analysis and the acquisition of educational and personal competencies required for job success. Three contact hours.

FSS 1100 Menu Design and Food Merchandising (D) 3 cr.
The student will acquire knowledge and demonstrate skills in menu planning, costing and pricing menu items, and designing menu format. Effective merchandising methods in food display, advertising, and interior decorating will be utilized. Positive public relations techniques will be emphasized. Three contact hours.

FSS 1120 Food and Beverage Purchasing (D) 3 cr.
The student will acquire the fundamentals involved in purchasing food and beverages in quantity. Emphasis is placed on standardizing, grading, estimating, selecting, receiving, and storing foods and beverages. Practical application in writing specifications and in developing purchasing techniques is emphasized. Three contact hours.

FSS 1201 Basic Food Preparation (D) 4 cr.
The student will acquire knowledge and skill in the preparation of food including basic principles and techniques of food preparation, management of resources, use of recipes, use and care of equipment, and evaluation of food products. Safety and sanitation practices are emphasized. Five contact hours: three lectures; two laboratory.

FSS 1221 Quantity Food Production (D)
Prerequisite: FSS 1201. The student will acquire the principles of quantity food preparation and service for cafeteria, restaurants, and institutions. Major emphasis will be placed on equipment use and care, standardized recipes, portion control, work plans and schedules. Five contact hours: two lectures; three laboratory hours.

FSS 1246 Baking (D)
The student will acquire knowledge of the composition and properties of baking ingredients. The proper equipment and tools will be utilized to prepare baked products. Using standardized recipes, yeast breads, quick breads, rolls, pastries, and cakes will be produced in the food service laboratory. The products prepared will be evaluated by established food service standards. Five contact hours: one lecture; four laboratory hours.

FSS 1248 Garde-Manger I (D) 3 cr.
The student will acquire knowledge and demonstrate skills in the application of special garde-manger techniques used in ice and cold food preparation. Emphasis is placed on the appropriate use of tools to produce dinner and ice sculptured showpieces. Four contact hours: two lecture; two laboratory hours.

FSS 1249 Garde-Manger II (D)
Prerequisite: FSS 1248. The student will acquire advanced skills and techniques in the creation of appetizer, chaud-froid, terrines, galantines, and sauces for buffet table arrangements. Emphasis is placed on proper manipulation of tools to produce showpieces. Four contact hours: two lecture; two laboratory hours.

FSS 1250 Food and Beverage Service (D) 3 cr.
The student will acquire knowledge of various types of service appropriate to coffee shops, dining rooms, luncheons, banquets and buffets. The relationship of menu, equipment, supplies, merchandising and personnel to create good patron acceptance is demonstrated. Three contact hours.

FSS 1251 Restaurant Operation (D) 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.

FSS 1410 Food Service Equipment/Facility Planning (D) 3 cr.
The student will provide the various types of food service equipment relative to cost, structure, function, and maintenance. A layout for a food service operation will be designed to include equipment specifications, energy conservation measures, diversity of function, cost control and consideration toward future adaptability. Three contact hours.

FSS 1940 Food Service Practicum I (D) 3 cr.
Prerequisite: FSS 1201. The student will acquire the principles of quantity food preparation and service for cafeteria, restaurants, and institutions. Major emphasis will be placed on equipment use and care, standardized recipes, portion control, work plans and schedules. Five contact hours: two lectures; three laboratory.

FSS 1941 Food Service Practicum II (D)
Prerequisite: FSS 1940. The student will continue to apply knowledge and skill in the production of quantity food in the food service laboratory. The student will also exhibit knowledge in the area of management and supervision and will be evaluated on performance. Fifteen contact hours. (Laboratory).

FSS 2300 Supervision and Personnel Management (D) 3 cr.
The student will develop and demonstrate skills necessary to the managerial procedures and functions of a food service operation. Emphasis will be placed on personnel selection, interviewing techniques, supervision, organization, and planning and evaluation. Three contact hours.

FSS 2501 Food and Beverage Control (D) 3 cr.
Present 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.
FSS 2945 Food Service Internship (D) 9 cr.
The student will work on-the-job as an intern under the supervision of qualified personnel in food service establishments within the community. Course theories and skills will be applied in this work experience. The internship training program requires a minimum of twelve weeks for a total of 140 hours. A two-hour classroom seminar will be held bi-weekly on campus. A passing grade of "C" or better is required for graduation with an Associate in Science degree. Thirty-eight contact hours.

GEA 1000 World Geography (P) 3 cr.
An introductory course dealing with humanity's relationship to the natural environment in the various climatic, regional, and economic areas of the world; their interrelationships and problems of conservation of natural resources. Three contact hours.

GER 1011 Introduction to Business (D) 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.

GEO 2370 Conservation of Resources (P) 3 cr.
A survey of natural and human resources of the world. Special emphasis will be placed on the United States with an intensive study of the wise use and wasteful practices in the exploitation and utilization of these resources. Three contact hours.

GER 1100 Beginning German I (P) 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 1010 Beginning German II (P) 3 cr.
Prerequisite: GER 1100. A continuation of GER 1100. Four contact hours: three class hours, one laboratory hour.

GER 2200 Intermediate German I (P) 3 cr.
Prerequisite: GER 1101. Reading from standard German authors, grammatical and sentence structure, composition. Four contact hours.

GER 2201 Intermediate German II (P) 3 cr.
Prerequisite: GER 2200. A continuation of GER 2200. Four contact hours.

GLY 1000 Earth and Space Science (P) 3 cr.
Prerequisite: None. This course is designed to acquaint the student with the development of science, with the integrating principles and theories in the earth sciences, with the practice of the scientific method, and with a useful knowledge of selected areas of geology, astronomy, and meteorology. Presentation involves lectures, demonstrations, and films. The course is for general education and is designed essentially as an introductory preparatory course for any of the specific sciences. Three contact hours.

GLY 1010 Physical Geology (P) 3 cr.
The student will benefit by taking High School Algebra or MAT 1024 prior to enrolling in this course. 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.

GLY 1100 Historical Geology (P) 3 cr.
Prerequisite: GLY 1010. A study of the geologic history of the earth dealing with the major physical events as recorded in rock formations and with the constantly evolving changes in animals and plants through time. Three contact hours.

HES 1000 Personal and Community Health (P) 1 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.

HES 1400 Standard First Aid (P) 1 cr.
This course prepares an individual to handle most common emergencies by stress-shock precautions, early medical care, common injuries and life-saving skills. The American National Red Cross Standard First Aid Certificate is awarded upon successful completion of the course. One contact hour.

HES 2499 Standard First Aid & Personal Safety (P) 2 cr.
This course is designed to meet the needs of individuals who have an opportunity to give first aid at home and in the workplace. The American National Red Cross Standard First Aid & Personal Safety Certificate is awarded upon successful completion of the two contact hours.

HFT 1000 Introduction to Hospitality Management (O) 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 field, motel and restaurant industry. Three contact hours.

HFT 1250 Hotel/Motel Operation (O) 3 cr.
This course is designed to acquaint the student with the operation of a motel or hotel. Includes front office procedures in registering, accounting for, and checking out guests; promotional and sales practices; housekeeping, interior design, purchase of furniture, carpeting, linens and supplies, maintenance and engineering, and the practical nature of hotel and motel operations. Three contact hours.

HFT 1270 Apartment Management (O) 3 cr.
This course outlines the procedures to be followed in the day-to-day problems encountered in the management and operation of apartments. It is designed to cover all aspects of apartment management including leases, termination, collection forms, maintenance, purchasing, insurance, accounting records, selection of personnel and agreements, public and human relations and recreational aspects. Three contact hours.

HFT 1410 Front Office Management - Hotel/Motel (O) 3 cr.
This course is designed to take the student in successive stages from an orientation in a hotel/motel front office through all of the skills needed to manage properly the front office to the end of having a knowledgeable manager capable of directing the activities and solving the complex problems of the hotel/motel front office management. It will acquaint the student with the operation of all the departments at the hotel/motel and the student's responsibility for the function. Three contact hours.

HFT 2221 Customer-Peronnel Relations (O) 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.

HFT 2700 Tourism (O) 3 cr.
Prerequisite: HFT 1000. Tourism, which is travel, is defined as including the whole hospitality field - hotels, motels, resorts, restaurants, camping and all the supportive services for travelers and vacationers. This course is designed to develop an understanding of the travel activities and to make the student knowledgeable and responsive to the developments and economic approaches that are necessary in order to become a travel manager. Three contact hours.
HFT 2941 Internship (O) 3 cr.
On-the-job work experience supplied by the hotel, motel and restaurant industries. Job placement will be dependent upon the student's preference and availability of participating hospitality institutions. The course consists of 15 hours per week of on-the-job instruction accompanied by one seminar each week. Students employed in the industry will be paid the on-going rate for part-time help. Eight contact hours.

HFT 2942 Internship (O) 3 cr.
Prerequisite: HFT 2941. This course is an extension of HFT 2941. It consists of on-the-job work experience supplied by the hotel, motel, and restaurant industries. Job placement will be dependent upon the student's preference and availability of participating hospitality institutions. The course consists of 15 hours per week of on-the-job instruction accompanied by one seminar each week. Students employed in the industry will be paid the on-going rate for part-time help. Eight contact hours.

HIS 1907 Honors Survey of History (P) 3 cr.
Prerequisite: Outstanding performance in AMH 2010, 2020, EUH 1000, 1001. 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 in 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.

HME 1200 Home Management (O) 3 cr.
The student is introduced to problems in Home Management, including values, goals and the management process; the efficient use of time, money, and human resources; and earning and spending the family income. The student is given a decision-making orientation in order to sharpen problem-solving skills in managing home and physical resources. Three contact hours.

HSC 1000 Introduction to the Health Professions (O) 1 cr.
An introduction to the Allied Health Professions. The course will provide the student with an overview of the Health Professions, emphasizing differences and similarities in specialized health fields. It is intended that the course will afford the student more flexibility in selecting a health specialty as a chosen career. One contact hour.

HSC 1002 Integrated Health Science (O) 3 cr.
No pre- or corequisites. A course to provide basic manipulative and theoretical background skills that are necessary to successfully complete the required Science and Health courses within the Occupational Health Program. Five contact hours.

HSC 1003 Health Science Lab (P) 1 cr.
Corequisite: HSC 1002. To provide each student individualized, self-paced practice in specific areas of need as the student attempts to improve health science skills. Two contact hours.

HUMA 1740 Overseas Study (P) 3 cr.
The first half of 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 civilization. Eight contact hours.

HUMB 1740 Overseas Study (P) 3 cr.
The second half of 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 civilization. Eight contact hours.

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

HUM 2211 Western Humanities I (P) 3 cr.
Western culture and its creative expressions from their origins in prehistoric times through the Middle Ages as surveyed through the media of visual arts, music, literature, philosophy, and social history. Three contact hours.

HUM 2231 Western Humanities II (P) 3 cr.
Western culture and its creative expressions from the Medieval Renaissance through the Napoleonic Era as surveyed through the media of visual arts, music, literature, philosophy, and social history. Three contact hours.

HUM 2250 Western Humanities III (P) 3 cr.
Western culture and its creative expressions from the nineteenth-century Romantic Movement through the twentieth century as surveyed through the media of visual arts, music, literature, philosophy, and social history. Three contact hours.

HUM 2410 Asian Humanities (P) 3 cr.
Asian cultures and their creative expressions as surveyed through the media of visual arts, music, literature, and philosophic thought. Three contact hours.

HUM 2650 American Humanities (P) 3 cr.
Life and creative expressions in the Americas as surveyed through the media of visual arts, music, literature, philosophy, and social history. Three contact hours.

HUM 2660 Latin American Humanities (P) 3 cr.
Life in the Latin American countries surveyed from its beginning to the present. 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 2577 Mediterranean Humanities (P) 3 cr.
Life and 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 2578 Northern European Humanities (P) 3 cr.
Life and 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 2710 Fine Arts Field Trip (P) 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 will 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 the paper will be discussed and arranged before leaving. One contact hour.
HUN 1001 Principles of Nutrition (D) 3 cr.
The student will acquire the basic principles of nutrition and develop skill in applying the recommended dietary allowances to all age groups. Emphasis is placed on key food nutrients, consumer information regarding food economy, quality food purchasing, and maximum nutrition for the life cycle. Three contact hours.

HUN 1413 Child Nutrition (O) 3 cr.
A study of the nutritional needs of infants and children and the effects of food nutrients on growth and development up to age 18. Includes dietary modifications for childhood diseases. HUN 1001 is prerequisite. Three contact hours.

HUN 2311 Advanced Nutrition (O) 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.

HUS 1010 Introduction to Human Services (O) 3 cr.
This course includes a discussion of the field of community and human services including gerontology, abuse care, mental health, recreation, rehabilitation, retardation, and social welfare. Emphasis is given to the diversity of the human services delivery system in the USA, communities as networks of service organizations, the variety of human service consumers, and the skills needed for effective human services. Three contact hours.

HUS 1200 Techniques in Human Service Delivery (O) 3 cr.
In this course, the student will have the opportunity to acquire background knowledge of human service agencies and to develop skills basic to individual and group therapy. Areas to be addressed will include the following: theories of counseling and personality, the interviewing process and interviewing skills, and issues and problems of daily life. Self-awareness and personal growth necessary to effectively practice helping relationship skills will be stressed. Class topics will also include issues concerning specific client populations, such as aging, mental health, retardation, social welfare, and abuse. Three contact hours.

HUS 1410 Topics in Human Service Delivery (O) 3 cr.
The focus of this course will be upon an in-depth study of community human service agencies and the human service delivery systems in which they operate. The relationships of these to government legislation, and resources, and resource allocation with other community organizations will be considered. Emphasis will be placed on the fields of mental health and human services will also be included. A portion of each student's time will be spent in a field experience at a community agency. Six contact hours.

HUS 2000 Practicum in Human Services (O) 3 cr.
Prerequisites: HUS 1010, HUS 1200. This course will involve both classroom and in-agency experience in the human services. It will provide an interface between classroom learning and practical training in human service agencies. Basic helping skills will be emphasized. One hour per week in the classroom plus one or more in work experience will be required under ongoing agency supervision. May be repeated. Nine contact hours.

IDS 1925 Interdisciplinary Studies Seminar (P) 1 cr.
The IDS seminar provides a structured opportunity for students and professors to participate in special programs, to work together in the development of IDS projects, and to interact in an interdisciplinary environment. May be repeated. Two contact hours.

IND 1010 Housing and Interior Design (O) 3 cr.
This course includes a study of selection of housing and furnishings, housing values, needs, renting, buying a home, and characteristics of and plans for desirable housing. It emphasizes selection and arrangement of furnishings through the use of color, principles and elements of design. Three contact hours.

INR 2002 International Relations (P) 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.

ISC 1008 Unified Science (P) 3 cr.
This course is designed to allow students to study selected topics relating to processes of science, concepts of science, natural phenomena, and/or current problem areas. Selected topics will be studied in terms of their relationship and significance to the various science disciplines. This course is not designed essentially as an introductory or preparatory course for any specific physical science. Three contact hours.

JOU 1001 Introduction to Journalism (P) 3 cr.
An introduction to Journalism and Mass Communications. This course will include the history and development of journalism with an emphasis on newspaper, radio, television and magazines. Effective personal communications will also be taught as the basis of effective mass communications. Three contact hours.

LAM 1900 History of the Americas (P) 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.

LEA 1001 Introduction to Legal Technology (O) 3 cr.
This course provides an overview of training and purpose of legal assistants. It explains roles of lawyers and legal assistants along with ethical and professional standards applicable to each. The structure of federal and related court systems, the State of Florida court system, and various substantive fields of law will be covered. Three contact hours.

LEA 1013 Legal Writing and Research I (O) 3 cr.
Prerequisite: LEA 1001, or consent of director. This course is designed to introduce the student to legal bibliography and basic legal research methods. Practice research problems will be a large part of this course. Students will also learn how to write legal memos and briefs for both trial and appellate work. Three contact hours.

LEA 1014 Legal Writing and Research II (O) 3 cr.
Prerequisite: LEA 1013. This course is a continuation of LEA 1013. The course will continue into intermediate and advanced legal research with increased emphasis on the writing of legal memos and briefs. Three contact hours.

LEA 1101 Litigation (O) 3 cr.
Prerequisite: LEA 1001, or permission of director. This course focuses on the litigation process as it relates to the Florida court system. Attention is given to the function of law, the role of the attorney, basic substantive law, pleadings, discovery, trial, settlement, and appeal. The role of the legal assistant including client interviews, investigation, and compiling facts, drafting of pleadings, assembling of briefs, etc., will be studied. Three contact hours.

LEA 1115 Torts (O) 3 cr.
Prerequisite: LEA 1001 or permission of director. A study of the basic law relating to civil wrongs as applied to personal and property damage. Topics studied include intentional torts, negligence, strict liability, products liability, nuisance, liability of owners and occupiers of land, fraud, defamation, invasion of privacy, intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy and immunities. Three contact hours.

LEA 1201 Real Property Law (O) 3 cr.
Prerequisite: LEA 1001, or consent of director. This course will involve the study of the law of real property and an in-depth survey of the more common types of real estate transactions and conveyance, such as deeds, contracts, leases, deeds of trust, etc.; drafting problems involving these various instruments; special research projects related to the subject matter; and a study of the system of recording and search of public documents. Three contact hours.
LEA 1211 Wills, Trusts, and Probate (O) 3 cr.
Prerequisite: LEA 1001, or permission of director. An overview of the law of wills, descent and distribution, probate administration and trusts together with practical application in the preparation of wills, trusts and the various pleadings used in the State of Florida. Three contact hours.

LEA 1311 Corporate Law (O) 3 cr.
Prerequisite: LEA 1001, or permission of the director. A study of the formation and operation of corporations, partnerships, limited partnerships, business trusts and other business vehicles, including a survey of the fundamental principles of law applicable to each, and special research projects related to the subject matter. Three contact hours.

LEA 1401 Law Office Management (O) 3 cr.
Prerequisite: LEA 1001 or permission of director. This course will instruct the legal assistant in the fundamentals of law office organization, bookkeeping and accounting. Attention will be given to a detailed schedule of management, file preparation and organized procedures for specialized areas of the law. Three contact hours.

LEA 1591 Laws of Domestic Relations (O) 3 cr.
Prerequisite: LEA 1001, or permission of director. This course involves the study of such topics as divorce, separations, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements, etc. Three contact hours.

LEA 1601 Criminal Law (O) 3 cr.
Prerequisite: LEA 1001, or permission of director. This course covers the theory, history and purpose of criminal law; the role of the U.S. Supreme Court and the Constitution in law enforcement. The law and procedure from incident through arrest. This course also covers the structure, definitions and most frequently used sections of the Florida Statutes dealing with crimes against persons and property. Three contact hours.

LEA 1721 State and Federal Tax Law (O) 3 cr.
Prerequisite: LEA 1001, or permission of the director. This course will provide a working knowledge of income taxation and will demonstrate how these fundamentals apply to individuals, decedents, estates, trusts, partnerships and corporations. The student will also learn to assist the attorney with income tax returns, tax procedures, tax planning and resolution of tax controversies. Three contact hours.

LET 1290 Introduction to Recreational Activities (P) 1 cr.
A course designed to acquaint the student with the variety of recreational activities available in the community. Guest expert lectures in activities such as scuba and skin diving, surfing, equestrian, hunting, judo, rifle, water skiing, and ice-skating will discuss the fundamental skills and techniques equated with enjoyable participation. Two contact hours.

LET 2330C Camp Counseling (P) 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. Three contact hours and two overnight camping trips. The American Camping Association Advanced Campsite certification is earned upon successful completion of the course.

LIS 2001 Use of Books and Libraries (P) 1 cr.
Organization of the FIU Learning Resources, introduction to the library's classification system, how to use the card catalog, periodical indexes and other basic indexes. Suggestions for note-taking. 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 FIU, universities and public libraries. Three contact hours.

LIT 2021 Introduction to Literature (P) 3 cr.
Prerequisite: ENC 1136. Emphasis on reading selections for understanding and appreciation. Consideration is given to the major literary forms and their distinctive characteristics and conventions, principal literary themes, and different critical approaches. Designed both for increasing personal satisfaction in literature and as preparation for further literary study. Three contact hours.

LIT 2211 Great Ideas in World Literature I (P) 3 cr.
Prerequisite: ENC 1136. A critical study of selections of ancient, medieval, and early Renaissance literature. Three contact hours.

LIT 2221 Great Ideas in World Literature II (P) 3 cr.
Prerequisite: ENC 1136. A critical study of selections of literature from the middle Renaissance period through the twentieth century. Three contact hours.

LIT 2310 The Bible as Literature (P) 3 cr.
A study of the development of the Bible in both its natural and its supernatural aspects, its influence on literature and humanity. Emphasis on the Bible's role in the modern world. Three contact hours.

LIT 2332 Afro-American Literature (P) 3 cr.
A survey course that treats the major periods of Afro-American literature from its beginnings in America to the present. Attention will be given to the African background. Concentration centers on the writers' viewpoints of themselves and the political, economic, and social forces that operate on them.Thematically, the course considers the cyclic patterns of assimilation, self-awareness, and the desire for self-determination in literature. Three contact hours.

MAC 1104 College Algebra (P) 3 cr.
Prerequisite: MAT 1033 with a grade of C or better, or two years of high school algebra. 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 equations, systems of equations, inequalities, logarithms, and induction. This course is intended for students who need more preparation for trigonometry and the calculus. If a student takes MAC 1104 and MAC 1132, only the credits earned in MAC 1132 will be applied towards an Associate in Arts degree. Three contact hours.

MAC 1114 College Trigonometry (P) 3 cr.
Prerequisite: MAC 1104, with a grade of C or better. This course treats trigonometric functions as functions of real numbers with trigonometric functions of angles and vectors. It includes identities, inverse circular functions, solution of trigonometric equations, complex numbers, and solutions of triangles. If a student takes MAC 1114 and MAC 1132, only the credits earned in MAC 1132 will be applied towards an Associate in Arts degree. Three contact hours.

MAC 1132 College Algebra and Trigonometry (P) 4 cr.
Prerequisite: MAT 1033, with a grade of C or better. (High school trigonometry recommended.) This is an accelerated course for the well-prepared student. The course content is consistent with that of MAC 1104, College Algebra, and MAC 1114, 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. If a student takes either MAC 1104 and MAC 1132 or MAC 1114 and MAC 1132, only the credits earned in MAC 1132 will be applied toward an Associate in Arts degree. Four contact hours.
MAC 1311 Calculus with Analytic Geometry I (P) 4 cr.
Prerequisite: MAC 1140 or MAC 1132 or two years of high school algebra, one year of plane geometry, one-half year trigonometry. 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.

MAC 2312 Calculus with Analytic Geometry II (P) 4 cr.
Prerequisite: MAC 1311. A continuation of the calculus-analytic geometry sequence. The course includes integration of transcendental functions, plane analytic geometry topics, methods of integration and the algebraic calculus of vectors in the plane. Four contact hours.

MAC 2313 Calculus with Analytic Geometry III (P) 4 cr.
Prerequisite: MAC 2312. 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.

MAE 1810 Modern Mathematics for Teachers (P) 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.

MAE 2200 Marriage and Family (P) 3 cr.
A study of male selection, courtship, marriage and child rearing, with special attention to the contemporary American family. Three contact hours.

MAN 1392 Postal Management-Customer Service I (O) 3 cr.
This course deals with the movement of the various types of mail through United delivery service systems. Also topics to be covered are forecasting future needs, operational control, and analysis of unit operations. Three contact hours.

MAN 1394 Postal Management-Finance I (O) 3 cr.
An introductory course covering postal accounting, auditing, mail classification, revenue, cost analyses and their interrelationships within the Postal Service. Three contact hours.

MAN 2000 Principles of Management (D) 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.

MAN 2050 Transportation Management and Theory (D) 3 cr.
This course is primarily designed for students advancing to the management stage in the transportation field. It covers financial management, business law, management's relation to government, marketing management, management theory and philosophy, and broad management perspective. Three contact hours.

MAN 2390 Personnel Management (D) 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.

MAN 2393 Postal Management-Customer Service II (O) 3 cr.
Prerequisite: MAN 1392 or permission of director. This course is a continuation of MAN 1392. Delivery systems will be investigated in greater depth through a study of analysis and adjudgments of combination services routes, collection routes, inspections, and the responsibilities of carriers. Three contact hours.

MAN 2394 Postal Management-Finance II (O) 3 cr.
Prerequisite: MAN 1390 or permission of director. A continuation of MAN 1394. Among the topics covered are the Origin Destination Information System (ODIS), Revenue Points and Weights (RPW) and a further study of all phases of accounting principles as they apply to the Postal Service. Three contact hours.

MAN 2395 Postal Management-Mail Processing I (O) 3 cr.
An introduction to the various systems used in processing the U.S. mail. Topics studied include logistics, mail processing and flow, schemes, bulk mail, mail preparation and plant maintenance. Three contact hours.

MAN 2396 Postal Management-Mail Processing II (O) 3 cr.
Prerequisite: MAN 2395. A continuation of MAN 2396. The course further investigates systems approaches used by the Postal Service. Also included will be such topics as modifications, engineering and quality control, equipment testing, budgets, and future trends in mail processing. Three contact hours.

MAN 2397 Postal Management-Employee Relations (Personnel) (O) 3 cr.
A study of personnel management as it applies to people at work in the United States Postal Service. The course deals with hiring procedures, salary structures, job descriptions, promotional policies, employee benefits, employee safety and health, unemployment compensation and retirement. Three contact hours.

MAN 2398 Postal Service Management-Labor Relations (O) 3 cr.
This course is an introduction to labor relations as they apply to the Postal Service. The course is descriptive of the roles and processes of both management and craft employees as they interpret policies and regulations. The course will also take up effective human relations in postal employment. Three contact hours.

MAP 2302 Differential Equations (P) 3 cr.
Prerequisite: MAC 2312. A study of the procedure and the theory of various methods of solving ordinary differential equations, which includes a development of Laplace transforms and applications. Three contact hours.

MAR 1011 Principles of Marketing (D) 3 cr.
Prerequisite: GEB 1011. The study of matching products of market, 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.

MAR 1101 Salesmanship (D) 3 cr.
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.
MAR 1151 Retail Merchandising (O) 4 cr.
The functions of the merchandising department, inventory control systems, stock turnover, the buying function, and sales promotions are covered. Also covered are appliances, furniture, household accessories, and other display techniques. Three contact hours.

MAR 1301 Sales Promotion (O) 4 cr.
Designed for all types of sales personnel, covers basic methods and techniques used in sales promotion program development, research, advertising, merchandising, display, direct mail advertising, development of effective sales talks, and demonstrations. Three contact hours.

MAR 2012 Marketing Practices (O) 3 cr.
Prerequisite: MAR 101. A continuation of MAR 101. Emphasis is placed on the study of marketing steps of the manufacturer, wholesaler, retailer, and other marketing agencies. Three contact hours.

MAR 2131 Principles of Purchasing I (O) 3 cr.
A comprehensive course in modern procurement practices and policies used by practicing purchasing agents. Computer analysis of the fundamental purchasing practices with analytical descriptions of the latest developments and techniques. Three contact hours.

MAR 2132 Principles of Purchasing II (O) 3 cr.
A continuation of MAR 2131 with emphasis on quality assurance, price analysis, planning and forecasting, and buying capital equipment. Three contact hours.

MAR 2226 Wholesaling (O) 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.

MAR 2221 Principles of Wholesale Distribution (O) 3 cr.
This course is a general survey of the wholesaling functions for the student contemplating a career in the wholesale distribution industry. The place of wholesale distribution in relation to producers, retailers, institutional and industrial customers, and individual consumers is examined. Special attention will be given to the role of the wholesale distributor in the channels of distribution; the place of land, sea, and air carriers; and carrier opportunities at the state and national level. Three contact hours.

MAR 2240 Principles of International Trade: Export-Import (O) 3 cr.
This course is designed to provide training for entrance into the export-import business. It will cover three major areas: (1) the role of transportation; (2) international markets; and (3) preparation of forms for customs duties, taxes, and related documents. Three contact hours.

MAR 2401 Sales Management (O) 3 cr.
Prerequisite: MAR 101. 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 training of sales programs are covered. Three contact hours.

MAT 1002 Basic Mathematics (P) 3 cr.
A course in basic mathematics including operations with whole numbers, fractions, decimals, and percentage. Does not meet General Education Requirement. Students who enroll in the Developmental Program are required to do laboratory work in conjunction with this course. Five contact hours.

MAT 1003 General Mathematics (P) 3 cr.
This course is designed to meet the general education mathematics requirement. Skill at computing fractions, decimals, percents, the metric system and formulas as well as practical mathematical applications will be developed. Students who enroll in the developmental program are required to do laboratory work in conjunction with this course. Three contact hours.

MAT 1031 Developmental Arithmetic Lab (P) 1 cr.
Course site: MAT 1002. To provide each student individualized, self-paced practice in specific areas of need as the student attempts to improve mathematics skills. Two contact hours.

MAT 1024 Elementary Algebra (P) 3 cr.
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 1033. 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 includes those concepts, topics, and laws of elementary algebra necessary to insure success in subsequent courses. Students who enroll in the Developmental Program are required to do laboratory work in conjunction with this course. Three contact hours.

MAT 1033 Intermediate Algebra (P) 3 cr.
Prerequisite: MAT 1024, or at least one year of high school algebra. This course is designed to prepare students for a course in intermediate algebra. Topics include an introduction to the mathematics of sets, the complex numbers and functions, and their graphical representation. Three contact hours.

MCB 1013 Microbiology (P) 4 cr.
Prerequisites: CHEM 1020, 1034C, or 1041C. High School chemistry. In addition, the student will benefit by taking AP 1150 or BU 1111C prior to enrolling in MCB 1013. A study of the bacteria, viruses, viroids, and virophages with emphasis on their biological significance. Six contact hours: three class hours, three laboratory hours.

MAT 1001 Meteorology (P) 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.

MGF 1113 College Mathematics (P) 3 cr.
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. Students who enroll in the Developmental Program are required to do laboratory work in conjunction with this course. Three contact hours.

MIS 1000C The Army as a Profession (P) 1 cr.
An introductory course in Military Science designed to acquaint the student with the Army as a profession. Instruction consists of the officer and enlisted management system, basic weapons, introduction to and operation of a map and communication systems. One contact hour.

MIS 1025C The Organization of the Army (P) 1 cr.
The mission and roles of the various branches of the Army, small unit tactics, and specific techniques, practical application of communications and map reading. The latter portion of the course deals with the fundamentals of leadership, training techniques, and group interaction. One contact hour.

MIS 2300C Small Unit Tactical Employment (P) 1 cr.
Available to full-time students only. Appreciation of the fundamentals and techniques of small unit tactics, emphasis on fire power, movement, communications, review of basic military team development understanding of duties, responsibilities, methods of employment of basic military units. One contact hour.
MIS 2630C Application of Military Skills (P) 1 cr.
Review of basic weapons emphasis placed on map reading and communications. Map reading will include practical application of previously taught skills and new subjects will include intersection, resection, modified resection, and polar coordinates. Communication will include an in-depth study of radio messages and codes. One contact hour.

MKA 1303 Retail Practicum (O) 4 cr.
Occupational experiences are provided with cooperating businesses. Twenty contact hours per week.

MKA 1313 Retail Practicum (O) 4 cr.
A continuation of MKA 1303. Twenty contact hours per week.

MKA 1403 Fashion Merchandising I (O) 3 cr.
An introduction to the clothing and textile industry, which includes the exploration of career opportunities, consumer behaviors, the historical development of fashion, the environmental influences on fashion demand, and the marketers of fashion. Three contact hours.

MKA 1403 Fashion Merchandising II (O) 3 cr.
Prerequisite: MKA 1402. An in-depth study of retail operations which includes an analysis of store organization, buying functions, and techniques, and sales promotion as related to the clothing and textile industry. Three contact hours.

MKA 2332 Retail Practicum (O) 4 cr.
A continuation of MKA 2333. Twenty contact hours.

MKA 2333 Retail Practicum (O) 4 cr.
A continuation of MKA 1313. Twenty contact hours.

MKA 2364 Fashion Merchandising Practicum/Seminar I (O) 4 cr.
Corequisite: MKA 1402. A minimum of 20 hours per week of practical work experience approved by the student's advisor. The student will acquire knowledge of the procurement with which they are working and an understanding of operating a problem-solving related to selling. A seminar designed to assist the student in working in merchandising, selling techniques, and methods of problem solving related to work experiences will meet one hour per week on campus. Twenty-one contact hours.

MKA 2366 Fashion Merchandising Practicum/Seminar II (O) 4 cr.
Prerequisites: MKA 1402, MKA 2364. Corequisite: MKA 1403. A minimum of 20 hours per week of practical work experience approved by the student's advisor. The student will demonstrate the ability to handle advanced selling techniques and evaluate job responsibilities for retail supervision. A seminar designed to assist students in exploring store organization, operation, and planning, and additional problem solving related to work experiences will meet one hour per week on campus. Twenty-one contact hours.

MIS 1022C Introduction to Health Technology (D) 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 integrated health sciences and their application to medical science, the student will practice the manipulative skills of medical laboratory technology. Four contact hours.

MIS 1404C Medical Microbiology (D) 6 cr.
Given instruction in the subject matter, anatomy, and techniques of medical bacteriology, parasitology, and virology, the learner will perform step-by-step microbiological techniques precisely and accurately. The student will identify and isolate microorganisms from clinical specimens, classify the organisms associated with disease in man, perform sensitivity tests and correlate the information for its application to clinical diagnoses. Eight contact hours.

MIS 2530 Serology and Blood Banking (D) 6 cr.
Prerequisite: MIS 1010C. Presented basic principles, theories, and related serologic methods. The student will perform techniques precisely and accurately, state the principles and normal values of each and relate test results to clinical diagnoses. Presented the concepts of immunohematology, the student will practice the technical methods and procedures of blood banking and recognize their application to patient care and blood transfusion. Eight contact hours.

MIS 2600C Principles of Clinical Instrumentation (D) 5 cr.
Corequisite: MIS 2602C. Presented in the principles of analytic methodology and the principles of clinical instrumentation, the learner will apply this information to the procedures of medical laboratory technology in the clinical phase of the student's education. Five contact hours.

MIS 2610C Clinical Chemistry (D) 6 cr.
Presented the basic concepts and techniques of clinical chemistry; the student will develop the technical competencies required to analyze body fluids accurately and precisely. The learner will relate the results of chemical measurements to the assessment of the body's metabolic state. Eight contact hours.

MIS 2807C Clinical Practicum I (D) 9 cr.
Corequisite: MIS 2600C. Having been assigned to a clinical laboratory for directed experience, the learner will develop accuracy and precision in performing medical laboratory techniques. The Program Director coordinates the student's clinical experiences, including supervision, scheduling, and evaluation. Thirty-five contact hours.

MIS 2803 Clinical Diagnosis (D) 5 cr.
Prerequisites: MIS 2600C and MIS 2800L. Corequisite: MIS 2804. Presented the clinical aspects of disease and the normal values of the constituents of body fluids. The learner will recognize abnormal values as these relate to disease and will judge the reliability of test results by applying quality control techniques. Five contact hours.

MIS 2804 Clinical Practicum II (D) 12 cr.
Prerequisites: MIS 2600C and MIS 2800L. Corequisite: MIS 2803. Continuing in a clinical laboratory for directed experience, the learner will develop accuracy and precision in performing medical laboratory techniques. The Program Director coordinates the student's clinical experiences, including supervision, scheduling, and evaluation. Thirty-five contact hours.

MCC 1000 Writing for Mass Communications (P) 3 cr.
Prerequisite: FHC 101. The 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.

MCC 2100 Writing for Mass Communications (P) 3 cr.
Prerequisite: FHC 101. The 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.
Music Courses

MUC 1301 Introduction to Electronic Music (P) 2 cr.
Prerequisite: Approval of professor. A beginning course in the history and practice of electronic music including laboratory work with tape recorders and synthesizers. Three contact hours.

MUF 1440 String Techniques (P) 1 cr.
Teaches basic performance skills on violin, viola, violin-cello, and double bass. Open to music majors. Two laboratory hours.

MUE 1450 Woodwind Techniques (P) 1 cr.
Teaches basic performance skills on clarinet or flute. Open to music majors. Two laboratory hours.

MUE 1460 Brass Techniques (P) 1 cr.
Teaches basic performance skills on trumpet or trombone. Open to music majors. Two laboratory hours.

MUE 1470 Percussion Techniques (P) 1 cr.
Teaches basic performance skills on percussion instruments with emphasis on rudimental score drumming. Open to music majors. Two laboratory hours.

MUG 1201 Basic Conducting (Choral) (P) 2 cr.
Prerequisite: MUT 1121 and/or consent of professor. Provides the student with an introduction to basic techniques used in directing choral rehearsal and performances. Three contact hours.

MUL 2211 Survey of Music History (P) 3 cr.
A study of the development of music from the early Medieval period to the present day with an emphasis upon the stylistic trends of each period. This course is recommended for music majors only. Three contact hours.

MUL 1011 Music Appreciation (P) 3 cr.
A course designed for students with little or no musical training. Combines a limited amount of training in music terminology with intensive listening. Three contact hours.

MUL 1330 Symphony Band (P) 1 cr.
Open to all students of the College with permission of the professor. All students who have had previous band experience are urged to participate. Traditional and contemporary band literature are included in the repertoire. Required of all woodwind, brass, and percussion majors. May be elected for credit each semester. Six rehearsal periods.

MUN 1280 Community Orchestra (P) 1 cr.
The Community Orchestra provides instrumentalists in the College and community an opportunity to perform works representative of a broad spectrum of orchestral literature, to refine techniques of ensemble playing, and present concerts each term. Membership by permission of the director and/or audition; participation by string majors is required. May also be taken as a non-college credit Adult Education course. Two-hour rehearsal period.

MUN 1310 College Chorus (P) 1 cr.
Choral organization open to all college students. Many styles of choral music are included in the repertoire. Can be elected for credit each semester. Three rehearsal periods.

MUN 1310 College Chorale (P) 1 cr.
Prerequisite: Permission of the director. Before entering course previous choral experience and/or audition with professor.

The repertoire of the College Chorale includes the more difficult sacred and secular compositions, accompanied and unaccompanied. May be elected for credit each semester. Five rehearsal periods.

MUN 1380 Community Chorus, Jacksonville Concert Chorus (P) 1 cr.
Awarding choirs 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-college credit under Adult Education. Two-hour rehearsal period.

MUN 1440 String Ensemble (P) 1 cr.
Prerequisite: Permission of the professor. 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.

MUN 1710 Jazz-Rock Ensemble (P) 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.

MUN 1001 Music Theatre Workshop (P) 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.

MUN 1000 Student Recital (P) 1 cr.
Required for all music majors. In conjunction with the one class meeting each week, the student is also required to attend an announced number of IFC related concerts. Each music major enrolled for two hours of applied music is required to perform in student recital at least once during the academic year. Meeting hour may be changed to coincide with special performance time. One contact hour.

MUL 1001 Introduction to Music Theory (P) 3 cr.
A course designed for students whose background and Theory Placement Test scores indicate further preparation is needed for MUL 1121. Includes work with elementary music terminology, notation, intervals, scales, chords, rhythm, sight singing, dictation, and keyboard skills. Three contact hours.

MUL 1121 Music Theory I (P) 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.
MUT 1122  Music Theory II (P)  4 cr.
Prerequisite: MUT 1121. A continuation of MUT 1121. 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.

MUT 2126  Music Theory III (P)  4 cr.
Prerequisite: MUT 1122. Techniques of analysis and part writing in vocal, keyboard, and instrumental styles. Advanced treatment of harmony, modulation, sequence, and phrase, and part forms. Sight singing and ear training included. Five contact hours: three class hours; two laboratory hours.

MUT 2127  Music Theory IV (P)  4 cr.
Prerequisite: MUT 2126. 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.

MUT 2231  Keyboard Harmony (P)  1 cr.
Prerequisite: MUT 2127. Development of skills at the piano. Emphasis upon harmonization of melodies, modulation, transposition, and improvisation. Required of all music majors. Two laboratory hours.

MUT 2232  Keyboard Harmony (P)  1 cr.
Prerequisite: MUT 2231. A continuation of MUT 2231. Two laboratory hours.

MVKA 1111  Class Piano I (P)  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 contact hours (laboratory).

MVKB 1111  Class Piano II (P)  1 cr.
Prerequisite: MVKA 1111. A continuation of MVKA 1111. Required of all music majors. Two laboratory hours.

MVKA 1211  Class Piano III (P)  3 cr.
Prerequisite: MVKB 1111. A continuation of MVKB 1111. Two contact hours (laboratory).

MVKB 1211  Class Piano IV (P)  1 cr.
Prerequisite: MVKA 1211. A continuation of MVKA 1211. Two contact hours (laboratory).

MVKA 2621  Basic Piano Pedagogy I (P)  2 cr.
A class designed to prepare students for private and class piano teaching at the levels of beginner, intermediate and advanced. Three contact hours.

MVKB 2621  Basic Piano Pedagogy II (P)  2 cr.
A class in which students will teach piano under supervision. Students will teach piano pupils who are in the beginning, intermediate and early advanced level. Three contact hours.

MVSA 1116  Class Guitar I (P)  1 cr.
A basic course designed for students who are interested in studying classical 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 contact hours (laboratory).

MVSB 1116  Class Guitar II (P)  1 cr.
Prerequisite: MVSA 1116. A continuation of MVSA 1116, Class Guitar I, perfecting and advancing skills learned therein. Two contact hours (laboratory).

MVSA 2126  Class Guitar III (P)  1 cr.
Prerequisite: MVSA 1116. A continuation of MVSB 1116, perfecting and advancing skills learned therein. Two contact hours (laboratory).

MVSB 2126  Class Guitar IV (P)  1 cr.
Prerequisite: MVSA 2126. A continuation of MVSB 2126, perfecting and advancing skills learned therein. Two contact hours (laboratory).

MVVA 1111  Class Voice I (P)  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 contact hours (laboratory).

MVVA 1111  Class Voice II (P)  1 cr.
Prerequisite: MVVA 1111. A continuation of MVVA 1111. Two contact hours (laboratory).

MVVA 2121  Class Voice III (P)  1 cr.
Prerequisite: MVVA 1111. 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.

MVVA 2121  Class Voice IV (P)  1 cr.
Prerequisite: MVVA 2121. A continuation of MVVA 2121. Two contact hours.

Applied Music Courses

Baritone

MVBA 1014  Applied Preparatory Baritone I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVBA 1014  Applied Preparatory Baritone II (P)  2 cr.
Prerequisite: MVBA 1014. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVBA 1314  Applied Principal Baritone I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance (e.g. music education, music therapy, etc.) Two half-hour lessons a week.

MVBA 1314  Applied Principal Baritone II (P)  2 cr.
Prerequisite: MVBA 1314. Second semester of private lessons designed for the student majoring in any area of music except performance (e.g. music education, music therapy, etc.) Two half-hour lessons a week.

MVBA 2334  Applied Principal Baritone III (F)  2 cr.
Prerequisite: MVBA 1314. Third semester of private lessons designed for the student majoring in any area of music except performance (e.g. music education, music therapy, etc.) Two half-hour lessons a week.

MVBA 2334  Applied Principal Baritone IV (F)  2 cr.
Prerequisite: MVBA 2334. Fourth semester of private lessons designed for the student majoring in any area of music except performance (e.g. music education, music therapy, etc.) Two half-hour lessons a week.

MVBA 1214  Applied Secondary Baritone I (P)  1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.
MVB: 1214  Applied Secondary Baritone II (P)  1 cr.
Prerequisite: MVB: 1214. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVB: 2224  Applied Secondary Baritone III (P)  1 cr.
Prerequisite: MVB: 2224. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVB: 2224  Applied Secondary Baritone IV (P)  1 cr.
Prerequisite: MVB: 2224. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVB: 1414  Applied Major Baritone I (P)  3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVB: 1414  Applied Major Baritone II (P)  3 cr.
Prerequisite: MVB: 1414. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVB: 2424  Applied Major Baritone II (P)  3 cr.
Prerequisite: MVB: 2424. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVB: 2424  Applied Major Baritone IV (P)  3 cr.
Prerequisite: MVB: 2424. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MWWA: 1014  Applied Preparatory Bassoon I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MWWA: 1014  Applied Preparatory Bassoon II (P)  2 cr.
Prerequisite: MWWA: 1014. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MWWA: 1314  Applied Principal Bassoon I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MWWA: 1314  Applied Principal Bassoon II (P)  2 cr.
Prerequisite: MWWA: 1314. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MWWA: 2324  Applied Principal Bassoon IV (P)  2 cr.
Prerequisite: MWWA: 2324. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MWWA: 2324  Applied Principal Bassoon IV (P)  2 cr.
Prerequisite: MWWA: 2324. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

Cello

MWS: 1013  Applied Preparatory Cello (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MWS: 1013  Applied Preparatory Cello II (P)  2 cr.
Prerequisite: MWS: 1013. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MWS: 1313  Applied Principal Cello I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MWS: 1313  Applied Principal Cello II (P)  2 cr.
Prerequisite: MWS: 1313. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MWS: 2323  Applied Principal Cello III (P)  2 cr.
Prerequisite: MWS: 2323. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.
MVSB 2323  Applied Principal Cello IV (P)  2 cr.
Prerequisite: MVSA 2323. Fourth semester of private lessons
designed for the student majoring in any area of music except performance.
(e.g., music education, music therapy etc.)

MVSA 1213  Applied Secondary Cello I (P)  1 cr.
Prerequisite: Placement by audition before the music faculty.
First semester of private lessons designed for music majors
need to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSB 1213  Applied Secondary Cello II (P)  1 cr.
Prerequisite: MVSA 1213. Second semester of private lessons
designed for music majors needing to gain proficiency on an
instrument other than their principal or major. One half-hour lesson per week.

MVSA 2223  Applied Secondary Cello III (P)  1 cr.
Prerequisite: MVSB 1213. Third semester of private lessons
designed for music majors needing to gain proficiency on an
instrument other than their principal or major. One half-hour lesson per week.

MVSB 2223  Applied Secondary Cello IV (P)  1 cr.
Prerequisite: MVSA 2223. Fourth semester of private lessons
designed for the student majoring in any area of music except performance.
(e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVSA 1413  Applied Major Cello I (P)  3 cr.
Prerequisite: Placement by audition before the entire full-time
music faculty. First semester of private lessons designed for the
student majoring in performance. Two half-hour lessons a week.

MVSB 1413  Applied Major Cello II (P)  3 cr.
Prerequisite: MVSA 1413. Second semester of private lessons
designed for the student majoring in performance. Two half-hour lessons a week.

MVSA 2423  Applied Major Cello III (P)  3 cr.
Prerequisite: MVSB 1413. Third semester of private lessons
designed for the student majoring in performance. Two half-hour lessons a week.

MVSB 2423  Applied Major Cello IV (P)  3 cr.
Prerequisite: MVSA 2423. Fourth semester of private lessons
designed for the student majoring in performance. Two half-hour lessons a week.

Clarinet

MVWA 1013  Applied Preparatory Clarinet I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty.
Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVWB 1013  Applied Preparatory Clarinet II (P)  2 cr.
Prerequisite: MVWA 1013. Second semester of private lessons
designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVWA 1313  Applied Principal Clarinet I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty.
First semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVWB 1313  Applied Principal Clarinet II (P)  2 cr.
Prerequisite: MVWA 1313. Second semester of private lessons
designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVWA 2323  Applied Principal Clarinet III (P)  2 cr.
Prerequisite: MVWB 1313. Third semester of private lessons
designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVWB 2323  Applied Principal Clarinet IV (P)  2 cr.
Prerequisite: MVWA 2323. Fourth semester of private lessons
designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVWA 1213  Applied Secondary Clarinet I (P)  1 cr.
Prerequisite: Placement by audition before the music faculty.
First semester of private lessons designed for music majors
need to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVWB 1213  Applied Secondary Clarinet II (P)  1 cr.
Prerequisite: MVWA 1213. Second semester of private lessons
designed for music majors needing to gain proficiency on an
instrument other than their principal or major. One half-hour lesson per week.

MVWA 2223  Applied Secondary Clarinet III (P)  1 cr.
Prerequisite: MVWA 1213. Third semester of private lessons
designed for music majors needing to gain proficiency on an
instrument other than their principal or major. One half-hour lesson per week.

MVWB 2223  Applied Secondary Clarinet IV (P)  1 cr.
Prerequisite: MVWA 2223. Fourth semester of private lessons
designed for music majors needing to gain proficiency on an
instrument other than their principal or major. One half-hour lesson per week.

Clarinets

MVWA 1413  Applied Major Clarinet I (P)  3 cr.
Prerequisite: Placement by audition before the entire full-time
music faculty. First semester of private lessons designed for the
student majoring in performance. Two half-hour lessons a week.

MVWB 1413  Applied Major Clarinet II (P)  3 cr.
Prerequisite: MVWA 1413. Second semester of private lessons
designed for the student majoring in performance. Two half-hour lessons a week.

MVWA 2423  Applied Major Clarinet III (P)  3 cr.
Prerequisite: MVWA 1413. Third semester of private lessons
designed for the student majoring in performance. Two half-hour lessons a week.

MVWB 2423  Applied Major Clarinet IV (P)  3 cr.
Prerequisite: MVWA 2423. Fourth semester of private lessons
designed for the student majoring in performance. Two half-hour lessons a week.

Flute

MVWA 1011  Applied Preparatory Flute I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty.
Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVWB 1011  Applied Preparatory Flute II (P)  2 cr.
Prerequisite: MVWA 1011. Second semester of private lessons
designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVWA 1311  Applied Principal Flute I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty.
First semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.
MVWB 1211 Applied Principal Flute II (P) 2 cr.
Prerequisite: MVWA 1211. Second semester of private lessons designed for the student majoring in any area of music except performance (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVWA 2321 Applied Principal Flute III (P) 2 cr.
Prerequisite: MVWA 2321. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVWB 2321 Applied Principal Flute IV (P) 2 cr.
Prerequisite: MVWA 2321. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVWA 1211 Applied Secondary Flute I (P) 1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVWB 1211 Applied Secondary Flute II (P) 1 cr.
Prerequisite: MVWA 1211. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVWA 2221 Applied Secondary Flute III (P) 1 cr.
Prerequisite: MVWA 2221. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVWB 2221 Applied Secondary Flute IV (P) 1 cr.
Prerequisite: MVWA 2221. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVWA 1411 Applied Major Flute I (P) 3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVWB 1411 Applied Major Flute II (P) 3 cr.
Prerequisite: MVWA 1411. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVWA 2421 Applied Major Flute III (P) 3 cr.
Prerequisite: MVWA 2421. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVWB 2421 Applied Major Flute IV (P) 3 cr.
Prerequisite: MVWA 2421. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

French Horn

MVWA 1012 Applied Preparatory French Horn I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVBB 1012 Applied Preparatory French Horn II (P) 2 cr.
Prerequisite: MVVA 1012. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVBA 1312 Applied Principal French Horn I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBB 1312 Applied Principal French Horn II (P) 2 cr.
Prerequisite: MVVA 1312. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBB 2322 Applied Principal French Horn III (P) 2 cr.
Prerequisite: MVBB 1312. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons per week.

MVBB 2322 Applied Principal French Horn IV (P) 2 cr.
Prerequisite: MVBB 2322. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBB 1212 Applied Secondary French Horn I (P) 1 cr.
Prerequisite: MVBB 1212. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVBB 1212 Applied Secondary French Horn II (P) 1 cr.
Prerequisite: MVBB 1212. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVBB 2222 Applied Secondary French Horn III (P) 1 cr.
Prerequisite: MVBB 2222. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVBB 2222 Applied Secondary French Horn IV (P) 1 cr.
Prerequisite: MVBB 2222. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVVA 1412 Applied Major French Horn I (P) 3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVBB 1412 Applied Major French Horn II (P) 3 cr.
Prerequisite: MVBB 1412. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVBB 1412 Applied Major French Horn III (P) 3 cr.
Prerequisite: MVBB 1412. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVBB 2422 Applied Major French Horn IV (P) 3 cr.
Prerequisite: MVBB 2422. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.
MVSA 1016  Applied Preparatory Guitar I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVSA 1016  Applied Preparatory Guitar II (P)  2 cr.
Prerequisite: MVSA 1016. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. Two half-hour lessons a week.

MVSA 1316  Applied Principal Guitar I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVSA 1316  Applied Principal Guitar II (P)  2 cr.
Prerequisite: MVSA 1316. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVSA 2326  Applied Principal Guitar III (P)  2 cr.
Prerequisite: MVSA 1316. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVSA 2326  Applied Principal Guitar IV (P)  2 cr.
Prerequisite: MVSA 2326. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVSA 1216  Applied Secondary Guitar I (P)  1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSA 1216  Applied Secondary Guitar II (P)  1 cr.
Prerequisite: MVSA 1216. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSA 2226  Applied Secondary Guitar III (P)  1 cr.
Prerequisite: MVSA 1216. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSA 2226  Applied Secondary Guitar IV (P)  1 cr.
Prerequisite: MVSA 2226. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVSA 1416  Applied Major Guitar I (P)  3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVSA 1416  Applied Major Guitar II (P)  3 cr.
Prerequisite: MVSA 1416. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVSA 2426  Applied Major Guitar III  3 cr.
Prerequisite: MVSA 1416. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVSA 2426  Applied Major Guitar IV (P)  3 cr.
Prerequisite: MVSA 2426. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVWA 1012  Applied Preparatory Oboe I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVWB 1012  Applied Preparatory Oboe II (P)  2 cr.
Prerequisite: MVWA 1012. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVWA 1312  Applied Principal Oboe I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVWB 1312  Applied Principal Oboe II (P)  2 cr.
Prerequisite: MVWA 1312. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVWA 2322  Applied Principal Oboe III (P)  2 cr.
Prerequisite: MVWB 1312. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVWB 2322  Applied Principal Oboe IV (P)  2 cr.
Prerequisite: MVWA 2322. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVWA 1212  Applied Secondary Oboe I (P)  1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson a week.

MVWB 1212  Applied Secondary Oboe II (P)  1 cr.
Prerequisite: MVWA 1212. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVWA 2222  Applied Secondary Oboe III (P)  1 cr.
Prerequisite: MVWB 1212. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson a week.

MVWB 2222  Applied Secondary Oboe IV (P)  1 cr.
Prerequisite: MVWA 2222. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVWA 1412  Applied Major Oboe I (P)  2 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVWB 1412  Applied Major Oboe II (P)  2 cr.
Prerequisite: MVWA 1412. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.
MVKB 2422 Applied Major Organ III (P) 3 cr.
Prerequisite: MVKB 1412. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVKB 2422 Applied Major Organ IV (P) 3 cr.
Prerequisite: MVKB 2422. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

Organ

MVK A 1013 Applied Preparatory Organ I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVK B 1013 Applied Preparatory Organ II (P) 2 cr.
Prerequisite: MVKA 1013. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVK B 1313 Applied Principal Organ I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVK B 1313 Applied Principal Organ II (P) 2 cr.
Prerequisite: MVKB 1313. Second semester of private lessons designed for the student majoring in any area of music except performance (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVK B 2323 Applied Principal Organ III (P) 2 cr.
Prerequisite: MVKB 2323. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons per week.

MVK B 2323 Applied Principal Organ IV (P) 2 cr.
Prerequisite: MVKB 2323. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons per week.

MVK B 1213 Applied Secondary Organ I (P) 1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVK B 1213 Applied Secondary Organ II (P) 1 cr.
Prerequisite: MVKB 1213. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVK B 2223 Applied Secondary Organ III (P) 1 cr.
Prerequisite: MVKB 2223. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVK B 2223 Applied Secondary Organ IV (P) 1 cr.
Prerequisite: MVKB 2223. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVK B 1413 Applied Major Organ I (P) 3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVK B 1413 Applied Major Organ II (P) 3 cr.
Prerequisite: MVKB 1413. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVK B 1423 Applied Major Organ III (P) 3 cr.
Prerequisite: MVKB 1413. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVK B 1423 Applied Major Organ IV (P) 3 cr.
Prerequisite: MVKB 1423. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

Other

MVQA 1010 Applied Preparatory Other I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVQA 1010 Applied Preparatory Other II (P) 2 cr.
Prerequisite: MVQA 1010. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVQA 1310 Applied Principal Other I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVQA 1310 Applied Principal Other II (P) 2 cr.
Prerequisite: MVQA 1310. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons per week.

MVQA 2320 Applied Principal Other III (P) 2 cr.
Prerequisite: MVQA 2320. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons per week.

MVQA 2320 Applied Principal Other IV (P) 2 cr.
Prerequisite: MVQA 2320. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons per week.

MVQA 1210 Applied Secondary Other I (P) 1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVQA 1210 Applied Secondary Other II (P) 1 cr.
Prerequisite: MVQA 1210. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVQA 2220 Applied Secondary Other III (P) 1 cr.
Prerequisite: MVQA 2220. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVQA 2220 Applied Secondary Other IV (P) 1 cr.
Prerequisite: MVQA 2220. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.
MVOA 1410  Applied Major Other I (P)  3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVOB 1410  Applied Major Other II (P)  3 cr.
Prerequisite: MVOA 1410. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVOB 2420  Applied Major Other III (P)  3 cr.
Prerequisite: MVOB 1410. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVOB 2420  Applied Major Other IV (P)  3 cr.
Prerequisite: MVOB 2420. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

Percussion

MVFA 1011  Applied Preparatory Percussion I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVPE 1011  Applied Preparatory Percussion II (P)  2 cr.
Prerequisite: MVFA 1011. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVPA 1311  Applied Principal Percussion I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVPB 1311  Applied Principal Percussion II (P)  2 cr.
Prerequisite: MVPA 1311. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVPA 2321  Applied Principal Percussion III (P)  2 cr.
Prerequisite: MVPA 1311. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons per week.

MVPA 2321  Applied Principal Percussion IV (P)  2 cr.
Prerequisite: MVPA 2321. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVPA 1211  Applied Secondary Percussion I (P)  1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVPA 1211  Applied Secondary Percussion II (P)  1 cr.
Prerequisite: MVPA 1211. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVPA 2221  Applied Secondary Percussion III (P)  1 cr.
Prerequisite: MVPA 1211. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVPA 2221  Applied Secondary Percussion IV (P)  1 cr.
Prerequisite: MVPA 2221. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVPA 1411  Applied Major Percussion I (P)  3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVPA 1411  Applied Major Percussion II (P)  3 cr.
Prerequisite: MVPA 1411. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVPA 2421  Applied Major Percussion III (P)  3 cr.
Prerequisite: MVPA 2421. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVPA 2421  Applied Major Percussion IV (P)  3 cr.
Prerequisite: MVPA 2421. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVKA 1011  Applied Preparatory Piano I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVKB 1011  Applied Preparatory Piano II (P)  2 cr.
Prerequisite: MVKA 1011. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVKA 1311  Applied Principal Piano I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVKB 1311  Applied Principal Piano II (P)  2 cr.
Prerequisite: MVKA 1311. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVKA 2321  Applied Principal Piano III (P)  2 cr.
Prerequisite: MVKB 1311. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVKA 2321  Applied Principal Piano IV (P)  2 cr.
Prerequisite: MVKB 2321. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVKA 1211  Applied Secondary Piano I (P)  1 cr.
Prerequisite: MVKA 1211. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVKA 1211  Applied Secondary Piano II (P)  1 cr.
Prerequisite: MVKA 1211. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVKA 2221  Applied Secondary Piano III (P)  1 cr.
Prerequisite: MVKA 1211. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.
MVKA 2221 Applied Secondary Piano III (P) 1 cr.
Prerequisite: MVKA 2220. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVKA 2221 Applied Secondary Piano IV (P) 1 cr.
Prerequisite: MVKA 2221. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy, etc.) Two half-hour lessons a week.

MVKA 1411 Applied Major Piano I (P) 3 cr.
Prerequisite: MVKA 1411. Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVKA 1411 Applied Major Piano II (P) 3 cr.
Prerequisite: MVKA 1411. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVKA 2421 Applied Major Piano III (P) 3 cr.
Prerequisite: MVKA 1411. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVKA 2421 Applied Major Piano IV (P) 3 cr.
Prerequisite: MVKA 2421. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

Saxophone

MVWA 1015 Applied Preparatory Saxophone I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVWA 1015 Applied Preparatory Saxophone II (P) 2 cr.
Prerequisite: MVWA 1015. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVWA 1315 Applied Principal Saxophone I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy, etc.) Two half-hour lessons a week.

MVWA 1315 Applied Principal Saxophone II (P) 2 cr.
Prerequisite: MVWA 1315. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy, etc.) Two half-hour lessons a week.

MVWA 2325 Applied Principal Saxophone III (P) 2 cr.
Prerequisite: MVWA 1315. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy, etc.) Two half-hour lessons per week.

MVWA 2325 Applied Principal Saxophone IV (P) 2 cr.
Prerequisite: MVWA 2325. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy, etc.) Two half-hour lessons a week.

MVWA 1215 Applied Secondary Saxophone I (P) 1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVWA 1215 Applied Secondary Saxophone II (P) 1 cr.
Prerequisite: MVWA 1215. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVWA 2225 Applied Secondary Saxophone III (P) 1 cr.
Prerequisite: MVWB 2225. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVWA 2225 Applied Secondary Saxophone IV (P) 1 cr.
Prerequisite: MVWB 2225. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy, etc.) Two half-hour lessons a week.

MVWA 1415 Applied Major Saxophone I (P) 3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVWA 1415 Applied Major Saxophone II (P) 3 cr.
Prerequisite: MVWA 1415. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVWA 2425 Applied Major Saxophone III (P) 3 cr.
Prerequisite: MVWA 2425. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVWA 2425 Applied Major Saxophone IV (P) 3 cr.
Prerequisite: MVWA 2425. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

String Bass

MVWA 1014 Applied Preparatory String Bass I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVSA 1014 Applied Preparatory String Bass II (P) 2 cr.
Prerequisite: MVSA 1014. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVSA 1314 Applied Principal String Bass I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy, etc.) Two half-hour lessons a week.

MVSA 1314 Applied Principal String Bass II (P) 2 cr.
Prerequisite: MVSA 1314. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy, etc.) Two half-hour lessons a week.
MVSA 2324 Applied Principal String Bass III (P) 2 cr.
Prerequisite: MVSA 1314. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVSB 2324 Applied Principal String Bass IV (P) 2 cr.
Prerequisite: MVSA 2324. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVSA 1211 Applied Secondary String Bass I (P) 1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSA 1214 Applied Secondary String Bass II (P) 1 cr.
Prerequisite: MVSA 1214. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSA 2224 Applied Secondary String Bass III (P) 1 cr.
Prerequisite: MVSA 1214. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSA 2226 Applied Secondary String Bass IV (P) 1 cr.
Prerequisite: MVSA 2224. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVSA 1414 Applied Major String Bass I (P) 3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVSA 1416 Applied Major String Bass II (P) 3 cr.
Prerequisite: MVSA 1414. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVSA 2424 Applied Major String Bass III (P) 3 cr.
Prerequisite: MVSA 1414. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVSA 2426 Applied Major String Bass IV (P) 3 cr.
Prerequisite: MVSA 2424. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

**Trombone**

MVBA 1013 Applied Preparatory Trombone I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVBB 1013 Applied Preparatory Trombone II (P) 2 cr.
Prerequisite: MVBA 1013. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVBA 1313 Applied Principal Trombone I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBB 1313 Applied Principal Trombone II (P) 2 cr.
Prerequisite: MVBA 1313. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBA 2323 Applied Principal Trombone III (P) 2 cr.
Prerequisite: MVBB 1313. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBB 2323 Applied Principal Trombone IV (P) 2 cr.
Prerequisite: MVBA 2323. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBA 1213 Applied Secondary Trombone I (P) 1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVBB 1213 Applied Secondary Trombone II (P) 1 cr.
Prerequisite: MVBA 1213. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVBA 2223 Applied Secondary Trombone III (P) 1 cr.
Prerequisite: MVBB 1213. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) One half-hour lesson per week.

MVBB 2223 Applied Secondary Trombone IV (P) 1 cr.
Prerequisite: MVBA 2223. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) One half-hour lesson per week.

MVBA 1413 Applied Major Trombone I (P) 3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVBB 1413 Applied Major Trombone II (P) 3 cr.
Prerequisite: MVBA 1413. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVBA 1414 Applied Major Trombone III (P) 3 cr.
Prerequisite: MVBB 1413. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVBA 1415 Applied Major Trombone IV (P) 3 cr.
Prerequisite: MVBB 1415. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

**Trumpet**

MVBA 1011 Applied Preparatory Trumpet I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVBB 1011 Applied Preparatory Trumpet II (P) 2 cr.
Prerequisite: MVBA 1011. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.
MVBA 1311 Applied Principal Trumpet I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBB 1311 Applied Principal Trumpet II (P) 2 cr.
Prerequisite: MVBA 1311. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBA 2321 Applied Principal Trumpet III (P) 2 cr.
Prerequisite: MVBA 2321. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBB 2321 Applied Principal Trumpet IV (P) 2 cr.
Prerequisite: MVBB 2321. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.)

MVBA 1211 Applied Secondary Trumpet I (P) 1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVBB 1211 Applied Secondary Trumpet II (P) 1 cr.
Prerequisite: MVBA 1211. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVBA 2221 Applied Secondary Trumpet III (P) 1 cr.
Prerequisite: MVBB 2221. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBB 2221 Applied Secondary Trumpet IV (P) 1 cr.
Prerequisite: MVBB 2221. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBA 1411 Applied Major Trumpet I (P) 3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVBB 1411 Applied Major Trumpet II (P) 3 cr.
Prerequisite: MVBA 1411. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVBA 2421 Applied Major Trumpet III (P) 3 cr.
Prerequisite: MVBB 2421. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVBB 2421 Applied Major Trumpet IV (P) 3 cr.
Prerequisite: MVBB 2421. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

Tuba

MVBA 1015 Applied Preparatory Tuba I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVBB 1015 Applied Preparatory Tuba II (P) 2 cr.
Prerequisite: MVBA 1015. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVBA 1315 Applied Preparatory Tuba I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBB 1315 Applied Preparatory Tuba II (P) 2 cr.
Prerequisite: MVBA 1315. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBA 2325 Applied Preparatory Tuba III (P) 2 cr.
Prerequisite: MVBA 2325. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBB 2325 Applied Preparatory Tuba IV (P) 2 cr.
Prerequisite: MVBB 2325. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVBA 1215 Applied Secondary Tuba I (P) 1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVBB 1215 Applied Secondary Tuba II (P) 1 cr.
Prerequisite: MVBA 1215. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVBA 2225 Applied Secondary Tuba III (P) 1 cr.
Prerequisite: MVBA 2225. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVBB 2225 Applied Secondary Tuba IV (P) 1 cr.
Prerequisite: MVBB 2225. Fourth semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVBA 1415 Applied Major Tuba I (P) 1 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVBB 1415 Applied Major Tuba II (P) 1 cr.
Prerequisite: MVBA 1415. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVBB 2425 Applied Major Tuba III (P) 1 cr.
Prerequisite: MVBB 2425. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVBB 2425 Applied Major Tuba IV (P) 1 cr.
Prerequisite: MVBB 2425. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.
Viola

MVSA 1012 Applied Preparatory Viola I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVSB 1012 Applied Preparatory Viola II (P) 2 cr.
Prerequisite: MVSA 1012. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVSA 1312 Applied Principal Viola I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVSB 1312 Applied Principal Viola II (P) 2 cr.
Prerequisite: MVSA 1312. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVSA 2322 Applied Principal Viola III (P) 2 cr.
Prerequisite: MVSB 1312. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVSB 2322 Applied Principal Viola IV (P) 2 cr.
Prerequisite: MVSA 2322. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVSA 1212 Applied Secondary Viola I (P) 1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSB 1212 Applied Secondary Viola II (P) 1 cr.
Prerequisite: MVSA 1212. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSA 2222 Applied Secondary Viola III (P) 1 cr.
Prerequisite: MVSB 1212. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSB 2222 Applied Secondary Viola IV (P) 1 cr.
Prerequisite: MVSA 2222. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVSA 1412 Applied Major Viola I (P) 3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVSA 1412 Applied Major Viola II (P) 3 cr.
Prerequisite: MVSA 1412. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVSA 2422 Applied Major Viola III (P) 3 cr.
Prerequisite: MVSB 1412. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVSA 2422 Applied Major Viola IV (P) 3 cr.
Prerequisite: MVSA 2422. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

Violin

MVSA 1011 Applied Preparatory Violin I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVSA 1011 Applied Preparatory Violin II (P) 2 cr.
Prerequisite: MVSA 1011. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVSA 1311 Applied Principal Violin I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVSA 1311 Applied Principal Violin II (P) 2 cr.
Prerequisite: MVSA 1311. Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVSA 1311 Applied Principal Violin III (P) 2 cr.
Prerequisite: MVSA 1311. Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVSA 2321 Applied Principal Violin IV (P) 2 cr.
Prerequisite: MVSA 2321. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVSA 1211 Applied Secondary Violin I (P) 1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSA 1211 Applied Secondary Violin II (P) 1 cr.
Prerequisite: MVSA 1211. Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSA 2221 Applied Secondary Violin III (P) 1 cr.
Prerequisite: MVSA 2221. Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSA 2221 Applied Secondary Violin IV (P) 1 cr.
Prerequisite: MVSA 2221. Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g., music education, music therapy etc.) Two half-hour lessons a week.

MVSA 1411 Applied Major Violin I (P) 3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.
MVSA 1411  Applied Major Violin II (P)  3 cr.
Prerequisite: MVSA 1411 Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVSA 2421  Applied Major Violin III (P)  3 cr.
Prerequisite: MVSA 1411 Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVSA 2421  Applied Major Violin IV (P)  3 cr.
Prerequisite: MVSA 1411 Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

Voice

MVVA 1011  Applied Preparatory Voice I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

MVVB 1011  Applied Preparatory Voice II (P)  2 cr.
Prerequisite: MVVA 1011 Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVVA 1311  Applied Principal Voice I (P)  2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVVB 1311  Applied Principal Voice II (P)  2 cr.
Prerequisite: MVVA 1311 Second semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVVA 2321  Applied Principal Voice III (P)  2 cr.
Prerequisite: MVVB 1311 Third semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVVB 2321  Applied Principal Voice IV (P)  2 cr.
Prerequisite: MVVA 2321 Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVVA 1211  Applied Secondary Voice I (P)  1 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVVB 1211  Applied Secondary Voice II (P)  1 cr.
Prerequisite: MVVA 1211 Second semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVVA 2221  Applied Secondary Voice III (P)  1 cr.
Prerequisite: MVVB 1211 Third semester of private lessons designed for music majors needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVVB 2221  Applied Secondary Voice IV (P)  1 cr.
Prerequisite: MVVA 2221 Fourth semester of private lessons designed for the student majoring in any area of music except performance. (e.g. music education, music therapy etc.) Two half-hour lessons a week.

MVVA 1411  Applied Major Voice I (P)  3 cr.
Prerequisite: Placement by audition before the entire full-time music faculty. First semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVVB 1411  Applied Major Voice II (P)  3 cr.
Prerequisite: MVVA 1411 Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVVA 2421  Applied Major Voice III (P)  3 cr.
Prerequisite: MVVB 1411 Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVVB 2421  Applied Major Voice IV (P)  3 cr.
Prerequisite: MVVA 2421 Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

NUR 2120C  Nursing Process IIIB-Nursing Care of Children (Q)  6 cr.
Prerequisites: NUR 2110C, NUR 2210C Corequisites: MCB 2031C, NUR 2132C With Nursing I and II as a basis, NUR 2120C encompasses the study of physical and psychological problems of children from infancy through adolescence. The family-centered approach is used in learning the skills needed. NUR 2120C focuses on the study of pediatrics nursing care of children, which is based on the belief that children, by nature of their growth and development, physical and emotional immaturity, have needs that are often different from those of adults. Furthermore, this course is further designed to assist the student to apply knowledge of pediatric nursing in the solving of the common recurring health problems associated with the child through the utilization of the nursing process and the interpersonal process. Nineteen contact hours, five class hours, 14 hours of laboratory experience for weeks eight weeks on campus, in community hospitals, and other health agencies.

NUR 2133C  Nursing Process IIIA-Nursing Care of the Childbearing Family (Q)  6 cr.
Prerequisites: NUR 1140C, NUR 2210C, NUR 2132C, NUR 2133C, NUR 2134C Corequisites: MCB 2031C, NUR 2132C With Nursing I and II as a basis, NUR 2133C encompasses the childbearing cycle as an adaptation of the state of wellness and continuing through the newness of development. Nursing Care of the Childbearing Family focuses on nursing care of families with children who are experiencing the stresses of the childbearing period. The study of the childbearing family is based on the belief that special needs and problems occurring at designated points in the growth cycle are outgrowths of the developmental level attained by the individual. Emphasis is placed on utilizing nursing and interpersonal processes to identify and meet the physical and psychological needs of the childbearing family. Both the uncomplicated and the complicated pregnancy are studied, the focus being on the common, recurring problems of this period. Nineteen contact hours, five class hours, 14 hours of laboratory experience for weeks eight weeks on campus, in community hospitals and other health agencies.

NUR 2210C  Nursing Process IIIMedical-Surgical Nursing (Q)  10 cr.
Prerequisites: NUR 1140C, Corequisites: MCB 2031C, With Nursing I as a foundation, this course moves from the basic patient needs in health maintenance to health problems which require new knowledge and adaptation and includes study of the physical and psychological needs of the patient. The emphasis is placed on the essential knowledge, understanding and skills necessary to the nursing care of patients with medical and surgical conditions, and upon the interpersonal process. The major steps in the nursing process will be continued and a higher level of performance will be expected of students. Sixteen contact hours, four class hours, 12 hours of laboratory experience for weeks 16 weeks on campus, in community hospitals and other health agencies.
NUR 1140C  Nursing Process I—Fundamentals of Nursing (D) 10 cr.
Prerequisites: AFSC 2105C, 2181C. This course is a study of the principles and techniques that form the foundation for nursing care. The nursing process-assessment, planning, implementing, and evaluating-serves as the framework for the application of content. Emphasis is placed on nursing intervention and adaptations for specific age groups to meet the basic needs of man in health maintenance. Content and experience focus on observations, communications, the interpersonal process, recording, hygiene practices, administration of drugs, deep suction, nutrition, elimination, fluid balance and oxygen. Current trends and legal implications of nursing are introduced. Fifteen contact hours: five class periods, ten hours of laboratory experience on campus, in community hospitals, and other health agencies.

OCE 2005  Introductory Oceanography (D) 4 cr.
Prerequisite: MAT 1033. Corequisite: MAC 1194. In addition, the student will benefit by taking High School Chemistry and/or Physics prior to enrolling in this course. An introductory, comprehensive treatment of physical, chemical and geological aspects of our oceans. Six contact hours.

OMT 2211  The Theory and Technology of Marine Field Sampling (D) 3 cr.
Prerequisite: OCE 2005 or OCB 2602C or ZOO 2450. A practical introductory course dealing with biological, physical, and chemical field sampling techniques of estuarine and marine environments. This course includes basic biological methods such as (1) measures of central tendency and variability, (2) probability and chi-square, (3) correlation and linear regression, (4) single classification analysis of variance and (5) experimental design and interpretation of results. Also each student must take an active part regarding the proper operation and field maintenance of hydrometers, optical refractometers, salinometers, dissolved oxygen analyzers, pH meters, and bathythermographs. Six contact hours.

OMT 2223  Marine Instrumentation (D) 3 cr.
The student will benefit by taking OCE 2005, High School Physical Science and Mathematics prior to enrolling in OMT 2223. In this course students will be instructed in the basic skills for the proper operation of hydrometers, refractometers, salinometers, barometers, sling psychrometers, dissolved oxygen analyzers, pH meters, spectrophotometers, autoclaves, centrifuges, photomicroscopic equipment, marine filtering systems, areometers, benthic collecting apparatus, drying ovens, meter balances, multi-parameter recording devices, strip-chart recorders, and various types of probes. Six contact hours.

CRI 2000  Oral Interpretation (P) 1 cr.
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.

PCB 2301  The Ecological Crisis (P) 3 cr.
An interdisciplinary analysis of our 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.
PEC 203C Environmental Perspective (Overseas) (P) 3 cr.
Concurrent with ANT 2596. An environmental course requiring
three weeks of classroom study preceded by a three-week field
trip to Mexico and Guatemala which will culminate in a final
week of classroom study and evaluation. The overseas study will
offer a unique opportunity to contrast the North American
environmental problems with those of a relatively under-
developed country in Central America. Three contact hours.

PEC 1041L Recreational Games (P) 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 and croquet,
etc. Two contact hours.

PEC 1111L Beginning Bowling (P) 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. Two
contact hours.

PEC 1112L Beginning Golf (P) 1 cr.
A course designed to teach the basic golf swing and its
application to several clubs. History, rules, golfing etiquette,
and simple strategy will be taught. Two contact hours.

PEC 1341L Archery (P) 1 cr.
The introduction of the basic skills and fundamental techniques
with tournament practice. Two contact hours.

PEC 1241L Softball (P) 1 cr.
A course designed for students who wish to broaden their
knowledge of softball and improve their game skills. The course
will emphasize the history of the game, rules, fundamentals,
game skills and strategies. Two contact hours.

PEC 1242L Volleyball (P) 1 cr.
A course designed to teach the fundamental skills, strategy and
knowledge necessary for game and tournament participation.
Two contact hours.

PEC 1346L Beginning Tennis (P) 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.

PEC 1342L Intermediate Tennis (P) 1 cr.
The student will benefit by taking PEC 1341 prior to enrolling in
PEC 1342. Designed for students who have acquired the basic
skills and strategy of tennis and desire to improve their tennis
game. Two contact hours.

PEC 1346L Beginning Badminton (P) 1 cr.
Course work is designed to cover history, scoring, basic skills,
game strategy and appropriate class tournaments. Two contact hours.

PEC 1421L Frisbee (P) 1 cr.
A course designed to teach the fundamental skills, strategy and
knowledge necessary for game and tournament participation.
Two contact hours.

PEC 1441L Paddle-Tennis Ball (P) 1 cr.
A course designed to teach the fundamental skills, strategy and
knowledge necessary for game and tournament participation.
Two contact hours.

PEC 1511L Soccer (P) 1 cr.
This course is designed to introduce the student to the basic
skills, techniques, rules, game play and knowledge of soccer.
Two contact hours.

PEC 1624L Advanced Basketball (P) 1 cr.
A course designed to teach skills in basketball. This includes
offensive and defensive fundamental strategy, rules of basket-
ball, and application of fundamentals, strategy and rules in
game situations. Two contact hours.

PEC 2222L Advanced Volleyball (P) 1 cr.
Power volleyball techniques, tactics, and strategy will be intro-
duced to the student interested in either the competitive or
recreational aspects of the game. Two contact hours.

PEC 1901L Physical Conditioning for Women (P) 1 cr.
This course is designed to assist women in becoming stronger,
more flexible, better coordinated and more graceful. Included
will be a program of planned activities such as selected ex-
ercises, use of the Universis Gym set, running, dumbbell drills,
rope jumping, and weight drills. Two contact hours.

PEC 1104L Circuit Training (P) 1 cr.
A planned fitness training program to increase muscular
strength and endurance through a planned series of exercises.
Two contact hours.

PEC 1226L Rebound Tumbling (P) 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.

PEC 1301L Track and Field Events (P) 1 cr.
The course will include an introduction to the basic skills and
knowledge involved in sprinting, distance running, relay, and
hurdling. Two contact hours.

PEC 1421L Beginning Wrestling (P) 1 cr.
The introduction of the basic takedowns, escapes, reversal,
counters, breakdowns and pinning holds. Two contact hours.

PEC 1441L Karate and Self-Defense (P) 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.

PEC 2442L Intermediate Karate & Self-Defense (P) 1 cr.
Prerequisite: PEC 1441L or yellow belt in Karate. A course
designed for those students who have received the rank of yellow
belt or those students who have successfully completed the
"Beginning Karate & Self-Defense" class—PEC 1441L. The
course will cover more advanced Taekwondo Style kicks,
punches, knife hand techniques: Intermediate Taekwondo Style
forms, one-step and free sparring techniques. Two contact hours.

PEC 1112L Life Saving (P) 1 cr.
A course designed to provide the student with the knowledge
and skills to save the student's own life or the life of another in
the event of an emergency. Prerequisite: (1) standing front dive
in good form, (2) surface dive of six feet and swim two body
lengths under water, (3) swim 400 yards continuously in good
form, (4) tread water for one minute, float motionless for one
minute. Two contact hours.

PEC 1121L Beginning Swimming (P) 1 cr.
A course designed for the beginner or non-swimmer in which
the basic skills of breath holding, floating, gliding, bobbing,
and elementary rescues will be emphasized. The crawl, elementary
stroke, back and side strokes will be introduced. Two contact hours.

PEC 1122L Intermediate Swimming (P) 1 cr.
Course work is designed for the student able to swim con-
tinuously for 25 yards in good form. Emphasis is placed on end-
urance and good form in the crawl, side, back and breast
strokes. Course content includes diving, elementary water
rescues and drowntrooping. Two contact hours.
PHY 1020  Physics for Liberal Arts (P)  3 cr.
The student will benefit by taking High School Algebra or MAT 1024 prior to enrolling in PHY 1020. 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 the physical environment as applied to mechanics, electricity and magnetism and modern physics. Three contact hours.

PHY 2048C  Physics I with Calculus (P)  4 cr.
Prerequisite: MAC 1132. Corequisite: MAC 1141. 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 2049C  Physics II with Calculus (P)  4 cr.
Prerequisite: PHY 2048C. This course is a continuation of PHY 2048C. 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 2040. Six contact hours: three class hours, one three-hour laboratory.

PHY 2053C  General Physics I (P)  4 cr.
Prerequisite: MAC 1140, College Algebra. Corequisite: MAC 1132. Trigonometry. 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 planning in pre-med, pre-dental, pre-veterinary, biological sciences, and geology. Six contact hours: three class hours, one three-hour laboratory.

PHY 2054C  General Physics II (P)  4 cr.
Prerequisite: PHY 2053C. A continuation of PHY 2053C. 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 2053C. Six contact hours: three class hours, one three-hour laboratory.

POS 2122  State and Local Government (P)  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.

PSC 1341  Physical Science (P)  3 cr.
The student will benefit by taking High School Algebra or MAT 1024 prior to enrolling in PSC 1341. 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.

PSY 1012  General Psychology (P)  3 cr.
An analysis of human behavior by the study of the adoption of the individual to the physical and social environment. Three contact hours.
REE 1000 Real Estate Principles and Practices (D) 3 cr.
The basic purpose of this course is to provide the student with a broad background of the real estate field and to expose the student to the wide range of nature of the field. Successful completion of this course and REE 1400 with grades of C (or better) fulfills the educational prerequisites required of the Florida Real Estate Commission for the state examination for a licensed real estate salesperson. Three contact hours.

REE 1400 Real Estate License Law (D) 3 cr.
This course covers the legal aspects of Florida Real Estate Law as contained in the Florida Real Estate Handbook. Laws, regulations, and procedures of the real estate industry are discussed. Successful completion of this course and REE 1000 with grades of C (or better) fulfills the educational prerequisites required by the Florida Real Estate Commission for the state examination for a licensed real estate salesperson. Three contact hours.

REE 1810 Real Estate Sales (C) 3 cr.
Modern techniques of successful real estate selling, including how to obtain prospects from advertising, showing properties to buyers, analyzing the offer, closing the sale, and expanding real estate opportunities. Three contact hours.

REE 2200 Real Estate Finance (C) 3 cr.
Prerequisites: REE 1000 or Real Estate Salespersons Registration Certificate. Concepts, principles, and practices pertaining to real estate finance. Detailed information covering legal aspects of mortgages, brokerage regulations and ethics, all major sources of funds for real estate financing, relevant governmental agencies, and ownership forms. Three contact hours.

REE 2270 Home Mortgage Lending (C) 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 current mortgage market is presented, 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.

REE 2300 Real Estate Investment (C) 3 cr.
The student will benefit by taking REE 1000 prior to enrolling in REE 2300. This course is designed to familiarize the student with real estate investment fundamentals, depreciation, capital gain and loss, and installment sales, non-taxable exchange, ownership forms, commercial leasehold financing, creative financing, financing analysis and projection, land investments, industrial property, shopping centers, office buildings, residential property, mobile home parks, tax reform act of 1976, apartment complexes, and warehouse properties. Three contact hours.
COLLEGE CREDIT COURSE DESCRIPTIONS

RET 2430  Real Estate Law (D)  3 cr.
This course offers specific suggestions as to types of real estate documents, their forms and contents, and the mechanics of their use, and contains a full legal, detailed description of every aspect of modern real estate transactions. Three contact hours.

RET 2500  Real Estate Management (O)  3 cr.
Prerequisite: RET 1000 or Real Estate Salesperson’s or Broker’s Registration Certificate. Comprehensive coverage of property management, with emphasis placed on basic management concepts which can be applied to apartments, commercial buildings, shopping centers, and urban renewal programs, and also on creative management techniques for solving problems. Successful completion of course accepted as equivalency for Institute of Real Estate Management’s course REM 231 as one of the requirements toward Certified Property Manager. Three contact hours.

RET 2530  Religion and Contemporary Culture (P)  3 cr.
This course analyzes the religious scene in the United States since the Second World War with special emphasis on the 1960’s and 1970’s. The course will cover the character and changes in American religion since World War II, the role of sociocultural movements, the religion of the world, and contemporary ethical problems, religion in the human potential movement, religion and science, as well as religion and contemporary music and literature. The scope of this course will attempt to put religious trends in the context of the humanities and social science fields. Three contact hours.

RET 2100  Religious Thought in the Old Testament (P)  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.

RET 2243  Religious Thought in the New Testament (P)  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.

RET 2260  World Religions (P)  3 cr.
A comparative study of world religions, including Hinduism, Buddhism, Taoism, Confucianism, Shinto, Islam, Judaism, and Christianity. Three contact hours.

RET 1024  Fundamentals of Respiratory Therapy (D)  3 cr.
An introductory course covering basic respiratory therapy equipment, medical gases, gas therapy, and the respiratory therapy department. Four contact hours.

RET 1244  Emergencies and the Respiratory Therapist (D)  3 cr.
Prerequisite: APB or instructor approval. This course is designed to provide didactic and clinical training in the techniques of first aid, cardiopulmonary resuscitation and emergency respiratory care with primary emphasis on areas pertinent to the respiratory therapist. Four contact hours.

RET 1264  Respiratory Therapy Advanced Equipment (D)  3 cr.
Prerequisite: APB 1260 or permission of professor. This course introduces the student to artificial mechanical ventilation; classification of ventilators; analysis, operation, and maintenance of mechanical ventilators; indications, contraindications, and side effects of mechanical ventilators and modes of ventilation. Four contact hours.

RET 1276  Respiratory Therapy Nursing Care (D)  3 cr.
Corequisite: RET 1024. This course is designed to introduce the student to and train the student in the nursing and rehabilitative skills necessary to provide quality respiratory care. Four contact hours.

RET 1414  Arterial Blood Gases and Pulmonary Function Studies (D)  4 cr.
Prerequisite: APB 1260 or permission of professor. This course is designed to give an in-depth understanding of the acid-base balance of the body and arterial blood gas sampling and analysis. The course also includes an introduction to the use of pulmonary function testing equipment. Five contact hours.

RET 2272  Respiratory Therapy Clinical Applications (D)  4 cr.
Prerequisite: APB 1260 or permission of professor. This course will allow the respiratory therapy student to be introduced into the hospital departments and situations in which the student may be expected to perform the procedures applicable to this point in the student’s education. The performance of these procedures will be closely supervised. Twelve contact hours.

RET 2273C  Clinical Seminar in Intensive Respiratory Care 1 (D)  2 cr.
Prerequisite: APB 1261, Corequisite: RET 2274L. This course is a weekly clinical symposium dealing with the current practices of intensive respiratory care, relevant medical literature, and patient care studies. Two contact hours.

RET 2274L  Respiratory Intensive Care Practicum 1 (D)  7 cr.
Prerequisite: RET 1264. This course is designed to provide the student with the essential clinical skills necessary to function as a competent respiratory therapist in the critical care areas. Twenty-one contact hours.

RET 2284C  Clinical Seminar in Intensive Respiratory Care II (D)  2 cr.
Prerequisites: APB 1260 and RET 1264. Corequisite: RET 2285. This course is a continuation of the evaluation of current practices in intensive respiratory care, relevant medical literature, and patient care studies. Two contact hours.

RET 2285L  Respiratory Intensive Care Practicum II (D)  7 cr.
Prerequisite: RET 1264. In continuation, this course is designed to provide the student with the essential clinical skills necessary to function as a competent respiratory therapist in the critical care areas. Twenty-one contact hours.

RMI 1030  Principles of Insurance (D)  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 of principles and examples of practices. Methods of comparing the relative cost will be presented. Three contact hours. (This course is taught on the Fred H. Kent Campus, prior to the Student’s Examination. As taught on the South Campus, it prepares the student for the IIA Insurance Certificate).

RMI 1110  Principles of Life Insurance (D)  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, and it constitutes a general survey of the major kinds of personal insurance coverages available. Three contact hours.

RMI 1120  Principles of Health Insurance (D)  3 cr.
Introduction to health insurance; covers health plans 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.

RMI 1140  Marketing Principles of Life and Health Insurance (D)  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.
RMI 1200 Principles of Casualty Insurance and Surety Bonding (D) 3 cr.
Prerequisite: RMI 1030. This course is an introduction to the eight areas of automobile liability and physical damage insurance, workers' compensation and employers' liability insurance, business, professional and personal liability insurance, fidelity and surety bonds, theft coverages, multi-line trends and coverages, health insurance, and miscellaneous casualty coverages. Three contact hours. (This course as taught on the Fred H. Kent Campus prepares the student for the Solicitor's Examination. As taught on the South Campus, it prepares the student for the IIA Insurance Certificate).

RMI 1310 Principles of Fire and Allied Lines (D) 3 cr.
Prerequisite: RMI 1030. This course is an introduction to the four areas of fire, ocean marine and inland marine insurance and multi-line coverage. For each of these four areas, specimen contracts are examined. Each area is discussed with regard to the peril, property, loss, persons, locations, time and hazards which are covered. Three contact hours. (This course as taught on the Fred H. Kent Campus prepares the student for the Solicitor's Examination. As taught on the South Campus, it prepares the student for the IIA Insurance Certificate).

RMI 1260 Principles of Insurance and Liability Claim Adjusting (O) 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.

RMI 1209 Principles of Property Insurance Adjusting (C) 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—liability, coverage and limitations on coverage and limitations on amount of loss, procedure, investigation, and reports of adjustment on property losses, and estimating business losses. Three contact hours.

RMI 1430 Legal Aspects of Life Insurance (O) 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.

RMI 1432 Life Company Operations (O) 3 cr.
Corresponds to Part IV 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.

RMI 2209 Liability Insurance Adjusting (O) 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 workers' compensation claims. Presumes a knowledge of the subject matter of RMI 1200 and RMI 1260. Three contact hours.

RMI 2208 Property Insurance Adjusting (O) 3 cr.
Covers in more depth than previous courses in the program the subject of property insurance. Includes loss adjustment on insured losses, 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 RMI 1200 and RMI 1260. Three contact hours.

RMI 2250 Life Insurance Accounting (O) 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.

RTE 2202 Radiologic Management and Education (O) 3 cr.
Prerequisite: Proof of current registration with the American Registry of Radiologic Technology. This course is designed to familiarize the Radiologic Technologist with the latest advances in radiologic technology. Such topics as radiation protection, imaging intensification, heart catheterizations, three-phase circuitry, ultrasound, cross section anatomy, computerized tomography, special procedures, radiation therapy and contrast media will be explored. Four contact hours.

RTV 2001 Introduction to Broadcasting (P) 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.

RTV 2080 An Introduction to Television Production (D) 3 cr.
The course provides an opportunity for students to become familiar with the basic operation of a television studio. The course will help students prepare for an entry-level position in a local TV station or production facility, as well as for continuation in a communications or journalism course of study. Four contact hours.

RUS 1100 Beginning Russian I (P) 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 1101 Beginning Russian II (P) 3 cr.
Prerequisite: RUS 1100 or equivalent. A continuation of RUS 1100. Four contact hours: three class hours, one laboratory hour.

RUS 2280 Intermediate Russian I (P) 3 cr.
Prerequisite: RUS 1101 or equivalent. Reading from standard Russian authors, careful review of grammar, conversation, and composition. Four contact hours.

RUS 2281 Intermediate Russian II (P) 3 cr.
Prerequisite: RUS 2280 or equivalent. A continuation of RUS 2280. Four contact hours.

SCE 2416 Science Institute for Elementary Teachers (P) 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.

SES 1003 General Office Procedures (D) 3 cr.
Prerequisite: SES 1401 or ability to type 35 words per minute for five minutes on straight copy. A course designed to prepare the student for office functions such as communication skills, routine mail procedures, telephonic techniques, and receptionist skills. Office mathematics, records management, duplicating, human relations, and other general clerical skills. Three contact hours.

SES 1100 Beginning Typewriting I (D) 3 cr.
A course designed for the student who has little or no typing 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.
SES 1101 Beginning Typewriting II (O) 3 cr.
Prerequisite: SES 1100 or consent of the professor. 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 SES 1110, Intermediate Typewriting.) Three contact hours.

SES 1110 Intermediate Typewriting (O) 3 cr.
Prerequisite: SES 1101 or one year of high school typewriting. Emphasizes speed building, improvement of basic techniques, production typing of letters, tabulation, reports, manuscripts, and office problems. Three contact hours.

SES 1150 Introduction to Word Processing (O) 3 cr.
Prerequisites: SES 1110, Intermediate Typewriting or demonstrate a typewriting speed proficiency of 40 words per minute for five minutes on straight copy and SES 1261 Machine Transcription or six months work experience with an office record dictation system. Word Processing is the application of modern technology and systems management techniques to create a system for the production of typewritten documents in the modern office. This course provides the student with an overview of the system, which includes personnel, procedures, and equipment. Three contact hours.

SES 1210 Beginning Shorthand (O) 3 cr.
A beginning course in the principles of Gregg shorthand with some dictation and transcription practice. Students with no typewriting skill should take SES 1100 concurrently with SES 1210. (Students who have satisfactorily completed one year of high school shorthand should enroll in SES 1211.) Three contact hours.

SES 1211 Intermediate Shorthand (O) 3 cr.
Prerequisite or corequisite: SES 1101 or ability to type 25 words a minute for three minutes on straight copy. Prerequisite: SES 1210 or ability to take dictation at 50 of 40 words a minute for two minutes. A continuation of Gregg shorthand with increased practice in dictation and transcription. (Students who have satisfactorily completed two years of high school shorthand should enroll in SES 2212, Advanced Shorthand.) Three contact hours.

SES 1221 Machine Shorthand I (O) 3 cr.
Prerequisite: SES 1101 or ability to type 35 words per minute for five minutes on straight copy. This course includes a study of the basic theory of machine shorthand with an emphasis on memorization of abbreviations and derivatives, rapid reading of shorthand plates, phrase building, proper accenting, and beginning dictation and transcription.

SES 1224 Calculating Machines (O) 3 cr.
This course emphasizes financial situations arising in offices, with the principal purpose of handling business transactions skillfully; such transactions as adding, subtracting, multiplying, dividing, percentages, constants, simple interest, common decimal fractions, mixed numbers, increases and decreases, chain discounts, payroll, simple income tax returns, invoicing, and accounts receivable and payable, system calculations. Development of the touch operation skill using ten-key electronic calculators with memories (display and tape), involving the above mathematical problems by using a textbook and practice sets. Three contact hours.

SES 1301 Machine Transcription (O) 3 cr.
Prerequisite or corequisite: SES 1110 or ability to type 35 words a minute for five minutes on straight copy. This course provides intensive practice in machine transcription techniques including language and vocabulary skills and production typewriting. The development of facility in using appropriate office reference manuals is emphasized. Three contact hours.

SES 2120 Advanced Typewriting—Executive (O) 3 cr.
Prerequisite: SES 1110 or ability to type 45 words a minute for five minutes on straight copy. This course is a continuation of basic skills in speed and accuracy with emphasis on production typing, including the various business forms, tabulation, reports, manuscripts, and office problems. Three contact hours.

SES 2131 Advanced Typewriting—Legal (O) 3 cr.
Prerequisite: SES 1110 or ability to type 45 words a minute for five minutes on straight copy. This is a course designed to give secretarial science students background and practice in legal terminology, papers and forms that students need to know for employment as a legal secretary, assistant, or typist. Three contact hours.

SES 2132 Advanced Typewriting—Medical (O) 3 cr.
Prerequisite: SES 1110 or ability to type 45 words a minute for five minutes on straight copy. This is an advanced typewriting course designed to give secretarial science students background and practice in medical terminology, papers and forms that students need to know for employment as a medical secretary, assistant, or typist. Three contact hours.

SES 2133 Advanced Typewriting—Technical (O) 3 cr.
Prerequisite: SES 1110 or ability to type 45 words a minute for five minutes on straight copy. This course includes intensive practice in the typing of technical and scientific material which includes equations, chemical structures, tables, and illustrations. The techniques of technical typing and the formal of technical report typing are included. Three contact hours.

SES 2151 Word Processing—Magnetic Typewriting (O) 3 cr.
Prerequisite: SES 1110 or Intermediate Typewriting or demonstrate a typewriting speed proficiency of 40 words per minute for five minutes on straight copy. This is a basic course in operating magnetic keyboard typewriters. Primary emphasis is on machine operation, applications, and problem-solving. Three contact hours.

SES 2212 Advanced Shorthand (O) 3 cr.
Prerequisite: SES 2211 or ability to take dictation at 60 words a minute for three minutes. This course reviews Gregg shorthand theory and develops the ability to take dictation and transcribe rapidly and accurately. Consent of professor is required for students who have studied other shorthand systems. Three contact hours.

SES 2213 Dictation and Transcription (O) 3 cr.
Prerequisite: SES 2212 or ability to take dictation at 80 words a minute for three minutes. Accelerated dictation and transcription of Gregg shorthand. Finished products are emphasized. Consent of professor is required for students who have studied other shorthand systems. Three contact hours.

SES 2222 Machine Shorthand II (O) 3 cr.
Prerequisite: Machine Shorthand I SES 2212, Corequisite: SES 2221 or ability to type 35 words per minute for five minutes on straight copy. This course is a continuation of Machine Shorthand I. SES 2221, with emphasis on new theory, abbreviations, phrases, and dictation in dictation and transcription of machine notes. Three contact hours.

SES 2223 Machine Shorthand III (O) 3 cr.
Prerequisite: Machine Shorthand II, SES 2222. This course is a continuation of Machine Shorthand I and II with emphasis on advanced speed building and transcription with improved accuracy. Three contact hours.

SES 2250 Legal Shorthand (O) 3 cr.
Prerequisite: SES 2211. 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.
SES 2335 Business Communications (O) 3 cr.
Prerequisite: ENG 1101 or consent of professor, and the ability to type. 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.

SES 2402 Secretarial Practices (O) 3 cr.
Prerequisites: SES 1003 and SES 1361. Prerequisite or Corequisite: SES 2335. A finishing course designed for secretarial science students emphasizing the development of competencies in administrative office skills such as writing business letters, preparing business reports, refining dictation, and transcription skills, planning meetings and conferences, scheduling appointments, making travel arrangements, supervisory skills, and the coordination of the flow of office tasks. Three contact hours.

SES 2468 Medical Terminology (O) 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 the use of medical dictionaries, manuals, and pharmaceutical references. Two contact hours.

SOC 2000 Introductory Sociology (O) 3 cr.
A study of sociological concepts, theories, and methods; social groups, processes, and change. Three contact hours.

SOC 2020 Social Problems (P) 3 cr.
Prerequisite: SOC 2000. A consideration of major social problems which affect individuals and groups in industrial societies, with attention to American society. Three contact hours.

SOP 1002 Human Relations (P) 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.

SOP 1502 Dynamics of Behavior (P) 3 cr.
Theory and practice in solving problems of interpersonal relations and self-development through group and individual experiences. Three contact hours.

SPC 1010 Fundamentals of Speech (P) 3 cr.
The first course in speech designed to give each student the opportunity to study and to practice the principles and methods of oral communication while the student participates as a speaker and as a listener. Three contact hours.

SPC 2420 Discussion (P) 3 cr.
Emphasis will be on the development of discussion skills in four areas: (1) the formats of discussion; (2) the means of discussion; (3) the use of evidence and cooperative role development; (4) both leadership and participation skills; (5) audience analysis and listening techniques. Three contact hours.

SPC 2511 Argumentation and Debate (P) 3 cr.
This course will emphasize the development of debate skills in four areas: (1) the format of debate, including a brief and case, (2) the means of argumentation: reasoning, evidence and motive appeals, (3) audience analysis and listening techniques, (4) delivery skills. Three contact hours.

SPC 2594 Intercollegiate Debate (P) 1 cr.
Prerequisite: Consent of professor. Analysis of preparation of fact, policy and definition, library research methods, formal debate structure and participation in intercollegiate debate. Three contact hours.

SPN 1100 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 reading and understanding, speaking, reading, and writing. Four contact hours; three class hours; one laboratory hour.

SPN 1101 Beginning Spanish II (P) 3 cr.
Prerequisite: SPN 1100 or equivalent. A continuation of SPN 1100. Four contact hours; three class hours; one laboratory hour.

SPN 2200 Intermediate Spanish (I) 3 cr.
Prerequisite: SPN 1101. 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.

SPN 2201 Intermediate Spanish II (P) 3 cr.
Prerequisite: SPN 2200. A continuation of SPN 2200. Four contact hours; three class hours; one laboratory hour.

SSI 1110 Origins of American Society (P) 3 cr.
An examination of the foundations 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.

SSI 1120 Origins of American Society (P) 3 cr.
A continuation of SSI 1110 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.

STA 1014 Elementary Statistics (P) 3 cr.
Prerequisite: MAC 1104, with a grade of C or better. 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.

STD 1150 Career Planning (P) 1 cr.
This course assumes the career choice is a continuous process involving the understanding of self and one's environment. The student will utilize decision-making techniques to select a tentative career path which is compatible with the student's individual aptitudes, abilities, values, and attitudes. Self-assessment instruments as well as small group discussions may be used. One contact hour.

SUR 1101C Surveying (O) 3 cr.
Prerequisites: MTH 1322, ETD 1100C. 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 areas, traverse, standard deviations and errors will be emphasized. Four contact hours; two class hours; two laboratory hours.

THE 1000 Introduction to Theatre (P) 3 cr.
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.

THI 2925 Drama Practicum (P) 1 cr.
Planning and execution of production functions, scene construction and painting, props, lighting, and other technical responsibilities. Three contact hours.
TRA 1010 Principles of Transportation (D) 3 cr.
An introduction to transportation. A study of the characteristics, development, economic aspects, regulations, services, and problems relating to rail, motor, air, pipeline, and water transportation. Three contact hours.

TRA 1025 Transportation and Traffic Management I (D) 2 cr.
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 of 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 1033 Carrier Liability and Claims (D) 3 cr.
Analysis of carrier's liability for goods. Rights and liabilities of carriers, consignors, and consignees; claim procedures; claim prevention and government regulation. Three contact hours.

TRA 1100 Transportation and Traffic Management II (D) 3 cr.
Application of tariff circulars; construction and filing of tariffs (tariff compilation); rate charges and tariffs, special freight services, etc.; switching, terminal facilities, demurrage and storage, manifest procedures, reassignment, and divestiture of various transit privileges; embargoes; warehousing and distribution; and materials handling. Three contact hours.

TRA 1121 Rate Clerk (D) 3 cr.
Basic course of tariffs and rate structures. Included are descriptions of rates and 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. Three contact hours.

TRA 1230 Material Handling (D) 3 cr.
An introduction to the field of material handling, including an analysis of jobs and career opportunities, general description of qualifications for entry-level positions, shipping and receiving procedures, warehousing problems and inventory control. The course is designed to present the entire field of material handling, from the producer-manufacturer to the ultimate user-consumer. Three contact hours.

TRA 1240 Commercial Motor Transportation (D) 3 cr.
General introduction to commercial motor operations, highway and highway financing, equipment, types of operations, financing motor carriers, labor relations, terminal operation, claims, insurance, classification, rates, regulations of motor carriers, commission policy, intercity passenger operations, urban mass transit, and economics of commercial motor transportation. Three contact hours.

TRA 1905 Independent Study of Transportation (D) 3 cr.
This course is designed to introduce the student to the ever-broader field of transportation literature and to cause the student to report the student's findings after a careful study and research into an area of personal interest. Acceptable thesis procedures must be used. The course has no prerequisites.

TRA 2110 Transportation and Traffic Management IV (D) 3 cr.
This course covers through routes and through rates, application of statistics and difference, advanced billing in transit, handling and export traffic, technical tariffs and rate interpretation, advanced claim adjustments, and rate classification. Three contact hours.

TRA 2120 Transportation and Traffic Management V (D) 3 cr.
A general discussion of the construction and application of the Interstate Commerce Act and practice before the Interstate Commerce Commission. Four contact hours.

TRA 2300 Interstate Commerce Act I (D) 3 cr.
The history and development of transportation in the United States. Problems which led to the regulation of commerce through legislative action, underlying principles of the Act, interpretation and application of the Interstate Commerce Act. Three contact hours.

TRA 2310 Interstate Commerce Act II (D) 3 cr.
A continuation of Interstate Commerce Act I. This course provides an in-depth study of the Act, including areas of jurisdiction, definitions, and interpretation of the Act, methods used to enforce the Act, contracts and agreements among carriers, shippers, carriers, tariffs, liability, and the regulation of commerce. Three contact hours.

TRA 2311 Interstate Commerce Law and Practice (D) 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. Three contact hours.

TRA 2312 Interstate Commerce Act III (D) 3 cr.
A continuation of Interstate Commerce Act I and II. Topics include formal and informal complaints, general conduct of hearings, developing facts of case, compulsory testimony, immunity of witnesses, briefs, oral arguments, and report of the commission. Three contact hours.

TRA 2313 Interstate Commerce Act IV (D) 3 cr.
Continuation of Interstate Commerce Act III. Topics include review of previous material, measure of damages, statutory authority, evidence to prove damage, discrimination, and insurance and protection of the student's personal application to take the Practitioner Examination. Three contact hours.

ZOO 1010 General Zoology (P) 4 cr.
The student will study animal kingdom with emphasis on anatomy, botany, evolution, origin 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.

ZOO 2450 Ichthyology and Commercial Fishing (D) 4 cr.
Prerequisite: BSC 1011C. In addition, the student will benefit by taking OCB 2602C and OMT 2211 prior to enrolling in ZOO 2450. This is an introductory course in the taxonomy, systematic, anatomy, physiology, and ecology of fishes, with emphasis on the estuarine and marine fishes of northeastern Florida. It also includes (1) the methodology of the various types of commercial fishing, (2) the status of U.S. fisheries, (3) world dependence on fishery resources, and (4) the effects of technology on fisheries and the future of American fisheries. Six contact hours.

ZOO 2713 Comparative Anatomy (P) 4 cr.
Prerequisite: ZOO 1010C. A comprehensive survey of the anatomy of chordates with emphasis on the functional morphology of vertebrates. Students are required to dissect and study preserved specimens of amphibian, reptile, bird, and mammal. Six contact hours.
NON-COLLEGE CREDIT
GENERAL INFORMATION

ADMISSIONS

All persons registering at Florida Junior College at Jacksonville must have a social security number and will be required to present the social security card at each registration. Persons not having a social security number should contact the local Social Security Office for an application to obtain a number.

An individual desiring to enroll in non-college credit programs should contact the administrator of the center or the campus offering the desired subjects and may be admitted if the following eligibility requirements are met:

1. Be an adult—by Florida School Law, at least 16 years of age.
2. Present Social Security card.
3. Furnish proof of age, if asked.
4. Complete the admission and registration forms requested.

Transcript Requests

Upon request of the student, the college will provide to the student, or to a person or institution designated by the student, an official transcript of the student’s academic record. Transcript requests may be made in person or in writing to the Campus Registrar’s office. No transcript request will be accepted by telephone.

NO TRANSCRIPT REQUEST WILL BE PROCESSED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE ARE CLEAR

Students are advised to make requests approximately two weeks before the transcript is needed.

Schedule Changes

Schedule Changes, commonly known as Add-Drop, will be allowed for five business days after the registration date or five business days after the beginning date of the class, whichever is later.

Awards for Program Course Completion

Three types of certificates are awarded to students in recognition of completion of program and/or course competency requirements.

Certificate of Applied Science
The Certificate of Applied Science is awarded to students who have enrolled in and satisfactorily completed the requirements for a one-year vocational competency-based program of study in preparation for employment. The area or areas of competencies completed by the student are indicated on the Certificate.

Certificate of Training
The Certificate of Training is awarded to students who have enrolled in and satisfactorily completed competencies in a vocational program of study of one term (semester) or less in preparation for employment. The program completed by the student is indicated on the Certificate.

Certificate of Attendance
This is a general purpose type of certificate used to verify the attendance of an individual in a course, seminar, or workshop-type activity. Attainments of
non-college credit—general information

an individual in these instructional activities may be indicated on the Certificates as prescribed by the requirements of the activity.

**Continuing Education Units (CEU)**

Many courses award Continuing Education Units. The CEU system provides for one unit to be awarded for every 10 clock hours of instruction. A record of courses taken and CEUs earned will be maintained by the College. A student may obtain a copy of the record or have a copy mailed to a person of the student's choice by requesting such in writing in the Campus Registrar's office.

**Registration Periods**

Non-college credit registration periods for any term shall begin and end on dates specified by the President. Non-college credit registration dates will vary by program category and campus and may be continuous throughout any term. The terms for non-college credit classes will be Fall, Winter, and Spring/Summer (I, II, III).
## FINANCIAL INFORMATION

### Student Fees and Tuition

#### Occupational Education

**Non-College Credit Registration Fees**

#### Occupational Education

- Seminars & Workshops .................................................. Amount assessed to cover estimated cost

#### Business Education

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Tax Accounting for Business AAC 0030</td>
<td>$10.00</td>
</tr>
<tr>
<td>Introductory Computer Concepts BDP 0070</td>
<td>$5.00</td>
</tr>
<tr>
<td>Key Punch BDP 0010, 0011 full-time*</td>
<td>$30.00</td>
</tr>
<tr>
<td>BDP 0010, 0011 part-time*</td>
<td>$15.00</td>
</tr>
<tr>
<td>Machine Shorthand STS 0125 (when machine is furnished by Florida Junior College at Jacksonville)</td>
<td>$75.00</td>
</tr>
<tr>
<td>(when student furnishes machine)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Office Occupations STS 0130, 0132</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

*Full-time — more than 15 clock hours per week; Part-time — 15 clock hours or less per week.

#### Distributive Education

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banking Related</td>
<td></td>
</tr>
<tr>
<td>FCR 0410, 0411, 0412, 0413, 0420, 0421, 0422, 0423, 0424, 0425, 0427, 0430, 0431, 0432, 0433, 0434, 0435, 0436, 0440</td>
<td>$5.00</td>
</tr>
<tr>
<td>Insurance Related</td>
<td></td>
</tr>
<tr>
<td>INS 0210, 0213, 0215, 0216, 0218, 0220, 0222, 0224, 0225, 0226, 0228, 0229, 0230, 0231, 0232, 0233, 0234, 0235, 0236, 0237, 0240, 0241, 0242, 0243, 0244, 0245, 0255</td>
<td>$5.00</td>
</tr>
<tr>
<td>INS 0212, 0217, 0250, 0251, 0253</td>
<td>$25.00</td>
</tr>
<tr>
<td>Management Related</td>
<td></td>
</tr>
<tr>
<td>MAM 0010, 0012, 0015, 0016; HQL 0010, 0014, 0016, 0018, 0020</td>
<td>$10.00</td>
</tr>
<tr>
<td>Real Estate Related</td>
<td></td>
</tr>
<tr>
<td>RES 0211</td>
<td>$40.00</td>
</tr>
<tr>
<td>Sales Related</td>
<td></td>
</tr>
<tr>
<td>AUE 0010, FOD 0010, 0012; GME 0014; GMR 0310; ITR 0010</td>
<td>$10.00</td>
</tr>
</tbody>
</table>
Health Education

Medical Assisting MEA 0310 .................................................. $ 20.00
Nurse Assistant NUA 0318 .................................................. $ 5.00
Practical Nursing PRN 0310 .................................................. $ 25.00
Surgical Technician STO 0310 .................................................. $ 20.00
Unit Clerk HSM 0310 .................................................. $ 5.00
Advanced Emergency Care (Rescue) EME 0012 .................................................. $ 6.00

In the Health Education courses listed previously, students are registered once for the entire course which may run cross-term.

Home Economics Education

Advanced Reupholstery HEF 0313 .................................................. $ 20.00
Basic Food Preparation FSM 0317 .................................................. $ 10.00
Breadmaking FON 0109 .................................................. $ 8.00
Catering I and II FSM 0320, 0322 .................................................. $ 20.00
Drapery Construction HEF 0310 .................................................. $ 6.00
Food Service Supervision FSM 0315 .................................................. $ 15.00
Furniture Reupholstery HEF 0312 .................................................. $ 20.00
Low Calorie Cooking FON 0007 .................................................. $ 15.00
Low Cholesterol Cooking FON 0008 .................................................. $ 15.00

Industrial Education

Students are required to furnish their personal hand tools for the Industrial Education course (trade) for which they are enrolled.

Non-College Credit — Fees

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning, Refrigeration, and Heating AIC 0309, 0310, 0311</td>
<td>$ 25.00</td>
<td>$ 12.50</td>
</tr>
<tr>
<td>Auto Body Repair ABF 0109, 0110, 0111, 0112 (Supplementary)</td>
<td>$ 25.00</td>
<td>$ 12.50</td>
</tr>
<tr>
<td>Automotive Machine Shop MSH 0318, 0319, 0320</td>
<td>$ 25.00</td>
<td>$ 12.50</td>
</tr>
<tr>
<td>Automotive Mechanics ALM 0309, 0310, 0311</td>
<td>$ 25.00</td>
<td>$ 12.50</td>
</tr>
<tr>
<td>Brick and Blocklaying MAY 0309, 0310, 0311 (Supplementary)</td>
<td>$ 25.00</td>
<td>$ 12.50</td>
</tr>
<tr>
<td>Cabinetsmaking and Millwork WOC 0309, 0310, 0311</td>
<td>$ 25.00</td>
<td>$ 12.50</td>
</tr>
<tr>
<td>Carpentry CAP 0309, 0310, 0311</td>
<td>$ 25.00</td>
<td>$ 12.50</td>
</tr>
<tr>
<td>Construction Electricity IEL 0309, 0310, 0311</td>
<td>$ 30.00</td>
<td>$ 15.00</td>
</tr>
<tr>
<td>Course Description</td>
<td>Full-Time</td>
<td>Part-Time</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Cosmetology COY 0309, 0310, 0311</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Drafting DTC 0309, 0310, 0311</td>
<td>$10.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>DTC 0312 (Supplementary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronics-Radio &amp; TV RTV 0309, 0310, 0311</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Gasoline Engine Mechanics ENR 0309, 0310, 0311</td>
<td>$25.00</td>
<td>$12.50</td>
</tr>
<tr>
<td>Industrial Electronics ELS 0309, 0310, 0311</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Machine Shop Works MSH 0309, 0310, 0311</td>
<td>$40.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Major Appliance Repair ARR 0306, 0309, 0310</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Marine Electricity ELS 0313, 0314, 0315</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Photography and Photo-Finishing PTY 0312 (Supplementary)</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Plumbing and Pipefitting PPF 0309, 0310, 0311</td>
<td>$25.00</td>
<td>$12.50</td>
</tr>
<tr>
<td>Sheet Metal SHM 0309, 0310, 0311</td>
<td>$40.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Steel Fabricator MEW 0309, 0310, 0311</td>
<td>$40.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Tailoring TPF 0309, 0310, 0311</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Truck &amp; Diesel Mechanic DIM 0313, 0314, 0315</td>
<td>$25.00</td>
<td>$12.50</td>
</tr>
<tr>
<td>Upholstery/Auto Trim UPH 0309, 0310, 0311</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Welding WEL 0309, 0310, 0311</td>
<td>$40.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

*Full-time — more than 15 clock hours per week; part-time — 15 clock hours or less per week.

**Employers’ Courses**

Fees for Employers’ Courses are $15.00 per student (or student equivalent, if previous contractual arrangements made this provision) for a maximum of 12 contact hours per course per week.

Employers’ Courses are:

ABF 0390, AIC 0390, ARR 0390, AUM 0390, 0395; BLR 0390, 0395; DIM 0390, 0395; DTC 0390; ELS 0390, 0395; ENR 0390; FMD 0390; IEL 0390; MAC 0390; MAY 0390; MEW 0390; MEY 0390; MSH 0390; MTY 0390; PCL 0390, PPF 0390, 0395; SHM 0390; UPH 0390; WEL 0390.

**Public Service Education**

Basic Security Officers Training
SEO 0210 ........................................................................... $24.00
SPECIAL ADMISSION TO SUPPLEMENTAL OCCUPATIONAL EDUCATION COURSES

Persons who do not meet regular admission requirement of being currently or previously employed in an occupation related to the course, may be admitted to Supplemental Occupational Education courses on a space-available basis by paying the following fees:

Business Education $1.00 per contact hour per course
Distributive Education $1.00 per contact hour per course
Health Education $2.75 per contact hour per course
Home Economics Education $1.00 per contact hour per course
Industrial Education $1.00 per contact hour per course
Public Service Education $1.00 per contact hour per course

ALL COURSES NOT LISTED ABOVE (PER COURSE) ........................................ $ 4.00

Professional Malpractice and Liability Insurance Risk Coverage Fees

<table>
<thead>
<tr>
<th>Non-College Credit Courses</th>
<th>Per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology COY 0309, 0310, 0311</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Medical Assisting MEA 0310</td>
<td>$ 7.00</td>
</tr>
<tr>
<td>Nurse Assistant NUA 0310</td>
<td>$ 4.00</td>
</tr>
<tr>
<td>Practical Nurse PRN 0310</td>
<td>$14.00</td>
</tr>
<tr>
<td>Post Graduate Dental Hygiene Clinic DEH 0912</td>
<td>$ 7.00</td>
</tr>
<tr>
<td>Surgical Technician STO 0310</td>
<td>$ 7.00</td>
</tr>
<tr>
<td>Unit Clerk HSM 0310</td>
<td>$ 4.00</td>
</tr>
</tbody>
</table>

The Risk Coverage Fee is non-refundable, if the student withdraws after the official close of the drop/add period for the term.

Student Fees and Tuition

Adult Continuing Education

Students, who register for Adult-Continuing Education courses, seminars or workshops (includes 1.3200, 1.4100 and 1.4200), shall be charged the fee authorized.

Registration Fees

| Education for Parenthood HEN Q003              | $ 10.00    |
| All Vocational, Recreational and Enrichment Courses | $ .75 per contact hour per course. |

EXCEPT

| Applied Music I                          | MUS 0816  | $ 48.00 |
| Applied Music II                         | MUS 0817  | $ 71.00 |
| Applied Music III                        | MUS 0819  | $ 93.00 |
| Creative Art for Children                | ART 0818  | $ 25.00 |
Fundamentals of Dance
Group Music Instruction
Introduction to Theatre for Children
Music Readiness I
Music Readiness II
Musicianship Class
Avocational and Recreational Seminar
SEM 0800

FEES

All courses not identified above $4.00

Duplicate Registration Receipts

HIGH SCHOOL COMPLETION, VOCATIONAL, NON-COLLEGE CREDIT OCCUPATIONAL EDUCATION AND ADULT-CONTINUING EDUCATION

Each duplicate of Registration Receipt:
For courses costing less than $5.00 $4.00
For courses costing $5.00 or more $5.00

Test and Examination Fees

Fundamentals Evaluation Test (FET),
(10th Grade Equivalency Test) $4.00

General Education Development Test (GED)
(High School Equivalency)
One test $4.00
Total battery $17.50
(Fees established by the State Department of Education.)

Validation of GED scores from out of state, United States Armed Forces Institute (USAFI) or DANTES (includes diploma, if entitled) $5.00

High School Credit by Examination (HSCBE) $4.00

Fee waived for students enrolled in a high school course for credit, if student wishes to take the test for that particular course.
Test fees are to be paid at time of making application for the test.

Fees for Ceremonies Conducted for Special Programs

The President or official designee shall determine the items to be purchased by the College which will permit the conducting of ceremonies in accordance with established traditions for special programs, primarily in the Health Related Education area. The charge to the student shall not exceed the cost of the items purchased for each student.

Waiver of Tuition and Fees

Individuals enrolled in the following courses and/or programs are eligible for waiver of tuition and fees:

Adult Basic Education (ABE) courses and programs (Non-College Credit).

Individuals below high school level and 16 years of age or older who are enrolled in Adult Basic Education. The Provost or official designee shall certify eligibility for waiver on prescribed document, which may be the fee statement.
Community Preparedness (Non-College Credit).
Individual(s) and/or group(s) of persons enrolled in Community Emergency Preparation course(s). The Provost or official designee shall certify eligibility for waiver on prescribed document, which may be the fee statement.

Criminal Justice Education (Non-College Credit).
Individual(s) must be full time or active auxiliary members of area criminal justice agencies. The Provost or official designee shall certify eligibility for waiver on the prescribed document, which may be the fee statement.

Dental Assisting Seminar (Non-College Credit).
Individual(s) and/or group(s) of persons, who are dental assistants, dental hygienists, or dentists. The Provost or official designee shall certify eligibility for waiver on prescribed document, which may be the fee statement.

Professional Engineers Refresher Course (Non-College Credit).
Individual(s) and/or group(s) of persons who have applied to take the State board Examination for Professional Engineers Registration. The individual shall certify that application has been made on prescribed document, which may be the fee statement.

Incarcerated Persons, Probationers and Parolees (Non-College Credit).
Individuals who are certified by the Duval County Sheriff, Nassau County Sheriff official designee, as incarcerated person(s), probationer(s) or parolee(s). The Provost or official designee shall submit official certification with fee statement.

Fire Science and Prevention Courses and Emergency Medical Technology Courses (Non-College Credit).
Individuals must be full time or active auxiliary members of area fire or emergency medical service departments. The Provost or official designee shall certify eligibility for waiver on the prescribed document, which may be the fee statement.

Power Squadron Courses (Non-College Credit).
Groups of persons who are involved in water and boating safety. The Provost or official designee shall certify eligibility for waiver on prescribed documents, which may be the fee statement, which may be done on a class size basis.

Programs for Severely Handicapped Persons (Non-College Credit).
Individuals who are enrolled in courses offered by telephone or television. The Provost or official designee shall certify eligibility for waiver on prescribed documents, which may be the fee statement.

Senior Adults (Non-College Credit).
Individuals who are 60 years of age or older are eligible for fee waivers when enrolling in courses offered by the Center for the Continuing Education of Senior Adults. The individual must present proof of age at time of registration, which may be a driver's license or Jacksonville Transportation Authority pass. The individual will also certify age and eligibility on the prescribed document, which may be the fee statement. Residents of retirement and nursing homes (without regard to age) are eligible for a fee waiver in non-college credit courses offered in these facilities by the Center for the Continuing Education of Senior Adults. The director of the retirement home or nursing home is to provide certification of residents who are eligible for waivers to the Provost or official designee.

Former Prisoners of War — Vietnam (Non-College Credit).
Individual(s) who were Prisoners of War — Vietnam. Copy of discharge is to be attached to fee statement.

FJC Diploma-Seeking Students in High School Credit Completion Program.
Individuals who are 18 years of age or older. Persons, age 16 and 17 who have officially withdrawn from public or private high school at least six calendar months before desiring entry; or persons who are recommended in writing by the Superintendent of Schools or official designee or by the principal of a private high school. Official registration is required in High School Credit Completion Program to seek a Diploma by course work and/or High School Credit by Examination. Official completion of registration in the High School Credit Program which may include registration in MAT 0011 and/or ENG 0014, will substantiate proof of eligibility for waiver of fees for the high school credit courses and/or ENG 0014 and/or MAT 0011.
Full-time and Part-time FJC Employees Registered in Professional Trends Programs (Non-College Credit).

Full-time and part-time FJC employees who register in non-college credit courses which are part of the Professional Trends Program and limited to employee professional development activities, sponsored by the office of Staff and Program Development. A representative from the office of Staff and Program Development will verify eligibility at time of registration.

Basic Life Support Course (Non-College Credit).

Individuals who are eligible to enroll in the supplemental course, EME 0018, based on State Department of Education approved categories. The individual shall certify eligibility for waiver of fee on the prescribed document, which may be the fee statement.

### Schedule for Payment of Fees

**Vocational and Non-College Credit**

First day of class student attends.

**High School Credit Classes (Except for those enrolled in a High School Credit Completion Program)**

First day of class student attends.

**Seminars and Workshops**

As published in announcement. Workshops or seminars, which require special arrangements, may provide no refund of fees if participant cancels after the time specified in announcement.

### Fee Refunds Non-College Credit Courses

**Requirements**

Written application for refund must be received at the Campus Registrar's office at the full-time Campus by 5 p.m. of the College business day established in the Board approved academic calendar as Final Drop Day or as approved by the President.

The written application shall:

1. Contain the student's full name, social security number, student number (if assigned), the complete address to where the refund is to be mailed, the student's signature, and an indication of whether or not the address presented is a change of address.

2. Be accompanied with the valid fee receipt, and a copy of the validated receipt for the credit card account, if payment was made by credit card.

### Amounts and Conditions of Refunds or Credit Memoranda

If a veteran's deferment is authorized and the College cancels the class(es) or the registration of a student is cancelled, the deferment will be reduced by the amount of the cancelled class(es) for a student.

Amounts due the College will be deducted before any check or credit memorandum to the credit card account is issued.

If the College cancels the class and the student is placed in another class, no refund is authorized.

If the College cancels the class or the student's registration, the College will initiate the refund without written application by the student.

### Payment Dates

Refund checks or credit memoranda to credit card accounts will be made in accordance with the schedule established by the College.

### Final Drop Day

The Final Drop Day will be as authorized by the President but no later than five business days after the date of the receipt of payment of fees by the student if after the first day of classes. No refund of fees will be made on classes for which the fee is $5.00 or less unless the college cancels the class.

### Cancellation of Classes

If the College cancels a class at any time prior to its completion, the student's enrollment in that class will be canceled and the student will be entitled to a 100 percent refund of fees paid for that class, or the student will be permitted to register in another class with the same fee as the cancelled class. The Deans of Adult Education will notify the Controller of refunds due for cancelled classes. The controller will process the refund after obtaining appropriate documentation.

### Suspension, Termination or Cancellation of Enrollment

The College reserves the right to suspend, terminate, or retroactively cancel the enrollment of any student for any of the following reasons:

1. Disciplinary reasons.

2. Non-payment of course fees when payment is due, including non-payment resulting from dishonored checks.
Occupational Education

Non-college credit programs and courses offer a wide variety of preparatory and supplementary vocational training throughout the junior college district wherever the need exists and adequate facilities are located. Courses are taught in public school facilities during evening hours, in industrial plants, in commercial office buildings, on campuses and centers of Florida Junior College at Jacksonville, and other suitable locations. The length and frequency of meetings for courses differ and are determined by the type and objectives of the course.

The primary purposes of these programs and courses are (1) to provide individuals with necessary skills to make them employable, (2) to provide individuals with training needed to upgrade or broaden their present skills and enhance their occupational opportunities, and (3) to provide the business and industrial community with trained personnel.

In the area of occupational education, the College maintains close liaison with, and is assisted by, program advisory committees, professional, civic, and church organizations, governmental agencies, business and industry, and other groups in determining needs and providing occupational education for the community.

A High School Diploma or equivalent is not required for enrollment in occupational education courses/programs but is highly recommended.

Persons can be admitted to preparatory occupational education programs only for the purpose of attaining skills leading directly to securing employment.

Persons can be admitted to supplemental occupational education courses provided they are currently or have been previously employed in an occupation related to the course. Exceptions to this can be made by the applicant paying an additional course fee as described in the fee schedule, page 142.

The international student who wishes to be admitted to occupational educational courses must be enrolled as a full-time student. The student must also meet the admission requirements listed for an international applicant under the Adult High School Completion Admission Requirements.

Occupational Preparatory Education and Evaluated CEU Courses Grading System

The grading system is designed to evaluate the performance of the student as fairly and equitably as possible.

Letter grades will be assigned for courses as follows:

I — INCOMPLETE
S — SATISFACTORY
U — UNSATISFACTORY
W — WITHDRAWAL
SI — SATISFACTORY/INCOMPLETE

Once a grade of S or U in a course has been reported to the Registrar, it may only be changed as follows:

1. Upon recommendation of the instructor who assigned the grade, with approval of the program director or dean.

2. Upon recommendation by the director, and approved by the dean, when the instructor who assigned the grade is no longer a member of the faculty of Florida Junior College at Jacksonville.

The I or SI grade may be changed by the instructor within the time limit indicated in the college calendar.

Occupational Education courses, other than occupational preparatory education and evaluated CEU courses explained before, and all Adult and Continuing Education courses, except high school credit, receive no grade (NG).

Developmental Education
Downtown Campus

The Developmental Education Department at the Downtown Campus offers various programs to non-college credit students. The goal of the department is to assist students who need additional help in the academic area to reach their educational goals. Program strategies include:

1. Reading courses that may be taken for high school credit or self-enrichment.

2. Individualized instruction in reading.

3. Tutoring.

4. Diagnostic and prescriptive teaching in the Individualized Manpower Training System (IMTS) in the areas of math, English, and reading.

Other services include:

1. Assistance in wise career decision-making and goal-setting through the Downtown
Adult and Continuing Education

In the area of Adult and Continuing Education, the College cooperates with the public schools, community schools, health and welfare groups, civic and community clubs, business and industry, and other adult agencies to provide educational services.

Adults in the community have the opportunity to grow in basic knowledge, improve in home and community life, develop leadership and civic responsibilities, expand in knowledge in general education, and develop creativity in the fine arts.

Adult and Continuing Education Programs are offered where there is community need and interest. Florida Junior College at Jacksonville is offering Adult Education Programs and courses in more than 225 different locations throughout Duval County. Many programs, courses, and services are offered on a continuing basis. Short courses, in-service training programs, and courses of specific interest may be initiated by request from individuals and groups in the community, based upon resources available at time of request.

Adult Basic Education

The Adult Basic Education Program of Florida Junior College at Jacksonville is designed to provide basic instruction in the fundamental academic areas of reading, writing, computational skills, and consumer education for all adults of this community.

General instruction in the foregoing academic areas will develop basic learning skills for the adult which will facilitate the continuation of an education at the secondary level if desirable.

The over-all curriculum of the Adult Basic Education Program includes arithmetic, spelling, social studies, science, functional citizenship education, life skills, consumer economics, occupational knowledge, government and law, community resources, and health. Student's performance in these general knowledge areas will be based upon achievement in the following skill areas: reading, writing, speaking, listening, problem-solving, computation and interpersonal relations.

The Adult Basic Education Program provides supportive services for its students in the areas of guidance and counseling, testing, specialized reading needs, employability services, auditory/visual screening, and speech therapy. Enrollment in Adult Basic Education classes is available to all adults who are 16 years of age or older.

Adult Basic Education classes are offered in Adult Centers which are located in schools, churches, and other available community facilities throughout Duval County at no cost to the students.

Adult High School Completion Admission Requirements

Adults, 18 years of age or older, may choose to earn an adult high school diploma at the college by taking appropriate course work. Persons aged 16 and 17 also may enroll in the adult high school completion program but must wait until a period of six calendar months has elapsed since the date of official withdrawal from public or private high school. Exceptions may be made when recommended in writing by the superintendent of schools or the superintendent's designee from the county of the student's current residence or by the principal of a private high school.

Applicants to this program are required to present the following documentation:

1. Application for admission.
2. Copy of Social Security card.
3. Proof of high school withdrawal (for persons 16 or 17 years of age).
4. Proof of previous education. The following are acceptable for proof of previous education:
   a. High school transcript.
   b. Certification by student of completion below ninth grade level.
   c. Verification from previous high school or school board that transcript cannot be obtained.
   d. Waiver of (a) or (c) above by Student Appeals Committee.
5. International Applicant. Requirements for admission are:
   a. Application for admission
   b. A certified English translation of the transcript from the last high school attended.
   c. Proof of proficiency in the use of the English language. Students from
countries other than English speaking must submit satisfactory scores on the TOEFL examination (Test of English as a Foreign Language). This test is available through the Educational Testing Service, Box 899, Princeton, New Jersey 08540.

No international applicant will be considered for admission until all information (Items a through c) has been received. International students accepted for admission will be notified of their acceptance and will be provided with Form I-20A as required by the United States Department of Justice. International students must be enrolled as full-time students for the fall and winter terms (I and II) and the spring and/or summer terms (III and/or IV).

Students, 15 years of age or older, who are currently enrolled in a local public or private high school may upon permission from the high school principal or the principal’s designee pursue course work at Florida Junior College at Jacksonville for transfer back to the high school from which the student expects to receive a diploma. Upon completion of the course work, it is the student’s responsibility to request that a transcript be sent to the graduating high school.

Applicants to this program are required to present the following documentation:

1. Application for admission.
2. Copy of Social Security card.
3. Permission note from high school principal or the principal’s designee indicating exact subjects to be taken.

Adult High School
Grading System

The grading system is designed to evaluate the performance of the student as fairly and equitably as possible.

Letter grades will be assigned for courses as follows:

A — EXCELLENT
B — GOOD
C — AVERAGE
D — POOR
I — INCOMPLETE
NP — NONPUNITIVE

S — SATISFACTORY — (Course not completed-No Credit)
U — UNSATISFACTORY
W — WITHDRAWAL
Z — A vs C EXPOSURE (30 hours minimum)

Students registered in high school classes but not earning high school credit will receive a grade of NG (no grade).

Once a grade of A, B, C, D, NP, S, U, or Z in a course has been reported to the Registrar, it may only be changed as follows:

1. Upon recommendation of the instructor who assigned the grade, with approval of the division chairperson or director.
2. Upon recommendation by the director, and approved by the dean, when the instructor who assigned the grade is no longer a member of the faculty.

The I grade may be changed by the instructor to A, B, C, D, NP, U, or Z within the time limit indicated in the college calendar.

Adult High School
Completion Requirements

There is no set required amount of time necessary to earn an Adult High School Diploma. The Florida State Department of Education has established that an adult can progress at the adult’s own rate of speed and achieve credit by subject examination whenever the student judges that he or she is prepared. Thus, an adult may complete credit requirements as rapidly as the adult is able to prove his or her knowledge and skills.

A minimum of 16 unduplicated credits, grades nine through 12, excluding credit in physical education, shall be required for an Adult High School Diploma. Two of these credits must be earned at Florida Junior College at Jacksonville. Nine of these 16 credits must be earned in the following areas:

1. English (2 credits)
   One credit in English grammar required. Except where proficiency can be determined by the counselor, the student will be advised strongly to take a composition course as the second English credit.
2. Mathematics (2 credits)
3. Natural Science (2 credits)
4. Civics (1 credit)
5. American History (1 credit)
6. Reading Techniques (1 credit)

The additional seven credits may be earned in
other areas as approved by the counselor for subject to the following:

1. A course in Americanism vs. Communism is required for graduation. This requirement may be met by taking a one-half credit course or a non-college credit course of 30 clock hours.

2. A maximum of two work experience credits may be earned at 1,000 hours per credit. Each credit awarded must be based on a compilation of hours from a single place of employment.

All students are required to obtain a passing score on the State Student Assessment Test, Part II (SSAT Part II) to be eligible for the Adult High School Diploma from Florida Junior College at Jacksonville. Those students who have not passed the SSAT Part II, but have met all other requirements for graduation, may apply for a Certificate of completion.

Students are graduated under the catalog requirements which are in effect as of the date of graduation. The graduation date shall be the day on which the final requirement for the program is completed. In the case of an "F" grade being changed, the graduation date will be the day on which the final requirement is met for the course.

It is the high school student's responsibility to make application for graduation after the student has completed requirements.

High School Equivalency Diploma

The GED (High School Equivalency) Examination is a battery of five tests administered monthly by Florida Junior College to any person who is at least 18 years of age, out of school, and has a Florida address. Information on test registration may be obtained from any campus Registrar’s Office. The registration fee is established by the Department of Education. Persons who pass the exam receive a diploma from the State Department of Education.

HIGH SCHOOL REVIEW classes for GED test preparation are available through each campus Office of Adult and Continuing Education. The classes provide intensive review in areas covered on the GED Exam.

In addition, the GED TESTING SKILLS SEMINAR provides critical testing information for persons who wish to take the GED exam without enrolling in High School Review classes. The fee for the Seminar is $4.00.

High School Testing Program

STATE STUDENT ASSESSMENT TEST, PART II (SSAT Part II) is required for high school gradu-
atation. Information and applications are available in the high school counseling office and the Registrar’s offices on Downtown, North and South Campuses. No fee.

HIGH SCHOOL CREDIT-BY-EXAMINATION (HSCBE), is available in a variety of high school academic subjects. Students may register for HSCBE in the Registrar’s office on Downtown, North, or South campuses. The registration fee is $4.00 unless the student is registered in a high school course having the same number, in which case the fee is waived.

The FUNDAMENTAL EVALUATION TEST (FET) is a 10th-grade equivalency examination designed to certify a 10th grade education. The test is administered monthly; registration information can be obtained from any campus Registrar’s office. The fee is $4.00.

Center for the Continuing Education of Senior Adults

The Center for the Continuing Education of Senior Adults is a resource center for the educational needs of Senior Adults. It provides a variety of educational experiences for older adults. Approximately 170 non-college credit courses are offered in locations throughout the community, with particular emphasis on interests and concerns of senior adults. Seminars and workshops addressing specific needs are offered periodically to provide further training. For information or counseling, call the Center for the Continuing Education of Senior Adults (CCESA) office at the Downtown Campus, 101 W. State Street, 633-8390.

Independent Living for Adult Blind (ILAB)

ILAB is an instructional program designed to increase the self-reliance of blind and deaf-blind adults and help them to achieve greater independence. Instruction is offered, on a year-round basis, in Communication Skills, including Braille and typing; Daily Living Skills; Mobility; and leisure time activities. Comprehensive social services and a full range of volunteer services are available.

Center for the Continuing Education Of Women

The Center for the Continuing Education of women is located at the Downtown Campus, 101 West State Street, Room 3106. Personal, educational, and career counseling services are available to Florida Junior College at Jacksonville students and members of the community at no charge. Class
offerings include Assertive Training, Career Development, How to Succeed in College, Opening Doors for Women, Supervisory Training, and others. The Center also offers special programming — short courses, workshops and seminars — to community organizations. Special programs have been designed for community business and professional women (twice monthly), Women’s Information Exchange luncheons, for women in industrial training programs, single mothers, and women starting their own business. Call 633-8311 for additional information.

CHALLENGE: NEW CAREERS FOR WOMEN is a three-week training program for women who have never worked, have not worked for a long period of time, or who are having difficulty securing an adequate job. Although the primary target area of Challenge is the displaced homemaker, any CETA eligible woman can be served. Beginning each month, Challenge classes are held for three weeks, five hours a day, five days a week. Child care is provided, and a travel allowance. The Challenge curriculum consists of self-assessment, assertional training, vocational testing, career exploration and decision making, and job seeking and job keeping skills. Financial aid counseling is provided for students who desire to get a GED diploma, begin junior college, or enroll in vocational training.

Nursing Continuing Education

A Continuing Education program is planned to meet the needs of nurses in updating knowledge and skills essential in professional practice. Continuing education courses are designed to enhance nursing practice and to help ensure the public safe and high quality nursing care.

Nursing practice is based on a continuously expanding body of knowledge and skills which prepares nurses to function effectively as members of the health care team.

Reassessment and ongoing evaluation will be done to determine the need for expanding this Continuing Education Program and offering additional relevant courses.

Nursing Continuing Education non-college credit courses which may be offered are:

- NUR 0510 Seminar for Licensed Practical Nurses
- NUR 0512 Nursing Seminar
- NUR 0515 In-Service Training for Nursing Faculty

Topics and locations will vary to meet the needs of the nursing community.

Community Services

Through its program of community services, the College offers programs of study, institutes, short courses, seminars, workshops, clinics, and lectures to meet the educational needs of adult groups in the community.

Requests for such courses are encouraged. Consideration for such courses is based upon the level of instruction, the number of persons interested, and the availability of resources and qualified instructional personnel at the time of request.

Adults desiring to enter adult classes or programs should apply in person at the adult center or campus offering the subjects of their choice.

Any person, 16 years of age or older, is eligible to apply for enrollment. Specific course requirements or limitations will be explained at the center of the individual’s choice.
## NON-COLLEGE CREDIT STUDIES

<table>
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<tr>
<th></th>
<th>Fed H. Kent Campus</th>
<th>North Campus</th>
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<th>Downtown Campus</th>
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<tr>
<td><strong>OCCUPATIONAL EDUCATION</strong></td>
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<td><strong>Business Education</strong></td>
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<tr>
<td>Certified Professional Secretary</td>
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<td>Data Processing</td>
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<tr>
<td>Income Tax Accounting</td>
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<tr>
<td>Medical Transcription</td>
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<tr>
<td>Office Occupations (includes: Typing, Shorthand, Business English, and Office Machines)</td>
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<tr>
<td>Supervisory Training</td>
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<td><strong>Distribution Education</strong></td>
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<td>Banking</td>
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<td>Cashier/Sales/Checker</td>
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<td>Executive Housekeeping</td>
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<td>Export/Import Programs</td>
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<td>Savings and Loan Courses</td>
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<td>Transportation</td>
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<td><strong>Health Related Education</strong></td>
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<td>Emergency Medical</td>
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<td>Medical Assisting</td>
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<td>Nurse Assistant</td>
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<td>Nursing Continuing Education</td>
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<tr>
<td>Practical Nursing</td>
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<td>Surgical Technician</td>
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<td>Unit Clerk</td>
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<tr>
<td><strong>Home Economics Education</strong></td>
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<td>Alterations</td>
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<td>Basic Food Preparation</td>
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<td>Catering I &amp; II</td>
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<td>Clothing Construction</td>
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<td>Custom Dressmaker</td>
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<td>Drapery Construction</td>
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<td>Equipment Use and Care</td>
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<tr>
<td>Fashion Design</td>
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<td>Food Service Apprenticeship</td>
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<td>Furniture Reupholstery</td>
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<tr>
<td>Interior Design</td>
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<tr>
<td>Management &amp; Family Economics</td>
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<td>Nutrition</td>
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<td>Quantity Cookery</td>
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<td>Supervised Food Service Worker</td>
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<tr>
<td>Tailoring</td>
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<td>Industrial Education</td>
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<tr>
<td>Automotive Machine Shop</td>
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<td>Auto Mechanics</td>
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<td>Brick and Blocklaying</td>
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<tr>
<td>Cosmetology</td>
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<td>Drafting</td>
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<tr>
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<tr>
<td>Gasoline Engine Mechanics</td>
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<tr>
<td>Industrial Electronics</td>
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<td>Machine Shop</td>
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<td>Major Appliance Repair</td>
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<tr>
<td>Marine Electricity</td>
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<td>Operating Engineers</td>
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<tr>
<td>Plumbing and Pipefitting</td>
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<td>Sheet Metal Worker</td>
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<td>Truck and Diesel Mechanics</td>
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<td>Upholstery/Auto Trim</td>
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<td>Welding</td>
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<td>Public Service Education</td>
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<td>Criminal Justice—Corrections</td>
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<td>Criminal Justice—Law Enforcement</td>
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<td>Fire Science and Prevention</td>
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<td>Security Officers Training</td>
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<td>Water-Sewage Plant Operator</td>
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<tr>
<td>ADULT AND CONTINUING EDUCATION</td>
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<td>Adult Basic Education</td>
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<td>Adult High School Completion</td>
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<td>Continuing Education of Senior Adults</td>
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<td>Continuing Education of Women</td>
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<td>Community Services</td>
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<td>High School Equivalency Diploma</td>
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<td>Independent Living for Adult Blind</td>
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NON-COLLEGE CREDIT COURSE DESCRIPTIONS

All courses in the following list are not taught each term. Class schedules are published prior to each term that shows the courses that will be offered.

Occupational Education Courses

AAC 0610  Income Tax Accounting for Business
The material taught in this course is based on the Internal Revenue Code. Students learn the tax accounting needed for local, state, and federal taxes. Income tax returns are taught to prepare and complete accurately for income tax purposes. They are taught to prepare income tax returns according to legal interpretations.

AAC 0110  Basic Bookkeeping
This course is designed as an introductory instruction for persons already employed or seeking employment. It includes principles and techniques involved in bookkeeping and business office practice.

AAC 0120  Basic Accounting
A course designed to supplements those who have completed high school. It acquaints the student with the complete bookkeeping system. Topics covered include: basic principles of bookkeeping, financial accounting, word processing, and related accounting methods.

AAC 0125  Basic Accounting II
A continuation of basic accounting principles. This course includes journal applications and accounting with special emphasis on bookkeeping and business office practice.

AAC 0130  Basic Bookkeeping II
High School Cr. 3
A course designed to develop, increase, and improve bookkeeping at the second level. The course includes working with a student under the guidance of a teacher or instructor. Topics covered include basic principles of bookkeeping, accounting, word processing, and related accounting methods.

AAC 0132  Basic Bookkeeping II
High School Cr. 3
A course designed to develop, increase, and improve bookkeeping at the second level. The course includes working with a student under the guidance of a teacher or instructor. Topics covered include basic principles of bookkeeping, accounting, word processing, and related accounting methods.

AAC 0140  Advanced Accounting
High School Cr. 3
A course designed to develop, increase, and improve bookkeeping at the second level. The course includes working with a student under the guidance of a teacher or instructor. Topics covered include basic principles of bookkeeping, accounting, word processing, and related accounting methods.

AAC 0144  Advanced Accounting I
High School Cr. 3
Prerequisite: AAC 0120 An advanced study of accounting principles with emphasis placed on the review of the remaining general accounting topics of debits, credits, and the preparation of financial statements. Emphasis is placed on the analysis of financial statements and the preparation of financial statements.

AAC 0146  Advanced Accounting II
High School Cr. 3
Prerequisite: AAC 0144 A continuation of Advanced Accounting I with emphasis placed on the preparation of financial statements. Emphasis is placed on the analysis of financial statements and the preparation of financial statements.

ABF 0109  Auto Body Repair I
This course is designed to introduce students to the repair and replacement of damaged areas of a vehicle. The course includes an introduction to body repair and replacement techniques.

ABF 0110  Auto Body Repair II
Continuation of ABF 0109

ABF 0111  Auto Body Repair III
Continuation of ABF 0110

ABF 0112  Auto Body Repair
This course is designed to introduce students to the repair and replacement of damaged areas of a vehicle. The course includes an introduction to body repair and replacement techniques.

ABF 0190  EMP Auto Body Repair
This course is designed to train the student to repair and replace damaged areas of a vehicle. The course includes an introduction to body repair and replacement techniques.

AIC 0003  Air Conditioning, Refrigeration, and Heating
Prerequisite: AAC 0144
This course is designed to introduce students to the installation and service of air conditioning systems. Emphasis is placed on the installation and service of air conditioning systems. Emphasis is placed on the installation and service of air conditioning systems. Emphasis is placed on the installation and service of air conditioning systems.

AIC 0309  Air Conditioning, Refrigeration, and Heating I
This course is designed to introduce students to the installation and service of air conditioning systems. Emphasis is placed on the installation and service of air conditioning systems. Emphasis is placed on the installation and service of air conditioning systems. Emphasis is placed on the installation and service of air conditioning systems.
AIC 0310  Air Conditioning, Refrigeration and Heating I
Continuation of AIC 3308.

AIC 0311  Air Conditioning, Refrigeration and Heating II
Continuation of AIC 3110.

AIC 0315  Air Conditioning, Refrigeration and Heating
This course is designed primarily for reentry training and its contents will include the proper procedures to install and service commercial and residential air conditioning systems to compute real gain and heat loss of buildings for summer and winter air conditioning, to diagnose and repair problems with commercial refrigeration systems, both medium and low temperature and to read blueprints, plans, electrical diagrams and schematics necessary to perform the aforementioned tasks.

AIC 0390  EMP Air Conditioning, Refrigeration and Heating
The course is designed to meet the needs of industrial employers and underemployed employees in the air conditioning, refrigeration and heating industry.

APC 0011  Business English
A study of the business letter, discrimination in the use of words, spelling, grammar, punctuation, and development of language power. This course is designed for persons already employed in a related field or supplementary instruction.

APC 0012  Business English I
High School Cr. 1
A study of the business letter, discrimination in the use of words, spelling, grammar, punctuation, and development of language power.

APC 0014  Business English II
High School Cr. 2
An extensive review of grammar, punctuation, spelling, and vocabulary. Also covers reading and writing and the student how to use various reference books.

APC 0016  Business English III
High School Cr. 3
Prerequisite: APC 0014 Comprehensive training in public speaking and the writing of various types of business communications--letters, memos, and reports. Emphasis is placed on writing with an understanding of human behavior as well as a firm grasp of mechanical principles.

APC 0221  Water & Sewage Plant-Related Communications
Training in communications in preparation for the Water & Sewage Plant Operator's License Examination.

APM 0011  Business Mathematics
The course develops the mathematical skills necessary for effective bookkeeping and merchandising transactions. Provides extensive practice in solving business problems, including percentages, simple interest, and payroll for persons already employed in the field or in a related field, for supplementary instruction.

APM 0221  Water & Sewage Plant Operation—Math
Training in mathematics in preparation for Water & Sewage Plant Operator's License Examination for persons already employed in the field, or in a related field, for supplementary instruction.

APS 0222  Water & Sewage Plant—Related Chemistry
This course covers an introduction to the principles of modern inorganic chemistry including topics in structure of matter, oxidation-reduction, acids and bases and solution and suspension, carbon and compounds for persons already employed in the field.

APS 0224  Water & Sewage Plant—Related Chemistry
This course is designed for a reentry training and covers an introduction to the principles of modern inorganic chemistry including topics in structure of matter, oxidation-reduction, acids and bases and solution and suspension, carbon and compounds.

ARR 0308  Major Appliance Repair
This course is designed primarily for reentry training and includes instruction in trade mathematics, basic electricity, soldering, brazing, and use of shop tools and equipment. A general overview of the course will be taught in the field in keeping with the requirements of industry.

ARR 0309  Major Appliance Repair II
Continuation of ARR 0308.

ARR 0310  Major Appliance Repair III
Continuation of ARR 0309.

ARR 0390  EMP Electric Appliance Repair
This course is designed to meet the needs of employers and underemployed employees in the electric appliance repair industry.

AUE 0010  Automobile Sales
This course is designed as supplementary training for individuals employed in the field as automotive salesmen. The course includes sales techniques, prospecting, qualifying, insurance coverage, auto financing, credit sales, and owner follow-up.

AUM 0003  Automotive Mechanics I
This course consists of supplementary instruction in the repair of passenger automobiles and light delivery trucks, and includes engines, transmissions, clutch operation, suspension systems, steering, brakes, and power operated equipment.

AUM 0309  Automotive Mechanic I
This course is designed specifically for job entry training in the repair of passenger automobiles and light delivery trucks, including engines, transmissions, clutches, automatic transmission, ignition systems, steering, brakes, and power operated equipment.

AUM 0310  Automotive Mechanic II
Continuation of AUM 0309.

AUM 0311  Automotive Mechanic III
Continuation of AUM 0310.

AUM 0310  EMP Automotive Mechanics
This course is designed to meet the needs of employers and underemployed employees in the automotive mechanics industry.

AUM 0335  EMP Automotive Machine Shop
This course is designed to meet the needs of employers and underemployed employees in the automotive machine shop industry.

BCN 0315  Laborer's Apprenticeship Training
Training or skills required of a laborer in the construction industry, including safety and first aid, hand tools, handling construction material, tool preparation, pipe laying, plumbing and electric powered equipment, concrete preparation and handling, concrete shaping and cutting, sandblasting, oxyacetylene cutting, carpentry, labor and other skills prescribed by apprenticeship standards. Enrollment limited in apprenticeship in Construction Laborer's Apprenticeship Training Program. Program runs from August 1 to 10.

BSP 0010  Keyboard
A preparatory course designed to develop a typist's competency in IBM 024, 129 key punch machines, Heath-Line Typewriter, IBM 129, collator and reader, as well as data entry clerical training, and coding will be included. Prerequisite is a typing speed of 25 words per minute or better.
BPD 0001 Keypunch High School Cr. ½
A skill course designed to develop a valuable 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.

BPD 0070 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, who can benefit from this supplementary instruction. Three class hours, one laboratory hour.

BPD 0075 Mini-Micro Computing Systems
This course is designed as supplementary instruction for persons employed in a related area. It is a survey of microcomputer applications, architectures, and availability, including the process of evaluating, ordering, and assembling bits and basic machine language programming. This course is for those interested in building their own computer systems. Desirable background includes strong foundations in high school mathematics, fundamentals of electricity and electronics, and/or basic concepts in data processing.

BLR 0390 EMP Blueprint Reading
The course is designed to meet the needs of the employees and underemployed employees in the blueprint reading field.

CAP 0309 Carpentry I
This course is designed specifically for job entry 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.

CAP 0310 Carpentry II
Continuation of CAP 0309.

CAP 0311 Carpentry III
Continuation of CAP 0310.

CAP 0315 Carpentry
This course is designed primarily for apprenticeship preparation and as a content which includes 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.

CAP 0395 EMP Carpentry
The course is designed to meet the needs of employers and underemployed employees in the carpentry industry.

CEQ 0115 Operating Engineering
This course is designed primarily for apprentice training of operating and manufacturing operations of selected power construction equipment ranging from air compressors to steam shovels.

CGC 0011 Child Growth & Development High School Cr. 1
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.

CGC 0015 Day Care Administration and Supervision
This course is for the individual working in a day care center who is working in day care administration and supervision, or who wishes to expand work in this field. Areas to be covered include setting up a program; personal management; systematic planning for day-to-day operations; public relations; evaluation; and human relations.

CHO 0100 Child Development Associate
Preparation Course
This course is designed as supplementary instruction and is a competency-based, individualized, and predominately on-the-job training course designed to provide the student with the means of acquiring competencies needed to become a child development associate.

CLT 0311 Basic Clothing Construction High School Cr. 1
This course is planned for the person who has had little or no experience in recent 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 0312 Basic Clothing Construction
This course is designed as supplementary instruction for homemakers who have 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 0313 Advanced Clothing Construction
This course is designed as supplementary instruction for homemakers who have 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 0314 Advanced Clothing Construction High School Cr. 1
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, 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 0319 Couture Sewing High School Cr. 1
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 0086 Intermediate Clothing Construction High School Cr. 1
This course is designed for the person who has completed Basic Clothing Construction and includes a study of more difficult construction techniques and the care of fabrics more difficult to handle than were used in Basic Clothing Construction.

CMP 0087 Basic Tailoring High School Cr. 1
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. The construction of a lined garment, such as a jacket, will be required.
**CMO 0506** Men's Clothing Construction High School Cr. 1

This course is designed for the person who has demonstrated proficiency in the skills of clothing construction and would like to earn skills in making men's clothing. Students will learn to select and use a commercial pattern with appropriate alterations, make the necessary cutting, sewing, finishing, and taping techniques. The approach to the course is based on the assumption that a successful alteration must have a thorough understanding of garment construction in order to complete the necessary fitting changes.

**CMO 0509** Alterations High School Cr. 1

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

**CMO 0510** Intermediate Clothing Construction

This course is designed as supplementary instruction for home-makers who have completed Men's Clothing Construction and includes a study of more difficult construction techniques and a course in labor-saving techniques. The course is designed as a supplementary instruction for persons already employed in the field or in a related field.

**CMO 0512** Basic Tailoring

This course is designed as supplementary instruction for the person who has demonstrated proficiency in the skills of clothing construction and would like to earn skills in making men's clothing. It involves an understanding of fabric handling, clothing construction, sewing, and taping in fitting techniques. The approach to the course is based on the assumption that a successful alteration must have a thorough understanding of garment construction in order to complete the necessary fitting changes.

**CMO 0513** Advanced Tailoring

This course is designed as supplementary instruction for the person who has demonstrated proficiency in the skills of clothing construction and would like to earn skills in making men's clothing. It involves an understanding of fabric handling, clothing construction, sewing, and taping in fitting techniques. The approach to the course is based on the assumption that a successful alteration must have a thorough understanding of garment construction in order to complete the necessary fitting changes.

**CMO 0514** Men's Clothing Construction

This course is designed as supplementary instruction for the person who has demonstrated proficiency in the skills of clothing construction and would like to earn skills in making men's clothing. It involves an understanding of fabric handling, clothing construction, sewing, and taping in fitting techniques. The approach to the course is based on the assumption that a successful alteration must have a thorough understanding of garment construction in order to complete the necessary fitting changes.

**CMO 0515** Alterations

This course is designed as supplementary instruction for the person who has demonstrated proficiency in the skills of clothing construction and would like to earn skills in making men's clothing. It involves an understanding of fabric handling, clothing construction, sewing, and taping in fitting techniques. The approach to the course is based on the assumption that a successful alteration must have a thorough understanding of garment construction in order to complete the necessary fitting changes.

**CMO 0516** Custom Dressmaking

Course work includes supplementary instruction and practice in constructing custom made clothing. Students should acquire skills which will enable the student to become self-employed as a custom dressmaker.

**CMO 0517** Short Cuts in Sewing

This course is designed for those who are interested in the home-clothing construction techniques that are, in order to make quick casual clothes and children's clothes. The course will include supplementary instruction in basic cuts, sewing, construction, and finishing. The use of basic machines will be emphasized.

**CMO 0519** Short Cuts in Sewing High School Cr. 1

This course is designed for those who are interested in the home-clothing construction techniques that are, in order to make quick casual clothes and children's clothes. The course will include supplementary instruction in basic cuts, sewing, construction, and finishing. The use of basic machines will be emphasized.

**CMO 0520** Fashion Design & Flat Pattern Drafting

This course is designed for those who are interested in the home-clothing construction techniques that are, in order to make quick casual clothes and children's clothes. The course will include supplementary instruction in basic cuts, sewing, construction, and finishing. The use of basic machines will be emphasized.

**CMO 0521** Basic Training for Correctional Officers

This course is designed for those who are interested in the home-clothing construction techniques that are, in order to make quick casual clothes and children's clothes. The course will include supplementary instruction in basic cuts, sewing, construction, and finishing. The use of basic machines will be emphasized.

**CMO 0522** Specialized Corrections Training

This course is designed for those who are interested in the home-clothing construction techniques that are, in order to make quick casual clothes and children's clothes. The course will include supplementary instruction in basic cuts, sewing, construction, and finishing. The use of basic machines will be emphasized.

**CMO 0526** In Service Corrections Training

This course is designed for those who are interested in the home-clothing construction techniques that are, in order to make quick casual clothes and children's clothes. The course will include supplementary instruction in basic cuts, sewing, construction, and finishing. The use of basic machines will be emphasized.

**CMO 0529** Cosmetology I

This course is designed for those who are interested in the home-clothing construction techniques that are, in order to make quick casual clothes and children's clothes. The course will include supplementary instruction in basic cuts, sewing, construction, and finishing. The use of basic machines will be emphasized.

**CMO 0530** Cosmetology II

This course is designed for those who are interested in the home-clothing construction techniques that are, in order to make quick casual clothes and children's clothes. The course will include supplementary instruction in basic cuts, sewing, construction, and finishing. The use of basic machines will be emphasized.

**CMO 0531** Cosmetology III

This course is designed for those who are interested in the home-clothing construction techniques that are, in order to make quick casual clothes and children's clothes. The course will include supplementary instruction in basic cuts, sewing, construction, and finishing. The use of basic machines will be emphasized.

**DCE 0912** Dental Assisting Seminar

This course is designed for those who are interested in the home-clothing construction techniques that are, in order to make quick casual clothes and children's clothes. The course will include supplementary instruction in basic cuts, sewing, construction, and finishing. The use of basic machines will be emphasized.

**DCE 0916** Dental Hygiene Clinic

This course is designed for those who are interested in the home-clothing construction techniques that are, in order to make quick casual clothes and children's clothes. The course will include supplementary instruction in basic cuts, sewing, construction, and finishing. The use of basic machines will be emphasized.
DIM 0310  Truck & Diesel Mechanics I
This course is designed specifically for job entry training in the
truck, diagnosis, maintenance, and repair of light and medium
truck and heavy equipment.

DIM 0314  Truck & Diesel Mechanics II
Continuation of DIM 0310.

DIM 0315  Truck & Diesel Mechanics III
Continuation of DIM 0314.

DIM 0390  EMP Diesel Mechanics
This course is designed to meet the needs of employers and
underemployed employees in the diesel mechanics industry.

DIM 0395  EMP Truck Mechanics
This course is designed to meet the needs of employers and
underemployed employees in the truck mechanics industry.

DTG 0300  Drafting I
This course is designed specifically for job entry 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.

DTG 0310  Drafting II
Continuation of DTG 0300.

DTG 0311  Drafting III
Continuation of DTG 0310.

DTG 0312  Drafting
This course is designed as supplementary instruction for per-
sons already employed in the field or in a related field. The
student will learn proper procedures in the preparation of clear,
complete, and accurate working plans and detail drawings from
rough or detailed sketches or notes for engineering or manufac-
turing purposes according to specified dimensions.

DTG 0390  EMP Drafting
This course is designed to meet the needs of employers and
underemployed employees in the drafting industry.

ELS 0812  Basic Electronics
This course is designed as supplementary instruction for per-
sons already employed in the field or in a related field. The
student will learn proper procedures in the installation, main-
tenance, and repair of electronically controlled and operated
distribution systems used in industry and commercial busi-
nesses.

ELS 0819  Radio Operation Training Course
This course is designed as supplementary instruction in radio
operating procedures and FCC regulations as they apply to
amateur radio operators. Training in the International Morse
Code and Basic Electronics theory is included. The student
will have the opportunity to take the Novice Class Radio Operator
written examination after completion of the course. Theory
questions are supplied by the Federal Communications Com-
mission (FCC) and only those passing this exam will receive their
operator's license.

ELS 0820  Examination Preparation: Radiotelephone Operator License
A 6-hour review of material for the Federal Communications
Commission Commercial Radiotelephone Operator License
including communications laws, operating procedures, basic
and advanced electronic theory, and examination procedures.

ELS 0830  Industrial Electronics I
This course is designed to prepare a person for full-time em-
ployment in the industrial electronics field. Included in the
course are theory, troubleshooting, and safety procedures.

ELS 0831  Industrial Electronics II
Continuation of ELS 0830.

ELS 0831  Industrial Electronics III
Continuation of ELS 0831.

ELS 0932  Marine Electricity I
This course is designed to prepare a person for full-time em-
ployment and full-time employment in marine electronics. It
includes theory, troubleshoot, testing, safety precautions, and
good work habits.

ELS 0934  Marine Electricity II
Continuation of ELS 0932.

ELS 0935  Marine Electricity III
Continuation of ELS 0934.

ELS 0940  EMP Marine/Industrial Electricity
This course is designed to meet the needs of employers and
underemployed employees in the marine/industrial electricity
field.

ELS 0955  EMP Industrial Electronics
This course is designed to meet the needs of employers and
underemployed employees in the industrial electronics industry.

ELS 0950  Examination Preparation: Certified
Electronics Technician
This course is designed to prepare students for the National
Organization of Certified Electronics Technician: Examination
covering television signals, transmission lines, electronic com-
ponents, solid-state electronics, A/C theory, and television/radio
construction. The Certified Electronics Technician exam will be
administered at the final class meeting and is industry-ap-
proved.

EME 0010  Basic Emergency Care
This is an approved Department of Transportation course for
persons already employed in the field, and not interested in col-
lege credit. This course can be used for re-certification as an
EMT.

EME 0011  Basic Review Emergency Care
This is a 21-hour refresher course for those already employed
in the field who need a review for three-year recertification by
the Division of Health.

EME 0015  Advanced (Rescue) Emergency Care
This course is designed as supplementary instruction and in-
cludes a review of life saving procedures, intravenous fluid ther-
apy, and use of various equipment, such as defibrillators and
ventilators.

EME 0016  Emergency Medical Technology Seminar
The seminar is designed as supplementary instruction to up-
grade the skills of the working emergency medical technician.

EME 0018  Basic Life Support
This course is designed as supplementary instruction to provide
a periodic update on cardiopulmonary resuscitation.

EME 0020  Basic Life Support Instructor
This course is designed as supplementary instruction to enable
those with the Basic Life Support programs in health careers to
become instructors.

EME 0022  Neonatal Transport
This course is designed as supplementary instruction to train
emergency medical technicians to perform neonatal transports.

EME 0024  12 Lead Electrocardiogram
This course is designed for supplementary training and includes
an application of technical principles in actual operation of equip-
ment, following didactic presentation of principles. It also in-
cludes a study of electrodes, electrode application, montages,
recording techniques, abnormalities of laboratory operation and
practise of equipment application under supervision.
ENR 0003  Gasoline Engine Mechanic
This course involves training in the inspection and repair of the mechanical equipment of gasoline powered engines (other than automobile and truck), including magneto timing, carburetor adjusting, fuel line cleaning, generator adjusting, valve replacing and grinding, piston ring installing, and replacing broken or damaged parts. This course is designed primarily for individuals interested in obtaining a supplementary instruction.

ENR 0309  Gasoline Engine Mechanic I
This course is designed specifically for job entry training in the inspection and repair of the mechanical equipment of gasoline powered engines other than automobile and truck, including magneto timing, carburetor adjusting, fuel line cleaning, generator adjusting, valve replacing and grinding, piston ring installing, and replacing broken or damaged parts.

ENR 0310  Gasoline Engine Mechanic II
Continuation of ENR 0309.

ENR 0311  Gasoline Engine Mechanic III
Continuation of ENR 0310.

ENR 0390  EMP Gasoline Engine Mechanic
This course is designed to meet the needs of employers and employees in the gasoline engine mechanic field.

ERF 0010  Professional Engineers Registrar
Course
A review of theories and principles of the nature of engineering disciplines. This course provides guidelines and orientation in preparation for registration for professional engineers. This course is designed primarily for off-campus supplementary instruction.

FAR 0006  Family Relationship
High School Cr. 1
This course provides 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. Emphasis is given to understanding of individual problems, how to provide.

FCR 0410  Credit Administration
This course is designed to be supplementary training for persons employed in a related field. It emphasizes the importance of credit investigations, how to analyze and evaluate credit applications, and how to determine the feasibility of extending credit.

FCR 0413  Investments, Securities
This course is designed to supplement existing training in the analysis of investment securities and to encourage the student to become proficient in the investment field. It is designed to be supplementary training for persons interested in becoming proficient in the investment field. This course is a 15-week course, meeting one night a week for three hours.

FCR 0420  Savings and Loan Principles
This course is designed to provide basic principles in the areas of savings and loan associations. This course is designed to be supplementary training for persons interested in becoming proficient in the savings and loan association field. This course is a 15-week course, meeting one night a week for three hours.

FCR 0421  Banking Business Administration
This course is designed to provide basic principles in the banking business administration. This course is designed to be supplementary training for persons interested in becoming proficient in the banking business administration field. This course is a 15-week course, meeting one night a week for three hours.

FCR 0422  Bank Home Mortgage Loan
This course is designed to provide basic principles in the field of home mortgage loans. This course is designed to be supplementary training for persons interested in becoming proficient in the home mortgage loan field. This course is a 15-week course, meeting one night a week for three hours.

FCR 0423  Commercial Law and Banking
This course is designed to provide basic principles in the areas of commercial law and banking. This course is designed to be supplementary training for persons interested in becoming proficient in the commercial law and banking field. This course is a 15-week course, meeting one night a week for three hours.

FCR 0424  Economics of Banking
This course is designed to provide basic principles in the areas of economics of banking. This course is designed to be supplementary training for persons interested in becoming proficient in the economics of banking field. This course is a 15-week course, meeting one night a week for three hours.

FCR 0425  Trust Function Services
This course is designed to provide basic principles in the areas of trust function services. This course is designed to be supplementary training for persons interested in becoming proficient in the trust function services field. This course is a 15-week course, meeting one night a week for three hours.

FCR 0427  Bank Accounting
This course is designed to provide basic principles in the areas of bank accounting. This course is designed to be supplementary training for persons interested in becoming proficient in the bank accounting field. This course is a 15-week course, meeting one night a week for three hours.
FRC 0430 Banking Psychology
This course is designed specifically as supplementary training for persons in business and technical fields. It is also valuable for personal enrichment. The course includes group dynamics, advertising, motivation and motivation, and normal organizational, and other selected topics. This is a 15-week course, meeting one night a week for three hours.

FRC 0431 Analyzing Financial Statements
This course is designed specifically as supplementary training to help students understand quantitatively how to evaluate banks. This course includes an analysis of financial statements, the use of ratios, and the impact of financial statement analysis on decision-making. The course is designed specifically as supplementary training for persons employed in a related field. This is a 15-week course, meeting one night a week for three hours.

FRC 0432 Bank Management
This course is designed specifically as supplementary training for persons employed in a related field. It strives to improve the efficiency and effectiveness of bank management by emphasizing the necessary principles and techniques needed by the banking student to appraise a bank's position in the marketplace. The course covers the fundamentals of bank management, including the legal, economic, and technical aspects of banking. This is a 15-week course, meeting one night a week for three hours.

FRC 0433 Laws and Banking
The course presents new trends which have emerged in the philosophy and practice of banking and includes new and current banking regulations, with an emphasis on the importance of banking regulations. The course is designed specifically as supplementary training for persons employed in a related field. This is a 15-week course, meeting one night a week for three hours.

FRC 0434 Credit Union
This course is designed specifically as supplementary training for persons employed in a related field. It covers the planning, organizing, and managing of credit unions. The course includes the legal aspects of credit unions, the management of credit unions, and the financial management of credit unions. This is a 15-week course, meeting one night a week for three hours.

FRC 0435 Accounting
This course is designed specifically as supplementary training for persons employed in a related field. It covers the principles and practices of accounting, with an emphasis on the use of accounting information for decision-making. The course includes the basic concepts of accounting, the financial statements, and the use of accounting information in decision-making. This is a 15-week course, meeting one night a week for three hours.

FRC 0436 Financial Accounting
This course is designed specifically as supplementary training for persons employed in a related field. It covers the principles and practices of financial accounting, with an emphasis on the use of financial accounting information for decision-making. The course includes the basic concepts of financial accounting, the financial statements, and the use of financial accounting information in decision-making. This is a 15-week course, meeting one night a week for three hours.

FRC 0437 Cost Accounting
This course is designed specifically as supplementary training for persons employed in a related field. It covers the principles and practices of cost accounting, with an emphasis on the use of cost accounting information for decision-making. The course includes the basic concepts of cost accounting, the cost accounting systems, and the use of cost accounting information in decision-making. This is a 15-week course, meeting one night a week for three hours.

FRC 0438 Principles of Accounting
This course is designed specifically as supplementary training for persons employed in a related field. It covers the principles and practices of accounting, with an emphasis on the use of accounting information for decision-making. The course includes the basic concepts of accounting, the financial statements, and the use of accounting information in decision-making. This is a 15-week course, meeting one night a week for three hours.

FRC 0439 Financial Management
This course is designed specifically as supplementary training for persons employed in a related field. It covers the principles and practices of financial management, with an emphasis on the use of financial management information for decision-making. The course includes the basic concepts of financial management, the financial statements, and the use of financial management information in decision-making. This is a 15-week course, meeting one night a week for three hours.

FRC 0440 Fire Fighter Training
This course is designed specifically as supplementary training for persons employed in a related field. It covers the principles and practices of fire fighting, with an emphasis on the use of fire fighting information for decision-making. The course includes the basic concepts of fire fighting, the fire fighting systems, and the use of fire fighting information in decision-making. This is a 15-week course, meeting one night a week for three hours.

FRC 0441 Fire Fighter Training
This course is designed specifically as supplementary training for persons employed in a related field. It covers the principles and practices of fire fighting, with an emphasis on the use of fire fighting information for decision-making. The course includes the basic concepts of fire fighting, the fire fighting systems, and the use of fire fighting information in decision-making. This is a 15-week course, meeting one night a week for three hours.

FRC 0442 Fire Fighter Training
This course is designed specifically as supplementary training for persons employed in a related field. It covers the principles and practices of fire fighting, with an emphasis on the use of fire fighting information for decision-making. The course includes the basic concepts of fire fighting, the fire fighting systems, and the use of fire fighting information in decision-making. This is a 15-week course, meeting one night a week for three hours.

FRC 0443 Fire Fighter Training
This course is designed specifically as supplementary training for persons employed in a related field. It covers the principles and practices of fire fighting, with an emphasis on the use of fire fighting information for decision-making. The course includes the basic concepts of fire fighting, the fire fighting systems, and the use of fire fighting information in decision-making. This is a 15-week course, meeting one night a week for three hours.

FRC 0444 Fire Fighter Training
This course is designed specifically as supplementary training for persons employed in a related field. It covers the principles and practices of fire fighting, with an emphasis on the use of fire fighting information for decision-making. The course includes the basic concepts of fire fighting, the fire fighting systems, and the use of fire fighting information in decision-making. This is a 15-week course, meeting one night a week for three hours.
FMC 0324 Office Machine I
High School Cr. 6
A study of the use of adding machines, typewriters, calculator, and electronic calculators. In addition, training in the use of the machines studied is given.

FMC 0326 Office Machines II
High School Cr. 5
Prerequisite: FMC 0324. Advanced work on the common office machines used, including manual methods. The course includes a study of the machines used in business operations.

FMO 0410 Industrial Supervision and
Foremanship
This course is designed to prepare students for employment as foremen in the building trades. It includes training in the supervision of workers, the preparation and interpretation of plans and specifications, and training in the use of hand tools and equipment.

FOD 0411 Waiter-Waitress Training
This course is designed to prepare students for employment as waiters or waitresses in restaurants. It includes training in the use of service equipment, the preparation of meals, and the handling of customers.

FON 0402 Nutrition
This course is designed to introduce students to the basic principles of nutrition. It includes an introduction to the importance of food, the functions of the body, and the principles of good nutrition.

FON 0403 Basic Principles of Nutrition
This course is designed to introduce students to the basic principles of nutrition and their application in the diet. It includes an introduction to the functions of the body, the principles of good nutrition, and the calculation of the diet.

FON 0407 Low Calorie Cooking
This course is designed to teach students about the principles of low calorie cooking. It includes training in the use of low calorie foods and the preparation of low calorie meals.

FON 0408 Low Cholesterol Cooking
This course is designed to teach students about the principles of low cholesterol cooking. It includes training in the use of low cholesterol foods and the preparation of low cholesterol meals.
FON 0102 Short Cuts in Meal Preparation
This course is designed as a supplementary instruction for home cooks. It includes the preparation of well-balanced quick meals using instant mixes, packaged and frozen items. Emphasis will be given to the selection, use, and care of small kitchen appliances.

FON 0104 Diet Therapy
This course provides a scientific approach to food and nutrition and to the control of the body processes. Emphasis is placed on the knowledge of the role of the body systems in the development and treatment of specific diets as prescribed by the physician. Included will be diet laws in modern times, drugs, and chemicals. The course is designed as supplementary instruction for homemakers.

FON 0105 Bread Making
This course includes a study of the actions of yeast and techniques involved in mixing, kneading, and baking a variety of breads. Included will be a study of nutritive values, ingredients, methods of making, baking, storage, and serving of breads. Quick and yeast breads, including English muffins, bagels, and rolls will be emphasized, as well as loaves of many varieties. This course is designed as supplementary instruction for homemakers.

FSM 0117 Quantity Cooking
This course is designed for persons already employed in the field, as an introduction to the quantity cooking field. Subject matter includes the general field of quantity preparation and service, the equipment and methods of handling food, the sanitation principles and practices in quantity cooking, and the organization of large group feeding. The course will be offered as a part-time evening course.

FSM 0119 Supervised Food Service Worker
This course is designed to prepare students for employment in the food industry. The course will cover work 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. It will cover techniques in preparing and serving food, cooking during the cooking process, serving and handling food to make it palatable, food laws and regulations, and food sanitation. This course will be offered as a part-time evening course.

FSM 0120 Catering I
This course is designed as a supplementary instruction for persons employed in the food industry. It includes the planning of menus, the selection of food items, and the preparation of food items. This course will be offered as a part-time evening course.

FSM 0121 Catering II
This course is designed to provide supplementary instruction in the planning and preparation of food for special occasions and events. It includes the planning of menus, the selection of food items, and the preparation of food items. This course will be offered as a part-time evening course.

FSM 0122 Supervised Food Service Worker
This course is designed to prepare students for employment in the food industry. The course will cover work 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. It will cover techniques in preparing and serving food, cooking during the cooking process, serving and handling food to make it palatable, food laws and regulations, and food sanitation. This course will be offered as a part-time evening course.

FSM 0123 Food Service Supervision
This course is designed to prepare students for employment in the field of food service supervision. It includes the planning of menus, the selection of food items, and the preparation of food items. This course will be offered as a part-time evening course.

FSM 0124 Equipment Use and Care
This course is designed for persons already employed in the field. It includes the selection and use of equipment, and the care and maintenance of equipment. The course will be offered as a part-time evening course.

FSM 0125 Purchasing
This course is designed as a supplementary instruction for persons already employed in the field. It includes the selection and use of equipment, and the care and maintenance of equipment. The course will be offered as a part-time evening course.
FSM 0514 Food Service Management
This course is designed to provide an introduction to the food service industry for persons already employed in the field or in a related field. The course will provide opportunities in job training and related work. In the total food service program, emphasis is placed upon the principles and practices of menu planning, purchasing, food preparation and service, equipment use and care, sanitation and safety, personal cleanliness and grooming, and the value of a good working relationship within the organization and with the public. Emphasis is placed upon the need for greater knowledge in operating school food service programs to the maximum benefit to the children and the need for continuous training. 50 hours.

FSM 0517 Orientation to Food Service
Students will explore employment opportunities in the food service industry, including job opportunities in hospitals, restaurants, hotels, motels, fast food operations and private clubs. Emphasis is placed on the analysis of the food service industry and the acquisition of educational and personal competencies required for job success.

FSM 0519 Menu Design and Food Merchandising
The student will acquire knowledge and demonstrate skill in menu planning, costing and pricing menu items, and designing menu formats. Emphasis is placed on merchandising in food displays and interior decorating. A positive attitude toward public service techniques will be emphasized.

FSM 0520 Food Service Apprenticeship I
The student will acquire knowledge and skills required by a professional cook in the food service industry, including general, sanitation, safety, and first aid; basic principles of cooking and meat preparation; use and care of equipment and other skills specified in the apprenticeship standards. Enrollment is limited to students who meet the standards prescribed by the National Apprenticeship Training Program of the Educational Institute of the American Culinary Federation. The duration of the training program is three years. The program is comprised of three courses. Each course includes a minimum of 144 hours per year of related classroom instruction and 2,000 hours per year of on-the-job training.

FSM 0521 Food Service Apprenticeship II
The student will acquire knowledge and skills needed by a professional cook in the food service industry, including the operation of food, equipment, seasonings, stocks, soups and sauces, vegetable preparation and cooking, and other skills specified in the apprenticeship standards. Enrollment is limited to students who meet the standards prescribed by the National Apprenticeship Training Program of the Educational Institute of the American Culinary Federation. The duration of the training program is three years. The program is comprised of three courses. Each course includes a minimum of 144 hours per year of related classroom instruction and 2,000 hours per year of on-the-job training.

FSM 0522 Food Service Apprenticeship III
The student will acquire knowledge and skills needed by a professional cook in the food service industry, including the operation of food equipment, seasonings, stocks, soups and sauces, vegetable preparation and cooking, and other skills specified in the apprenticeship standards. Enrollment is limited to students who meet the standards prescribed by the National Apprenticeship Training Program of the Educational Institute of the American Culinary Federation. The duration of the training program is three years. The program is comprised of three courses. Each course includes a minimum of 144 hours per year of related classroom instruction and 2,000 hours per year of on-the-job training.

GME 0014 Techniques of Selling
This is a basic selling course designed as supplementary instruction for persons already employed in a related field. It covers the principles and practices of selling in various fields such as retailing, direct and wholesale, and includes an analysis of the buyer-identified theory of selling. The influences of advertising, personal selling, and public relations in the sale of goods and services, the sales force, and the use of visual arts and graphics in 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.

GME 0530 Cashier Sales—Checker
This course is designed specifically for job entry training and includes instruction in the basic techniques of recording and handling money on a cash register. Emphasis is placed on the role of the cashier in handling merchandise, handling cash, and balancing cash drawers. The program is a ten-week course, meeting one night a week for three hours.

GRA 0316 Printing
This course is designed specifically for job entry training. The course consists of offset printing, photoengraving, letterpress, color printing, including hand fed and automatic presses.

HEE 0110 In-Service Training for Home Economics Teachers
This course is designed to provide in-service training for professional home economics teachers. The course includes instruction in the teaching of homemaking, homemaking in the high school, and the development of homemaking units.

HEF 0301 Stockroom and Carts
This course is designed for job entry training in the stockroom and cart industry. The course includes instruction in the operation of stockroom and cart units, and the development of homemaking units.

HEF 0302 House Design
This course is designed for job entry training in the field of house design. The course includes instruction in the operation of stockroom and cart units, and the development of homemaking units.

HEF 0303 Interior Design
This course is designed for job entry training in the field of interior design. The course includes instruction in the operation of stockroom and cart units, and the development of homemaking units.

HEF 0304 Interior Design
This course is designed for job entry training in the field of interior design. The course includes instruction in the operation of stockroom and cart units, and the development of homemaking units.

HEH 0301 Industrial Design
This course is designed for job entry training in the field of industrial design. The course includes instruction in the operation of stockroom and cart units, and the development of homemaking units.
HOM 0001 Management and Family Economics
This course is designed as supplementary instruction for the homemaker or potential homemaker. The purpose of the course is to equip the individual with the knowledge and skills necessary 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 0002 Clothing Selection & Care
This course is designed as supplementary instruction. It will include a study of fibers, colors, and special finishes. Informational material on the care and use of clothing will be provided. The course will also include an introduction to the new era of clothing selection and care. A study will be made of the care and use of various types of clothing, including fabrics and their care, as well as the various types of clothing and their care. A study will be made of the care and use of various types of clothing, including fabrics and their care, as well as the various types of clothing and their care.

HOM 0316 Custodial Worker
This course is designed to familiarize students with work habits and techniques of the custodial worker. It covers the proper procedures for the care, cleaning, and maintenance of the facility and the proper use of equipment and tools. A study will be made of the care and use of various types of cleaning equipment, including detergents and their care, as well as the various types of cleaning equipment and their care.

HOM 0319 Residential Electrical Systems
This course is designed to provide an understanding of residential electrical systems. It will include a study of the basic principles of electricity, the proper use of equipment and tools, and the proper procedures for the care and use of electrical equipment. A study will be made of the care and use of various types of electrical equipment, including electrical tools and their care, as well as the various types of electrical equipment and their care.

HOM 0320 Commercial Electrical Systems
This course is designed to provide an understanding of commercial electrical systems. It will include a study of the basic principles of electricity, the proper use of equipment and tools, and the proper procedures for the care and use of electrical equipment. A study will be made of the care and use of various types of electrical equipment, including electrical tools and their care, as well as the various types of electrical equipment and their care.
INS 0210 Household Management Specialist
This course is designed to introduce students to various aspects of household management and explores the importance of maintaining a clean and organized living environment. Topics include household organization, cleaning techniques, and the management of household expenses. Students will learn about the importance of maintaining a healthy and safe living environment.

INS 0210 Principles of Insurance
This course is designed to introduce students to the fundamental principles of insurance. Students will learn about the different types of insurance policies, including property, liability, and health insurance. The course covers the basic concepts of risk management and the role of insurance in financial planning.

INS 0212 Principles of Casualty Insurance & Surety Bonding
This course is designed to introduce students to the principles of casualty insurance and surety bonding. Students will learn about the types of casualty insurance policies, including property and liability insurance. The course covers the role of surety bonds in financial transactions and the legal aspects of bonding.

INS 0213 Principles of Insurance Adjusting
This course is designed to introduce students to the principles of insurance adjusting. Students will learn about the role of insurance adjusters in the claims process and the importance of investigating and handling claims properly. The course covers the legal and ethical considerations involved in insurance adjusting.

INS 0215 Marketing Principles of Life and Health Insurance
This course is designed to introduce students to the principles of marketing life and health insurance. Students will learn about the different types of life and health insurance policies and the role of marketing in the insurance industry. The course covers the importance of customer service and the legal aspects of marketing insurance.

INS 0216 Principles of Health Insurance
This course is designed to introduce students to the principles of health insurance. Students will learn about the different types of health insurance policies, including individual and group plans. The course covers the legal and ethical considerations involved in health insurance and the importance of maintaining a healthy lifestyle.

INS 0217 Insurance Soliciting
This course is designed to introduce students to the principles of insurance soliciting. Students will learn about the legal and ethical considerations involved in soliciting insurance and the importance of maintaining a professional demeanor.

INS 0218 LUTC Equities Marketing
This course is designed to introduce students to the principles of equities marketing. Students will learn about the different types of equities, including stocks, bonds, and mutual funds. The course covers the legal and ethical considerations involved in equities marketing and the importance of maintaining a professional demeanor.

INS 0220 LUTC—Equities Marketing
This course is designed to introduce students to the principles of equities marketing. Students will learn about the different types of equities, including stocks, bonds, and mutual funds. The course covers the legal and ethical considerations involved in equities marketing and the importance of maintaining a professional demeanor.

INS 0222 LUTC—Life Insurance Law and Company Operations
This course is designed to introduce students to the principles of life insurance law and company operations. Students will learn about the legal and ethical considerations involved in life insurance and the importance of maintaining a professional demeanor.

INS 0224 LUTC—Personal Insurance
This course is designed to introduce students to the principles of personal insurance. Students will learn about the different types of personal insurance policies, including auto, home, and life insurance. The course covers the legal and ethical considerations involved in personal insurance and the importance of maintaining a professional demeanor.

INS 0225 LUTC—Business Insurance
This course is designed to introduce students to the principles of business insurance. Students will learn about the different types of business insurance policies, including liability and property insurance. The course covers the legal and ethical considerations involved in business insurance and the importance of maintaining a professional demeanor.

INS 0226 LUTC—Disability Income Insurance
This course is designed to introduce students to the principles of disability income insurance. Students will learn about the different types of disability income policies, including short-term and long-term disability. The course covers the legal and ethical considerations involved in disability income insurance and the importance of maintaining a professional demeanor.

INS 0227 LUTC—Pension Planning
This course is designed to introduce students to the principles of pension planning. Students will learn about the different types of pension plans, including defined contribution and defined benefit plans. The course covers the legal and ethical considerations involved in pension planning and the importance of maintaining a professional demeanor.

INS 0229 LUTC—Economics
This course is designed to introduce students to the principles of economics. Students will learn about the different types of economic systems, including market and command economies. The course covers the legal and ethical considerations involved in economics and the importance of maintaining a professional demeanor.
INS 0230   LOMA—Fundamentals of Life Insurance
The course is designed specifically as supplementary training and includes a study of the nature of modern life insurance plans and their operation. Subject areas covered include: life insurance, health insurance, disability, and social security.

INS 0231   LOMA—Life Company Operations
This course is designed specifically as supplementary training and includes a study of the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0232   LOMA—Legal Aspects of Life Insurance
This course is designed specifically as supplementary training and includes a study of the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0233   LOMA—Life Insurance Accounting
This course is designed specifically as supplementary training and includes a study of the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0234   LOMA—Economics and Investments
This course is designed specifically as supplementary training and includes a study of the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0235   LOMA—Mathematics of Life Insurance
This course is designed specifically as supplementary training and includes a study of the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0236   LOMA—Office Administration for Life Insurance Companies
This course is designed specifically as supplementary training and includes a study of the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0237   LOMA—Advanced Life Insurance
This course is designed specifically as supplementary training and includes instruction in the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0239   CLU Advanced Estate Planning
The course is designed specifically as supplementary training and includes a study of the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0238   CLU—Individual Life—Health Insurance
This course is designed specifically as supplementary training and includes instruction in the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0240   CLU—Group Insurance
This course is designed specifically as supplementary training and includes instruction in the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0241   CLU—Income—Estate, Gift Tax
This course is designed specifically as supplementary training and includes instruction in the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0242   CLU—Accounting and Finance
This course is designed specifically as supplementary training and includes instruction in the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0243   CLU—Business Insurance
This course is designed specifically as supplementary training and includes instruction in the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.

INS 0244   CLU—Fire Casualty
This course is designed specifically as supplementary training and includes instruction in the nature of modern life insurance operations. It covers such topics as life insurance, retirement, and social security.
INS 0251  Casualty Insurance
The course is designed to prepare students to take the State Insurance Department's licenses examination. It is previewed one year of work experience with an agency or insurance company can be waived through successful completion of this course.

INS 0255  Fire Agent Aided Lines
Successful completion of this complementation training module designs that the student has successfully met the educational requirements prescribed by the State Insurance Commissioner's office 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 13-week course, meeting twice a week for three hours.

INS 0355  CLU—Estate Planning
This course is designed specifically for supplementary training and includes a study of advanced and estate planning, probate of property, administration planning, protection of the property in trusts and estates, estate, estate and gift transfers, and the effective use of life insurance. This course is designed to provide instruction in the core concepts of life insurance planning. The course is designed to provide instruction in the core concepts of life insurance planning. The course is designed to provide instruction in the core concepts of life insurance planning.

ITE 0010  Import and Export Practices
This course is designed to provide information about the import and export industries. The course covers the basics of import and export practices, including the legal and economic aspects of international trade. The course also covers the role of government agencies and regulations in the import and export processes.

LAE 0310  Basic Recruit Training for Police Officers
This course is designed specifically to provide basic training for new police officers. The course covers topics such as the legal rights and responsibilities of the police officer, the role of the police officer in society, and basic police procedures, traffic control, and emergency response.

LAE 0410  Police Refresher Course
This course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques. The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques.

LAE 0411  Police Intermediate Course
This course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques. The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques.

LAE 0412  Police Advanced Course
This course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques. The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques.

LAE 0413  Police Supervision
This course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques. The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques. The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques.

LAE 0414  Police Mid-Management Course
This course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques. The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques.

LAE 0415  Police Executive Development Training
The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques. The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques.

LAE 0416  Police Recruiting and Placement
The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques. The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques.

LAE 0417  Police Recruiting and Placement
The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques. The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques.

LAE 0418  Police Recruiting and Placement
The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques. The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques.

LAE 0419  Police Recruiting and Placement
The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques. The course is designed to provide supplementary instruction in police law enforcement personnel. The course covers topics such as police supervision, law enforcement procedures, and techniques.
MAM 0010 Business Management
This course is designed specifically as supplementary training for persons already employed in the field. It seeks to develop an understanding of the economic and social environment within which business functions. Practice in decision making and management functions is discussed, including financial, marketing, production, and legal matters. This is a ten-week course, meeting one night a week for three hours.

MAM 0012 Operating a Small Business
This course is designed as supplementary training for operators of small businesses. The course includes topics such as capital and finance, proprietorship, laws regulating business, taxation, management and organization, personnel, budgeting and cash flow, and marketing research.

MAM 0014 Distributive and Mid-Management Education Seminars
A series of seminars designed as supplementary instruction for persons already employed in such an area of interest as insurance, real estate, transportation, banking, and motel/restaurant operations, to be offered in response to community and/or industry demand at such times and in such places as will permit maximum participation by interested groups.

MAM 0015 Occupational Safety for Supervisors
This course is designed as supplementary instruction for managers, supervisors, and foremen who are already employed in the field and are concerned with occupational safety. This is a ten-week course, meeting one night a week for three hours.

MAM 0016 Motor Fleet Safety Supervisor
This course is designed as supplementary instruction for all levels of management and supervision already employed in the field and responsible for efficient and safe fleet operations. This is a ten-week course, meeting one night a week for three hours.

MAM 0020 Floral Industry Management
This course is designed to upgrade employees in the floral industry. Emphasis will be placed on practices and problems in retail floral management, such as facility planning, merchandising, selling and markup, personnel relations, advertising, and new design techniques.

MAM 0300 EMP Shipfitting
This course is designed to meet the needs of employers and underemployed employees in the shipfitting industry.

MAY 0300 Brick and Blocklaying I
This course is designed specifically for job entry training in laying brick, terrazzo, hollow tile, stone, and similar building blocks in the construction of walls, partitions, arches, fireplaces, chimneys, smokestacks, and other structures.

MAY 0310 Brick and Blocklaying II
Continuation of MAY 0309

MAY 0311 Brick and Blocklaying III
Continuation of MAY 0310

MAY 0312 Brick and Blocklaying
This course is designed as supplementary instruction for persons already employed in the field, or in a related field. The student will learn proper procedure for laying brick, terrazzo, hollow tile, stone, and similar building blocks in the construction of walls, partitions, arches, fireplaces, chimneys, smokestacks, and other structures.

MAY 0315 Brick and Blocklaying
This course is designed primarily for apprenticeship instruction and its contents will include training in laying brick, terrazzo, hollow tile, stone, and similar building blocks in the construction of walls, partitions, arches, fireplaces, chimneys, smokestacks, and other structures.

MAY 0300 EMP Brick and Blocklaying
The course is designed to meet the needs of employers and underemployed employees in the brick and blocklaying industry.

MEA 0010 Medical Assisting
The medical assistant course of study is an intensive course designed specifically for job entry training and 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, examination room techniques, and laboratory procedures. This course is 10 months in length, which includes clinical practice in the physician's office. Applicants must be able to type 35 words per minute.

MEW 0309 Steel Fabricator I
This course is designed specifically for job entry training in layout, fabrication, erection, or installation of welded steel plates from 5/8" thickness and 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 brace, forming rolls and bending and shearing shears, drafting and blueprint reading, related mathematics, layout and material cost estimating, welding, brazing, and flame cutting.

MEW 0310 Steel Fabricator II
Continuation of MEW 0309

MEW 0311 Steel Fabricator III
Continuation of MEW 0310

MEW 0313 EMP Steel Fabrication
The course is designed to meet the needs of employers and underemployed employees in the steel fabrication industry.

MEY 0090 EMP In-Plant Industrial Training
This course will be designed to meet the needs of the employers and their employees.

MLS 0500 Panorama of Advances in Medical Technology
This course is a seminar on the normal and pathologic physiology of the various elements of the body. The student's knowledge of the principles of medical laboratory science will be expanded and updated in this area.

MSH 0009 Machine Shop
This course will include safe work habits, good workmanship, accuracy and job pride. Students will be urged to perform in up-to-date and modern methods of machine work. The course is designed to provide students with both the practical experience and the related information. Emphasis will be on drafting, blueprint reading and related mathematics. A step by step series of lessons will be presented throughout the course. Each student will be given a considerable amount of individual instruction along with manipulative skills. This course is designed primarily for off-campus supplementary instruction.

MSH 0309 Machine Shop Work I
This course is designed specifically for job entry training in the construction and repair of all kinds of metal parts, tools, and machines, and in the operation of all machine tools, including lathes, milling machines, planers, shapers, and drill presses.

MSH 0310 Machine Shop Work II
Continuation of MSH 0309.

MSH 0311 Machine Shop Work III
Continuation of MSH 0310.

MSS 0316 Automotive Machine Shop
This course is designed primarily to produce workers capable of performing the duties of an automotive machinist at job entry level. It includes training in cleaning, inspecting, grinding, drilling, honing and reconditioning of automotive parts. Emphasis is on safe work habits, pride in workmanship, and accuracy.
MTH 0390 EMP Industrial Mechanics
This course is designed to meet the needs of employers and un-deremployed employees in the industrial mechanics field.

MTH 0395 EMP Hydraulics
This course is designed to meet the needs of employers and un-deremployed employees in the hydraulics industry.

NUR 0310 Nurse Assistant
The course is designed to train a non-professional worker with the proper skills to perform selected activities under the direct supervision of a licensed professions nurse. This is an eight-week course.

NUR 0510 Seminar for Licensed Practical Nurses
The course consists of supplementary instruction to refresh, update, and enhance the knowledge and skills of Licensed Practical Nurses through individual and group experiences.

NUR 0512 Nursing Seminar
The course is designed to upgrade the skills of the Registered and/ or Licensed Practical Nurse. The student will be introduced to current nursing trends and problems and will participate in the development of solutions in conjunction with instructors.

NUR 0515 In-Service Training for Nursing Faculty
The course is designed as supplementary instruction for persons involved in the field of nursing. Participants will receive training in the type of curriculum used in medical programs, current and innovative medical practices and procedures, the legal aspects of professional development, and current educational and nursing trends.

PCL 0390 EMP Basic Pest Control
This course is designed to meet the needs of employers and underemployed employees in the pest control industry.

PDE 0317 Jacksonville Drywall Decorators and Painters Apprenticeship
The course covers the technical aspects of painting, paper hanging, and drywall finishing. The painting section covers methods of application of types of paint, surface preparation, and application of different materials. The drywall section covers the installation of gypsum and the installation of drywall and the use of different materials and equipment and their support systems or foundations.

PF 0310 Plumbing and Pipelitting
The course is designed specifically for job-entry training in the assembly and installation of gas, water, and waste disposal systems, including the installation of various types of piping, fittings, and valves, and the installation of gas and water services valves and equipment including pumps, controls, and other equipment.

PF 0311 Plumbing and Pipelitting II
Continuation of PF 0310.

PF 0312 Plumbing and Pipelitting III
Continuation of PF 0310.
STS 0020  Medical Terminology
Medical Terminology is designed as supplementary instruction for persons already employed in a related field and as a study of the development of a medical vocabulary commonly used in physicians' offices. Emphasis is given to physiological and anatomical terms and organic systems.

STS 0119  Basic Business Shorthand
This course is designed specifically as supplementary training for persons employed in related fields. It is an introduction to the principles of shorthand and is designed to meet the minimum standards of performance in shorthand and transcription comparable to those in local business offices.

STS 0112  Intermediate Shorthand & Transcription
This course is designed for persons already employed in related fields, as supplementary instruction. The course will require the student to review the principles of Gregg Shorthand to develop further the student's ability to spell and punctuate, to develop command of the mechanics of English to handle the problems of office dictation, and to teach efficient transcription techniques.

STS 0113  Advanced Shorthand & Transcription
This course is designed as supplementary instruction to integrate shorthand, English, and reasoning skills and to develop the student's ability in producing transcriptions.

STS 0116  Beginning Shorthand I
High School Cr. ½
Pre-requisite or Co-requisite: ENG 0120. This is a beginning course in the principles of Gregg Shorthand. Emphasis is placed on theory and basic dictation and transcription practice.

STS 0117  Beginning Shorthand II
High School Cr. ½
Pre-requisite: STS 0116 or equivalent. This course is a continuation of Beginning Shorthand I with increased emphasis on dictation and transcription.

STS 0118  Advanced Shorthand and Transcription I
High School Cr. ½
Pre-requisite: STS 0117 or equivalent. This course is designed to review Gregg shorthand theory and to develop the student's ability to transcribe rapidly and accurately. Emphasis is placed on mastery of English mechanics also.

STS 0119  Advanced Shorthand and Transcription II
High School Cr. ½
Pre-requisite: STS 0118. This course covers accelerated dictation and transcription with emphasis on the printed product.

STS 0125  Machine Shorthand
This course is designed specifically as supplementary instruction for persons already employed in a related field. The student will be trained in basic shorthand and the use of the stenographic machine. Course consists of theory and practice.

STS 0127  Transcribing Machines I
High School Cr. ½
Emphasis in this course is placed on training in the use of dictating machines for the development of office shorthand proficiency in transcription.

STS 0129  Transcribing Machines II
High School Cr. ½
Continuation of STS 0127.

STS 0130  Office Occupations
Instruction is based on vocational needs and is intended to provide training specifically in the clerical and stenographic fields. The instruction is designed specifically for job entry training and is geared to individuals having little or no previous vocational training. In presenting the best opportunity for individual progress, this course includes typing, shorthand, business English, and an accountancy basis. Instruction is provided in Office Methods, Office Procedures, Bookkeeping and Business Mathematics. The class will meet during Fall, Winter, and Spring Terms (I, II, and III) on a daily basis.
STS 0132 Office Occupations

Instruction is based on secretarial needs and is intended to provide training specifically in the clerical and stenographic fields.

The instruction is designed for supplementary training and is oriented to individuals having little or no previous secretarial training. In providing the best opportunity for individual progress, this course includes Typing, shorthand, business English, and on a concurrent basis instruction is provided in Office Machines, Office Procedures, Bookkeeping, and Business Mathematics.

STS 0135 CPS Review Course

This is a course designed as supplementary instruction to prepare students to take the examination for Certified Professional Secretaries. A two-term course, it will cover Environmental Relationships, Business and Public Policy, Economics of Management, Financial Analysis, and the Mathematics of Business Communications and Decision Making, and Office Procedures. Time segments for each of the areas will be established as needed within the terms.

STS 0140 Word Processing—Magnetic Typewriter Keyboard

This course includes supplementary instruction in the function and use of the magnetic typewriter keyboard in the development of basic business documents. Students will learn to operate the automated equipment including record, playback, to correct and revise documents. Instruction in the logging and filing systems for the automated equipment will be included.

STS 0142 Word Processing—Memory Typewriter

This course is designed to integrate the typewriter keyboard skills. The student will be trained in the operation and use of the memory typewriter together with filing and logging systems for stored written information.

TPF 0390 Tailoring I

This course is designed specifically for job entry training in commercial tailoring of garments such as suits, slops, overcoats, and dress clothes, and performing the more difficult hand and machine sewing tasks involved in alterations.

TPF 0391 Tailoring II

Continuation of TPF 0390.

TPF 0310 Tailoring III

Continuation of TPF 0310.

TFC 0110 Basic Typewriting

This course in typewriting for business use is designed specifically as occupational preparatory training to assist persons to acquire mastery of the keyboard and to develop the ability to type personal and business letters accurately and in good form.

TGC 0112 Advanced Typewriting

This course is designed as supplementary instruction 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.

TGC 0120 Basic Typewriting I

This course is designed to assist students in acquiring mastery of the keyboard for job entry training and for personal use. Basic typing skills and applications include centering, tabulating, personal and business communications, theses, outlines, report manuscripts, and inventory measurements.

TGC 0122 Basic Typewriting II

Prerequisite: TGC 0120. This course is designed to continue improving basic typing skills. Applications include personal and business letters, tabulations, manuscripts, and reports.

TGC 0124 Advanced Typewriting I

Prerequisite: TGC 0122. A continuation of basic skills in speed and accuracy with emphasis on production typing of special correspondence, and business forms, reports, and manuscripts.

TGC 0126 Advanced Typewriting II

Prerequisite: TGC 0124. A continuation of production typing with emphasis on matters of business correspondence and reports as used in a typical office setting.

UPH 0309 Upholsterer/Auto Trim I

This course is designed to instruct in cutting, matching, arranging, and sewing, nappin, padding, and covering materials with cloth or leather to furnish vehicles of various kinds, trucks, buses, and station wagons, including automobile seats. To include all aspects of upholstery, basic and complex techniques and upholstery.

UPH 0310 Upholsterer/Auto Trim II

Continuation of UPH 0309.

UPH 0311 Upholsterer/Auto Trim III

Continuation of UPH 0310.

UPH 0320 Upholstery

This course is designed to meet the needs of employers and underemployed employees in the upholstery industry.

WAC 0310 Warehouse Clerk

This course is designed specifically for supplementary training for persons employed in a related field. It includes instruction and training in receiving, storing, and selecting goods for shipment, filling orders, and accounting for storage of materials. Assigning locations and space of stock, recording transactions, and maintaining inventory records. Preparing and compiling reports for shipment, inventory, and accounting purposes.

WEL 0309 Welding I

This course is designed specifically for job entry training in fabricating metal parts by means of oxyacetylene torch or electric welding apparatus and welding rods to fabricate metal articles or to repair damaged parts.

WEL 0310 Welding II

Continuation of WEL 0309.

WEL 0311 Welding III

Continuation of WEL 0310.

WEL 0315 Welding

This course is designed primarily for apprentice-level instruction. The student will receive training in using metal parts by means of oxyacetylene torch or electric welding apparatus and welding rods to fabricate metal articles or to repair damaged parts.

WEL 0350 EMP Welding

This course is designed to meet the needs of employers and underemployed employees in the welding industry.

WOC 0309 Cabinetmaking and Millwork I

This course is designed specifically for job entry training in the use of cabinetmaking machinery to build various cabinets, furniture, counters, and architectural millwork.

WOC 0310 Cabinetmaking and Millwork II

Continuation of WOC 0309.

WOC 0311 Cabinetmaking and Millwork III

Continuation of WOC 0310.
ADULT AND CONTINUING EDUCATION COURSE DESCRIPTIONS

AAC 0001 Bookkeeping
High School Cr. 1
An introductory course in the principles, concepts, and techniques required for the bookkeeping of everyday living.

ANA 0001 Anatomy
High School Cr. 1
A study in the structure and functional characteristics of man. A study in the morphological changes which occur in the cells and cellular level in the whole organism.

ART 0001 Art Appreciation
High School Cr. 1
A study of the art of significant periods, its contribution to civilization, aesthetic, and cultural values.

ART 0002 Fundamentals of Art
High School Cr. 1
A study of the fundamentals of drawing and painting, concepts of drawing principles and composition, and a study of techniques.

ART 0004 Advanced Art
High School Cr. 1
A course to further develop the student's understanding of the concepts and techniques of drawing and painting and to provide continual opportunity for practicing these skills. Prerequisite: Fundamentals of Art or its equivalent.

ART 0005 Oil Painting
High School Cr. 1
Techniques of oil painting, color theory, and creative arrangement of materials needed for the student.

BIO 0001 General Biology
High School Cr. 1
A study of the origin, development, structure, functions, and distribution of plants and animals.

BIO 0002 Health Science
High School Cr. 1
This course is a study of the human body, including the skeletal system, muscular system, digestive system, circulatory system, respiratory system, nervous system, endocrine system, immune system and the reproductive system and related in the student's career and individual needs.

BLC 0001 Afro-American Literature
High School Cr. 1
This course is designed to provide the student with a basic understanding of the literature of the African-American, and in so doing, all Americans can take pride in the fact that blacks are being heard in the development of our society and culture.

BUS 0001 General Business
High School Cr. 1
A non-vocational course intended to provide the student with a basic understanding of general business practices as they relate and have application in the everyday business affairs of the layman.

CED 0002 Consumer Health
High School Cr. 1
This course is aimed at those adults needing information on consumer health problems. Topics covered will include how to look for a doctor, evaluating, health care advertising, nutrition, diet, exercise, consumer agencies and rights, and consumer responsibility.

CED 0005 Consumer Education
This course is designed to meet the needs of those students with basic adult responsibility. It will deal primarily with the laws that govern the lives of all citizens. It is required for all students who want to know what help is available to them. This course is also designed to instill more positive attitudes toward and involvement in the area of the American free-enterprise system as it deals with land, people, organization and government.

CHE 0001 Chemistry
High School Cr. 1
Course offers an introduction to the elements and compounds of nature and their interrelationships. It is tailored to meet the needs of students who want a basic introduction to the subject of chemistry.

CHM 0001 Chinese
High School Cr. 1
This course is designed to instruct the student in the art of speaking, reading, and writing the Chinese language and to provide continual opportunity for practicing these skills. Prerequisite: Fundamentals of Art or its equivalent.

COP 0001 Community Emergency Preparedness
This course is designed to provide training and experience in the area of community emergency preparedness. Students will be trained in the areas of basic emergency preparedness and response.

CSE 0001 Computer Science (Electronics)
Students are introduced to the basic concepts of computer science and the use of basic electronic devices as they relate to the student's career and everyday life.

DRA 0001 Drama
High School Cr. 1
Planning and creation of production. This course will cover acting, directing, and technical aspects.

DRT 0003 General Shop, Drafting I
High School Cr. 1
An introduction to the student to the student in drafting and the use of drafting instruments and the use of technical skills in the preparation of drawings.

DRT 0005 General Shop, Drafting II
High School Cr. 1
A second course in drafting and design, with particular emphasis on the use of drafting instruments and the use of technical skills in the preparation of drawings.

ECD 0001 Economics, How to Get a Job
It is designed to help the student develop understandings of economic principles and the role of the individual in the economy as a whole and personal in their lives.

ECD 0002 Family Finance
This course introduces the student to the basic concepts of family finance. It provides an understanding of the role of the family in the economy and the impact of economic decisions on the family unit.

ECD 0003 Government
This course introduces the student to the basic concepts of government. It provides an understanding of the role of government in the economy and the impact of political decisions on the family unit.

ECD 0004 History
This course introduces the student to the basic concepts of history. It provides an understanding of the role of history in the economy and the impact of historical events on the family unit.

ECD 0005 Language Arts
This course introduces the student to the basic concepts of language arts. It provides an understanding of the role of language arts in the economy and the impact of language arts on the family unit.
ECO 0004 Home Economics for Senior Adults
This course includes topics which are designed to provide older adults with instruction that will help them cope with health and economic problems of aging. Instruction will be conducted in one of all of the following areas: Needlework, Basic Clothing Instruction, Advanced Clothing Instruction, Food Preparation, Nutrition.

ECY 0061 Environmental Control Awareness
High School Cr. 1
This course is designed to give the student insight into the causes, problem, and solutions of air, water, and noise pollution. The overall theme of the course is based on the student awareness of the delicate ecological balance which pollution control attempts to maintain. Upon successful completion of this course, the student should have sufficient depth in the area of environmental control to adequately instruct others in the basic principles of environmental control.

ECY 0063 Nature Study and Conservation
High School Cr. 1
The study of nature through personal exploration of remaining wilderness tracts. Students will learn backpacking and wilderness camping techniques, basic personal safety, and will participate in field trips designed to acquaint the student with problems concerning our dwindling natural resources.

ECY 0064 Our Environmental Crisis
This course is designed to provide insight into the problems and solutions of air, water, and noise pollution. Class will be made aware of the delicate balance of the ecology, interaction of the biological and social environment, and how pollution control can maintain that balance.

ECY 0066 Everything You Want To Know About Solar Energy and More
This course is designed to inform the general public of the development and uses of solar energy to provide insight for the general public to know what is available from solar energy and to have a general understanding of the subject.

EDU 0080 Adult Education Institute
This course provides training for those interested in teaching adult basic education. In understanding the psychology of the adult learner, the type of curriculum, current methods and techniques practiced in the field, and guiding aspects, including an analysis of community resources.

EDU 0082 Preparation for the Armed Services Entrance Examination
This course will provide the theory, rationale, and sample material similar to that found in the Armed Forces Entrance Examination.

EDU 0084 Educational Trends and Practices
This course is designed for persons employed in an educational field and will cover current and innovative educational techniques, curriculum design, and learning theories.

EFL 0001 English for Foreign Born
High School Cr. 1
English for the Alien is a class designed for students who have difficulty with the English language. This course is especially designed for new arrivals in the United States.

ENG 0001 English Grammar
High School Cr. 1
This course is designed to meet the needs of high school students and adults to further their mastery of basic, fundamental concepts of English grammar.

ENG 0002 Reading Techniques
High School Cr. 1
This is a developmental course which emphasizes basic reading skills and comprehension.

ENG 0003 Speed Reading
High School Cr. 1
An advanced course designed to increase reading speed and further improve reading skills and comprehension.

ENG 0004 Creative Writing
High School Cr. 1
This course is designed to encourage students to express their thoughts and has been written to improve self-confidence in the use of language. Students exploring most possess a certain skill with language and must have a desire to write. Knowledge will be gained in methods of writing both fiction and non-fiction.

ENG 0005 How to Succeed in College
High School Cr. 1
This course is designed for the immediate high school graduate to aid him in making an easier adjustment to college environment. The course is offered in two parts, speed reading and college guidance.

ENG 0006 English I
High School Cr. 1
English 200, a programmed course in grammar and usage is designed to introduce students to grammar, sentence building, correct usage, and punctuation. It is further designed to provide a quick recapitulation of the elements of language.

ENG 0007 English II
High School Cr. 1
English 200, a programmed course in grammar and usage is designed to introduce students to grammar, sentence building, correct usage, and punctuation. It is further designed to provide a quick recapitulation of the elements of language.

ENG 0008 English III
High School Cr. 1
English 300 provides a programmed approach to intermediate/higher level high school grammar and usage. It offers one-step-at-a-time learning with written responses requiring both student thinking and writing. The accompanying textbook provides frequent opportunities for students to evaluate their progress and to coordinate the various segments of instructional material covered. An expanded study is provided of the basic parts of speech, the role of modifiers, effective sentence structure, subject-verb agreement, all phases of punctuation, and related grammatical techniques.

ENG 0010 Developmental Writing
High School Cr. 1
The purpose of this course is to help the student develop skill in expressing thoughts clearly and concisely. This is primarily a writing course, requiring that the student already have a substantial background in grammar. A grade average of C- in English 200 (or its equivalent) is a prerequisite.

ENG 0011 Grammar/Composition
High School Cr. 1
This course is designed to provide the student with specialized training in writing. Learning experiences are built on the foundation of standard English grammar, the framework of communication. The principles of grammar presented in the course are functional. Numerous practice exercises are provided within each unit so that the student will be able to master the principles as they study. Principles of spelling, punctuation, capitalization, abbreviation, and number style are taught as tools to be used by the writer. In order to guide readers into correct, clear interpretations of the message.

ENG 0012 Grammar/Composition
High School Cr. 1
This course is designed to provide the student with specialized training in writing. These learning experiences are built on the foundation of standard English grammar, the framework of communication. The principles of grammar presented in the course are functional. Numerous practice exercises are provided within each unit so that the student will be able to master the principles as they study. Principles of spelling, punctuation, capitalization, abbreviation, and number style are taught as tools to be used by the writer. In order to guide readers into correct, clear interpretations of the message.
ENG 0014 Communication Skills
This course is designed to help persons improve in communication skills in order to pass the functional literacy test needed to earn an Adult High School Completion Diploma.

ENG 0015 Basic Reading Techniques I
High School Cr. 1
A diagnostic, prescriptive course in reading designed to begin at the student's level in rate and comprehension. Phonemic-graphemic (sound-symbol) relationships, word use, context, structural analysis, sight words, and dictionary pronunciation and meaning are studied in building vocabulary. Sequencing, following directions, and recognizing topics and main ideas are studied in building comprehension. Instruction is conducted individually and in groups. A wide variety of machines and materials are available to achieve a grade level of 8.5 in reading.

ENG 0017 Developmental Reading Techniques II
High School Cr. 1
A diagnostic, prescriptive course designed to develop the student's vocabulary and comprehension. Efforts are concentrated on developing reading skills essential for generalized high school materials. Reference sources, the use of the library, the SOAR study method, and outlining are stressed for content areas. Group and individual instruction and a variety of machines and materials are available to achieve a grade level of 10.5 in reading. Prerequisite: Basic Reading Techniques I (Basic) or equivalent grade level of 8.5 in reading.

ENG 0019 Advanced Reading Techniques III
High School Cr. 1
A diagnostic and prescriptive course designed to provide the student with an opportunity to increase their reading skills in critical reading, technical vocabulary, and rate of efficiency. Memory improvement, skimming and scanning, and test taking techniques are stressed. Group and individualized instruction and a variety of machines and materials are available to achieve a grade level of 12.5 in reading. Prerequisite: Developmental Reading Techniques II or equivalent grade level of 10.5 in reading.

ESY 0001 Driving Education for the Physically Handicapped
High School Cr. 1
This course is designed for the physically handicapped and may be taught as a classroom subject, as a "behind the wheel" subject, or in combination of both methods. The course may include traffic laws, safe driving habits, defensive driving techniques, basic automobile operation, and actual driving practice with a driving instructor.

ESY 0003 Safety Education
This course is designed to cover the principles and information related to individual, home, and public safety.

FAIR 0005 Teaching Your Children About Sex
A course designed to educate parents and prospective parents to deal more effectively and honestly with children's questions about their own sexuality.

FRE 0004 French
High School Cr. 1
This course is adapted to the needs and interests of adults who wish to acquire a speaking and oral comprehension ability in introductory French.

GEO 0001 Geography
High School Cr. 1
A general course in geography which includes a study of the physical, economic, political, and cultural aspects of important geographic areas and peoples, and their influence on world conditions and problems.

GER 0001 German
High School Cr. 1
This course is adapted to the needs and interests of adults who wish to acquire a speaking and oral comprehension ability in introductory German.

GEO 0001 Geology
High School Cr. 1
Geology is the study of the earth and its environment, including the behavior of the oceans and poles. Geology is to develop an understanding of earth materials and how these materials are formed, modified, and modified through the action of natural forces over a period of time.

GRA 001 General Shop Graphics
High School Cr. 1
This course is an introduction to the field of graphics utilizing various media and forms and provides a non-technical approach to the study of printing, drawing, and related areas.

MEN 0002 Personal Safety
This course is designed to provide skills, knowledge, training, and information in securing one's personal safety at home as well as self-defense and on the streets.

MEN 0003 Education for Parenthood
A series of classes for expectant mothers and fathers to study matters of care, health, safety, 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 trimester of pregnancy.

MEN 0004 Early Pregnancy Preparation Class
This course is designed for mother-to-be in the early months of pregnancy. The course will cover exercises, physical fitness, nutrition, and baby care.

MEN 0005 Education for Parenthood Refresher
This is a four-week course designed for expectant couples who have previously taken the Education for Parenthood course during an earlier pregnancy. It provides a review of the relaxation and breathing techniques to be used during labor and delivery, as well as an introduction to early newborn care.

MEN 0006 Continuing Education for Parenthood
A course designed to help parents cope with the unexpected problems which arise as a result of a new baby, including child development, sibling problems, illness, family adjustments, and baby care. No one particular course of action is recommended, but many options are presented to the couples.

MEN 0007 Creative Activity in the Nursing Home
This course is designed with the needs of nursing home residents in mind. It includes a variety of creative activities which help keep hands, bodies, and minds alert and active. It will provide instruction in one or more of the following areas: creative writing, drawing, painting, cards, and preparation, needle crafts, health, safety, nutrition, recreation, and one of leisure time.

HIS 0001 History
High School Cr. 1
History is offered to meet the needs of adult students in special areas of interest in the development of our civilization.

HIS 0002 Citizenship Education for Foreign Born
High School Cr. 1
This course is designed to acquaint prospective citizens with the United States. It includes a study of the Constitution, the government, the organization of local, state, and federal government, and the relationship of its products and processes to the lives of ordinary people. It will provide instruction in the study of the American Constitution and government, the Constitution and its interpretation, and government and its relationship to the individual.

HIS 0003 Problems of Democracy
High School Cr. 1
This course is designed to acquaint prospective citizens with the United States. It includes a study of the Constitution, the government, the organization of local, state, and federal government, and the relationship of its products and processes to the lives of ordinary people. It will provide instruction in the study of the American Constitution and government, the Constitution and its interpretation, and government and its relationship to the individual.

HIS 0004 World History
High School Cr. 1
A study of the growth of civilization through the ages. The course is designed to acquaint prospective citizens with the United States. It includes a study of the Constitution, the government, the organization of local, state, and federal government, and the relationship of its products and processes to the lives of ordinary people. It will provide instruction in the study of the American Constitution and government, the Constitution and its interpretation, and government and its relationship to the individual.
LIT 0001  Literature  High School Cr. 1
Reading and discussion of literature by English authors from the Anglo-Saxon period through the modern age.

LIT 0002  Literature—Great Books  High School Cr. 1
This course is designed to study distinctive characteristics of Hebrew and Christian literature and make comparisons with other well-known literary works by world authors. Experience is gained through the recognition of allusions, Biblical themes, or word origins and vocabulary study, and of literary structures, unusual sentence structure and punctuation are noted. Prompts for individual expression through class discussions, parallel readings, and creative written assignments make this course both interesting and educational.

LIT 0003  Literature—Great Books  High School Cr. 1
This course is designed to study distinctive characteristics of Hebrew and Christian literature and make comparisons with other well-known literary works by world authors. Experience is gained through the recognition of allusions, Biblical themes, or word origins and vocabulary study, and of literary structures, unusual sentence structure and punctuation are noted. Prompts for individual expression through class discussions, parallel readings, and creative written assignments make this course both interesting and educational.

LIT 0005  Bible History—Bible  High School Cr. 1
This course is designed to meet the needs of adult students training in the Bible. It is offered in the evening only. It includes a workshop for members of the class who write poetry.

LIT 0006  World Literature  High School Cr. 1
A course designed for more mature students. It contains some of the works of literature by ancient and modern authors. The course has unusual features: tests are divided into cognitive and affective, and definitely scheduled conferences with the student are an integral part of the course. It is also individualized to fit into the adult program.

LIT 0007  Understanding Literature  High School Cr. 1
This is a programmed course well suited to the individualized instruction of the adult program. It is based on a series of instructional materials which are common to all literature, such as testing, characters, images, and style. It is kept in line with its programmed nature; the material is divided into manageable parts.

LIT 0010  Literature I  High School Cr. 1
This course is arranged topically. Authors are contemporary Americans and all types of literature are included. Although none of them is considered a prerequisite for another, this course is regarded as the first in the "Adventures" series.

LIT 0011  Literature II  High School Cr. 1
This course is an anthology of American literature. There are two main emphases: One is logical. The other concerns on selected authors.

LIT 0012  Literature III  High School Cr. 1
This is the history of literature, such as Latin, Greek, etc. It is an instruction in the world of literature, from the ancient to the modern and from many countries. Included are short stories, novels, plays, poems, and non-fiction readings; each is analyzed for its own particular characteristics.

LIT 0014  Literature I  High School Cr. 1
This course is arranged topically. Authors are contemporary Americans and all types of literature are included. Although none of them is considered a prerequisite for another, this course is regarded as the first in the "Adventures" series. A student will be required to read a selected novel and to submit a research paper.
MAT 0013 Literature 11 High School Cr. 3
This course is an anthology of American literature. There are five major emphases. One is realism. The novel, a form of continuous prose narrative, is read in selected works from the present and from the past. Emphasis is placed on the use of the novel as a means of expressing ideas. The student is encouraged to read a selected novel and to formulate a research paper.

MAT 0014 Literature 12 High School Cr. 3
This section is designed to provide an understanding of the concept of literature. The emphasis is on the development of critical thinking, the ability to think and write about literature, and the ability to understand and analyze literature.

MAT 0015 Mathematics, General High School Cr. 3
A course designed to provide the student with a basic understanding of basic mathematical operations and concepts.

MAT 0016 Business Mathematics High School Cr. 1
This course covers the basics of business mathematics, including percentages, ratios, proportions, and basic algebraic concepts. It is designed to provide students with the tools they need to succeed in business and finance.

MAT 0017 Modern Mathematics High School Cr. 1
This course covers the basics of modern mathematics, including set theory, logic, and algebra. It is designed to provide students with a basic understanding of the concepts used in modern mathematics.

MAT 0018 Algebra 1 High School Cr. 1
An introduction to algebra with emphasis on the concept of functions and the application of algebraic techniques.

MAT 0019 Algebra 2 High School Cr. 1
A continuation of Algebra 1 with emphasis on more advanced algebraic techniques and the application of algebraic techniques to real-world situations.

MAT 0020 Trigonometry High School Cr. 1
A study of trigonometric functions and their applications.

MAT 0021 Plane Geometry High School Cr. 1
A course dealing with the fundamental concepts of plane geometry, including theorems and proofs.

MAT 0022 Basic Mathematics High School Cr. 1
A course designed to provide a basic understanding of the fundamentals of mathematics, including arithmetic, algebra, and geometry.

MAT 0023 Consumer Mathematics High School Cr. 3
This course is designed to give the student a basic understanding of consumer mathematics, including the fundamentals of personal finance, home economics, and business mathematics.

MAT 0024 Introduction to the Metric System High School Cr. 3
This course is designed to acquaint the student with the use of the metric system of units and to satisfy the needs of adults for registration, training.

MAT 0025 Mathematics Skills High School Cr. 3
This course is designed to help the student improve his basic mathematical skills. It is designed for both beginning and advanced students. It is organized around the use of the metric system and the basic concepts of arithmetic, algebra, and geometry.

MUS 0026 General Shop Metals High School Cr. 1
This course covers the fundamentals of metal working, including the use of hand tools and basic machine tools.

MUS 0027 Basic Music Theory High School Cr. 1
A course in music theory that covers the fundamentals of music notation, beginning with the relationship of music to the human voice.

MUS 0028 Instrumental Music High School Cr. 1
A course in instrumental music that covers the fundamentals of playing various instruments, including the piano, violin, and guitar.

MUS 0029 Community Orchestra High School Cr. 1
A course in community orchestra that covers the fundamentals of playing various instruments and the fundamentals of music theory.

MUS 0030 Choral Music High School Cr. 1
A course in choral music that covers the fundamentals of singing and the fundamentals of music theory.

MUS 0031 Music Appreciation High School Cr. 1
A course in music appreciation that covers the fundamentals of music theory and the fundamentals of music history.

ORH 0001 The World of Work High School Cr. 1
This course is designed to assist students in understanding the workplace and the role of the individual in the workplace.

PFA 0001 Self-Defense for Women High School Cr. 1
This course is designed to provide women with the skills necessary for self-defense.

PFA 0002 Playground Supervision High School Cr. 1
This course is designed to provide playground supervisors with the knowledge necessary to develop and implement plans and procedures for the safe and effective use of playground equipment and facilities.

PFI 0004 Attitudes Toward Death
This course covers the basic attitudes and beliefs that prevail regarding death and dying. It is designed to help students understand the various attitudes and beliefs that people have regarding death and dying.

PFO 0005 Final Exam
This course is designed to provide a final exam for the purposes of evaluating the student's understanding of the material covered in the course.
PHS 0001 General Science High School Cr. 1
This introductory course is designed to acquaint the student with the basic principles of life science.

PHS 0003 Physical Science High School Cr. 1
A comprehensive course in high school physics designed to acquaint the student with the physical sciences. Emphasis is placed on the principles of physics and their applications to other sciences and daily living.

PHS 0004 Earth Science High School Cr. 1
This course is a study of the planets earth, the sun, and the earth's atmosphere.

POR 0001 Portuguese High School Cr. 1
This course is designed to develop the student's understanding of the Portuguese language and culture. It includes instruction in grammar, vocabulary, and conversational skills.

POS 0001 American Government High School Cr. 1
This course provides an understanding of American government and its role in society. It covers the principles of democracy, the structure of government, and the rights and responsibilities of citizens.

POS 0002 Civics High School Cr. 1
This course deals with the structure and function of government at the state and local levels. It also covers the basic principles of democracy.

POS 0003 Civics High School Cr. 1
This course deals with the structure and function of government at the state and local levels. It also covers the basic principles of democracy.

POS 0004 Americanism vs. Communism High School Cr. 1
An analysis of Americanism, democratic principles, and the basic principles of Communism.

POS 0005 Americanism vs. Communism High School Cr. 1
An analysis of Americanism, democratic principles, and the basic principles of Communism.

POS 0006 Current Affairs Education High School Cr. 1
Contemporary changes in education lead to curriculum, pedagogy, and motivation are presented in light of the social, economic, and governmental forces that shape them. The inter-relationships and developments of communication and social relations involving religion, education, and social institutions are covered.

PSY 0001 Psychology High School Cr. 1
This is a basic study of human behavior. Consideration is given to the mind and its place in society. Basic concepts and theories are developed, along with the problems of changing society. An understanding of the nature, origins, and development of individual and social behavior is emphasized.

PSY 0002 After Divorce, What? High School Cr. 1
This course is designed for those who are contemplating a divorce or have experienced a divorce. Discussion sessions will explore the feelings, reactions, and emotional responses of the participants. Emphasis will be placed on the importance of communication and the need for understanding and acceptance. The course will also address the legal and financial aspects of divorce.

PSY 0003 Making the Most of Being Single High School Cr. 1
This course is designed to help students understand and manage their lives after a divorce or breakup. It covers topics such as self-esteem, personal growth, and relationships.

PSY 0004 Psychology of Awareness High School Cr. 1
This course is designed to help students develop an awareness of their own thoughts, feelings, and behaviors. It covers the principles of psychology and their application to personal and social situations.

PSY 0005 Pre-Retirement/Retirement Education High School Cr. 1
This course is designed to help students prepare for retirement. It covers aspects of retirement planning, financial management, and physical and mental health.

PSY 0006 Skills for Parents High School Cr. 1
This course is designed to help parents develop better parenting skills. It covers topics such as positive reinforcement, problem-solving, and effective communication.

PSY 0007 Mental Health First Aid High School Cr. 1
This course is designed to teach first aid and basic life support skills to help individuals in the community and families deal with mental health emergencies.

PSY 0008 Parenting the Adopted Child High School Cr. 1
This course is designed to give parents of adopted children the tools they need to help their children adapt to their new family. It covers topics such as the adoption process, the child's perspective, and the family's role in the adoption.

PSY 0009 Education: A Family Affair High School Cr. 1
This course is designed to assist parents in understanding the role of education in their family's lives. It covers topics such as the importance of education, the relationship between education and family, and the impact of education on personal and social development.
PSY 0010 Divorce—A New Challenge
This course is designed to help divorced people overcome depression and anxiety, resolve family and marital problems, and establish a good and rewarding life. Included are skills to help them avoid self-pity, wounded pride, guilt, distrust, and withdrawal.

PSY 0011 Assertive Training
The course introduces concepts of assertive behavior: awareness that one's personal rights are not secondary to a position of aggression, and positive responses, practices of assertiveness, as well as empathy, positive feelings, and constructive actions and other interpersonal problems relating to coexistence and brotherhood.

PSY 0012 Managing Your Work World
A three-hour seminar for women, minorities, and those desiring to reenter the work world. The course is scheduled during class time. Topics include relaxation techniques and assertive skills important in developing a satisfying social network and deep relationships.

PSY 0014 Assertive Training II
This course is designed as a review of assertive and rational skills with emphasis on practice. The course also includes relaxation techniques and assertive skills important in developing a satisfying social network and deep relationships.

PSY 0015 Pre-Release Program for the Incarcerated
This pre-release program has been designed to offer guidance and counseling to the incarcerated or those who are facing confinement to freedom. The program will provide the means for reintegrating and readjusting the offender back into the community.

PSY 0019 Helping Skills
This course will teach the 3 K's of crisis intervention work to individuals who want to become "people helpers." The course will cover: (1) identifying a person in a crisis, (2) responding to a person in a crisis, and (3) referring a person in a crisis to the proper source of help.

RUS 0001 Russian High School Cr. 1
Conversation rather than grammar is emphasized. This course also includes a brief background in Russian history, culture, and literature.

SCL 0001 Sign Language High School Cr. 1
This course is designed to teach individuals to communicate with the deaf through the use of sign language. Another common name for this is finger spelling.

SOC 0001 Sociology High School Cr. 1
This course includes the role of cultural forces in our society, the forms, institutions, and functions of human groups, and the various types of individual and group relationships.

SOC 0003 Introduction to the North American Indian
A survey of the North American Indian from their first appearance on this continent through their development into tribes.

SOC 0004 Education for the Aging
Courses are offered under this title which are designed to provide middle-aged and older adults with information that will help them cope with the problems of aging. Information on pre-retirement planning, the psychological aspects of aging, the role of the aged in the modern world, and courses dealing with health, housing, financial planning, and worthy use of leisure time will be explored. Implications of current social, semantic, economic and political developments on the older citizen are studied.

SOC 0007 Interpersonal Relations for the Handicapped
This course is designed to approach the handicapped person appropriately in social and personal behavior for everyday living in our society. The students will receive instruction on the following: hygiene, social roles and relationships, authoritative relationships, and dating negotiations and implications.

SOC 0009 Parents of the Handicapped
This course is designed to help parents of children with special educational needs. The course includes the following: child development, interaction, communication, and teaching with parents.

SOC 0010 Life Planning Workshop
The Life Planning Workshop is designed to involve the individual in the process of influencing one's own future. The individual is actively engaged in the processes of self-identification and group interaction, including role relations and the activities designed to assist one in assessing oneself in the future. The past is used only as an explanation of where a person is now, not an excuse.

SOC 0011 Opening Doors For Women—Exploiting Options
This seminar is designed to help women examine the direction in which their lives are moving. Discussion and experience will center around personal values, definition of roles, common problems and conflicts, and the process of decision making.

SOC 0012 Leadership Training
This course is designed to develop leadership skills in group or community leadership. It covers techniques of group work and group dynamics, effective speaking, and how to conduct a meeting.

SOC 0014 Parliamentary Procedure
This course includes the study and practice of the principles and rules governing the debate of the law. It is designed to help provide the student with an understanding of the functions of the government, the role of the government, and the rights and responsibilities of the individual.

SPA 0001 Spanish I High School Cr. 1
Elements of grammar, pronunciation, elementary conversation, and reading of simple Spanish texts.

SPA 0002 Spanish II High School Cr. 1
Review of grammar, pronunciation, elementary conversation, and reading of Spanish texts.

SPE 0001 Public Speaking High School Cr. 1
This course includes the fundamentals of effective speaking practice in organization of materials and delivery, development of voice, vocabulary, gesture, and poise.

SPE 0002 Language Development and Treatment of Language Disorders
This course is designed for parents of children with speech difficulties. It includes language development, language disorders, and the prevention and/or remediation of language disorders. This is a twelve-week course, meeting one night a week for ten weeks.

SSS 0001 Social Studies High School Cr. 1
This course includes areas of U.S. History, World History, American vs. Communism, Civil Rights, and Problems of American Democracy. It is designed to fulfill requirements of high school level social studies program.
STS 0001 Notetaking, Speedwriting High School Cr. 1
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 numerous responsibilities, including reporting and record-keeping in community organizations, and in other personal activities.

STS 0002 Beginning Shorthand High School Cr. 1
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.

TYC 0101 Typewriting High School Cr. 1
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.

WOC 0101 General Shop, Wood High School Cr. 1
This course provides experience 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.
RECREATIONAL/AVOCATIONAL COURSES

The college offers avocational and recreational courses on request from the community. These courses are supported by fees (fee supporting) and not funded by the State. The fee structure for these courses is calculated to cover the direct instructional costs of offering the course to the community. The list of available courses is included here.

AAC 0810  Personal Income Tax Seminar
AIS 0810  Aviation Ground School-Private Pilot
AIO 0814  Aviation Ground School-Instrument Rating
APD 0810  China Painting
APD 0811  Ceramics I
APD 0812  Ceramics II
APD 0813  Pottery
ART 0810  Arts and Crafts
ART 0811  Decoupage
ART 0812  Watercolor Painting
ART 0813  Painting, Realism to Abstract
ART 0814  Shell Craft
ART 0815  Metal Sculpture
ART 0816  Mosaic I
ART 0817  Mosaic II
ART 0818  Creative Art for Children
BIO 0810  Genealogy—Discovering Your Family Heritage
BUN 0810  TV Communications
CLI 0810  Introduction to Numismatics
CLI 0811  Sewing for Selling
CLI 0813  Creative Needlecraft
CLI 0815  Basic Sewing
CLI 0816  Advanced Sewing
CLI 0817  Beginning Crewel Stitchery
CLI 0818  Japanese Embroidery
CLI 0819  Patchwork Quilting
CLI 0820  Rug Hooking
CLI 0821  Rug and Wall Hangings
CLI 0822  Weaving
CLI 0823  Creative Wardrobe Planning
COM 0811  Boutique Sewing
CSE 0810  How to Buy and Sell Your House
CSE 0811  How to Reduce Cost Around the Home
CSE 0812  How to Win Contests
CSE 0813  Interviewing: Basic Techniques
CSE 0814  Memoirs and Concentration
CSE 0816  Know Your Cat
DRA 0810  Acting for Fun and Self Expression
DRA 0811  Art of the Amateur Magician
DRA 0812  Introduction to Theatre for Children
ENG 0811  Letter Writing
ENR 0810  Motorcycle Care and Repair
FMS 0810  Modeling I
FMT 0811  Modeling II
FON 0811  Food for You
FON 0805  Health and Weight Control
FON 0810  Gourmet Foods
FON 0813  Microwave Cooking
FON 0816  Legal and Fraternal
FON 0817  Sociology in dining
FON 0818  Oenology, The Study of Wines
FON 0819  Eat Smart
FSM 0810  Cake Decorating
GRA 0800  Graphology/Handwriting Analysis
GRA 0810  Calligraphy
HET 0803  Flower Arranging
HET 0804  Upholstery
HEN 0810  Yoga
HGM 0802  Clothing Selection
HRT 0810  Basic Home Buying
HUM 0810  Travel, Mostly Europe
HUM 0811  Introduction to Antiques
IWF 0810  Jewellery Making
INS 0810  Reading for Leisure
LIT 0810  Book Review
LIT 0811  Sandal Making & Leather Construction
LIT 0812  Meteorology for Amateur and Boatman
LIT 0813  Singing for Pleasure
LIT 0814  Piano Lab—Beginning
LIT 0815  Beginning Guitar
LIT 0816  Community Jazz Lab
LIT 0817  Main Readiness I
LIT 0818  Music Readiness II
LIT 0819  Applied Music I
LIT 0820  Applied Music II
LIT 0821  Applied Music III
LIT 0822  Music Business
LIT 0823  Group Music Instruction
LIT 0824  Music Seminar
LIT 0825  Secrets of the Sea
LIT 0826  Raising Indoor Plants
LIT 0827  Home Landscape Design
LIT 0828  Cynological Horticulture
LIT 0829  Modern Jazz Dance I
LIT 0830  Modern Jazz Dance II
LIT 0831  Mountain Dance
LIT 0832  Ballet
LIT 0833  Ballroom Dancing
LIT 0834  Square Dancing
LIT 0835  Judo
LIT 0836  Beginning Swimming
LIT 0837  Competitive Swimming I
LIT 0838  Competitive Swimming II
LIT 0839  Swim Team
LIT 0840  Exercise and Competitive Play
LIT 0841  Gymnastics I
LIT 0842  Gymnastics II
LIT 0843  Understanding Football
LIT 0844  Boating
LIT 0845  Soccer
LIT 0846  Volleyball
LIT 0847  Belly Dancing
LIT 0848  Modern Dance
LIT 0849  Rattle for Beginners
LIT 0850  Swimming and Lifesaving
LIT 0851  Tennis
LIT 0852  Fundamentals of Dance
LIT 0853  Introduction to Bridge
LIT 0854  Sports Officializing
LIT 0855  Tournament Chess
PHI 0810  Get Control of Your Time and Life
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<td>SPE 0810</td>
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