College Credit Course Descriptions

Statement on Florida’s Statewide Course Numbering System

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public post-secondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida’s post-secondary institutions, who made suggestions and changes to be incorporated into the system.

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

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution.

For example, if a student has taken SYG-000 at a community college, the student cannot be required to repeat SYG-000 at the school to which the student transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university, can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using non-equivalent courses for satisfying certain requirements.

First Digit

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered:

- 0 = college preparatory credit (not for degree)
- 1 = freshman year
- 2 = sophomore year

In the Sociology example mentioned above, one institution which offers the course in the freshman year will number it SYG 1000; a school offering the same course in the sophomore year will number it SYG 2000. The variance in first numbers does not affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

Titles

Each institution will retain its own title for each of its courses. The Sociology courses mentioned above are titled at different colleges “Introductory Sociology,” “General Sociology,” and “Principles of Sociology.” The title does not affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC-132, -133, -134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

Explanation of Prefixes and Numbers

Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification system developed for each subject-matter area.

Generally each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has several prefixes: AFH, African History; AMH, American History; ASH, Asian
History; EUH, European History; HIS, History-General; LAH, Latin American History; and WOH, World History. All history courses in the state will carry one of these prefixes.

A more specific example is AMH 2421, (not a current course at this institution):

- AMH 2421 Early Florida History

(Broad Area of American History; part of discipline of History)

Sophomore level offering (at a particular institution)

In taxonomy for AMH 400 series indicates "Areas in American History"

The courses which Florida Junior College at Jacksonville offers in that discipline can be ascertained by following the appropriate three-digit prefix in the alphabetical listing of Course Descriptions in the following section of the Catalog.

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### Statewide Course Numbering System

#### Course Prefix Titles Index

Listed below is an alphabetical index of the course Classification Discipline and the respective course three-digit Prefix. To identify the course Prefix, scan the alphabetical listing, locate the desired Classification Discipline, and then note the Prefix that distinguishes that specific discipline.
EHD  Music: Conduction
EER  Music: Education
EET  Music: History
EST  Music: Keyboard
EMS  Music: Literature
ENC  Music: Music Ensembles
ENL  Music: Opera/Musical Theatre
EGN  Music: Other Instruments
ETC  Music: Percussion
ETD  Music: Strings
ETG  Music: Theory
ETI  Music: Voice
ETM  Music: Woodwinds
EUH  Nursing Practice and Theory
FAD  Oceanography: General
FIL  Oceanography: Biological
FIN  Office Systems Technology
FFP  Oral Interpretation
FOS  Philosophy
FSS  Physical Education Acts (General)—
FRE  Object Centered, Land
GEB  Physical Education Acts (General) –
HIS  Performance Centered, Land
GEA  Physical Education Acts (General) –
GEO  Water, Snow, Ice
GLY  Physical Education Acts (Professional) –
GER  Object Centered, Land
GRA  Physical Education Theory
HSC  Physical Science
HME  Physics
HFT  Political Science
HHD  Process (Cell and Molecular Biology)
HUN  Psychology
HUS  Quantitative Methods In Business
HUM  Radio Television
IEA  Radiologic Technology
ISC  Reading
IDS  Real Estate
IND  Religion
INR  Respiratory Therapy
JOU  Risk Management and Insurance
LAH  Russian Language
LEI  Social Psychology
LIS  Social Sciences-Interdisciplinary
LIT  Sociology, General
MAN  Spanish Language
MAR  Speech Communication
MMC  Speech Pathology and Audiology
MAS  Statistics
MAT  Student Life Skills
MAP  Surveying and Related Areas
MAC  Tax
MGF  Theatre
MTB  Transportation
MLS  Zoology
MTR  Agriculture
MET  Agriculture
MCB  Agriculture
MIS  Agriculture
MUS  Agriculture
MVE  Agriculture
MUM  Agriculture
MUC  Agriculture
Course Descriptions

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

P – University Parallel – Any course identified by this symbol is intended to transfer to a university.

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

D – Dual Purpose – Any course identified by this symbol is an occupational education course, eligible for transfer to a university under certain conditions – hence the course may serve both university parallel and occupational purposes.

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.

ACG – Accounting

ACG 1003 General Accounting I (D) 3 cr.
Prerequisite: None. This course is 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, an introduction to the voucher system, bank reconciliations, and petty cash fund. The course includes special problems for both service oriented business and a merchandising concern. The student must satisfactorily complete a practice set. Three contact hours.

ACG 1004 General Accounting II (D) 3 cr.
Prerequisite: ACG 1003. This course consists of a further study of proprietorship and corporations. Emphasis will be placed on the following topics: inventory valuation, depreciation and fixed asset valuation, payroll accounting, the use of data processing in accounting, an emphasis on internal control, and an introduction to partnership and corporate accounting, including the basic characteristics and financial structure of these two business forms. The student must satisfactorily complete a practice set. The satisfactory completion of ACG 1003 and ACG 1004 is equivalent to the completion of ACG 2001. Three contact hours.

ACG 2011 Principles of Accounting II (D) 3 cr.
Prerequisites: ACG 1001 or ACG 1003 and ACG 1004. This course is a continuation of ACG 2001 with coverage of the following topics: accounting for stocks, long-term liabilities, investments, the statement of changes in financial position and financial statement analysis. In addition, the course covers the study of managerial accounting including job order, process and standard cost systems, variance analysis, budgeting, cost-volume-profit analysis and capital budgeting. Three contact hours.

ACG 2100 Intermediate Accounting I (D) 3 cr.
Prerequisite: ACG 2011. This course is a continuation of accounting principles including a review of the accounting cycle with special attention given to working capital, current and long-term liabilities. Current liabilities, inventories, plant and equipment assets, and intangible assets. Three contact hours.

ACG 2110 Intermediate Accounting II (D) 3 cr.
Prerequisite: ACG 2100. This course is a continuation of ACG 2100 with coverage of the following topics: a study of corporate contributed capital, retained earnings and dividends, earnings per share, long-term debt and investments, pension plans and leases, accounting for income taxes, the statement of changes in financial position, accounting for price level changes, and further statement analysis. Three contact hours.

ACG 2360 Cost Accounting (D) 3 cr.
Prerequisite: ACG 2011. This course interprets and analyzes cost into three major areas: (1) planning and controlling routine operations (break-even analysis, job order and process cost systems), (2) inventory valuation and income determination (budgeting and standard costing), (3) policy making and long-range planning (capital budgeting). Three contact hours.

ACG 2500 Fund Accounting (O) 3 cr.
Prerequisite: ACG 2011. This course is recommended for Accounting, Associate in Science students, is a study of the accounting methods and procedures used by not-for-profit organizations such as governmental agencies, hospitals, and charitable organizations. Three contact hours.

ACR – Air Conditioning and Refrigeration

ACR 1000 Introduction to Air Conditioning and Refrigeration (O) 4 cr.
This course teaches refrigeration, heat production, heat transfer and specific heat, temperature pressure charts, pressure relations, silver brazing, soft soldering, flaring and sweating. Eight contact hours; four lecture hours; four laboratory hours.

ACR 2060 Psychrometrics and Heat Load Calculations (O) 4 cr.
This course teaches psychrometrics charts, measurement and properties of air and heat load calculations on residential and commercial buildings. Eight contact hours; four lecture hours; four laboratory hours.

ACR 2170 Air Conditioning and Refrigeration Wiring Diagrams and Schematics (O) 4 cr.
Prerequisites: ACR 1000, ACR 2060. This course teaches air conditioning wiring diagrams and schematics on A/C central systems. A/C window units, oil furnaces, A/C heat pumps. This course includes techniques for troubleshooting the electrical system in all air conditioning and refrigeration equipment. Six contact hours; two lecture hours; four laboratory hours.
ACR 2601 Air Conditioning: Commercial and Residential (O) 4 cr.
This course teaches installation and service techniques including piping refrigerant lines and piping water-cooled condensers. Eight contact hours (theory/laboratory).

ACR 2811 Basic Air Conditioning Troubleshooting (O) 4 cr.
Prerequisite: EER 1210. This course teaches basic air conditioning troubleshooting. Trouble faults on the electrical circuits, heating or cooling complaints, problem solving of faults. Eight contact hours (theory/laboratory).

ADV — Advertising

ADV 2000 Advertising (D) 3 cr.
This basic course, designed to familiarize the student with the functions of the advertising profession, covers consumer behavior, research and market segmentation. The course examines various kinds of advertising departments as well as the functions of the advertising agency itself—copy, art, media selection, TV-radio production, print production and account management. Students will prepare print advertisements and produce TV and radio commercials. Three contact hours.

AER — Automotive/Engine Repair

AER 1000 Basic Technician Skills (O) 1 cr.
This course, designed to teach the basic fundamentals of the vehicle mechanical trade, includes hand tool use and care and identification, specialized equipment use and functions, and parts and assembly identification. The course will emphasize tools, equipment and general shop safety. One contact hour.

AER 1100 Vehicle Electrical and Support Systems (O) 4 cr.
This course teaches the fundamentals of electrical and vacuum circuits, fuel and emission systems and interpreting wiring/vacuum diagrams and to provide practical experience in methods of safety checking, pre-checking these systems prior to repair and/or adjustment. Topics include batteries, starters, charging components, carburetors, fuel delivery, compression, cooling, a variety of emission controls, and engine timing. The course emphasizes safety procedures, special tool/equipment, manufacturers manuals and technical data. Six contact hours; two lecture hours; four shop hours.

AER 1114 Basic Vehicle Machinist (O) 4 cr.
This course teaches the principles and procedures of automotive/light truck remanufacturing and to provide practical experience preparing and repairing engine components to prescribed tolerances. Topics include measuring, technical data, forming/engraving metal types, crack identification, cylinder liners, pistons, crankshafts, lubricant and cooling methods and cleaning/descaling methods. The course places special emphasis on safety procedures, special tools, equipment operation, maintenance and methods of quality control. Six contact hours; two lecture hours; four shop hours.

AER 1120 Steering and Suspension Systems (O) 4 cr.
This course teaches the principles and operations of steering and suspension systems and provides practical experience in diagnosing, adjusting and/or repairing suspension and steering systems. Topics include alignments, suspension system overhaul, steering columns, sector, power steering, hydraulic. The course gives special emphasis to safety procedures, special tool/equipment and manufacturer's data. Six contact hours; two lecture hours; four shop hours.

AER 1121 Braking Systems (O) 4 cr.
This course teaches the principles of braking methods and designs and provides practical experience in the service, repair and maintenance of these systems. Topics include inspection, procedures, measurements, machining drums and rotors, hydraulics, power brakes, hydraulic assist, self-adjusters and emergency brakes. The course gives special emphasis to safety procedures and special tools, instruments and equipment to be used. Six contact hours; two lecture hours; four shop hours.

AER 1131 Transmission and Drive Systems (O) 4 cr.
This course teaches the principles and operation of automatic transmission, standard transmission, clutches, propeller shafts and differentials and provides practical experience in diagnosing, maintaining, repairing, and adjusting using manufacturer's data. Topics include torque multiplication/transfer, conventional gearing, differential types and application, hydraulics, planetary gearing and fluid circuitry. This course gives special emphasis to safety procedures and special tools and equipment. Six contact hours; two lecture hours; four shop hours.

AER 1180 Introduction to Vehicle Service/Parts Supervision (O) 3 cr.
This course, designed to teach the organization and operation of a service and parts department, includes the following topics: floor planning, floor plan alteration, equipment, and software selection; employee/interdepartmental/customer relations, finance, forecasting, inventory methods, merchandising and marketing. The course will emphasize communications and productive supervisory methods with special emphasis on sales and pollution awareness plus personal skills. Six contact hours; three lecture hours; three shop hours.

AER 1180 Integrated Automotive Systems (O) 4 cr.
Prerequisite: AER 1100. This advanced course teaches the principles of cooling, lubricating, charging, starting, fuel injection, and emission systems and provides practical experience in identification, diagnosis repairs and adjustments required. Topics include test equipment usage, evaluating test results, performance repairs and/or adjustment using manufacturer's specifications and measurements. Special emphasis will be placed on safety, quality control, accuracy and cleanliness procedures. Six contact hours; two lecture hours; four shop hours.

AER 1221 Paint Formulas and Application (O) 4 cr.
This course, designed to teach the principles and operations of paint repairing and refinishing, to provide practical experience in mixing, color matching and blending. Includes paint additives, air regulation, spraying, spot refinishing, color matching and complete refinishing. The course emphasizes health management and safety procedures. Six contact hours; two lecture hours; four shop hours.

AER 1271 Introduction to 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, production scheduling 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 Internal Combustion Engines (O) 4 cr.
This course teaches the principles and operations of internal combustion engines and provides practical experience repairing and overhauling automotive and light truck powerplants and their components. Topics include problem diagnosis, measuring, cleaning, valve train repair, cooling/
AER 2112 Advanced Engine Diagnosis (O) 4 cr.
Prerequisites: AER 1100 and AER 1180. This course teaches methods of diagnosing failures, misadjustments or problems which affect standard vehicle operation. Specialized topics include engine electrical/electronic, vacuum, fuel and emission systems. The course also includes vehicle electrical, vacuum and accessory circuits. The course emphasizes the use of diagnostic equipment, diagnostic manuals, safety and technical data. Six contact hours: two lecture hours; four shop hours.

AER 2115 Advanced Vehicle Machinist (O) 4 cr.
This course teaches advanced principles and procedures of automotive/light truck remanufacturing and remanufacturing and to provide practical experience aligning, connecting rods, honing pistons, reconditioning cylinder heads, flywheels, brake drums/rotors, line boring and crankshaft finishing to exacting tolerances. Additional topics include driftling, resurfacing, and remanufacturing engines using technical data. This course places special emphasis on safety procedures, quality control, and the correct use of special tools/equipment. Six contact hours: two lecture hours; four shop hours.

AER 2189 Automotive/Light Truck Career Preparation (O) 3 cr.
This course teaches the skills required for employment, advancement and/or promotion in the automotive/light truck field as service advisors, dispatchers, quality controllers, service cashiers or assistants to supervisors. Topics include estimating, customer advising, "flat rate" interpreting, repair order preparation and completion, "work flow" control, payroll methods, cash balance procedures, prepost vehicle testing and communicative skills. Emphasis includes current state laws for "consumer protection," on the job motivation, service sales, product awareness dedication and employment accountability. Six contact hours.

AER 2171 Heating and Air Conditioning (O) 4 cr.
This course teaches the principles and operation of automotive/light truck heating and air conditioning systems, and provides practical experience in the diagnosis, servicing and repair of these systems. The course includes the following topics: functional testing of refrigeration components and/or assemblies, electrical and vacuum circuits; air, repair, replacement, and/or overhaul, as required. The course gives special emphasis to safety procedures, specific tools, equipment and the use of technical data. Six contact hours; two lecture hours; four shop hours.

AER 2200 Body Damage Analysis and Repair (O) 4 cr.
This course, designed to teach the principles and operation of analyzing and repairing body damage and provide practical experience restoring dents, dings and creases to original contour, includes metal stress, heat shrinking, hydraulic stretching, forming, filling and preparation for color application. The course emphasizes health management and safety procedures. Six contact hours; two lecture hours; four shop hours.

AER 2214 Body Panels and Frames (O) 4 cr.
Prerequisite: AER 2210. This course, designed to teach the principles of metal panel replacement, frame and unibody measuring alignment and straightening, and glass replacement and scaling, includes inner/outer panel removal, sectioning and reinstallation using cutting, brazing, welding and fiberglass filling techniques as well as windshield, stationary, back and side glass removal and replacement. The course emphasizes safety procedures, special tools and equipment and their use. Six contact hours: two lecture hours; four shop hours.

AER 2272 Advanced Body Repair and Appraising (O) 4 cr.
Prerequisites: AER 2210 and AER 2214. This course, designed to teach the principles of estimating, appraising, and contracting, includes major sections of quarter and half sections, preparing minor/major fire or water damage claims, as well as major alignment, fitting, connecting seams to existing roofs, floor panels and pillars, also sealing and/or aligning glasses, "T" Tops, doors, decks, and gaskets. This course emphasizes safety procedures, special tools and/or equipment. Six contact hours: two lecture hours; four shop hours.

AMH – American History

AMH 2010 United States History to 1865 (P) 3 cr.
Prerequisite: None. This course in United States History to 1865, emphasizes the European background. Revolution, Articles of Confederation, the Constitution, problems of the new republic, sectionalism, manifest destiny, slavery and the War Between the States. Three contact hours.

AMH 2020 United States History from 1865 to Present (P) 3 cr.
Prerequisite: None. This course, United States History from 1865 to the present, includes the reconstruction, growth of big business, the agrarian revolt, Latin American affairs, the progressive movement, the First World War and political economy, and world affairs since World War II. Three contact hours.

AMH 2420 History of Florida (P) 3 cr.
Prerequisite: None. This course in the History of Florida emphasizes the explorations, U.S. acquisitions, Convention of St. Joseph, Civil War and Reconstruction, and Florida's growth in the 20th Century. Three contact hours.

AMH 2571 Afro-American History and Culture (From African Origins Through Reconstruction) (P) 3 cr.
This survey course deals with the trends, institutions, events, and personalities of black people in the American past, including a brief treatment of the African origin, the development of slavery, the black people during the Revolutionary War, and the black people during the Civil War and Reconstruction. This course stresses the origin of racism, general minority problems, cultural appreciation, and black ideas. Three contact hours.

AMH 2572 Afro-American History and Culture (From World War I to the Present) (P) 3 cr.
This course is a non-sequential continuation of AMH 2571 with special emphasis on present and projected developments among black people. This course also includes the black people and two World Wars and their aftermath, as well as the roots and manifestation of the Civil Rights and Black Power movements.
AML – American Literature

AML 2012 American Literature I (P) 3 cr.
Prerequisite: ENC 1102. This course is a critical study in selections from American Literature: Colonial period to the late 19th Century. Three contact hours.

AML 2023 American Literature II (P) 3 cr.
Prerequisites: AML 2012 and ENC 1103. This course is a critical study of selections from American Literature: late 19th Century to the present. Three contact hours.

ANT – Anthropology

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

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

ANT 2511 Physical Anthropology (P) 3 cr.
Prerequisite: None. This course consists of 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.

APA – Applied Accounting

APA 2321 Hotel-Motel Accounting (O) 3 cr.
Prerequisite: ACG 1004. This course consists of the application of accounting principles and concepts to financial analysis, cost, budgeting and investment of hospitality properties. The course emphasizes controller functions, profit and loss statements, statistical analysis, and forecasts. Three contact hours.

APA 2361 Credit Union Accounting (O) 3 cr.
This course covers the specific areas needed for accounting transactions found in credit union operations. Topics include credit union accounting with: books of original entry, subsidiary ledgers and controlling accounts; purchases, sales, and uncollectable accounts; vouchering systems; cash receipt, and cash disbursements; accruals and deferrals; payroll; financial statements and managerial accounting. Three contact hours.

APB – Applied Biology

APB 1150 Life In Its Biological Environment (P) 3 cr.
Prerequisite: None. This course is an introduction to biological structure, function, processes, principles and concepts. This course fulfills the general education requirement. Three contact hours.

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

APB 1220C Dental Assisting Anatomy and Physiology (O) 4 cr.
This course, intended for students in the Dental Assisting program, consists of a systematic study of the human body in health and disease. The course emphasizes the sciences of anatomy, physiology and pathology but also includes elements of microbiology and chemistry in the examination of the structure and function of all the body systems. Five contact hours: three lecture hours, two laboratory hours.

APB 1260 Cardiopulmonary Anatomy and Physiology (D) 4 cr.
This course, designed to offer a thorough anatomical and physiological examination of the cardiopulmonary system, consists of an introduction to electromyography and chest radiography. In addition, the course includes a correlation of the renal system and circulatory system relevant. Four contact hours.

APB 1650 Pharmacology for the Respiratory Therapist (D) 4 cr.
Prerequisite: APB 1560. This course offers a student a detailed understanding and knowledge of the basic factors involved in the field of pharmacology for the respiratory therapist and the application of this field to pulmonary disease. Four contact hours.

APB 2190C Human Anatomy and Physiology I (P) 3 cr.
The student will benefit from taking CHM 1020, CHM 1040C, APB 1150, BSC 2010C, ZOO 1010C, or High School Chemistry prior to enrolling in APB 2190C. This course is a study of the gross morphology and physiology of the human. The course includes sections concerned with cells, tissues, the musculoskeletal system, circulation, the respiratory system, the digestive systems, and the integument. Four contact hours: two lecture hours; two laboratory hours.

APB 2191C Human Anatomy and Physiology II (P) 3 cr.
Prerequisite: APB 2190C. A continuation of APB 2190C. This course considers the endocrine system, the reproductive system, the excretory system, and fluids and electrolyte balance. Four contact hours: two lecture hours; two laboratory hours.

APB 2293 Pulmonary Pathology (D) 4 cr.
Prerequisite: APB 1260. Pulmonary pathology gives an in-depth study of the more common diseases of the cardiopulmonary system including their etiology, pathophysiology, clinical picture and treatment. Four contact hours.

ARC – Architecture

ARC 2120C Architectural Drafting (D) 3 cr.
Prerequisite: FTD 1100C. This course introduces residential design and planning and requires an original solution to given residential concept. Students must prepare original drawings consisting of floor plans, elevations, wall sections, but also produce large scale details from the original design. The emphasis of the course is on applied principles of architectural drafting and detailing. Four contact hours: two lecture hours; two laboratory hours.

ARH – Art History

ARH 1000 Art Appreciation (P) 3 cr.
Prerequisite: ENC 1101 or satisfactory score on placement test. This course supplies the non-art major with a foundation for understanding the visual arts through introduction to different media of art expression. This course includes reading and writing competencies. Three contact hours.

ARH 2050 Art History I (P) 3 cr.
Prerequisite: ENC 1101 or satisfactory score on placement test. This course includes a historical and critical study of painting, sculpture, and architecture from prehistoric times to the Renaissance. This course includes reading and writing competencies. Three contact hours.

ARH 2051 Art History II (P) 3 cr.
Prerequisite: ARH 2050, ENC 1101 or satisfactory score on placement test. This course is a continuation of the history and criticism of art from the Renaissance to the present. This course includes reading and writing competencies. Three contact hours.
ART - Art

Crafts - Studio

ART 1101C Crafts as an Element of Design (P) 2 cr.
This course is an introduction to contemporary and traditional crafts, includes weaving, batik, silk screening, tie dye, block printing, and leathercrafts. The student may repeat this course for additional credit for up to a combined total of three semesters. Maximum, six semester hours credit total. Four contact hours: one lecture hour and three studio hours.

ART 1130C Textile Design (P) 3 cr.
This course is an introduction to textile processes including silk-screen printing, batik, tie and dye, and block printing. Six contact hours: two lecture hours and four studio hours.

ART 1134C Beginning Weaving (P) 3 cr.
This course is an introduction to fiber processes including off-loom techniques, primitive loom construction and weaving, and simple four-harness loom weaving. Techniques include casting, twining, dying, knitting, tapestry, and twill variations. Students who have already received credit for ART 1101C, Crafts as an Element of Design, cannot also receive credit for ART 1134C. Six contact hours: two lecture hours and four studio hours.

ART 1135C Intermediate Weaving (P) 3 cr.
Prerequisite: ART 1134C or permission of the instructor. This course supplements beginning weaving and increases the student's weaving vocabulary. Processes include double weave, supplemental weaves, and color study. Six contact hours: two lecture hours and four studio hours.

ART 1136C Advanced Weaving (P) 3 cr.
Prerequisites: ART 1134C and ART 1135C or permission of the instructor. This course is designed for the experienced weaver who wants to investigate advanced processes and further skills. It emphasizes the aesthetic handling of fibers. Six contact hours: two lecture hours and four studio hours.

Ceramics - Studio

ART 2110C Ceramics: Hand-Building I (P) 3 cr.
The student will benefit by taking ART 1300C and ART 1201C prior to enrolling in ART 2110C. This course introduces the basic methods of ceramic production in hand building and glaze application. Six contact hours: two lecture hours; four studio hours.

ART 2111C Ceramics: Hand-Building II (P) 3 cr.
Prerequisite: ART 2110C. This course, a continuation of ART 2110C, emphasizes creativity and special problems. Six contact hours: two lecture hours; four studio hours.

ART 2112C Ceramics: Wheel Throwing I (P) 3 cr.
Prerequisite: ART 2110C. This course introduces the basic methods of wheel throwing along with kiln stacking and glazing techniques. Six contact hours: two lecture hours; four studio hours.

ART 2113C Ceramics: Wheel Throwing II (P) 3 cr.
Prerequisites: ART 2110C, ART 2112C. This course is a continuation of ART 2112C. Emphasis is on perfecting the technique of wheel throwing and on creativity with ceramic sculpture. Six contact hours: two lecture hours; four studio hours.

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

Design - Studio

ART 1201C Design I (P) 3 cr.
This course is an introduction to the field of the visual arts through the study of the elements and principles of design. The course explores the variety of materials and techniques with emphasis on line, color, texture, form and in two-dimensional space organizations. Six contact hours: two lecture hours; four studio hours.

ART 1202C Design II (P) 3 cr.
Prerequisite: ART 1201C. This course continues the study of the elements and principles of design. The course explores a variety of materials and techniques with emphasis on three-dimensional space organization. Six contact hours: two lecture hours; four studio hours.

Drawing - Studio

ART 1300C Drawing I (P) 3 cr.
This course emphasizes the basic discipline of drawing through the use of still life, landscape, and the figure. Six contact hours: two lecture hours; four studio hours.

ART 1301C Drawing II (P) 3 cr.
Prerequisite: ART 1300C. This course is a continuation of ART 1300C. Six contact hours: two lecture hours; four studio hours.

Painting - Studio

ART 2310C Painting I (P) 3 cr.
Prerequisite: ART 1301C. This course introduces the student to basic oil painting techniques and color theory. Projects designed to lead the student toward more independent concepts, include standard subjects such as still life, landscape, portrait, and figure painting. Six contact hours: two lecture hours; four studio hours.

ART 2320C Painting II (P) 3 cr.
Prerequisite: ART 2310C. This course is a continuation of ART 2310C, encourages students to plan independent projects, working within certain broad guidelines as to subject matter and technical approach. Individual interests and strengths are part of the planned program for each student; however, the course requires a certain specific number of paintings during this semester. Six contact hours: two lecture hours; four studio hours.

Photography - Studio

ART 1609C Photography I (P) 3 cr.
This course is an introduction to the use of the camera, laboratories, and materials, and methods and procedures for the creative applications of individual expressions in photography. The course emphasizes color slide materials. The student must have a 35mm camera or equivalent. Materials fee $15. Six contact hours: two lecture hours and four studio hours.

ART 1601C Photography II (P) 3 cr.
Prerequisite: ART 1609C. This course is a continuation of ART 1609C. Emphasizes black and white and color processing. Materials fee is $15. Six contact hours: two lecture hours; four studio hours.
ART 2400C Printmaking I (P) 3 cr.
Prerequisite: ART 1300C or ART 1301C. This course consists of instruction in line etching, tone etching, intaglio printing and relief printing. Six contact hours: two lecture hours, four laboratory hours.

ART 2401C Printmaking II (P) 3 cr.
Prerequisite: ART 2400C. This course, a continuation of ART 2400, presents a more detailed study of intaglio materials and techniques. With permission of the instructor, the student may repeat this course twice for additional credit, to a maximum of nine credit hours. Six contact hours: two lecture hours, four studio hours.

Sculpture - Studio

ART 2701C Sculpture (P) 3 cr.
This course, designed for the beginning sculpture student, emphasizes modeling and casting techniques in materials such as clay and plaster. Material fees are $15. Six contact hours: two lecture hours, four studio hours.

ART 2702C Sculpture II (P) 3 cr.
Prerequisite: ART 2701C or permission of the instructor. This course, a continuation of ART 2701C, explores new and more advanced techniques and materials with individual projects encouraged. The student may repeat this course twice for additional credit to a maximum of nine credit hours. Material fee $25. Six contact hours: two lecture hours, four studio hours.

ASC – Aeronautical Science

ASC 1000 Principles of Flight (Q) 3 cr.
This course consists of 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 (Q) 3 cr.
The course stresses the impact of aviation and space and introduces aviation history, air and space age, careers in aviation and aerospace, nature of space, rocketry, science of flight, weather theory, cartographies, airports, cross-country flying, and physiology of flight. This exploratory course should be of general interest to the novice and of special value for elementary and secondary school teachers due to its interdisciplinary approach. Three contact hours.

ASC 1005 History of Air Transportation (Q) 3 cr.
This course consists of a chronological history of man's quest for flight and of the development of the Air Traffic Control System. Three contact hours.

ASC 1210 Aviation Weather (Q) 3 cr.
This course consists 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 (Q) 3 cr.
This course familiarizes the student with federal regulations that govern pilots, aircraft operations and air traffic control. Three contact hours.

ASH – Asian History

ASH 2005 History of the Far East (P) 3 cr.
This course consists of the history of the Far East from early modern times with emphasis on China and Japan. Three contact hours.

AST – Astronomy

AST 1002 Introduction to Astronomy (P) 3 cr.
The student will benefit by taking High School Algebra or MAT 0024 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 course will discuss the stars and planets relevant to the most modern ideas. Three contact hours.

AST 1022L Astronomy Laboratory (P) 1 cr.
Pre- or Corequisite: AST 1002. This is a laboratory course which is intended to supplement AST 1002, Introduction to Astronomy. Students should have a working knowledge of mathematics at a level equivalent to MAT 0024. Students will observe the moon, planets, stars, and other objects and will learn to use various types of equipment and simple procedures for obtaining useful astronomical data. If the weather is unfavorable, the instructor will schedule indoor laboratory exercises. Two contact hours.

ATF – Aviation Technology Flight

ATF 1000 Basic Flight I (D) 3 cr.
Corequisite: FAA Private Pilot Certificate. This course consists of the instruction and flight training necessary for the student to accomplish a first solo flight in an airplane and to achieve a high degree of flying proficiency in basic flying maneuvers. The student will progress through Airplane, Solo, Cross-Country, Solo Cross-Country, Private Pilot Certificate, Advanced Night Operations and Introduction to Advanced Precision Maneuvers. Three contact hours: one lecture hour, two laboratory hours.

ATF 2201C Instrument Flight (D) 3 cr.
Prerequisite: FAA Private Pilot Rating. It is recommended but not required that the student have at least 50 hours of pilot flight time. This course consists of instruction and flight training in Instrument Flight Rules (IFR) operations. The student will learn the fundamentals of precise airplane altitude control by reference to flight instruments, radio navigation and basic on-route and departure procedures. Additionally, the student receives training in IFR approach and cross-country procedures. This course provides basic instruction for each type of instrument approach and missed approach procedures. Satisfaction of this course fulfills the student's need for the FAA Instrument Flight Check and is awarded an Instrument Rating. Three contact hours: one lecture hour, two laboratory flight hours.

ATF 2300 Advanced Flight (D) 3 cr.
Prerequisite: FAA Private Pilot with an Instrument Rating. This course consists of a review of the maneuvers and procedures required for the Private Pilot Certificate. The student will also receive instruction and flight training necessary to perform advanced maneuvers such as night flights over a road, spiral and power turns, accelerated stalls, chandelles, lazy eights, spiral, cross-wind procedures, control of the aircraft by reference to flight instruments, emergency procedures and any other maneuver required for
a Commercial Pilot rating. This course also consists of instruction and practice in complex aircraft, a review of advanced maneuvers in a complex aircraft and night operations. Satisfaction of this course requires that students pass an FAA flight check for a Commercial Pilot with an instrument rating. Three contact hours: one lecture hour, two laboratory flight hours.

ATM – Aviation Technology Maintenance

ATM 1300 Aircraft Airframe Mechanic (O) 3 cr.
This course will provide instruction in theory, maintenance procedures, and safety precautions associated with aircraft airframe mechanics. Successful completion of the course will assist the student in preparing for the FAA licensing examination as an Airframe and Powerplant Mechanic. Three contact hours.

ATM 1500 Aircraft Powerplants Mechanics (O) 3 cr.
This course will provide instruction in theory, maintenance procedures, and safety precautions associated with aircraft powerplants. Successful completion of the course will assist the student in preparing for the FAA licensing examination as an Airframe and Powerplant Mechanic. Three contact hours.

ATM 1700 Aviation Technology Maintenance (O) 3 cr.
This course will provide instruction in theory, maintenance procedures, and safety precautions associated with airframe and powerplant mechanics. Successful completion of the course will assist the student in preparing for the FAA licensing examination as an Airframe and Powerplant Mechanic. Three contact hours.

ATM 1800 Aircraft Powerplants Mechanic Practicum (O) 2 cr.
This course will provide instruction in theory, maintenance procedures and their practical application along with safety precautions associated with airframe and powerplant mechanics. Successful completion of the course will assist the student in preparing for the FAA licensing examination as an Airframe and Powerplant Mechanic. Eight contact hours. (Eight weeks).

ATM 1810 Aircraft Airframe Mechanic Practicum (O) 2 cr.
This course will provide instruction in theory, maintenance procedures and their practical application along with airframe mechanics. Successful completion of the course will assist the student in preparing for the FAA licensing examination as an Airframe and Powerplant Mechanic. Eight contact hours. (Eight weeks).

ATT – Aviation Technology Theory

ATT 1100 Private Pilot Ground School (D) 3 cr.
This course, consisting of classroom instruction in preparation for FAA Private Pilot 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, Airmanship Information Manual, and Federal Aviation Regulations. Three contact hours.

ATT 1110 Commercial Pilot Ground School (O) 3 cr.
Prerequisite: FAA Private Pilot Certificate. This course, a preparation for FAA Commercial Pilot Written Examination, reviews weight and balance; airplane performance; air traffic control and communication; airmanship information; and advanced flight computer, advanced meteorology, advanced VFR navigation and radio, and commercial pilot federal aviation regulations. Three contact hours.

ATT 1120 Instrument Pilot Ground School (O) 3 cr.
Prerequisite: FAA Private Pilot Certificate. This course, a preparation for FAA Instrument Pilot written examination, reviews airplane systems and instruments, advanced meteorology; basic radar and transponder. Course concentrates on IFR clearance transitions, IFR flight charts, IFR training and VOR/ILS, IFR regulations and procedures, and instrument approaches. Three contact hours.

ATT 1810 Environment of the Air Traffic Controller (O) 3 cr.
This course presents a detailed look at the air traffic controllers' language, tools, and profession. Three contact hours.

AVM – Aviation Management

ATT 1812 The Flight Service Station (O) 3 cr.
This course presents a study of the operation of a flight service station, including weather observation, air-ground communications and flight planning briefing. Three contact hours.

ATT 1814 Radar/Computer Interface (O) 3 cr.
This course consists of the history of the impact of radar and its impact on the air traffic system, its use for the development of the computer and an introduction to the computer/radar interface. Three contact hours.

ATT 1816 Air Route Traffic Control Center (O) 3 cr.
This course consists of a study of the operation of an Air Traffic Control Center, the radar and non-radar separation techniques, and the interface of tower approach controls and other centers. Three contact hours.

ATT 1818 Approach Control (O) 3 cr.
This course consists of the study of the operation of an approach control, radar and non-radar separation techniques, and the safe and expedient movement of aircraft within the vicinity of the airport. Three contact hours.

ATT 1820 The Air Traffic Control Tower (O) 3 cr.
This course includes a study of the operation of a control tower, visual separation techniques and the relationships of the control tower and the airport. Three contact hours.

ATT 2941 Facility Internship (O) 4 cr.
The course includes familiarization with the air traffic system via on-site orientation, in-depth visits to flight service stations, towers, approach control, en route centers, weather stations, and radar sites. Four contact hours: one lecture, three laboratory.

BAN – Banking

BAN 1100 The Banking Starter Series (O) 3 cr.
This course 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 gives 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 shows new employees the method of managing their personal finances – how to spend it, save it, and borrow against it. Your Personal Image – This nine-
to-twelve hour training unit teaches new employees office
courtesy, telephone etiquette, and personal grooming.
Three contact hours.

BAN 1110  Principles of Bank
Operation (D)  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 since banking is increasingly dependent upon personnel who have the
broad perspective so necessary for career advancement.
Three contact hours.

BAN 1160  Bank Letters and
Reports (O)  3 cr.
This course is for those bank officers, supervisors, and
employees who dictate or review correspondence. Since bank
letters are actually public relations documents, all persons
should be familiar not only with the mechanical forms of
bank letters but also with the psychological principles that
help the letter writer achieve his results. The course
reviews letter forms, emphasizes fundamental principles un-
derlying modern correspondence, and examines different
types of bank letters. Three contact hours.

BAN 1210  Analyzing Financial
Statements (O)  3 cr.
This course consists of three main sections: Characteristic of
Financial Statements and Financial Statement Analysis.
The first section serves as a useful review of basic account-
ing principles for those students who have studied account-
ing. 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 ACG 1003 or ACG 2201
before enrolling in BAN 1700. This course emphasizes the
difference between lending and investing, and the fact that
investing in a corporation and financing a corporation are
different aspects of the same subject. The course presents
the material 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 simply to explain the why,
what, and some of the how of public relations and mar-
keting. It presents 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, directed toward the executive level, concerns
itself partly with a statement of the factors influencing and
determining loan policy. The course presents methods of
credit investigation and analysis, credit techniques, specific
credit problems, and regulations as well as un-
usual types of loans. Three contact hours.

BAN 2303  Savings and Time
Deposits (D)  3 cr.
This course reflects a knowledge of the historical develop-
ment of savings institutions and an awareness of the basic
economic function of the savings process in order to clarify
important differences between financial savings by individ-
uals or organizations and real savings that appears as capital
formation. This course reviews different types of financial
savings in order to describe the system of financial flows of
income to capital investment. Three contact hours.

BAN 2720  Bank Management (O)  3 cr.
This course presents new trends which have emerged in the
philosophy and practice of management. The study and ap-
plication of the principles outlined provide new and experi-
enced bankers with a working knowledge of banking manage-
ment. Since case study is becoming well established as
an effective management learning technique, the text intro-
duces the use of cases as a new element. Three contact hours.

BCH – Biochemistry (Biophysics)

BCH 2010C  Bio-organic Chemistry for
Allied Health Students (P)  4 cr.
Prerequisite: CEM 1020C. This course, designed for those
students in the Dental Hygiene Program or those students
wishing to transfer into CUNY Bachelor of Arts in Nursing
Program, includes a brief survey of inorganic chemistry
(elemental structure, gases, acids, bases, solutions), and
a study of organic chemistry (aldehydes, ketones, amides,
omono-, polynuclear, and biomolecular carbohydrates, lipids,
proteins, nucleic acids, metabolism). Six contact hours; two
lecture hours; three laboratory hours.

BCN – Building Construction

BCN 1001C  Building Construction (D)  3 cr.
This course introduces the student to materials and meth-
ods used in building construction. This course also includes
the analysis and evaluation of their application in the con-
struction of residential, commercial, and small industrial
buildings. Three contact hours.

BCN 2614C  Planning and
Estimating (D)  3 cr.
Prerequisite: BCN 1001C, ETI 1421C. This course consists of
a study of fundamental planning and a step-by-step
method for preparing a quantity survey. The subjects covered
in the course include job requirements, costs of con-
struction operations, and critical path methods (CPM) of
scheduling and preparing estimates in accordance with the
C.S.I. format. Four contact hours; two lecture; two labora-
tory.

BCT – Building Construction Trades

BCT 1001  Quantitative Methods for
Building Trades (O)  2 cr.
This course provides the basic mathematical skills neces-
sary for a career in the building trades. While focusing on
important industrial applications, this course reviews the
fundamental skills that are essential to success in all trades.
Two contact hours.

BCT 1042  Construction Cost
Estimating (O)  3 cr.
Prerequisite: BCT 1001. This course is a study of the classi-
ification of work phases, quantity survey techniques, and
cost estimating applied to simple construction projects.
Three contact hours.

BCT 1043  Blueprint Reading II (O)  2 cr.
Prerequisite: BCT 1113. This course, a continuation of BCT
1113, focuses on heavy commercial and industrial construc-
tion projects. Topics include specifications, topographies, pro-
fessional, surveys, plans, and maps. Two contact hours.

BCT 1081  Construction Methods and
Materials (O)  3 cr.
This course provides an in-depth study of building materials
and introduces building terminology and the methods of con-
struction, with emphasis placed on site work, concrete, masonry,
metal, wood, plastic, thermal moisture protection, and
finishes. The topics presented will focus on characteris-
tics of the materials and products regarding their strength,
heat and flow, weathering qualities and how these will af-
flect their use in construction projects. Three contact hours.
BCT 1113 Blueprint Reading I (O) 3 cr.
This course teaches the fundamentals of blueprint reading and sketching common to all construction trades. The course covers plans, elevations, shapes, details, and views in sections. Three contact hours.

BCT 1114 Concrete Form Construction (O) 3 cr.
Prerequisite: SUR 1101C. This course describes the construction and use of various concrete forms employed in building construction. The forms described include concrete footings, slabs, walls, columns, beams, and stairs. The course enables the student to gain practical experience in making and setting forms under supervised work conditions. Four contact hours (theory/laboratory).

BCT 1132 Construction I (O) 3 cr.
Prerequisite: BCT 1081. This course is a study of the structure of steel and wood framed buildings, with emphasis on attic, roof, wall, bridging, bracing, and sheathing. This course requires classroom and field/site work with construction of full or scale model projects. Four contact hours.

BCT 1134 Construction II (O) 3 cr.
Prerequisite: BCT 1132. This course, a continuation of Construction I, focuses on roof construction, style, types, and combinations. Attention is directed towards selecting and installing construction, sheathing, flashing, and finishing through classroom and field work with construction of full or scale models. Four contact hours; three lecture hours; one laboratory hour.

BCT 1501 Introduction to Plumbing (O) 3 cr.
This course familiarizes the student with the basic principles and definitions relating to the plumbing trade. The course includes instruction in related math, hand and power tools, basic blueprinting, plumbing materials and fittings. Six contact hours (theory/laboratory).

BCT 1710 Energy Efficient Construction (O) 3 cr.
This course provides an overview of energy use in buildings, including the determination of heat loss/gain in buildings, specific construction techniques to control heat loss/gain, passive solar designs, and active solar systems. Three contact hours.

BCT 1805 Construction Scheduling (O) 2 cr.
Prerequisite: BCT 1081. This course is a study in the orderly flow of construction projects, through a well planned scheduled approach with emphasis on the CPM, PERT and diagram methods of scheduling. Two contact hours.

BCT 2152 Construction III (O) 3 cr.
Prerequisite: BCT 1134. This course is a continuation of Construction II. The course focuses on exterior finishing methods and provides floor, ceiling, wall, door, window, and stair finishes through classroom and field work with construction of full-size or scale models. Four contact hours: three lecture hours; one laboratory hour.

BCT 2153 Construction IV (O) 3 cr.
Prerequisite: BCT 2152. Corequisite: BCT 2804. This course, a continuation of Construction III, focuses on interior finishes and includes instruction in floors, walls, moldings, doors, windows, cabinets, and stairs. Four contact hours: three lecture hours; one laboratory hour.

BCT 2804 Construction Contracting (O) 2 cr.
Corequisite: BCT 2143. This course is an in-depth study of the contractual relationship between the parties involved in building construction contracting. This course describes and identifies specifications, bonds, insurance, bidding, awarding, and subcontracting; types and conditions. Two contact hours.

BOT – Botany

BOT 1010C Botany (P) 4 cr.
An evolutionary survey of the plant kingdom, this course emphasizes 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 or permission of instructor. 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: three lecture hours; three laboratory hours.

BSC – Introductory Biological Science

BSC 2010C Principles of Biology I (P) 4 cr.
This course, an introduction to the Principles of Biology, includes studies of cellular organization, genetics, evolution and population dynamics. This course fulfills the general educational requirements and the laboratory requirement needed by many students who plan to transfer to a four-year institution. Five contact hours: three lecture hours; two laboratory hours.

BSC 2011C Principles of Biology II (P) 4 cr.
Prerequisite: BSC 2010C. This course, a continuation of BSC 2010C and recommended for science students transferring to a four-year institution, consists of a study of the systems of plants and animals and of the required laboratory experience using plant and animal material to reinforce subject matter. Five contact hours: three lecture hours; two laboratory hours.

BUL – Business Law

BUL 2111 Business Law I (D) 3 cr.
This course, the basic principles of law as related to business, includes criminal law, law of torts, contracts, employment, personal and real property, bailment, consumer protection, and environmental law. Three contact hours.

BUL 2112 Business Law II (D) 3 cr.
Prerequisite: BUL 2111. This continuing course in business law surveys the legal principles involving agency, commercial paper, sales, debtor-creditor relationships, estates and insurance. Three contact hours.

CAP – Computer Applications

CAP 1801 Introduction to Lotus 1-2-3 (D) 3 cr.
This five-week course is designed for individuals who wish to master and use Lotus 1-2-3 software for spreadsheet operations. The course is directed toward novices, first-time owners of personal or business computers, and persons who would like to learn more about spreadsheet software. Covered in the course are topics such as the history and development of spreadsheet software, spreadsheet design and construction, the command set for Lotus 1-2-3, business spreadsheets, and accessing the Lotus 1-2-3 database. The course is oriented toward use of the IBM PC and IBM XT computers. Four contact hours: three lecture hours; one laboratory hour.

CAP 1802 Microcomputers in Business: A Survey (D) 3 cr.
This course is an indoctrination for users and/or operators who will apply microcomputers to transaction processing, accounting, operations, and financial reporting in business situations. The course provides lab experience with actual microcomputers and application packages. Experience is provided in which microcomputers are used as a stand-alone
business tool, as intelligent terminals within distributed processing systems, and as executive tools for data based decision support. Four contact hours: three lecture; one laboratory hour.

**CAP 1803** Advanced Lotus 1-2-3 (D) 1 cr.
Prerequisites: Introduction to Lotus 1-2-3 or demonstrated experience with spreadsheet software. This five-week course is designed for individuals who wish to add to their knowledge of spreadsheet construction and operation. The course is directed toward executive secretaries, executives, and managers with the goal of being able to perform spreadsheet activities with financial applications. The course includes topics such as advanced spreadsheets for business, printing graphs with Lotus, and interfacing Lotus to other business applications. The course uses IBM PC and IBM XT computers. Four contact hours: three lecture hours, one laboratory hour.

**CAP 1820** Microcomputer Application Software (D) 3 cr.
This course is designed for students with no previous experience in data processing or business. This course introduces students to word processing, electronic spreadsheets, software, data base software, and business graphics software to solve common problems of the automated office. Four contact hours: two lecture hours, two laboratory hours.

**CAP 2830** Management Overview of Microcomputer Software (D) 1 cr.
This five-week course is designed for management personnel who wish to gain an overview and experience with the kinds of software which can increase productivity in the business environment. The course is an introduction to the use of microcomputers. Emphasis is placed on reviewing, evaluating, and discussing commercial applications of software. Four contact hours: three lecture hours, one laboratory hour.

**CAP 2832** Advanced Microcomputer Business Applications (D) 3 cr.
Prerequisite: CAP 1800 or equivalent work experience. This course is designed for those who wish to gain an overview of the business environment. The course is an introduction to the use of microcomputers. Emphasis is placed on reviewing, evaluating, and discussing commercial applications of software. Four contact hours: three lecture hours, one laboratory hour.

**CCJ – Criminology and Criminal Justice**

**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, the concept and purpose of the law, and the measurement and causes of crime, and of societal reactions to criminal behavior. Three contact hours. Three hours of lecture.

**CCJ 1020** Introduction to Criminal Justice (D) 3 cr.
This introduction to the philosophical and historical backgrounds of law enforcement includes the study of the organization, purpose, functions, and processes of law enforcement and other agencies involved in the administration of criminal justice in the United States. Three contact hours.

**CCJ 1080** Introduction to Criminal Behavior (D) 3 cr.
This course consists of a basic study of the nature and peculiarities of human behavior in criminal behavior. Three contact hours.

**CCJ 1220** Criminal Law (D) 3 cr.
This course consists of a study of the sources, purposes, and principles of criminal law, the classification and analysis of crimes and criminal acts in general, and the examination of selected offenses. Three contact hours.

**CCJ 1300** Introduction to Corrections (D) 3 cr.
With emphasis on career orientation, this course examines the nature and peculiarities of human behavior in criminal behavior. Three contact hours.

**CCJ 1400** Police Organization and Administration (D) 3 cr.
This course presents the principles of organization and administration in law enforcement; functions and activities; planning and research; public relations; personnel and training; inspection and control; records and communications. Four contact hours.

**CCJ 1410** Police Operations (D) 3 cr.
This course teaches the theories and methods of police operations. The course includes information concerning the structure, function, and process of the police department. Three contact hours.

**CCJ 2230** Criminal Evidence and Procedure (D) 3 cr.
This course consists of the study and examination of the criminal rules of evidence, kinds, degree, admissibility, competence and weight, specifically as they affect the law enforcement officer in the processes of arrest, service, search, seizure, preservation, custody, testimony, and courtroom procedures. Three contact hours.

**CCJ 2250** Constitutional Law (D) 3 cr.
This course presents an in-depth analysis of constitutional law with emphasis on areas of arrest, search and seizure, interrogation, self-incrimination, and related topics as to law enforcement. The course also includes special emphasis on authority and limitations on police under the Bill of Rights. Three contact hours.

**CCJ 2330** Probation, Pardons and Parole (D) 3 cr.
This course examines, as community-based correctional programs, probation as a judicial process and parole as an executive function. The course also reviews the use of pardons. Three contact hours.

**CCJ 2340** Introduction to Correctional Treatment (D) 3 cr.
This course evaluates the basic principles of human behavior and some of the techniques of changing attitudes and behavior. The course also reviews the individual and group approaches to counseling. Three contact hours.

**CCJ 2360** Introduction to Contemporary Practices in Corrections (D) 3 cr.
This course describes and evaluates modern trends in corrections, such as the community-based programs in work-release, halfway houses, contact program planning, as well as the therapeutic community and treatment concept in institutions. Three contact hours.
CCJ 2500 Juvenile Delinquency (D) 3 cr.
This course presents the major issues of crime causation, rehabilitation, and juvenile delinquency participation among the lower, middle, and upper social classes. The course also covers the process of handling juvenile delinquents from confrontation with authorities, to detention, to release and aftercare. Three contact hours.

CCJ 2930 Seminar in Police Problems (D) 3 cr.
Each student in this course chooses a critical issue in the contemporary law enforcement system to analyze. This analysis provides ideas for improvement which are then stored and critiqued in class. Three contact hours.

CCJ 2933 Introduction to Special Problems in Corrections (D) 3 cr.
This course includes research writing and discussion of selected subject areas related to corrections, such as corrections planning for short term offenders and misdemeanants, handling of "unusual" prisoners, classification of offenders, authority and responsibility of correctional officers, professional and legal standards, and analysis of contemporary program problems. Three contact hours.

CDA – Computer Design/Architecture

CDA 2172 Computer Aided Drafting and Design (D) 3 cr.
Prerequisites: AIC 2120C, CCE 2001, SUR 2180C. This course provides a student with a general understanding of Computer Aided Drafting and Design operations. The student will acquire a working knowledge of the steps required for initializing command to the CAD system using the keyboard and the stylus. The student will create drawings using various menus and will construct the system to create a fast plot of any current active drawing in the system. Six contact hours; two lecture hours; four laboratory hours.

CET – Computer Engineering Technology

CET 2112C Introduction to Digital Electronics (O) 3 cr.
Prerequisites: EET 2121C. This is an introductory course covering solid-state digital circuits, number systems, logic gates, digital codes, Boolean algebra, Karnaugh mapping, and combinational logic. This course requires laboratory participation. Four contact hours: two lecture hours; two laboratory hours.

CET 2113C Computer Logic Circuits (O) 3 cr.
Prerequisites: CET 2112C, EET 2119C. This course, a study of computer circuits and systems, includes the following topics: flip-flops and counters, registers, arithmetic units, computer memories, D/A and A/D conversions. The course also covers digital integrated circuits and introduction to microprocessors. Four contact hours: two lecture hours; two laboratory hours.

CET 2141C Computer Circuit Analysis (O) 4 cr.
Prerequisite: EER 2411. Starting with a simplified block diagram of a computer, this course will expand to both discrete and I.C. circuit analysis of computers used today. Laboratory work will utilize microprocessor systems for programming and maintenance techniques. Eight contact hours (laboratory).

CET 2143C Microprocessors (O) 3 cr.
Prerequisite: CCE 2001. Corequisite: CET 2112C. This course consists of the fundamentals of programmable logic devices: the microprocessor, peripheral input/output devices, and analog/digital interface devices. The course also covers the principles common to all modern microprocessors and machine-level programming. Four contact hours: two lecture hours; two laboratory hours.

CET 2186C Computer Peripherals and Interfaces (O) 3 cr.
Prerequisites: CET 2113C, CET 2143C. This course is a study of the interrelationships between the computer control, processing input/output devices, with emphasis on interfacing considerations between the CPU and serial/parallel terminals, general troubleshooting, and routine maintenance procedures common to the computer industry as an integral part of the course. Four contact hours; three lecture hours; one laboratory hour.

CHD – Child Development

CHD 1110 Infant and Toddler Care I (Development) (D) 3 cr.
This course acquaints infant and toddler care workers in public, private, and church-sponsored child care centers with the stages of human development from birth to three years. The course also covers the impact of health, parenting, environment, nutrition, mental health and self-esteem on normal and abnormal development. 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. The course also covers guidance, behavior problems, feelings, attitudes, and values. Three contact hours.

CHD 1230 Child Growth and Development II (D) 3 cr.
Prerequisite: CHD 1220. This course, a continuation of CHD 1220, covers the physical, social, emotional, and intellectual development of the young child. The course also covers the study of special children: handicapped, behavior, physical, children in crisis, nutrition and development, and safety and emergency procedures. Three contact hours.

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

CHD 1851 Training of Residential Child Care Workers II (D) 3 cr.
Prerequisite: CHD 1850. This course, a continuation of CHD 1850, is also for residential child care workers or foster parents and for those who are preparing for those professions. Course II deals with the understanding of child care, discipline, the group, and the job. Three contact hours.

CHD 2130 Infant and Toddler Care II (Education) (D) 3 cr.
Prerequisite: CHD 1110. This course, a continuation of CHD 1110, acquaints infant and toddler care workers in public, private, and church-sponsored child care centers with educational strategies for children from birth to three years. The course also provides minimum standards, classroom management, teacher preparation, assessment, discipline, and parent participation. Three contact hours.

CHM – Chemistry

CHM 1010 Introduction to Chemical Problem Solving (P) 2 cr.
Corequisites: MAT 1033 or a satisfactory score on the algebra placement test. This course is for students who need more skill and experience with applications of the mathematics.
required in general chemistry. It is recommended for students with weak backgrounds in chemistry and applied algebra. Two contact hours.

CHM 1020 Chemistry for Liberal Arts (P) 3 cr.  
The student will benefit by taking high school algebra or MAT 0024 prior to enrolling in this course. This course is designed to meet the general education requirement for the non-science major, is designed especially for the student who wishes to gain an understanding of the fundamental nature of physical science from the chemical point of view. The treatment utilizes an approach to scientific concepts and methods, stressing and illustrating principles rather than merely listing phenomena. Three contact hours.

CHM 1040C Introductory Chemistry I (P) 4 cr.  
The student will benefit by taking high school algebra or MAT 0024 prior to enrolling in this course. This course is an introduction to the principles of modern inorganic chemistry, including topics in structure of matter, gas laws, solution, lattices, and chemistry. Equations, atomic theory, acids and bases, metals and nonmetals. This course is 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 lecture hours; one three-hour laboratory.

CHM 1041C Introductory Chemistry II (P) 4 cr.  
Prerequisites: CHM 1040C. This course is a continuation of CHM 1040C with an introduction to organic chemistry. Six contact hours: three class hours; one three-hour laboratory.

CHM 1045C General Chemistry and Qualitative Analysis I (P) 4 cr.  
Prerequisites: One year of high school chemistry and two years of high school algebra or grade of C or better in CHM 1041C. This course is designed to introduce the student to modern chemical concepts; includes modern atomic structure and periodicity; chemical bonding, states of matter, gas laws and solutions. The laboratory work will be quantitative in nature, stressing accurate laboratory techniques. This course meets the first-year college requirements for those majoring in science, engineering, premedicine and pharmacy. Six contact hours: three lecture hours; one three-hour laboratory.

CHM 1046C General Chemistry and Qualitative Analysis II (P) 4 cr.  
Prerequisites: Grade of C or better in CHM 1045C. This course, a continuation of CHM 1045C, stresses chemical equilibria, chemical kinetics, electrochemistry, oxidation-reduction, and selected families of metals and nonmetals. Laboratory work includes studies of ionic equilibria in aqueous solution and semi-micro qualitative analysis. Six contact hours: three lecture hours; one three-hour laboratory.

CIS – Computer and Information Systems

CIS 1101 Introduction to dBASE III (D) 1 cr.  
This five-week course introduces individuals to basic models and capabilities of standard data base management systems in general. Data base roles and advantages will be explained. Experience within this course is centered around data base management packages that run on microcomputers. A series of data base application projects in dBASE III are designed to build familiarity with creating, loading, maintaining, and updating the data base. Conducting data base queries, and building data base reports, are covered. This course does not include programming in a fourth generation data base language. Four contact hours: three lecture hours; one laboratory hour.

CIS 1115 Advanced dBASE III (D) 2 cr.  
Prerequisite: CIS 1101 or working knowledge of dBASE III software. This ten-week course provides individuals with basic models and capabilities of standard data base management systems packages. Data base roles and advantages will be explained. Experience within this course is centered around data base management packages that run on microcomputers. A series of data base application projects in dBASE III are designed to build familiarity with creating, loading, maintaining, and updating the data base. Conducting data base queries, and building data base reports, are covered. This course includes programming in a fourth generation data base language. Projects in this course relate to construction of integrated business systems. Four contact hours: three lecture hours; one laboratory hour.

CIS 2100 Data Management and Utility Programs (D) 3 cr.  
Prerequisite: CIS 2301. This course consists of a study of the organizations, access methods, and job control statements as well as the use of utility programs as components of an application system to build and maintain files. Topics include an introduction to data bases and data base management systems. Four contact hours: three lecture hours; one laboratory hour.

CIS 2116 Data Base Management Concepts and Practices (D) 3 cr.  
This course is aimed at familiarizing individuals with the basic models and capabilities of standard data base management systems (DBMS) packages. Data bases, their roles and advantages will be explained. Experience within this course is centered around data base management packages that run on microcomputers. The capabilities of the three major data models: hierarchical, network, and relational are covered. A series of data base application projects in microcomputers are designed to build familiarity with creating, loading, maintaining, and updating the data base. Conducting data base queries, and building data base reports, are covered. This course includes advanced programming in a fourth generation data base language. Four contact hours: three lecture hours; one laboratory hour.

CIS 2301 Information Systems (D) 3 cr.  
Prerequisite: CIS 2100. This course is designed to introduce the student to the fundamental concepts of information systems, emphasizing current system documentation techniques through the use of both classical and structured techniques for describing process flows, data flows, data structures, file design, input and output design, and program specifications. The course also covers examples of applications and various types of processing systems including batch, on-line, and distributed systems along with an overview of the system development life cycle of an information system. Four contact hours: three lecture hours; one laboratory hour.

CIS 2325 Computer Systems Development (with High Level Tools) (D) 3 cr.  
Prerequisites: COO 1300 and CAP 1520, or equivalent work experience. This course surveys established and evolving methodologies for the development of business-oriented computer information systems. Students are exposed to an overview of a process, or structured, approach to the definition of needs, creation of specifications, and implementation of new systems. Prototyping and fourth generation software tools are used to design and develop business systems. Four contact hours: three lecture hours; one laboratory hour.

CJD – Criminal Justice Development

CJD 2310 Police Supervision (D) 3 cr.  
This introductory course is designed to acquaint future and present police supervisors with an understanding of the various functions of supervision. Examines the supervisor's responsibilities and assignments. The general topical areas include techniques of working with people, communica-
CJT – Criminal Justice Technology

CJT 2100 Criminal Investigation I (D) 3 cr.
Criminal Investigation I covers general investigative principles and techniques used by law enforcement. This fundamental course in the most important phases of criminal investigation deals with the following branches of crime detection: methods of investigation, note taking, report writing, handling the crime scene, interrogations, admissions and confessions, missing persons, undercover assignments and such specific offenses as arson, narcotics, forgery, burglary, vandalism, and forgery. Three contact hours.

CJT 2110 Criminal Investigation II (D) 3 cr.
With Criminal Investigation I as a basis, Criminal Investigation II is an introduction to the scientific aspects of investigation known as criminalistics with emphasis on crime scene techniques in specialized areas such as homicide, special attention afforded in acquainting students with modern scientific services available in the crime laboratory including fingerprints, ballistics, hairs, fibers, and other material found at the crime scene. Three contact hours.

CNM – Computational/Numerical Methods

CNM 1005 Data Processing Mathematics (D) 3 cr.
Prerequisites: COC 1300, MAT 0966 or satisfactory score on the mathematics placement test. This essential course for data processing majors includes binary, octal, and hexadecimal numbering systems; fixed point storage; computer codes; packed decimal arithmetic; the real number system; approximations, accuracy and precision; scientific notation; floating point notation and storage; and logical forms and operations. Computer laboratory exercises will utilize demonstrations in various topics and techniques presented in the classroom. Four contact hours; three lecture hours; one laboratory hour.

COA – Consumer Affairs

COA 1100 Consumer Decisions (D) 3 cr.
This course studies 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, retirement, taxes, consumer protection, and the consumer movement. Three contact hours.

COC – Computer Concepts

COC 1200 Introductory Computer Concepts (D) 3 cr.
This course, intended for students with no previous experience in data processing, introduces them to the field of data processing and includes a brief history of the evolution of computers into the present art. Review of pertinent numbering systems, study of the basic components of computer and how they relate, elementary problem solving utilizing a high-level language, and a discussion of the various types applications, and the life cycle of computer-based information systems. Four contact hours; three lecture hours; one laboratory hour.

COC 2001 Computer Concepts (D) 3 cr.
This course is an introduction to the computer. The course teaches computer literacy, emphasizing concepts of hardware and software including programming demonstration on the Apple II and Apple IIe computer. The course includes a survey of the central processing units and its functional component, auxiliary storage devices and functions, input and output units, the program development process, programming languages, operating systems, and data communications. The course includes a demonstration of programming in machine language. Three contact hours.

COP – Computer Programming

COP 1000 Introduction to Programming and Algorithm Design (D) 3 cr.
Prerequisites: COC 1300. This essential first course for data processing majors introduces the fundamentals of computer usage, covering topics such as editor functions, file system usage, and program compilation and execution. The course also includes algorithm design using structured flowcharting and pseudocode techniques. The programming language Pascal is introduced and used throughout the course, which will supplement the theoretical foundations of Pascal being built. Four contact hours; three lecture hours; one laboratory hour.

COP 1160 RPG Programming (D) 3 cr.
Prerequisites: COC 1300. RPG (report Program Generator) is a problem oriented programming language designed essentially to obtain data from single or multiple files, perform calculations and table lookups as required and write reports and/or update files. Students will solve elementary to moderately complex business problems by writing RPG programs, the submission process for compilation and running on the College’s mainframe computer system, and thoroughly debugging programs until the output is perfect. Four contact hours; three lecture hours; one laboratory hour.

COP 1270 Introduction to UNIX Operating System (D) 2 cr.
This ten-week course requires substantial lab time on microcomputers to learn about and apply to UNIX operating system functions and commands that are necessary in a working environment. Students will review the basics of initializing diskettes, and move on to programming language, copying, file management, backup and recovery, editing, and other routines. Operating system topics include: user systems, data communications, and establishing interfaces involving microcomputers, minicomputers, and mainframes. Four contact hours; three lecture hours; one laboratory hour.

COP 1618 Introduction to IBM Personal Computers and DOS (D) 1 cr.
This five-week course is aimed at individuals who wish to master use of personal computers for personal productivity and enjoyment. The course is directed toward novices, full-time owners of personal computers and persons who would like to learn more about their computer. Covered in the course are topics such as care and handling of hardware and peripherals, basic operating systems, disk and utility programs in BASIC, language, and word processing. The course is oriented toward use of the IBM PC and IBM XT computers. Four contact hours; three lecture hours; one laboratory hour.

COP 2110 Programming FORTRAN (D) 3 cr.
Prerequisites: COP 1300 and one of the following: MTH 1290, CNM 1005, MAT 1030. This is a comprehensive study of a scientific, high-level programming language which is also used in business applications in batch-job processing environments. File manipulation, including disk, file, and efficient programming techniques, interactive programming and simulation are emphasized. Lab problems will include business, engineering, and scientific applications. Four contact hours; three lecture hours; one laboratory hour.

COP 2120 Basic COBOL Programming (D) 3 cr.
Prerequisites: COP 1300 and COP 1000. COBOL is the programming language...
specifically designed to solve business problems. Students will solve 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 correct. Four contact hours: three lecture hours; one laboratory hour.

COP 2121 Advanced COBOL Programming (D) 3 cr.
Prerequisite: COP 2121 or equivalent experience. COBOL (Common Business Oriented Language) is the programming language designed to solve business problems. Students will solve 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 correct. Four contact hours: three lecture hours; one laboratory hour.

COP 2130 PL/I Programming Language (D) 3 cr.
Prerequisite: COP 1000. This course includes 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's computer system. Four contact hours: three lecture hours; one laboratory hour.

COP 2170 Programming in BASIC (D) 3 cr.
Prerequisites: COC 1300 or COC 2001 and one of the following: MBT 121, COP 1000, MAT 1053. This beginning level computer course uses the BASIC (Beginner's All-Purpose Symbolic Instruction Code) language in an interactive environment. Students will solve a variety of problems drawn from the areas of business, engineering mathematics and simulation. Four contact hours: three lecture hours; one laboratory hour.

COP 2171 Advanced Programming in BASIC (O) 3 cr.
Prerequisite: COP 2170. This course provides training in advanced BASIC programming exclusively geared to microcomputers. Special emphasis is placed on string handling techniques, searching and sorting techniques, sequential access files, random access files, linked lists, scientific calculations, and graphics. Four contact hours: three lecture hours; one laboratory hour.

COP 2594 Command-Level CICS Programming (O) 3 cr.
Prerequisites: COP 2120 and CIS 2105. This course provides training in Customer Information Control System (CICS) and Data (DOS) subsystems, a general purpose data base and data communication interface between an operating system and application programs. Students will solve problems using CICS to design, code, debug, and test application programs. Four contact hours: three lecture hours; one laboratory hour.

COP 2400 Basic Assembly Language Programming (D) 3 cr.
Prerequisites: COP 1000 and CRM 1005. This course introduces basic concepts in computer programming using a low-level, machine-oriented language. It may also be referred to as BAL/360-370 Programming, Introductory ALC, or Beginning ALP. Students will analyze business problems involving sequential files, develop logic flowcharts, translate flowcharts into IBM System 360-370 DOS Assembler Language codes, incorporate job control statements to form a program deck, and test, debug, and document their computer solutions to business problems. Four contact hours: three lecture hours; one laboratory hour.

COP 2610 Advanced Computing and Programming Systems (D) 3 cr.
Prerequisite: COP 2421 and proficiency in computer programming. This course will include the study of computer architectures, operating systems, language translators, and data communication/teleprocessing with lectures, discussions, demonstrations, and lab problems based primarily on the software currently implemented on the ECP18, Prime 400, and the central computer system at Florida State College. Four contact hours: three lecture hours; one laboratory hour.

COP 2612 Microcomputer Operating Systems Concepts (D) 3 cr.
Prerequisites: COP 1300 and COP 1520; or equivalent work experience. This course requires substantial lab time on microcomputers to learn about and apply the operating system functions and commands that are valuable or necessary in a working environment. Students will review the basics in initializing diskettes, and move on to programming language, copying, file management, backup and recovery, sort, and other routines. Operating systems reviewed in this course are MS-DOS and UNIX. Other topics include multimedia systems, data communications, and establishing inter faces involving microcomputers, minicomputers, and mainframes. Four contact hours: three lecture hours; one laboratory hour.

CPO – Comparative Politics

CPO 2002 Introduction to Comparative Government (P) 3 cr.
This course consists of a comparison of the institutions and the economic systems of capitalism and socialism associated with the political systems of specific countries. Three contact hours.

CRM – Computer Resources/Management

CRM 1039 Data Processing Workshop (D) 3 cr.
Prerequisite: COP 1520. This course provides the opportunity for students to gain actual work experience within operating data processing centers. Primary emphasis will be on the operation of equipment in the Florida Junior College at Jacksonville Data Center and the Data Processing Lab., including the Prime 400 computer system. Students will become familiar with the operation of computer systems and special peripheral devices in other data processing shops. Eight contact hours: three lecture hours; five laboratory hours.

CRW – Creative Writing

CRW 2000 Imaginative Writing (P) 3 cr.
Prerequisite: ENC 1102. This course develops the student's capacity for imaginative writing in prose and/or poetry. The course includes critical discussion of student's work and of selected literary techniques and individual conferences. Three contact hours.

CTE – Clothing and Textiles

CTE 1310C 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 course also includes the selection of suitable accessories. Four contact hours: two lecture hours; two laboratory hours.
CTE 1340C Advanced Clothing Construction (D) 3 cr.
Prerequisite: CTE 1310C. This course presents to the participant the problems encountered in fitted garments construction. The student will exhibit skill in figure analysis, pattern alterations, and advanced clothing construction techniques. Four contact hours; two lecture hours; two laboratory hours.

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

CTE 1401C Basic Textiles (D) 3 cr.
This course, a study of fabrics used for clothing and home furnishings, emphasizes fibers, yarns, constructions, designs and finishes that determine qualities and the performance of a fabric. This course also includes the use and care of fabrics and cost factors. Four contact hours; two lecture hours; two laboratory hours.

CTE 1812 Introduction to Fashion Merchandising (O) 3 cr.
This course, an introduction to the clothing and textiles industry, includes the exploration of career opportunities, consumer behavior, the historical development of fashion, the environmental influences on fashion demand, and the marketing of fashion. Three contact hours.

CTE 1825 Merchandising Mathematics and Buying Procedures (O) 3 cr.
Prerequisite: CTE 1812. This in-depth study of retail operations includes an analysis of store organization, buying functions and techniques, and sales promotion as related to the clothing and textiles industry. Three contact hours.

CTE 1840C Fashion Merchandising Product Information (O) 3 cr.
Prerequisite: CTE 1401C. This course provides the student with the opportunity to acquire skill in analyzing fashion apparel and accessories for men, women, and children. This course emphasizes the quality of materials, construction, and design of merchandise in all price ranges. Students will also analyze selling methods for communicating the knowledge effectively to the consumer. In addition, the course will develop fashion vocabulary and consider consumer demands and trends. Three contact hours.

CTE 2200 Wardrobe Planning and Updating (O) 3 cr.
This course provides for the development of competency in planning individual and family wardrobes. Factors to consider in purchasing wardrobe items are stressed as well as the care, maintenance, and updating of various wardrobe components. Emphasis will be placed on the psychological and social factors influencing dress and the relationship of physical appearance in clothing selection. Attention will be given to the effectiveness of clothing choices in professional situations. The course includes experiences in the application of elements and principles of design to wardrobe coordination. Three contact hours.

CTE 2283 Fashion Merchandising Computer Applications (O) 3 cr.
Prerequisite: CTE 1825. This course is an examination of the advantages and techniques of computer use in retailing. The course will emphasize applications of computer generated information, and include a study of merchandising laws and the impact of legislation on retailing activities. Three contact hours.

CTE 2851 Fashion Sales Promotion (O) 3 cr.
This course presents the methods most commonly used by fashion merchants for promoting sales. Instruction will include an evaluation of the effectiveness of the various types of advertising, visual merchandising, fashion shows, and personal selling according to individual retail needs. Three contact hours.

CTE 2880 Fashion Merchandising Internship (O) 8 cr.
Prerequisite: Completion of all other program requirements. This course, a supervised on-the-job training program, requires students to work a minimum of 400 total hours for a period of 12 weeks in an approved retail business. This cooperative education experience will provide students the opportunity to practically apply knowledge gained in the prerequisite courses. The instructor will make on-site visits to monitor student progress and performance. Additionally, each student will attend two hours on-campus every other week conducted by the classroom instructor. Thirty-three contact hours: one lecture/discussion, thirty-two on-the-job experience.

CTE 2892 Fashion Merchandising Management Seminar (O) 3 cr.
Prerequisites: Must be a second-year student. This course is designed to help students complete CTE 1310C, CTE 1401C, CTE 1812, CTE 1825, and CTE 1840. This course is a study of management practices and techniques in the fashion retailing industry. The course emphasizes recruitment and selection of qualified personnel, training, and supervisory techniques. Three contact hours.

DAA – Dance Activities

DAA 1000 Recreational Dance (P) 1 cr.
This course consists of 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 activity.

DAA 1340 Folk Dance (P) 1 cr.
This course consists of the exploration and enjoyment of the fundamental steps, positions, and formations of the popular American and ethnic folk and round dances. Two contact hours (activity).

DEA – Dental Assisting

DEA 1000 History and Jurisprudence of Dentistry (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. The student must have this previous dental experience before taking this course. One contact hour.

DEA 1120 Science for Dental Assistants (O) 3 cr.
This course, presented by anatomy and physiology, includes Oral Pathology – a knowledge of etiology, dental caries control and 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, and 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 1820C Dental Assisting Expanded Duties (O) 2 cr.
This course, designed to teach the dental assistant student expanded duties as permissible by the Florida State Dental Practice Act, will include new procedures as traditional ex-
DEA 2200 Office Management (O) 3 cr.
This course develops the student's ability to receive and dismiss patients; understand the behavior patterns of people, including parental attitudes; make appointments and maintain appointment books; communicate by telephone with patients and maintain good relationships with patients with a grievance; keep financial records; maintain an efficient referral and patient record file; keep books and records for tax purposes, do banking, write business letters; and purchase and maintain supplies. Three contact hours; one lecture hour; two laboratory hours.

DEA 2800C Clinical Practice I (O) 5 cr.
This course provides the dental assisting student with 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 sterilizing agents for the proper care and maintenance of all instruments commonly employed in a dental office; the ability to select, prepare, properly use, and care for all instruments for operative, prosthetic, endodontic, orthodontic, and surgical procedures in accordance with the instructions of the dentist; the ability to properly maintain a clean, clear, and efficient operating field; initial contact hours: two lecture hours; six laboratory hours.

DEA 2801C Clinical Practice II (O) 6 cr.
Prerequisite: DEA 2800C. This course, a continuation of Clinical Practice I, consists of two hours of lecture, four hours of laboratory, and two hours of study. The course offers a laboratory experience in the dental specialty areas such as orthodontics, endodontics, and oral surgery. Twelve contact hours; one lecture hour; two laboratory hours.

DEA 2802C Clinical Practice III (O) 3 cr.
Prerequisite: DEA 2801C. This course, a continuation of DEA 2801C, consists of two hours of lecture, two hours of laboratory, and two hours of study. The course offers a laboratory experience in the dental specialty areas such as orthodontics, endodontics, and oral surgery. Twelve contact hours; one lecture hour; two laboratory hours.

DEA 2803C Clinical Practice IV (O) 5 cr.
Prerequisite: DEA 2802C. This course consists of two hours of lecture, two hours of laboratory, and four hours of study. The course offers a laboratory experience in the dental specialty areas such as orthodontics, endodontics, and oral surgery. Twelve contact hours; one lecture hour; two laboratory hours.

DEH – Dental Hygiene

DEH 1003C Principles of Dental Hygiene (O) 5 cr.
Principles of Dental Hygiene, offered during the student's first term of the first year of clinical studies, is a basic introductory course to teach the theory and practices in dental hygiene, and is prerequisite to Clinical Dental Hygiene I. Through lectures, demonstrations, laboratory, and clinical experiences, the student gains knowledge and comprehension of dental hygiene services, and a proficiency in coordination of technical skills necessary to prepare the student to begin preventive periodic patient services. Eight contact hours; two lecture hours; six laboratory hours.

DEH 1700 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. The students gain practical experience 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.

DEH 1800C Clinical Dental Hygiene I (O) 6 cr.
Prerequisite: DEH 1003C. 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 student with clinical hygiene practice for continuous refinement of technical skills and an opportunity to gain extensive experience in the areas of dental hygiene education. This course will also include CPR. Three contact hours: two lecture hours; eight clinical hours.

DEH 1802L Clinical Dental Hygiene II (O) 8 cr.
Prerequisite: DEH 1800C. This course, a continuation of the practical application of the competencies and skills acquired in Principles of Dental Hygiene, DEH 1003C, and Clinical Dental Hygiene I, DEH 1800C, devotes time to providing oral prophylaxis care for patients, who present varying classifications of prophylaxis needs. The course emphasizes specialization for the continuing refinement of the techniques and skills in performing oral prophylaxis, including Gracey curettes in root planing, periodontal, and dental charting; radiographic techniques and interpretations, dietary analysis, and efficiency and care in the management of patients, including those with special needs. Sixteen contact hours (clinics).

DEH 2507C Dental Hygienists Expanded Duties (O) 2 cr.
This course, designed to teach the dental hygiene student expanded functions as permitted by the Florida State Dental Practice Act, will include procedures as traditional expanded functions are ratified by the Department of Professional Regulation, Board of Dentistry, Chapter 216-516. This course will also include manipulation of dental materials utilizing dental hygiene techniques. Three contact hours: one lecture hour; two laboratory hours.

DEH 2602 Periodontics (O) 2 cr.
This course, designed to give the student a detailed study of the factors involved in periodontal pathology and its etiology, reviews in detail the anatomy, physiology, and histology of the periodontium. This course emphasizes diagnosis, prognosis, and treatment of patients with periodontal involvement, and management of patients returning for maintenance care. The course also teaches procedures and techniques for soft tissue curette, periodontal dressing placement, removal, and suture removal. Two contact hours.

DEH 2701 Community and Preventive Dentistry (O) 3 cr.
This course incorporates the principles, practices, methods, and visual aids used in teaching preventive dentistry to the public. Field experiences in elementary schools, public health centers, nursing homes, and centers for the handi capped will be utilized. Four contact hours: two lecture hours; two field hours.

DEH 2702C Community Dental Health (O) 2 cr.
This course is a comprehensive study of oral health problems of groups of people in the community. The student plans approaches to groups, assembles resources, delivers health material, surveys and records, and prepare statistical analysis of the results. 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 hour; three field hours.
DEH 2804L  Clinical Dental Hygiene III (O)  8 cr.
Prerequisite: DEH 1802L. This course, a continuation of DEH 1802L, emphasizes the continuing refinement and increased efficiency of clinical skills including complete prophylaxis procedures, radiography, rest and management of patients, individual responsibilities, achievement in responsibility toward the community, the profession, and dentistry in general. The student should achieve and maintain a high level of proficiency. Sixteen contact hours (clinic).

DEH 2806L  Clinical Dental Hygiene IV (O)  8 cr.
This course is a continuation in refinement of practical application of the competencies and the proficiency in skills learned in all the preclinical didactic courses. Emphasis is on speed and quality improvement, and upon exposure to community dentistry, participating in offices of general dentists, dental specialties, and hospital dentistry. The student must achieve and maintain an exit level of proficiency. Sixteen contact hours (clinic).

DEH 2830  Dental Hygiene Seminar I (O)  2 cr.
This course is designed to provide a more comprehensive content coverage in all specialties of dentistry, enabling the dental hygiene student to become more cognizant of techniques and procedures in dentistry outside the parameters of dental hygiene. The course consists of discussions 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.

DEH 2831  Dental Hygiene Seminar II (O)  2 cr.
Prerequisite: DEH 2830. Continuing DEH 2830, this course is designed to provide a study of professional ethics and responsibilities, as well as professional organizations, state dental practice acts, and practical consideration of methods and problems associated with operating and maintaining a dental practice. It emphasizes the dental hygiene student's role as a professional person in the community, private practice, and as an integral part of the dental auxiliary team. Two contact hours.

DEP – Developmental Psychology

DEP 2004  Human Growth and Development (P)  3 cr.
This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior, with attention to physical, intellectual, cognitive, personality, and social development. Three contact hours.

DEP 2102  Child Psychology (P)  3 cr.
Prerequisite: PSY 1012. This course consists of a developmental study of the normal child, from birth to the adolescent years. The course stresses practical applications with their implications for the parent and teacher, as well as for the evolving individual. Three contact hours.

DEP 2302  Adolescent Psychology (P)  3 cr.
Prerequisite: PSY 1012. This course consists of the study of human development in the adolescent years with emphasis on psychological problems. Three contact hours.

DEP 2401  Adult Psychology (P)  3 cr.
This course examines the physical, social, intellectual and personality characteristics of the human being during early, middle and late adulthood. The course will investigate key events in adult life, such as marriage, childbearing, occupation, parenthood, and retirement, along with other developmental tasks and stages. Three contact hours.

DES – Dental Support

DES 1020C  Oral Development (O)  3 cr.
This course is a comprehensive study of head and neck anatomy, physiology and histology. Laboratory sessions will be coordinated to include the study of the human dentition and surrounding tissues. Four contact hours: two lecture hours; two laboratory hours.

DES 1110C  Dental Materials and Laboratory (O)  3 cr.
This course is a review of lectures and demonstrations designed to acquaint the dental assistant/dental hygienist students with the nomenclature, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The course also considers the procedures for purchasing and storage of supplies. Four contact hours: two lecture hours; two laboratory hours.

DES 1220C  Dental Radiology (Dental Assisting/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. A basic understanding of the importance of dental radiographs is emphasized. Four contact hours: two lecture hours; two laboratory hours.

DES 2042  Oral Pathology (O)  2 cr.
This course gives the student a detailed understanding and knowledge of the causes and mechanisms of oral disease, oral trauma and oral developmental anomalies. It relates this knowledge to the systemic physiology of the body. Two contact hours.

DES 2050  Pharmacology (O)  2 cr.
This course gives the student a detailed study of the principles, characteristics, actions, reactions, and uses of antisera, drugs, medications, and preparations used to prevent, control and treat diseases. Two contact hours.

DIE – Dietetic

DIE 1100  Dietetic Seminar (O)  1 cr.
This course covers an introduction to dietetics as a profession and an introduction to the health care food service. This course also includes the study of human nutrition and the role of dietetic personnel in this field. One contact hour.

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

ECO – Economics

ECO 2000  Foundations of the American Economy (P)  3 cr.
This course is an introduction to the American economic system and its development. It provides the student with a practical examination of the contemporary operation of regulated capitalism in the United States. This course considers such organizations as the stock market, the national product, banking and finance, problems in employment, and various other aspects of the government's role in the national economy. Three contact hours.
ECO 2013 Principles of Economics I (P) 3 cr.
This course in microeconomics presents the foundations of economic analysis, the theory of economic growth, development, and stabilization, current economic issues, and the monetary theory. Three contact hours.

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

ECP – Economic Problems and Policies

ECP 1610 Understanding Community Economic Development (P) 3 cr.
This course consists of a study of the background and process of economic development, using the local community as a case study. This course concentrates on the range of problems facing cities today and explores various solutions to these problems. Three contact hours.

EDF – Education Foundations

EDF 1005 Introduction to Education (P) 3 cr.
This introductory course in education assists the student in understanding the American educational system in terms of its development and present organization. The student is introduced to the problems and the rewards of the profession. Three contact hours.

EDG – Education General

EDG 2940 Observing and Recording Child Behavior (D) 6 cr.
Prerequisites: CHD 1229 and EEC 1001. This course, designed to increase the student's objectivity and proficiency in observing and interpreting children's behavior, provides for participation in supervised experiences with children in the laboratory. This course includes lecture, observation, and participation facilities for the study of young children. Ten contact hours; two lecture hours; six laboratory hours; two field hours.

EDG 2941 Supervised Student Participation (D) 6 cr.
Prerequisites: CHD 1230. EDG 2940, EEC 1221 and EEC 1222. This course consists of participation, under qualified supervision, in the Child Care Laboratory. Ten contact hours; two lecture hours; eight laboratory hours.

EDP – Educational Psychology

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

EEC – Education: Early Childhood

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

EEC 1201 Overview of Early Childhood Curriculum I (D) 3 cr.
Prerequisite: EEC 1001. This course acquaints the student with resources and basic principles involved in guiding the young child in the areas of music, art, language arts. The course also includes social studies, language development and lesson planning related to the above curriculum areas. Three contact hours.

EEC 1202 Overview of Early Childhood Curriculum II (D) 3 cr.
Prerequisite: EEC 1001. This course, a continuation of EEC 1201, acquaints the student with resources and basic principles involved in guiding the young child in the areas of Mathematics, Science, and Movement Education. Language Development and lesson planning related to the above curriculum areas are included. Three contact hours.

EER – Electrical/Electronics Repair

EER 1064 Blueprint and Schematic Reading (O) 3 cr.
Blueprint and Schematic Reading is a survey course of the principles and practices involved in reading and interpreting electrical blueprints and schematics. Four contact hours; two lecture hours; two laboratory hours.

EER 1030 Safety in Electrical Trades (O) 3 cr.
This course covers general safety and fire fighting, electrical safety and fire fighting, first aid for the electrical shock victim, CPR, and an introduction to OSHA. Three contact hours.

EER 1067 Mechanical Devices for Electricians (O) 3 cr.
This course includes the basic laws, principles, and operation of mechanical devices, along with a study of force, work, power, simple machines, friction, gear trains and drives, explained in both classroom and laboratory conditions. Four contact hours; two lecture hours; two laboratory hours.

EER 1100 Electrical Theory I (O) 3 cr.
This course covers the fundamental concepts of electricity, batteries, DC series, parallel and complex circuits, electrical conductors, electromagnetism and magnetic circuits, and DC electrical instrumentation. Four contact hours; three lecture hours; one laboratory hour.

EER 1210 Electrical Theory II (O) 3 cr.
Prerequisite: EER 1100. This course, a continuation of EER 1100, covers an introduction to alternating current, inductance, capacitance, inductive and capacitive reactance, fundamental AC circuitry, and single phase transformers. Four contact hours; three lecture hours; one laboratory hour.

EER 1211 Introduction to Circuit Analysis (O) 3 cr.
Prerequisite: EER 1210, or with the professor's consent. This course is a lecture/laboratory exercise in the design and application of LCR circuits. The course includes motors, generators and transformers. Six contact hours (laboratory).
EER 2088 Mechanical Skills for Electricians (O) 3 cr.
This course acquaints the industrial electrician with the proper methods of troubleshooting, re-assembly, adjustment, alignment and testing of breakers, switches, gear trains, drives, couplings, and synchronous systems. Four contact hours; two lecture hours; two laboratory hours.

EER 2131 Control of DC Machines (O) 3 cr.
Prerequisite: EET 2110. This course covers the principles, operation, characteristics, and troubleshooting of magnetic and solid state direct current motor controls. Four contact hours; two lecture hours; two laboratory hours.

EER 2222 Control of AC Machines (O) 3 cr.
Prerequisite: EER 2131. This course covers the principles, operation, characteristics, and troubleshooting of magnetic and solid state alternating current motor controls. Four contact hours; two lecture hours; two laboratory hours.

EER 2261 AC/DC Machinery and Transformers (O) 3 cr.
Prerequisite: EER 1216. This course is an introduction to AC/DC machinery beginning with electric motors and generators, covering their construction, operating characteristics, types and applications. It also covers single and polyphase transformers covering construction, theory, characteristics and applications. Four contact hours; two lecture hours; two laboratory hours.

EER 2311 Home Appliances, Maintenance and Service I (O) 4 cr.
Prerequisite: EER 1210. This course teaches the necessary skills in repair, service and installation of appliances, the correct use of test equipment, reading wiring diagrams, schematic tracing, timer sequencing charts, the removal and reinstallation of components, and the troubleshooting of the clothes washer and dryer. Six contact hours; two lecture hours; four laboratory hours.

EER 2312 Home Appliances, Maintenance and Service II (O) 4 cr.
Prerequisite: EER 1210. This course teaches the necessary skills in service and repair, the installation of appliances, the proper use of test equipment, reading wiring diagrams, schematic tracing, timer sequencing charts, the removal, test and reinstallation of components, and the troubleshooting of the dishwasher and water heater. Six contact hours; two lecture hours; four laboratory hours.

EER 2351 Test Equipment Maintenance and Service (O) 4 cr.
Prerequisite: EER 2411. This course includes instruction in the construction, troubleshooting, and calibration of major types of test equipment used in the electronic field. The course also includes "hands-on" experiments. Eight contact hours (laboratory).

EER 2352 Advanced Electrical/Electronic Systems (O) 3 cr.
Prerequisite: EER 2360, or with professor's consent. This course is a study in the measuring devices and control systems utilized in industrial electronics and other related fields such as power, motor control, light dimmers, smoke detectors, fire alarms, burglar alarms, pressure, weight and frequency control circuits/devices. The student will design and test these in both classroom and laboratory exercises. Six contact hours (laboratory).

EER 2360 Basic Circuit Diagnosis and Repairs (O) 4 cr.
Prerequisite: EER 2821, or professor's consent. This course will demonstrate in classroom the tools used, the methods of troubleshooting and the repair of circuits described in EER 2821. The student will prove these methods and perform these repairs in the laboratory exercise with "live" equipment. The course also will explore some communications circuits. Eight contact hours (laboratory).

EER 2401 Industrial Electrical Installations (O) 3 cr.
This course consists of the teaching of industrial electrical services, branch circuit installations, power distribution systems, transformers, conduit installations, and the design of electrical wiring for industrial applications. Four contact hours; two lecture hours; two laboratory hours.

EER 2411 Digital Electronics (O) 4 cr.
Prerequisite: EER 2359. This course will demonstrate basic 2, 3, 4, and 16 and other numbering systems and their application to mathematical problems along with Boolean algebra. The course also includes the application of binary in both lecture and laboratory to decode the function of various logic gates/families and operational amplifiers. Eight contact hours (laboratory).

EER 2451 Heating and Air Conditioning For Electricians (O) 3 cr.
This course covers the electrical design, installation, and operation of modern heating and air conditioning equipment. The course also presents industrial applications, servicing procedures, and troubleshooting in the classroom followed by practical experience in the laboratory. Four contact hours; two lecture hours; two laboratory hours.

EER 2821 Non-Sinusoidal Electronics (O) 4 cr.
Prerequisite: EET 2139. This course explores the laboratory, various circuits and systems which are designed to operate with non-sinusoidal waveforms, and in some cases both a-sinusoidal and non-sinusoidal at the same time. This course includes many of the circuits contained in radar, navigation aids, and computer circuits. Eight contact hours (laboratory).

EET - Electronic Engineering Technology

EET 1004 Fundamentals of General Electricity (D) 3 cr.
Designed for the non-electrical engineering technician to provide a general knowledge of electrical phenomena, this course covers the electrical field covers both direct current and alternating current theory, as well as basic electrical elements. Three contact hours.

EET 1015C DC Theory and Circuits (D) 3 cr.
Prerequisite: MAC 1104. This course presents the study of the basic nature of electricity, covering atomic structure as related to current carriers, electrical units, and conversion within and between systems of units, current, voltage, resistance, Ohm's Law, Kirchhoff's Current and Voltage Laws, Thévenin's Theorem, power, work and energy, series and parallel circuits, magnetism, capacitors, inductors, and measuring instruments devoted to the application of acquired theory. The course emphasizes the proper use of modern electronics measuring equipment. Five contact hours: three lecture hours; two laboratory hours.

EET 1025C AC Theory and Circuits (D) 3 cr.
Prerequisite: MAC 1114; EET 1015C. This course consists of the study of waveforms with emphasis on sinusoidal waves and the analysis of steady-state electrical circuits. Topical Units of instruction include: Sinusoidal A-
and space relationships. Four contact hours: two lecture hours, two laboratory hours.

EHD – Education:
Hard of Hearing and Deaf

EHD 1000 Orientation to Deafness (D) 3 cr.
This is an introductory course in which the meaning, causes, and scope of deafness are considered with regard to its implications on personal, family, and community life. This course includes a historical review of the education of the hearing impaired and a review of the linguistic background, dialects and systems of sign language. Students will learn of referral sources and the various agencies on national, state, and local levels which serve the hearing impaired. Language development studied will relate to deafness, hearing and auditory pathology. Three contact hours.

EMS – Emergency Medical Services

EMS 1059 First Responders: Emergency Care Training (D) 3 cr.
Designed specifically for the non-medical person who wishes to learn basic life saving skills. This course provides the student with basic skills necessary to save a life, minimize patient discomfort, and prevent further injury. Upon successful completion of this course, one is qualified in basic life support and prepared to enter EMS 1119, as prerequisite skills are a part of the course content. This course may not be elective for students entering the AS or Certification Paramedic program. Three contact hours.

EMS 1119 Fundamentals of Emergency Medical Care (D) 6 cr.
Prerequisites: EMS 1059 or permission of instructor. Corequisites: EMS 1119L, APB 2190C. This course, designed to prepare persons for initial employment as an EMT, includes current techniques practiced by a First Level EMT providing emergent medical care. On successful completion of this course and the corequisite EMS 1119L, one is qualified to take the State Registry Examination for EMT Level I. Six contact hours.

EMS 1119L Fundamentals of Emergency Medical Care Clinical Experience (D) 2 cr.
Corequisite: EMS 1119. This course consists of demonstrations of emergency procedures for life threatening problems which will be practiced in the college laboratory. Clinical rotation in a local hospital emergency care facility is a requirement for this class. Four contact hours: three clinical hours; one laboratory hour.

EMS 2231 EMT-Paramedic Phase I (D) 6 cr.
Prerequisites: EMS 1119, EMS 1119L, APB 2190C; Corequisites: EMS 2231L, APB 2191C. The first of a three-term sequence of instruction for the EMT Paramedic includes the following: the EMT: Urban Systems and Patient Assessment, Shock and Fluid Therapy, Respiratory System and Management of Emotional Crisis. Six contact hours.
EMS 2231L  EMT-Paramedic  Phase I  3 cr.
Lab/Clinical (D)  Prerequisites: EMS 1119, EMS 1121, APB 2190C. Corequisites: EMS 2231 and APB 2191C. The clinical program consists of a three-term sequence. This clinical segment will include an emergency room and psychiatric in-hospital rotation. Laboratory and clinical application of experiences are a continuum of EMS 2231. Six contact hours; two laboratory hours; four clinical hours.

EMS 2232  EMT-Paramedic  Phase II (D)  5 cr.
Prerequisites: EMS 2231, EMS 2231L and APB 2191C. Corequisite: EMS 2232L. This course is a continuation of EMT-Paramedic Phase I. The unit of study includes the following modules: Cardiovascular System, General Pharmacology, Central Nervous System, Telemetry and Communications. Five contact hours.

EMS 2232L  EMT-Paramedic  Phase II  Lab/Clinical (D)  3 cr.
Prerequisites: EMS 2231, EMS 2231L. Corequisite: EMS 2232. This course, a continuation of Phase I, will include emergency room rotation and an intensive care and critical care in-hospital rotation. Six contact hours: two laboratory hours; four clinical hours.

EMS 2233  EMT-Paramedic  Phase III (D)  4 cr.
Prerequisites: EMS 2232, EMS 2232L. Corequisite: EMS 2233L. The last part of the three term sequence of EMT-Paramedic instruction includes the following modules: Soft Tissue Injuries, Musculoskeletal System, Medical Emergencies, Obstetric/Gynecologic Emergencies, Extrication/Rescue Techniques, Pediatric and Neonatal Transport. Four contact hours.

EMS 2233L  EMT-Paramedic  Phase III  Lab/Clinical (D)  6 cr.
Prerequisites: EMS 2232, EMS 2232L. Corequisite: EMS 2233. The last part of the three term sequence of clinical experiences requires riding a Mobile Intensive Care Unit and hospital rotation in a local surgical facility. Twelve contact hours: one laboratory hour; eleven clinical hours.

ENC – English Composition

ENC 0902  Introduction to Composition  (College Preparatory Course)  3 cr.
ENC 0902 is an introductory course in composition designed to help students gain greater proficiency in basic writing skills. The course assesses the level at which students are writing to discover individual areas of deficiency in writing skills and provides the necessary instruction to help them overcome these deficiencies. As a result of carefully planned learning experiences, the student should be able to write clearly, adequately developed, logically-organized, effective paragraphs which conform to the conventions of standard American English. This course includes integrated laboratory work. This course does not apply toward the associate degree and is part of College Preparatory Studies. Four credit hours, five contact hours; three lecture hours; two laboratory hours.

ENC 1101  English Composition I (P)  3 cr.
Prerequisite: Satisfactory score on placement test. This course emphasizes the fundamentals of effective expression with emphasis on various forms of expository writing. Logical and imaginative thinking and reading for understanding. The course provides instruction in sentence structure, organization of short essays and correct usage of standard American English. This course includes writing competencies. Three contact hours.

ENC 1102  English Composition II (P)  3 cr.
Prerequisite: ENC 1101. As a continuation of ENC 1101, this course includes study and practice in research writing and writing competencies. Three contact hours.

ENC 1131  Introduction to Critical Writing (P)  3 cr.
As an additional preparation for the argumentation and research, this course sharpens the students' critical thinking skills and improves their ability to compose analytical, interpretive, and evaluative essays in response to selected reading assignments. This course is designed for students who have successfully completed ENC 1101, but seek additional preparation for ENC 1102. Thus, students who have successfully completed ENC 1102 should not take this course. Three contact hours.

ENC 2210  Technical Report Writing  (D)  3 cr.
Prerequisite: ENC 1101. This is a communications course giving primary emphasis to writing for the professions. The course places stress on the use of factual information in descriptive, analytical and research-oriented reports. The course also provides instruction in writing effective and timely letters; memos and staff reports; developing graphs and illustrations, and preparing oral reports. Three contact hours.

ENL – English Literature

ENL 2013  English Literature I (P)  3 cr.
Prerequisite: ENC 1102. This course, an introduction to the main literary traditions from Beowulf through the Restoration and Eighteenth Century, studies the best and most characteristic writings of these periods. Three contact hours.

ENL 2023  English Literature II (P)  3 cr.
Prerequisite: ENC 1102. This course, an introduction to the main literary traditions from the Romantic and Victorian periods to the present, studies the best and most characteristic writings of these periods. Three contact hours.

EST – Electronic Specialty Technology

EST 1412  Biomedical Technology and Techniques (O)  2 cr.
Prerequisite: ETT 1725. This course, designed to introduce students to the hospital, biomedical equipment manufacturers, and the contract maintenance organizations, emphasizes the organizational structure of the hospital and identifies the role of the BMET within this framework. The course will also introduce students to the literature in professional journals covering facets of the BMET's job, with particular emphasis on instrument critiques, electrical safety standards, and new products. Finally, the course will utilize a system approach in analyzing how technology is applied in the health care setting, from the medical and administrative management viewpoint. Systems analyzed will include intensive care unit, cardiovascular diagnostic laboratory and operating room. Two contact hours.

EST 2110  Industrial Applications of Solid State Devices (O)  4 cr.
Prerequisite: EET 1028. This course covers the principles of operation of solid state semiconductor devices and explains various circuit configurations and basic applications in the classroom followed by corresponding laboratory experience. Six contact hours: two lecture hours; four laboratory hours.
EST 2112 Eлектrical-Electronic Control Systems (D) 3 cr.
Prerequisite: EET 2110C. This course consists of the study of the operation and control of industrial equipment and processes including motors and the controlling systems involved in their operation and protection. Four contact hours: two lecture hours; two laboratory hours.

EST 2438C Biomedical Instrumentation I (O) 3 cr.
Prerequisite: CBT 2110C. This course introduces students to the biomedical equipment used in patient monitoring and treatment, including equipment for the treatment of cardiac arrhythmias and the monitoring of cardiac function. Students will learn the operation and repair of this equipment and the maintenance of its internal circuitry and clinical environment in which they are used.
Four contact hours: two lecture hours; two laboratory hours.

EST 2438C Biomedical Instrumentation II (O) 3 cr.
Prerequisite: EST 2438C. This course continues the study of biomedical instrumentation, focusing on the operation of devices, their internal circuitry and the clinical environment in which they are used. Students will utilize these concepts in the lab to verify device performance and to learn preventive and corrective maintenance techniques.
Four contact hours: two lecture hours; two laboratory hours.

EST 2603C Robotics (O) 3 cr.
Prerequisites: CBT 2110C, EST 2112, EET 2504C, EFM 2310. This course covers the fundamental aspects of robotics, including the design, construction, repair, and servicing of robots. It is designed to prepare the technician to install and maintain robots and other related automated industrial equipment. The course also includes hands-on exercises with real-world robots in the areas of assembly, troubleshooting, and programming.
Four contact hours: three lecture hours; one laboratory hour.

ETC – Engineering Technology: Civil

ETC 2220C Soils and Foundations (O) 3 cr.
Prerequisite: EET 2553C. This course covers the criteria used in the selection, design, and construction of the elements of a structure that transfers the total load to the underlying formations. Theoretical aspects considered and treated are analyses of soil conditions, bearing capacity and settlement analyses, character of natural soil deposits, earth pressure and retaining wall theory, and stability of slopes and subgrades. The course also covers the basic types of pavement structures, their design and behavior characteristics.
Four contact hours: three lecture hours; one laboratory hour.

ETC 2410C Structural Drafting (O) 3 cr.
Prerequisites: ARC 2120C, ETD 2212C. This course is a study of the required steel and concrete plans for buildings and the preparation of the shop details from these plans. The student prepares both the structural plan and the shop details necessary for the fabrication of the structural members.
Four contact hours: two lecture hours; two laboratory hours.

ETC 2450C Concrete (D) 3 cr.
Prerequisite: ETI 1421C. This course is a study of the fundamentals of concrete and its use as an engineering material. Topics included in the course are the design of concrete mixtures, methods of admixtures, placement, special types of concrete, and the laboratory procedures used to achieve quality control. The course consists of lectures and laboratory. Four contact hours: two lecture hours; two laboratory hours.

ETC 2500C Highway Drafting and Route Design (D) 3 cr.
Prerequisite: ETC 2500C. This course is concerned with the elements of a transportation route, their design, and the effects of traffic and weather on their function. The student works with the layout of traffic and intersections, the effects of traffic and vehicular characteristics on road design, and the evaluation of road network and transportation systems. Four contact hours: two lecture hours; two laboratory hours.

ETC 2521C Hydrology and Hydraulics (D) 3 cr.
Prerequisite: ETC 2553C. This course is a study of sources of water, collection of surface water, flow in pipes and open channels, concepts of fluid mechanics, and the effects of fluid mechanics on the design and operation of hydraulic structures. Four contact hours: three lecture hours, one laboratory hour.

ETD – Engineering Technology: Drafting

ETD 1100C Engineering Drawing (D) 3 cr.
Prerequisite: ETD 1000C. This course emphasizes the use of drafting tools and techniques in the development of technical drawings. It includes the use of computer-aided design (CAD) software. Four contact hours: two lecture hours; two laboratory hours.

ETD 1645C Mechanical and Electrical Drafting (D) 3 cr.
Prerequisite: ETD 1100C. This course focuses on the principles of mechanical and electrical drafting, including the use of computer-aided design (CAD) software. Four contact hours: two lecture hours; two laboratory hours.

ETD 2121C Civil Drafting (D) 3 cr.
Prerequisite: ETD 1100C. This course prepares the student for the fundamental concepts of civil drafting as it pertains to the field of civil engineering. Using surveyor's notes, the student will demonstrate, in pencil, ink, and computer-aided design (CAD) software. The course includes technical and design projects. Four contact hours: two lecture hours; two laboratory hours.

ETG – Engineering Technology: General

ETG 1201C X-Ray Physics (D) 3 cr.
Prerequisite: MAC 1104 and EET 1015C. This course covers the fundamentals of physics required to fully understand the nature of x-rays, how x-ray machines work, and other modern x-ray devices and methods used to enhance information from x-ray equipment. The course covers computerized tomography and other projection methods, along with a study of radiographic and protection methods. The course also includes a field trip to medical x-ray rooms. Four contact hours: three lecture hours; one laboratory hour.
ETG 2202C X-Ray Systems (D) 3 cr.
Prerequisite: ETG 1201C. The course is centered on the practical application of principles in the laboratory where an X-Ray Unit Trainer (XURT) is used to learn to read schematic diagrams and to learn what functions X-ray machine subsystems perform. Components are arranged and connected on a "bench model" to get experience in "hands-on" assembly and disassembly of hardware. The course also emphasizes film processing and x-ray safety along with the ethics required in medical x-ray equipment service. Six contact hours; one lecture hour; three laboratory hours.

ETG 2204C X-Ray Practicum (O) 3 cr.
Prerequisite: ETG 2202C. This course provides student experience in the field of working side-by-side with service technicians in a x-ray equipment vendors' representative position in real-time service situations which develop within the local environment. In addition to developing skills in fault isolation, equipment repair, maintenance, service and calibration of medical diagnostic x-ray machinery, the course provides the opportunity to gain experience in service ethics and personal conduct as a professional service person. Six contact hours; one lecture hour; five laboratory hours.

ETG 2205C X-Ray Imaging Systems (O) 3 cr.
Prerequisite: ETG 2202C. The course emphasizes the practical application of principles by laboratory experience and actual x-ray imaging systems. X-ray image intensification and closed circuit television units will be used to get hands-on experience in proper installation, adjustment, calibration, troubleshooting and repair techniques. The student will analyze schematic diagrams of solid state and vacuum tube circuits to get practical experience in relating technical information with the actual equipment in use. Six contact hours; three lecture hours; three laboratory hours.

ETG 2504C Engineering Mechanics (D) 4 cr.
Prerequisite: MAC 1114. ETI 1421C. This course is an introduction to the basic laws of mechanics and includes a study of force systems, moments, couples, static equilibrium, centroids, friction, work, and energy. The laboratory portion of the course will emphasize the practical aspects of the above topics and will include exercises in measurements, drives systems, linkages, support members, etc. Five contact hours; three lecture hours; two laboratory hours.

ETG 2635C Testing and Strength of Materials (D) 4 cr.
Prerequisite: ETG 2504C. This course is a study of the basic concepts involved in determining the resistance of engineering materials to various loads with emphasis on the mechanical behavior of materials under service and test conditions. The laboratory portion of the course involves actual stress testing with stress testing equipment. Five contact hours; three lecture hours; two laboratory hours.

ETI – Engineering Technology: Industrial

ETI 1121 Introduction to Nondestructive Testing (O) 3 cr.
This course reviews the basic principles underlying nondestructive testing. One purpose of the course is to utilize interested students to seek additional information in nondestructive testing and to work on nondestructive testing. Course work will cover types of inspection, including X-ray, ultrasonic, magnetic particle, eddy current, acoustic holographic, thermal, and as new research and development in nondestructive testing. Three contact hours.

ETI 1122C Nondestructive Testing: Liquid Penetrants and Magnetic Particles (O) 3 cr.
Prerequisite: ETI 1121. This course includes the study of types and use of liquid penetrants as well as the techniques of wetting the substrate and to learn the correct technique of relating the schematic diagram to the physical machine. The course also emphasizes the operation and maintenance of equipment. Four contact hours; three lecture hours; one laboratory hour.

ETI 1421C Engineering Materials and Processes (D) 3 cr.
This course examines the major engineering materials used in industry, both metallic and non-metallic in terms of their properties, forming processes used, and their engineering applications. Three contact hours.

ETI 1700 Industrial Safety (D) 3 cr.
This course imparts the knowledge essential to safe practices in industry. Included in the course are an examination of current industrial safety management techniques and the major provisions of the Occupational Safety and Health Act. Three contact hours.

ETI 1725 Biomedical Safety and Terminology (O) 2 cr.
Prerequisites: ABP 0090C, ETI 1025C. This course, designed to impart the knowledge essential to safe practices in the handling of biomedical patient-care devices, covers all aspects of regulations and guidelines as promulgated by the Occupational Safety and Health Administration (OSHA) and the Joint Commission on Accreditation of Hospitals (JCAH). The course provides training in medical terminology, with particular emphasis on applied anatomy and applied physiology. The students will gain proficiency in speaking, hearing, writing and defining medical terms. Two contact hours.

ETI 2681 Industrial Supervision (D) 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 supervisory positions and management. Three contact hours.

ETM – Engineering Technology: Mechanical

ETM 2221 Elements of Applied Energy (D) 3 cr.
Prerequisites: ETI 1322, ETI 1421C. This introductory course in applied thermodynamics is designed to study the amount of energy to useful work through mechanical elements: heat engines, I.C. engines, compressors, turbines, and auxiliary equipment. Three contact hours.

ETM 2310C Fluid Mechanics (D) 3 cr.
Prerequisites: MAC 1114, ETI 1421C. This course is a study of the laws involving the flow of fluids and their application of the processes, equipment, and machines that are used in the energy-to-work transformation. The course emphasizes both hydraulics and pneumatics, and the laboratory exercises concentrate on fluid power. Four contact hours; two lecture hours; one laboratory hour.

ETM 2610C Air Conditioning and Heating (D) 3 cr.
Prerequisites: MAC 1114 and ETI 1421C. This introductory course introduces environmental control of buildings and house design. Emphasis is on equipment performance and system design. Three contact hours.

ETM 2800 Fundamentals of Metallurgy (O) 3 cr.
This course is designed to teach the behavior, characteristics, terms and manufacturing process of ferrous and non-ferrous
metals, includes metal selection, altering metal performance with thermal and mechanical treatment, and powder metallurgy. Three contact hours.

EUH – European History

EUH 1000 Western Civilization through 1715 (P) 3 cr.
This course consists of 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 from 1715 to the Present (P) 3 cr.
This course in 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 – Family Development

FAD 1230 Dynamics of Modern Living (D) 3 cr.
This course studies the interpersonal relationship of personal and family problems: analysis of the basic elements involved in marriage, state selection, engagement, marriage, parenthood, and child development. It also covers 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.

FAD 1251 Parenting Your Child (O) 3 cr.
Instruction in this course emphasizes skills and concepts that conscientious parents of young children (ages 3-11) need. This course includes parent-child communication, self-concept and self-esteem development, discipline, cultivating strong families, sibling interaction, intellectual and sexual development and societal influences impacting on children and parents. Three contact hours.

FAD 1252 Parenting Your Teenager (O) 3 cr.
Instruction in this course concentrates on helping parents of adolescents learn alternatives to traditional, hands-off parenting techniques. Parents will learn advanced communication skills and advanced problem-solving approaches to help prepare a teen to survive in an ever-changing society. The course includes help with parent-teen interactions; social, emotional and physical issues of adolescents; conflict resolution; and analyzing the societal influences on parenting. Three contact hours.

FPP – Fire Fighting and Protection

FPP 1000 Introduction to Fire Protection (D) 3 cr.
This course is a study of the philosophical and historical background of fire protection services; the role and responsibilities of the fire service; the organization and function of federal, state, county, and private fire protection agencies; a review of municipal fire departments; fire prevention principles, techniques of fire control, codes and ordinances; the problems of the fire administrator; and a survey of professional fire protection career opportunities. Three contact hours.

FPP 1100 Fire Service Organization (D) 3 cr.
This course presents the principles of organization and administration in fire protection service; a study of company personal management and training, fire equipment, communications, maintenance, budgeting, records and reports, insurance rating systems, and public relations. Three contact hours.

FPP 1110 Fire Company Supervision and Management (D) 3 cr.
This course, a review of the structure and functions of a fire company as a component of a municipal organization, stresses the duties and responsibilities of the company officer, including planning, training, records, and reports; employee supervision. Three contact hours.

FPP 1203 Fundamentals of Fire Prevention (D) 3 cr.
This course presents the principles of fire prevention; fire protection education, identification and application of code regulations; study of the procedures and techniques of fire prevention, including inspection, surveying and mapping, recognition and elimination of fire hazards, the methods of public relations, and the coordination with other governmental agencies. Three contact hours.

FPP 2240 Fire Investigation (D) 3 cr.
This course presents the principles of fire investigation; methods of determining cause of fire, cause, and fire spread; location and preservation of evidence; investigation of witnesses; arson detection; arson laws; case preparation and court procedures; and reports and records. Three contact hours.

FPP 2310 Fire Codes and Building Construction (D) 3 cr.
This course includes the study of federal, state, and local laws applicable to the fire service, a survey of the Fire Prevention Association and the Fire Prevention Code of the American Insurance Association, the role of the State Fire Marshall, the principles and practices used in building construction. Three contact hours.

FPP 2400 Fire Fighting Tactics and Strategy (D) 3 cr.
This course covers the basic concepts involved in fire fighting, including fire behavior, size-up, attack principles, utilization of available manpower and equipment, and planning fire problems. Emphasis will be on developing thinking skills in relation to crises. Three contact hours.

FPP 2500 Flammable Hazardous Materials (D) 3 cr.
This course presents the basic fundamentals of chemistry used in fire science; types of chemicals and processes, and hazardous materials pertaining to use, storage, and transportation of chemicals. Also, topics covered include hazards of radioactive materials, regulations to observe in fighting fires involving hazardous materials, and laboratory demonstrations of incompatibilities. Three contact hours.

FPP 2524 Explosive and Toxic Hazardous Materials (D) 3 cr.
This course, divided into two sections, deals with why materials explode, why they are unstable, and how they react with water, air, and each other. The second section explores toxicity. Three contact hours.

FPP 2600 Fire Fighting Equipment and Apparatus (D) 3 cr.
This course covers the principles of pumping, construction and operation of pumps and pumping accessories, driving and pumping practices, principles and operation of aerial ladders, hydraulic systems, water supply, troublesome spraying, and related subjects. The course also includes the principles of the care, maintenance, and operation of fire department vehicles. Subjects covered include theory and practice of internal combustion engines, power development and transmission, automotive and mobile fire systems, carburetion, engine tune-up and trouble shooting, characteri-
tistics of fuels and lubricants, and other related principles of automotive vehicles. Three contact hours.

**FPP 2660 Rescue Practices (D)** 3 cr. This course includes instruction in life-saving practices pertaining to the fire company and training for rescue equipment. The course also covers the fire department's role in civil defense and other disaster acts, chemicals and diseases that affect breathing, laws on first aid, and the use of breathing apparatus. Three contact hours.

**FIL – Film**

**FIL 1505 The Movies as Art (P)** 3 cr. Prerequisite: ENC 1101 or satisfactory score on placement test. This general survey course examines the development of the motion picture as a universal art form in its historical and international background and as a subject selection and script development, technological equipment and innovations; elements of visual composition, sound and music, acting and directing, and film criticism and analysis. This course examines the motion picture as a universal expression of varied cultures and creative expressions. This course includes reading and writing competencies. Four contact hours (lecture/viewing).

**FIN – Finance**

**FIN 2000 Principles of Finance (D)** 3 cr. Prerequisite: QMB 1001, ACG 1055 or ACG 2031, or consent of professor. This course consists of the study of 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. This course is 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. Prerequisite: BAN 1120. 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. With historical treatment kept to a minimum, this course emphasizes such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchanges, showing their repercussions on the banking industry and how these problems affect yield curves and the structuring of portfolios. Three contact hours.

**FIN 2360 Foundation and Structure of Credit Unions (O)** 3 cr. This course contains the historical background and philosophy of the credit union movement and clearly portrays the structure and function of the credit union. The course emphasizes the need for ethical patterns and behavior and examines the relationships in the credit union and professionalism. Three contact hours.

**FOS – Food Science**

**FOS 1201 Sanitation and Safety (D)** 3 cr. The student will explore the scientific rationale for sanitation and safety practices that are enforced for group protection in institutions and food service facilities. The student will identify causative agents of food-borne illnesses and demonstrate preventive techniques by adhering to sanitation standards. The course emphasizes methods of accident and fire prevention. Three contact hours.

**FRE – French Language**

**FRE 1100 Beginning French I (P)** 3 cr. This course consists of pronunciation, grammar, conversation, exercises, reading and composition through visual and auditory aids. Four contact hours: three lecture hours; one unsupervised laboratory hour.

**FRE 1101 Beginning French II (P)** 3 cr. Prerequisite: FRE 1100. This course is a continuation of FRE 1100. Four contact hours: three lecture hours; one unsupervised laboratory hour.

**FRE 2260 Intermediate French I (P)** 3 cr. Prerequisite: FRE 1101 or equivalent study. This course includes reading from modern and classic French authors, grammar review, and conversation. Four contact hours: three lecture hours; one unsupervised laboratory hour.

**FRE 2291 Intermediate French II (P)** 3 cr. Prerequisite: FRE 2260. This course is a continuation of FRE 2260. Four contact hours: three lecture hours; one unsupervised laboratory hour.

**FSS – Food Service Systems**

**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. The course emphasizes 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. The course will utilize effective merchandising methods in food display, advertising, and interior decorating and emphasizes positive public relations techniques. 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. The course emphasizes standardization, grading, estimating, selecting, receiving, and storing foods and beverages, as well as the practical application in writing specifications and in developing purchasing techniques. Three contact hours.

**FSS 1202C Basic Food Preparation (D)** 3 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. The course emphasizes safety and sanitation practices. Five contact hours: three lecture hours; two laboratory hours.

**FSS 1221C Quantity Food Production (D)** 3 cr. Prerequisite: FSS 1202C. The student will acquire the principles of quantity food preparation and service for caterers, restaurants, and institutions. The course will emphasize equipment use and care, standardized recipes, portion control, work plans and schedules. Five contact hours: two lecture hours; three laboratory hours.

**FSS 1248C Baking (D)** 3 cr. The student will acquire knowledge of the composition and properties of baking ingredients. The student will utilize...
the proper equipment and tools and standardized recipes to prepare yeast breads, rolls, pastries, and cakes in the food service laboratory. The instructor will evaluate the products prepared by established food service standards. Five contact hours; one lecture hour; four laboratory hours.

FSS 1248C Garde-Manger (D) 3 cr.
The student will acquire knowledge and demonstrate skills in the application of special garde-manger techniques used in ice and cold storage sculptures. The class will observe and practice the proper use of tools to produce dinner and ice sculpted showpieces. Four contact hours; two lecture hours; two laboratory hours.

FSS 1250 Food and Beverage Service (D) 3 cr.
The student will acquire knowledge of various types of service appropriate to office, clubs, dining rooms, lounges, banquet and buffet. The course will demonstrate the relationship of menu, equipment, supplies, merchandising and personnel to create good customer satisfaction. Three contact hours.

FSS 1251 Restaurant Operation (O) 3 cr.
This course includes the basic principles of restaurant management, including the selection, control, supervision of personnel, facilities, layout, labor and food cost control, purchasing, legal problems, furniture and decor for bars, restaurants and related institutions. Three contact hours.

FSS 1304 Management Clinical Practice I (O) 3 cr.
The course consists of a supervised field experience in which the student will work on the job twelve hours per week and apply course principles and skills to quality control, including principles of food preparation, personnel management, sanitation, and safety. Ten contact hours; one lecture hour; one field hour.

FSS 1306 Management Clinical Practice II (O) 3 cr.
Prerequisite: FSS 1304. Corequisites: FSS 1310 or FSS 2300. This course is a continuation of FSS 1304, consists of a supervised field experience in which the student will work on the job nine hours per week to develop and test competencies in management, food production, cost control, data processing, kitchen design, delivery systems, and merchandising and promotion. This course emphasizes report analysis, evaluation, and accounting systems for the food service industry. Ten contact hours; one lecture hour; one field hour.

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

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. The course emphasis is on personnel selection, interviewing techniques, supervision, organization, and planning and evaluation. Three contact hours.

FSS 2301 Food Service Delivery Systems (O) 3 cr.
The student will explore food service department in the varied types of health care facilities and health care delivery systems of the United States and study their purposes, organization, need in society, general functions and staffing. The course will analyze and discuss facilities such as hospitals, nursing and rehabilitation centers.

GEA – Geography: Regional Areas

GEA 1000 World Geography (P) 3 cr.
This introductory course deals with the natural environment of the world, particularly the natural, regional, and economic areas of the world, and the interrelationships and problems of conservation of natural resources. Three contact hours.

GEB – General Business

GEB 1011 Introduction to Business (D) 3 cr.
This course introduces the student to basic business organization and practices, and enables the student to pursue more advanced business courses and to choose a business career. Three contact hours.

GEO – Geography: Systematic

GEO 2370 Conservation of Resources (P) 3 cr.
This survey course of natural and human resources of the world places special emphasis on the United States and in an intensive study of the wise use and wasteful exploitation of these resources. Three contact hours.

GER – German and Germanic Languages

GER 1100 Beginning German I (P) 3 cr.
This course consists of pronunciation, elements of grammar, simple conversation, exercises, reading, and composition with visual and auditory aids. Four contact hours; three lecture hours; one unsupervised laboratory hour.

GER 1101 Beginning German II (P) 3 cr.
Prerequisite: GER 1100 or equivalent. This course is a continuation of GER 1100. Four contact hours; three lecture hours; one unsupervised laboratory hour.
GLY 1000  Earth and Space Science (P)  3 cr.
Prerequisites: None. This course acquaints the student with the development of science, including 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. Presents techniques, lectures, demonstrations, and films. The course is for general education and is not designed essentially as an introductory or preparatory course for any of the specific sciences. Three contact hours.

GLY 1010  Physical Geology (P)  3 cr.
The student will benefit by taking high school algebra or MAT 0024 prior to enrolling in this course. Physical Geology, for majors and non-majors, is the study of the Earth. The course covers 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. Three contact hours.

GLY 1100  Historical Geology (P)  3 cr.
Prerequisite: GLY 1010. This course presents the geological 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.

GRA – Graphic Arts

GRA 1500  Theory of Graphic Arts  5 cr.
Corequisite: GRA 1502. This lecture course is designed to give an introduction to the major processes of graphic arts including the methods of layout, photo typesetting, and mechanical art preparation, which are used in the printing industry. The course is designed for students in the graphic arts field. Five contact hours.

GRA 1502L  Printing Processes – Laboratory (O)  4 cr.
Corequisite: GRA 1500. This laboratory course is designed to give an introduction to the major processes of the printing industry, including typesetting, photo composition, mechanical art preparation, and printing. Five contact hours.

GRA 1503  Theory of Lithographic Processes (O)  5 cr.
Corequisite: GRA 1502L. This lecture course is designed to give an introduction to the major processes of the lithographic industry, including lithography, printing, and press operation. Eight contact hours.

GRA 1504L  Lithographic Processes – Laboratory (O)  4 cr.
Corequisite: GRA 1503. This laboratory course is designed to give an introduction to the major processes of the lithographic industry, including lithography, printing, and press operation. Eight contact hours.

GRA 1540  Layout and Design (O)  3 cr.
This course teaches the technique of preparing layouts to be used for customer approval and the preparation of camera-ready mechanicals ready to be printed. Three contact hours.

GRA 1706  Graphic Arts Estimating (O)  3 cr.
This course uses the industry-accepted Franklin Printing Catalog to develop the basic techniques of estimating the cost of printed matter and its production methods, from layout to finished product. Three contact hours.

GRA 2532L  Hand and Machine Composition and Form Makeup (O)  3 cr.
This course teaches the basic technique of setting type by hand and by Ludlow machine, form makeup (utilizing metal cutting devices), and pulling reproduction proofs for offset printing. Six contact hours (theory/laboratory).

GRA 2533L  Advanced Hand and Machine Composition and Form Makeup (O)  5 cr.
Prerequisite: GRA 2532L. This advanced laboratory course provides for skill development in the techniques of setting type by hand and by Ludlow machine, utilizing metal cutting devices, and pulling reproduction proofs for offset printing. This course emphasizes the application of basic techniques toward greater job complexity, increased quality and increased productivity. Ten contact hours (theory/laboratory).

GRA 2537L  Cold Type Typesetting and Pasteup (O)  3 cr.
Prerequisite: GRA 1504L. Corequisite: GRA 1540. This course teaches the basic techniques of setting type by strike-on and photographic typesetting equipment, and the preparation of mechanical art forms. The course also includes pen ruling and machine forms. Six contact hours (theory/laboratory).

GRA 2538L  Advanced Cold Type Typesetting and Pasteup (O)  5 cr.
Prerequisite: GRA 2537L. This advanced course provides for skill development in the techniques of setting type by strike-on and photographic typesetting equipment, and the preparation of mechanical art forms. The course emphasizes the application of basic techniques toward greater job complexity, increased quality and increased productivity. Ten contact hours (theory/laboratory).

GRA 2571L  Camera Operation and Film Processing (O)  3 cr.
Prerequisite: GRA 1542L. Corequisite: GRA 1540. This course presents the techniques of operating the process camera for the reproduction of line and halftone copy negatives, contact printing, preparation of darkroom chemicals, and developing graphic arts films and papers. Six contact hours (theory/laboratory).

GRA 2573L  Advanced Camera Operation and Film Processing (O)  5 cr.
Prerequisite: GRA 2571L. This advanced course provides for skill development in the techniques of operating the process camera for the reproduction of line and halftone copy negatives, contact printing, preparation of darkroom chemicals, and developing graphic arts films and papers. The course emphasizes the application of basic techniques toward greater job complexity, increased quality and increased productivity. Ten contact hours (theory/laboratory).

GRA 2601L  Negative Stripping and Offset Platemaking (O)  3 cr.
Prerequisite: GRA 1542L. Corequisite: GRA 1540. This course teaches the basic techniques for stripping up offset negatives and positives for proper press operation, separating for color, and for exposing and developing offset press plates. Six contact hours (theory/laboratory).

GRA 2802L  Advanced Negative Stripping and Offset Platemaking (O)  5 cr.
Prerequisite: GRA 2601L. This advanced course provides for skill development in the techniques of stripping up offset negatives and positives for proper press operation, separating for color, and exposing and developing offset press plates.
This course emphasizes the application of basic techniques toward greater job complexity, increased quality, and increased productivity. Ten contact hours.

**GRA 2630L** Letterpress Press Operation and Lockup (O) 3 cr.
This laboratory course teaches the basic technique of setting up and operating both hand-fed and automatic letterpress presses. Six contact hours (theory/laboratory).

**GRA 2632L** Advanced Letterpress Operation and Lockup (O) 5 cr.
This advanced laboratory course provides for skill development in the technique of setting up and operating both hand-fed and automatic letterpress presses. This course emphasizes the application of basic techniques toward greater job complexity, increased quality, and increased productivity. Ten contact hours (theory/laboratory).

**GRA 2635L** Offset Press Operation (O) 3 cr.
Prerequisite: GRA 1904L. Corequisite: GRA 1940. This course teaches the basic technique of setting up, operating, and maintaining duplicators and offset presses in the 10 x 15, 11 x 17, and 14 x 20 inch ranges. Six contact hours (theory/laboratory).

**GRA 2638L** Advanced Offset Press Operation (O) 5 cr.
Prerequisite: GRA 2635L. This advanced laboratory course provides for skill development in the technique of setting up, operating, and maintaining duplicators and offset presses in the 10 x 15, 11 x 17 and 14 x 20 inch ranges. This course emphasizes the application of basic techniques toward greater job complexity, increased quality, and increased productivity. Ten contact hours (theory/laboratory).

**GRA 2945** Practicum (O) 6 cr.
This course provides experience in the business/industrial setting under actual production standards. Eighteen contact hours (practicum).

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**HFT – Hotel and Restaurant**

**HFT 1000** Introduction to Hospitality Management (O) 3 cr.
This course introduces the student to the hospitality industry and to the management of hotels, motels, and restaurants. This orientation course presents the history, organization, problems and opportunities in the hotel, motel and restaurant industry. Three contact hours.

**HFT 1250** Hotel/Motel Operation (O) 3 cr.
This course acquaints the student with the operation of a hotel or motel to include front office procedures in registration, accounting for and checking out guests, promotional and sales practices, housekeeping, interior decoration, purchase of furniture, carpeting, linens and supplies, maintenance and engineering of a practical nature, facilities specifications, purchasing and storage. Three contact hours.

**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 operational effectiveness as applied to apartment management. The course covers all facets 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 guides the student through all the skills (including directing the activities and solving the complex problems) needed to manage properly the front office of a hotel/motel. The course also acquaints the student with the operation of all the departments as they apply to the student's primary responsibility of selling rooms and serving guests. Three contact hours.

**HFT 2221** Customer-Personnel Relations (O) 3 cr.
This course explores the various successful techniques involved in establishing effective communications and functional relationships with the customer and with personnel at all levels. Three contact hours.

**HFT 2700** Tourism (O) 3 cr.
Prerequisite: HFT 1000. This course consists of a study of tourism, which is travel, and includes the entire hospitality field—hotels, motels, resorts, restaurants, camping, and all the supportive services for travelers and vacationers. This course develops an understanding of the travel industry enabling the student to become knowledgeable and responsive to the developments and the economic approaches that are necessary for a travel manager. Three contact hours.

**HFT 2941** Internship (O) 3 cr.
This course consists of on-the-job work experience supplied by the hotel-motel restaurant industries. Job placement will be dependent upon the student's preference and availability of participating hospitality institutions. The course consists of 10 hours per week of on-the-job instruction accompanied by one seminar each week. Students employed in the industry will receive the on-going rate for part-time help. Fifteen contact hours; one lecture hour; fourteen field 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. Fifteen contact hours; one lecture hour; fourteen field hours.

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**HHD – Housing and Home Design**

**HHD 1001C** Principles of Interior Design (O) 3 cr.
The course content includes an in-depth study of the elements and principles of design. The course demonstrates a proficiency in the knowledge and application of the elements—color, line, texture, ornament, shape, space—as well as the principles—scale and proportion, balance, rhythm, emphasis, and unity—in designing interior spaces. The course will also explore employment opportunities. Four contact: two lecture hours; two laboratory hours.

**HHD 1122** Housing Alternatives (O) 3 cr.
This course includes a study of selection of housing and furnishings, housing values, needs, renting, buying a home, and characteristics of places for desirable housing. It emphasizes selection and arrangement of furnishings through the use of color principles and elements of design. Three contact hours.

**HHD 1223C** Functions and Psychology of Space (O) 3 cr.
Prerequisite: HHD 1001C. This course analyzes social, private and work spaces for psychological use of space, efficiency of traffic patterns, and effectiveness of design. The student will read, evaluate, modify, and execute a floor plan based upon the requirements for the space area. The course also will explore the multiples of background modifications for visual impact on the total design of an interior space. Four contact hours; two lecture hours; two laboratory hours.
HHD 1360C Construction of Window Treatments and Draperies (O) 3 cr.
In this course, the student will develop competency in the selection and use of materials and tools for the construction of window treatments and draperies. The course will cover the technical aspects of window treatment design and installation, including fabric selection, installation techniques, and the selection of hardware and rods for each treatment. Three contact hours.

HHD 1362 Window Treatment Design (O) 3 cr.
This course is designed to develop the student's understanding of window treatment design, from concept to final installation. The course will cover the technical aspects of window treatment design, including fabric selection, installation techniques, and the selection of hardware and rods for each treatment. Three contact hours.

HHD 1365C Home Accessories Construction (O) 3 cr.
This course covers the design and execution of home accessory projects, including the creation of discarded accessories and the use of alternative materials. The course will cover the technical aspects of materials handling and the creation of home accessories. Six contact hours; two lecture hours, four laboratory hours.

HHD 1450C Fundamentals of Restoration and Preservation (O) 3 cr.
This course is designed to give students the fundamental knowledge of restoration and preservation techniques. The course will cover the technical aspects of restoration and preservation, including the selection and use of materials, tools, and techniques. Six contact hours; two lecture hours, four laboratory hours.

HHD 1452 Home Maintenance and Repair (O) 3 cr.
The course covers the maintenance and repair of the home, including the identification of common problems and the selection and use of tools and materials. Six contact hours; two lecture hours, four laboratory hours.

HHD 1500C Decorating With Slipcovers (O) 3 cr.
The course covers the selection and use of slipcovers for furniture, including the selection of materials, the construction of slipcovers, and the application of slipcovers to furniture. Six contact hours; two lecture hours, four laboratory hours.

HHD 1510C Introduction To Upholstery (O) 3 cr.
The course covers the selection and use of upholstery materials, including the selection of materials, the construction of upholstery pieces, and the application of upholstery to furniture. Six contact hours; two lecture hours, four laboratory hours.

HHD 1511C Advanced Upholstery (O) 3 cr.
The course covers the selection and use of upholstery materials, including the selection of materials, the construction of upholstery pieces, and the application of upholstery to furniture. Six contact hours; two lecture hours, four laboratory hours.

HHD 2234C Residential and Commercial Design (O) 3 cr.
The laboratory course, designed to provide skill development in planning residential and commercial interiors from blueprints to the final assembly of all furnishings, emphasizes commercial furnishings, fabrics, building codes and fire regulations. The course also synthesizes working drawings, specifications, and project budget. Four contact hours; two lecture hours, two laboratory hours.

HHD 2240 Why Preservation? (O) 3 cr.
The course studies the process of restoring a home, planning for its restoration, and understanding the legal and financial aspects of restoration. Four contact hours; two lecture hours, two laboratory hours.

HHD 2323C Perspective Renderings – Housing (O) 3 cr.
The course places emphasis on the techniques of perspective renderings, with an emphasis on the construction of perspective drawings and the application of perspective techniques to the creation of housing designs. Four contact hours; two lecture hours, two laboratory hours.

HHD 2324C Graphical Presentation Techniques (O) 3 cr.
The course introduces the student to the fundamentals of graphics, with an emphasis on the use of graphics in the presentation of architectural and interior design concepts. Three contact hours.

HHD 2600 Architectural Style: Exteriors and Interiors (O) 3 cr.
The course introduces the student to the principles of architectural style in exteriors and interiors. The course will cover the technical aspects of architectural style, including the selection of materials, the construction of exteriors, and the application of interior design. Three contact hours.

HHD 2805 Professional Practices In Home Economics (O) 3 cr.
The course introduces the student to the technical aspects of professional practices in home economics, including the selection of materials, the application of techniques, and the selection of equipment. Three contact hours.

HHD 2810 Marketing Techniques For The Interior Designer (O) 3 cr.
The course introduces the student to the technical aspects of marketing techniques in the interior design field. The course will cover the technical aspects of marketing, including the selection of materials, the application of techniques, and the selection of equipment. Three contact hours.

HHD 2943 Practicum In Economic Revitalization of Homes and Business Dwellings (O) 6 cr.
The course requires a minimum of 20 hours per week of practical work experience approved by the student's advisor. The student will acquire on-the-job experience in housing...
preservation, restoration, or construction under the supervision of qualified individuals within the business community. Twenty contact hours: one lecture hour; nineteen field hours.

HIS – General History

HIS 1907 Honors Survey of History (P) 3 cr.
Prerequisites: Outstanding performance in AMH 2010, 2020; EUH 1000, 1001: recommendation by the Department. This independent survey of one or more selected fields of history incorporates extensive research and in-depth readings as well as developing interest and skill in the preparation of historical analysis and presentation in anticipation of further studies at the senior college level in history or related fields. Three contact hours.

HME – Home Management and Equipment

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

HME 1232 Economic Home Energy Sources (O) 3 cr.
This course is an overview of the conventional and nonconventional energy sources in the home, with opportunity provided for the homeowner to gain an understanding of billing, metering, and ways of controlling personal energy consumption. A review of energy use, improvements needed to the building envelope to make it energy efficient, and cost of energy for the structure is also a part of the instruction provided. Three contact hours.

HME 1512 Home Equipment - Selection, Use, and Care (O) 3 cr.
Instruction in this course includes all phases of equipment selection, use, and care. The student will have the opportunity to consider factors influencing energy costs, space requirements, lifestyle, number of people living in the dwelling, and budget limitations. The course places special emphasis on fuel choices and equipment types to better utilize existing systems in an older home. Three contact hours.

HSC – Health Science

HSC 1100 Personal and Community Health (P) 3 cr.
This course consists of a study of health-related problems which are of major importance to our society. With emphasis on the study and examination of drugs, tobacco, alcohol, sex, and on general principles involved in our present understanding of health-related areas. Three contact hours.

HSC 2400 Standard First Aid and Personal Safety (P) 2 cr.
This course meets the needs of individuals who have an opportunity to give first aid and care frequently whether in their daily routine or special activities. Upon successful completion of the course, a student earns the American National Red Cross Standard First Aid and Personal Safety Certificate. Two contact hours.

HSC 2602 Death Attitudes: Exploration and Change (D) 3 cr.
This course explores the psychological, philosophical, and sociological aspects of death and dying, especially in relation to the negative view of death in our American Society. This course will encourage participants to analyze life and death in true meaning by coming to terms with it as a part of human development. The field experience in this course will require contact with the terminally ill and/or their family. Four contact hours: three lecture hours, one field hour.

HUM – Humanities

HUMA 1740 Overseas Humanities (P) 3 cr.
Prerequisite: ENC 1001 or satisfactory score on placement test. The first half of a humanities course offers students a study/study program centered on 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 whose special attention will be given in forced contributing to the culture of those 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. This course contains reading and writing competencies. Three contact hours.

HUMB 1740 Overseas Humanities (P) 3 cr.
The second half of a humanities course offers students a study/study program centered on 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. (Effective credit only). Three contact hours.

HUM 2211 Humanities: The Foundations (P) 3 cr.
Prerequisite: ENC 1001 or satisfactory score on placement test. This course consists of the study of life and creative expressions from their origins in early cultures of the Mediterranean regions through medieval Europe as surveyed through the visual arts, music, literature, philosophy, and social history. The course examines the interaction of cultural experiences that developed and were passed on to later peoples. This course provides a basic foundation for study of all humanities courses and includes reading and writing competencies. Three contact hours.

HUM 2221 Humanities: Renaissance to the Romantic Period (P) 3 cr.
Prerequisite: ENC 1101 or satisfactory score on placement test. This course consists of the study of life and creative expressions in Europe from the Medieval/Renaissance to the modern world as surveyed through the interrelationship of the visual arts, music, literature, philosophy, and social history. The course provides a detailed examination of the study of the early and the modern cultures focusing on the European Renaissance, Enlightenment, Napoleonic Era through the Early Romantic as they relate to other world developments. The course includes reading and writing competencies. Three contact hours.

HUM 2250 Humanities: The Modern World (P) 3 cr.
Prerequisite: ENC 1101 or satisfactory score on placement test. This course consists of the study of life and creative expressions of Western culture in its relationship to other world cultures as surveyed through social history, the impact of science and technology on human values and the history of ideas manifested in the arts and letters from the eighteenth century Romantic Movement to the present. The course includes reading and writing competencies. Three contact hours.
HUM 2410 Humanities of Asia (P) 3 cr.
Prerequisite: ENC 1101 or satisfactory score on placement test. This course surveys Asian cultures and their creative expressions through the media of visual arts, music, literature, and philosophic thought. This course includes reading and writing competencies. Three contact hours.

HUM 2450 Humanities in the Americas (P) 3 cr.
Prerequisite: ENC 1101 or satisfactory score on placement test. This course consists of the study of life and creative expressions in the Americas as surveyed through the media of visual arts, music, literature, philosophy and social history. This course includes reading and writing competencies. Three contact hours.

HUM 2472 Intercultural Explorations (P) 3 cr.
Prerequisite: ENC 1101 or satisfactory score on placement test. This course is a study of human nature: human society, and human rights in a specified cultural setting through the humanities, religion, drama, music, dance, the visual arts, myths and legends, and their place in affecting social policies and a culture's vision of its future. Cultures will vary. This course includes reading and writing competencies. A student may repeat this course for credit three times when cultural setting is changed. However, it can satisfy only three hours in Category B of the General Education Requirements. Additional courses, if taken, must stand as electives only. Particular cultural settings are shown by suffix letter to the humanities designation as follows: HUMA 2472, Greece; HUMD 2472, China; HUMC 2472, Middle East; HUMD 2472, Japan. Three contact hours.

HUM 2478 Northern European Humanities (P) 3 cr.
Prerequisite: ENC 1101 or satisfactory score on placement test. This course is a study of life and creative expressions from their origins in early cultures in Northwestern Europe through the Baroque period as surveyed through the visual arts, music, literature, philosophy, and social history. The course examines the interaction of cultural experiences that created the heritage passed on to later people. This course includes reading and writing competencies. Three contact hours.

HUN - Human Nutrition

HUN 1201 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. The course stresses key food nutrients, consumer information regarding food economy, quality food purchasing, and maximum nutrition for the life cycle. Three contact hours.

HUS - Human Services

HUS 2825 Practicum in Human Services (D) 3 cr.
This course will involve both classroom and inservice experience in the human services. It will provide an interface between classroom learning and practical training in human services agencies with emphasis on basic helping skills. The course requires one hour per week in the classroom plus eight hours in work experience under ongoing agency supervision. The course may be repeated. Nine contact hours; one lecture hour; eight field hours.

IDS - Interdisciplinary Studies

IDS 1935 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. Students may repeat the course. Two contact hours.

IEA - Industrial Education

IEA 1305 Industrial Survival Procedures (O) 3 cr.
This course teaches basic fundamentals of first aid, fire prevention and methods of containing fires until professional fire fighters or disaster personnel arrive. The course includes methods to be implemented with minor major accidents or illnesses, evacuation procedures, property protection methods, fire explosion handling procedures. The course places special emphasis on methods of orderly employee conduct and preventing panic. Three contact hours.

IND - Interior Design

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 house, 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.

IND 1100 History of Interiors I (O) 3 cr.
The student will acquire the ability to identify furniture styles, architectural details, and ornamental motifs from the time of our primitive beginnings through the Renaissance period. Three contact hours.

IND 1130 History of Interiors II (O) 3 cr.
Prerequisite: IND 1000. This course, a continuation of IND 1100, requires the student to identify furniture styles, architectural details, and ornamental motifs from the Renaissance period through the twentieth century. Three contact hours.

IND 1420 Materials and Sources (O) 3 cr.
This course is a study of the materials of interior design and sources of each. Topics include textiles, floor and wall coverings, furniture, window treatments and accessories. This course gives special emphasis to customer relations and providing product information to the customer. Three contact hours.

IND 2340 Interior Design Internship and Seminar (O) 6 cr.
The student will work on the job as an intern under the supervision of qualified personnel in interior design firms within the community. Course theory and skills will be applied in this work experience. The internship training program requires 15 weeks for a total of 300 hours. A two-hour classroom seminar will be held biweekly on campus. Enrollment in this course requires permission of the program director. Twenty-one contact hours: one lecture hour; twenty field hours.

INR - International Relations

INR 2002 International Relations (P) 3 cr.
This course is a study of the nature of the international political system with emphasis on the concepts of national inter- and power with respect to the relations of nation-states. This course examines the function and role of international organizations. Three contact hours.

ISC - Interdisciplinary Science - Natural

ISC 1000 Unified Science (P) 3 cr.
This course, designed to allow students to study processes of science, concepts of science, natural phenomena, and/or cur-
rent problem areas, consists of selected topics 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 – Journalism

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 emphasis on newspaper, radio, television, and magazines. The course also includes effective personal communications as a basis of effective mass communications. Three contact hours.

LAH – Latin American History

LAH 2000 History of the Americas (P) 3 cr.
This course consists of 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.

LEI – Leisure

LEI 2330C Camp Counseling (P) 3 cr.
The purpose of this course is to develop leadership qualities for working with people in a recreation situation and also to provide knowledge and skills necessary for living in, enjoying, and preserving the outdoors. The course includes two overnight camping trips. Upon successful completion of the course, the student receives the American Camping Association camping certificiation. Three contact hours, and two overnight camping trips.

LIS – Library Sciences

LIS 2001 Use of Books and Libraries (P) 1 cr.
This course includes organization of the FJC Learning Resources: introduction to the library's classification system, how to use the card catalog, periodical indexes, and other basic indexes and guidelines for effective work. The course will emphasize developing an analytical and systematic approach to the use of reference sources. This course will be helpful to all students who wish to make better use of library facilities at FJC, universities, and public libraries. Three contact hours (lecture/activity).

LIT – Literature

LIT 2000 Introduction to Literature (P) 3 cr.
Prerequisite: ENC 1102. This course emphasizes reading selections for understanding and appreciation. The course considers the major literary forms and their distinctive characteristics and conventions, principal literary themes, and different critical approaches. The purpose of the course is to increase personal satisfaction in literature and to prepare the student for further literary study. Three contact hours.

LIT 2100 Great Ideas in World Literature (P) 3 cr.
Prerequisites: ENC 1101 or satisfactory score on placement test. This course surveys universal themes and ideas in representative masterpieces of the world's literary traditions from ancient times into the twenty-first century. The selections in translations reflect man's perennial search for meaning in attempting to define relationships to self, society, and the universe. This course includes reading and writing competencies. Three contact hours.

MAC – Mathematics:
Calculus and Pre-calculus

MAC 1104 College Algebra (P) 4 cr.
Prerequisite: MAT 1053 with a grade of C or better, or satisfactory score on placement test. Recommended for students who need more preparation for trigonometry and calculus. This course presents techniques of algebra with an emphasis on exact vocabulary, introduces analysis of real number system, and includes topics on linear and quadratic functions, exponentials and logarithms, theory of polynomials, and matrices. Four contact hours.

MAC 1114 College Trigonometry (P) 3 cr.
Prerequisite: MAC 1104, with a grade of C or better. This course treats trigonometric functions of angles and vectors. It includes identities, inverse circular functions, solution of right triangles, and general solutions of trigonometric equations. Three contact hours.

MAC 1311 Calculus with Analytic Geometry I (P) 4 cr.
Prerequisite: MAC 1104 or two years of high school algebra and one year of plane geometry. This course, designed for the major in mathematics, science, or engineering, having a good foundation in algebra, is a differential and integral calculus course with analytic geometry. Covered in the course are analytic geometry, limits and continuity, differentiation of algebraic expressions, applications of the derivative, an introduction to integration involving algebraic expressions, and applications of the definite integral. Four contact hours.

MAC 2233 Calculus For Business
And Social Science I (P) 3 cr.
Prerequisite: MAC 1104. This course provides an introduction to differential and integral calculus with emphasis placed on applications from business, economics, and the social sciences. Linear programming and topics from linear algebra will also be presented. (Note: This course cannot be used to satisfy upper level degree requirements for students majoring in mathematics or engineering.) Three contact hours.

MAC 2234 Calculus For Business
And Social Science II (P) 3 cr.
Prerequisites: MAC 2233 or MAC 1311. This course is a continuation of MAC 2233. Additional topics in differential and integral calculus will be presented as well as an introduction to multivariable calculus with applications from business, economics, and social sciences. Three contact hours.

MAC 2312 Calculus with Analytic Geometry II (P) 4 cr.
Prerequisite: MAC 1311. This course is a continuation of the calculus-analytic geometry sequence. This course includes differentiation and integration of transcendental functions, topics in plane analytic geometry, techniques of integration, improper integrals, and power series. Four contact hours.

MAC 2313 Calculus with Analytic Geometry III (P) 4 cr.
Prerequisite: MAC 2312. This is the third course in the calculus with analytic geometry sequence. Topics included in this course are infinite series, polar coordinates, vectors in
the plane, vectors in space, partial differentiation, multiple integrals, and applications of multiple integrals. Four contact hours.

**MAN – Management**

**MAN 2021 Principles of Management (D) 3 cr.**
Suggested prerequisite: GEB 1011. This course consists of a detailed analysis of the management functions of planning, organizing, staffing, directing, and controlling, as related to business enterprises. The orderly presentation of fundamental knowledge in management provides the student with the framework for further study in the field, or as 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, designed for students advancing to the management stage in the transportation field, covers financial management, business law, management relations to government, marketing management, management theory and philosophy, and broad management perspective. Three contact hours.

**MAN 2300 Personnel Management (D) 3 cr.**
This course in personnel management is the process of utilizing materials and human resources to accomplish designated objectives. It involves the organization, direction, coordination, and evaluation of people to achieve their goals. Some of the functions of personnel management are planning, organizing, staffing, directing, and controlling. Three contact hours.

**MAN 2800 Small Business Management (D) 3 cr.**
This course, designed for the student who is primarily interested in the ownership and management of the small business enterprise, examines and analyzes the managerial function of planning, organizing, staffing, direction, and controlling as applied to the small business. Students also study retailing, wholesaling, manufacturing, and service type business organizations. Three contact hours.

**MAP – Mathematics: Applied**

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

**MAR – Marketing**

**MAR 1011 Principles of Marketing (D) 3 cr.**
Prerequisite: GEB 1011. This course consists of marketing products and markets and the discussion of that marketing functions. The course emphasizes those interesting determinates of demand which comprise the marketing environment – the economic, psychological, sociological, and political factors. The course also introduces the legal restraints which make up the forces beyond management control, but are needed in the marketing decision. Three contact hours.

**MAR 1101 Salesmanship (D) 3 cr.**
This course, an introduction to the art of effective salesmanship, analyzes and studies types and problems of psychology of sales situations. Buying motives, customer approach, and sales techniques. Three contact hours.

**MAR 1151 Retail Merchandising (O) 3 cr.**
This course covers the entire field of retail merchandising: planning and organizing, marketing strategies, and retailing functions. The course reviews the specifics of store planning and location and covers functions such as merchandising, handling, store personal, credit and service. The course devotes a section to consumer behavior and the various social and psychological factors affecting the consumer buying process. The course also reviews credit, service, and customer complaints as well as accounting and credit in the retail store. Three contact hours.

**MAR 1301 Sales Promotion (O) 3 cr.**
This is an overall course covering every aspect of product and service promotion other than advertising and direct selling. The course examines promotional words and how promotions are built around them, the use of promotional items, in-store displays, and the use of packaging in product promotion. The push-pull theory is discussed along with varieties of retailer and manufacturer-sponsored promotions. Three contact hours.

**MAR 2131 Principles of Purchasing I (O) 3 cr.**
This comprehensive course in modern procurement practices and policies uses by practicing purchasing agents, covers column analysis of the fundamental purchasing principles with analytical descriptions of the latest developments and techniques. Three contact hours.

**MAR 2132 Principles of Purchasing II (O) 3 cr.**
Prerequisite: MAR 2131. This course, a continuation of MAR 2131, emphasizes quality assurance, price analysis, planning and forecasting, buying, and capital equipment. 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 course examines the place of wholesale distribution in relation to producers, retailers, institutional and industrial customers, and individual consumers. The course emphasizes the role of the wholesale distributor in the channels of distribution: the place of land, sea, and air carriers and career opportunities at the state and national level. Three contact hours.

**MAR 2240 Principles of International Trade: Export-Export (D) 3 cr.**
This course provides 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 1101. The course takes the student through the management of the sales process. It shows the organization of the sales force, its recruitment, selection, training, evaluation, and compensation. The course examines the marketing process, marketing information, product management, pricing, brand selection and promotion, and control and management of the marketing mix. Three contact hours.

**MAS – Mathematics: Algebraic Structures**

**MAS 2103 Elementary Linear Algebra (P) 3 cr.**
Prerequisite: MAC 1141. This course involves introductory topics in matrix algebra and topics in vector spaces. The topics in matrices are systems, inverse, transformations, adjoint matrix, and eigenvalues. The topics from vector spaces are linear algebra, systems of linear equations, the dependence, basis, inner products, subspaces, and eigenvalues. Computational aspects are used to strengthen concepts, with application in varied fields of study. Three contact hours.
MAT - Mathematics: General

MAT 0024 General Mathematics (College Preparatory Course)
This is a course in mathematical computational skills. Topics covered include whole numbers, fractions, decimals, percent, introductory algebra, and basic measurements with practical applications stressed in each of these areas. This course provides an opportunity for students who have the necessary skills for success in MAT 0024, Elementary Algebra. It does not apply toward an associate degree and is part of College Preparatory Studies. Four credit hours, five contact hours; three lecture hours; two laboratory hours.

MAT 0024 Elementary Algebra (College Preparatory Course)
Prerequisites: SAT score on placement test. The emphasis of this course is on fundamental concepts and structures with manipulation as a tool for reinforcement. The content includes topics on sets, basic operations with real numbers, basic operations with polynomials, solving linear equations, and factoring polynomials. This course does not apply toward an associate degree and is part of College Preparatory Studies. Three credit hours, three contact hours.

MAT 1053 Intermediate Algebra (P) 3 cr.
Prerequisites: MAT 0024, or a satisfactory score on placement test. Designed for students who need to take either MAC 1104 or MGF 1106. This course includes an introduction to the mathematics of sets, operations with polynomials, rational expressions and equations, solutions of linear and quadratic equations, and their applications, and systems of equations and inequalities. Three contact hours.

MCB - Microbiology

MCB 2013C Microbiology (P) 4 cr.
Prerequisites: CHM 1020, 1040C, or 1045C. High school chemistry in addition, the student will benefit by taking APB 1100 or BSC 1114 prior to enrolling in MCB 2013C. This course consists of a study of the prokaryotes, viruses, rickettsiae, and chlamydial agents. The student will become familiar with the science of microbiology. Laboratory exercises introduce bacterial techniques and aseptic procedures using pathogenic microorganisms. Six contact hours; three lecture hours; three clinical hours.

MET - Meteorology

MET 1001 Meteorology (P) 3 cr.
This 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 - Mathematics: General and Finite

MGF 1302 College Mathematics (P) 3 cr.
Prerequisites: MAT 1033 or a satisfactory score on placement test. This is a survey course which includes topics in mathematical logic, set symbolism and terminology, probability and statistics, computer literacy, geometry, and measurement. Three contact hours.

MIS - Military Science

MIS 1000 Introduction to the Army as a Profession (P) 1 cr.
This course introduces students to military science and the organizational approach to leadership. Military topics will include first aid, communication, and introductory map reading. The leadership portion will include the leader's responsibilities, the problem-solving process, basic traits of a leader, and counseling techniques. The first aid portion will cover the four basic steps, mouth-to-mouth resuscitation, treatment of an open and closed fracture, stopping arterial bleeding, and treatment for shock. Introductory map reading will include the use of a map, the grid system, and identification of major terrains features. Two contact hours (drill/training).

MIS 1020 Organization of the Army and ROTC (P) 1 cr.
This introductory course outlines the organization and mission of the Army, Army Reserve, National Guard and Reserve Officer Training Corps. The course places special emphasis on the different branches of the Army, the Officer Personnel Management System and the benefits of a commission in the active Army, Army Reserve or National Guard. Discusses include the role of the Army, the non-commissioned officer, and the relationship between these two positions. The course also examines the customs and traditions of the service with courtesy. Two contact hours (drill/training).

MIS 2601 Map Reading and Land Navigation (P) 1 cr.
Prerequisites: MIS 1020. This course is an in-depth study of map reading which includes use of the grid system, identification of terrain features, elevation and relief, use of the magnetic compass, and identification on the ground and map sheet, use of a hand compass, the grid system, and its relationship to the map sheet, use of a hand compass, and the relationship to the grid system. Two contact hours (drill/training).

MIS 2610 Military Training Management (P) 1 cr.
This course, designed to develop an understanding of the fundamental concepts involved with methods of instruction, training management, and curriculum development in the military, covers basic concepts in the use of a lecture, conducting a conference and presenting a demonstration. Students will prepare for class presentations from assigned readings. Students will also be responsible for the development of a lesson plan for all presentations. Two contact hours (drill/training).

MLS - Medical Laboratory Science

MLS 1010C Hematology (D) 6 cr.
Given instruction in the theories and techniques of hematology, the student will develop accuracy and precision in hematologic technique. The learner will identify and count the formed elements of the blood, measure blood for coagulation factors, state reference values for hematologic techniques, classify and categorize blood diseases, and recognize and record the application of hematologic procedures to clinical diagnoses. Eight contact hours (lecture/laboratory); four lecture hours; four laboratory hours.

MLS 1022C Introduction to Health Technology (D) 3 cr.
The course is designed to enable the student to master basic medical laboratory techniques. Given instruction in integrated medical laboratory science, the student will practice the manipulative skills of medical laboratory technology. Four contact hours (lecture/laboratory).

MLS 1400C Medical Microbiology (D) 6 cr.
Given instruction in the theories, taxonomy, and microbiology of medical parasitology, mycology, bacteriology and viral-
ogy, the learner will perform step-by-step microbiological techniques precisely and accurately. The student will isolate and identify the organisms from clinical specimens, will classify the organisms associated with disease in man, perform sensitivity tests and correlate this information for its application to clinical diagnoses. Eight contact hours (lecture/laboratory).

**MLS 2530C**  
**Seroogy and Blood Banking (D)**  
6 cr.  
Prerequisite: MLS 1010C. Presented basic principles, theories and related serologic methods, the student will perform techniques precisely and accurately, will state the principles and serologic reference 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 (lecture/laboratory).

**MLS 2600C**  
**Principles of Clinical Instrumentation (D)**  
5 cr.  
Corequisite: MLS 2802. Given instruction 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.

**MLS 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 (lecture/laboratory).

**MLS 2802**  
**Clinical Practicum I (D)**  
12 cr.  
Corequisite: MLS 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, supervises, and evaluates the student's clinical experiences. Thirty-five contact hours.

**MLS 2803**  
**Clinical Diagnosis (D)**  
5 cr.  
Prerequisite: MLS 2600C and MLS 2802. Corequisite: MLS 2804. Presented the clinical aspects of disease and the reference values of the components of body fluids. The learner will recognize abnormally high values as they relate to disease and will judge the reliability of test results by applying quality control techniques. Five contact hours.

**MLS 2804**  
**Clinical Practicum II (D)**  
12 cr.  
Prerequisite: MLS 2802, MLS 2800C. Continuing in a directed rotation in a clinical laboratory, the learner will develop accuracy and precision in performing medical laboratory techniques. The program director coordinates, supervises and evaluates the student's clinical experiences. Thirty-five contact hours.

**MMC – Mass Media Communications**

**MMC 2100**  
**Writing for Mass Communications (P)**  
3 cr.  
Prerequisite: ENC 1101. This communications course provides fundamental instruction and practice in developing 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.

**MTB – Mathematics:**

**MTB 1321**  
**Technical Algebra (D)**  
3 cr.  
Prerequisite: Two years of high school algebra. This course in applied mathematics involves the principles and laws of basic algebra, solution of linear equations, and basic analytical geometry. In each presentation, students develop solutions to problems of technical nature. Three contact hours.

**MTB 1322**  
**Technical Trigonometry (D)**  
3 cr.  
Prerequisite: MAC 1105 or MTB 1221. A continuation of MTB 1321, this course covers the laws and principles of trigonometry, vector analysis, complex numbers and geometric consideration of trigonometric functions, emphasizing practical work in solution of engineering problems. Three contact hours.

**MTB 2323**  
**Technical Calculus (D)**  
3 cr.  
Prerequisite: MAC 1144. A course designed to give the student an introduction into elementary differential and integral calculus with emphasis in their application to engineering problems. The instructor will introduce analytical geometry where needed to clarify the calculus. Three contact hours.

**MTR – Metal Trades**

**MTR 1002**  
**Production Blueprint Reading (O)**  
3 cr.  
This course, designed to teach blueprint reading in a competency based program of 37 prints, includes assembly drawings of precise machine parts which require a number of machining operations. They provide practice in blueprint reading and illustrate the various elements of blueprints. The course places special emphasis on safety. Three contact hours.

**MTR 1004**  
**Machine Bench Work (O)**  
4 cr.  
This course, designed to teach the manipulation of materials, tools, drawing, and equipment, includes special emphasis on shop safety procedures and the methods to use materials, tools, and equipment. Eight laboratory hours.

**MTR 1100**  
**Welding For Related Trades (O)**  
4 cr.  
This course, for students not enrolled in a welding program, provides the student with a basic introduction to those welding skills used in related trades and a practical understanding of welding safety, arc welding fundamentals, oxyacetylene welding fundamentals, oxyacetylene cutting skills, brazing, and silver soldering. The course stresses in-class practice to develop the skills necessary to produce quality welds in the flat position on mild carbon steel. Eight laboratory hours.

**MTR 1120**  
**Basic Shielded Metal-Arc Welding (O)**  
4 cr.  
This course provides the student with a practical understanding of arc welding fundamentals, welding safety, arc welding power sources, arc welding extrude classifications and selection. The course places special emphasis, through instructor demonstrations as well as student in-class practice, on developing the manual arc welding and oxyacetylene cutting skills necessary to produce high quality welds in all welding positions on mild carbon steel from 10 gauge to 1/4 inch plate. Eight laboratory hours.

**MTR 1121**  
**Advanced Shielded Metal-Arc Welding (O)**  
4 cr.  
Prerequisite: MTR 1120 or demonstrated ability to satisfactorily complete the terminal objective of MTR 1120. This course provides the student with a thorough technical understanding of arc welding fundamentals, safety procedure and operation qualification, destructive and non-destructive testing, as well as metals identification. This
course includes welding related information on air-arc cutting and gouging as well as procedures for welding cast iron and surfacing of steel. The course places special emphasis, through instructor demonstrations as well as student in-class practice, on developing the manual skill necessary to make high quality gas metal-arc welds in all positions on low carbon steel, 3/8" plate, multipass butt welds, and 1" plate lap joints. Joint design and welding techniques used are those that will provide a foundation for pipe shielded arc welding training. Eight laboratory hours.

MTR 1122 Basic Gas Metal-Arc Welding (O) 4 cr.
Prerequisite: MTR 1120 or demonstrated ability to satisfactorily complete the terminal objectives of MTR 1120. This course provides the student with a practical understanding of welding safety, gas metal-arc welding fundamentals, gas metal-arc equipment adjustments, metal transfer and shielding gases. The course places special emphasis, through instructor demonstrations as well as student in-class practice, on developing the manual skills necessary to produce high quality gas metal-arc welds in all positions on mild steel from 2/16" plate to 3/8" plate single pass and multiple pass, using short circuit transfer. Eight laboratory hours.

MTR 1171 Introduction to Non-Destructive Testing for Welders (O) 3 cr.
This is a course designed to provide the Welding Technology students with a basic understanding of the principles and applications of the visual, magnetic particle, liquid penetrant and radiographic methods used in the non-destructive testing of welds. The course gives special emphasis to safety precautions and hands-on use of non-destructive testing equipment. Three contact hours.

MTR 1301 Introduction to Sheet Metal Practices (O) 3 cr.
A course designed to teach the shop rules and safety procedures to be followed in an industrial sheet metal shop. Emphasis on identification, maintenance, and basic use of sheet metal hand tools and equipment. Three contact hours.

MTR 1311 Basic Pattern Development and Fabrication (O) 4 cr.
Prerequisite: MTR 1301. This course is designed to teach the correct procedure for pattern development and transfer of patterns to metal for fabrication. The course includes proper development of common seams. Eight contact hours (theory/laboratory).

MTR 1313 Intermediate Pattern Development and Fabrication I (O) 4 cr.
Prerequisite: MTR 1311. This course teaches parallel line development used in the layout of round pipe. Eight contact hours (theory/laboratory).

MTR 1314 Intermediate Pattern Development and Fabrication II (O) 4 cr.
Prerequisite: MTR 1313. This course, a continuation of MTR 1313, is an introduction to the triangulation method of pattern development. It teaches the terminology and theory of triangulation and how dimensions of offsets are determined. Eight contact hours (theory/laboratory).

MTR 1472 Machine Lathe Work (O) 4 cr.
This machinist course, designed to teach theory machining concepts and calculating setups and operational processing in the lathe trade (English and Metric), covers safety, center drilling and their uses, alignment of lathe centers, mounting work between centers, facing, turning an accurate diameter, turning a shoulder, filing and polishing, boring, taper turning, thread cutting (internal and external), setting a threading tool, mounting and removing a chuck, the three-jaw chuck, drilling and reaming, cutting off and grooving, setting up in a four-jaw chuck, and grinding work in a lathe. The course places special emphasis on shop safety procedures. Eight laboratory hours.

MTR 1474 Surface Grinder-Methods and Procedures (O) 4 cr.
This course, designed to teach the proper methods and procedures of surface grinding, places special emphasis on shop safety procedures for mounting and removing grinding fluid, surface grinding the edges of a workpiece square and parallel, and grinding an angular surface. Eight laboratory hours.

MTR 2123 Advanced Gas Metal-Arc Welding (O) 4 cr.
Prerequisite: MTR 1122. This course provides the student with a practical understanding of the safety, welding fundamentals, and procedures for all position gas metal-arc welding of aluminum as well as all-position gas metal-arc welding of steel using gas shielded and self shielded flux core welding wire. In-class demonstrations by instructors and students emphasize the development of the manual skills necessary to produce high quality gas metal-arc fillet and groove welds using saled aluminum and flux core steel welding wires. Eight laboratory hours.

MTR 2126 Gas Tungsten Arc Welding Basic (O) 4 cr.
Prerequisite: MTR 1120 or demonstrated ability to satisfactorily complete the terminal objectives of MTR 1120. This course provides the student with a practical understanding of gas tungsten arc welding fundamentals, welding safety, arc characteristics, and equipment adjustment. The course also covers related information on the weld properties and qualities of mild carbon steel, stainless steel, and aluminum as well as information on pulsed current. In preparation for more detailed applications used in gas tungsten-arc welding of pipe. The course places special emphasis, through professor's demonstration as well as student in-class practice, on developing the manual skills necessary to make high quality welds in all positions on 16 and 11 gauge mild steel, 16 gauge stainless steel and 11 gauge aluminum. Eight labor hours.

MTR 2142 Shielded Metal Arc Welding of Pipe (O) 4 cr.
Prerequisites: MTR 1120 and MTR 1121. This course provides the student with a practical understanding of the techniques and procedures for shielded metal arc welding of pipe in accordance with the American Society of Mechanical Engineers (A.S.M.E) and American Petroleum Institute (A.P.I.) codes. The course places special emphasis through instructor demonstrations as well as student in-class practice on developing the skills necessary to pass the 180° guided bend qualification test for the fixed horizontal (IG), fixed vertical (6G) and fixed 45° (6G) positions. Eight laboratory hours.

MTR 2146 Gas Metal-Arc Pipe Welding (M.G.) (O) 4 cr.
Prerequisite: MTR 1122 or demonstrated ability to satisfactorily complete the terminal objectives of MTR 1122. This course provides the student with a practical understanding of gas metal-arc welding of pipe. The course places special emphasis on developing the welding skills necessary to satisfactorily pass the American Society of Mechanical Engineers (A.S.M.E) or American Petroleum Institute (A.P.I.) code welding examinations. The course covers the various types of welds and the associated procedures for each type of weld. Eight laboratory hours.

MTR 2147 Basic Gas Tungsten Arc Welding (T.I.G.) Pipe and Tubing (O) 4 cr.
Prerequisite: MTR 2126 or demonstrated ability to satisfactorily complete the terminal objectives of MTR 2126. This course provides the student with a practical understanding of T.I.G. welding of pipe and tubing. The course places special emphasis on the professor's demonstrations as well as...
student in-class practice, and develops the welding skills necessary to satisfactorily pass the American Society of Mechanical Engineers (A.S.M.E.) pressure vessel (pipe), T.I.G. process test in the fixed 45° 46 position. Eight laboratory hours.

MTR 2316 Advanced Pattern Development and Fabrication I (O) 4 cr
Prerequisite: MTR 1314. This course, designed to teach advanced triangulation method of pattern development, emphasizes the less common fittings and more technical or specialized patterns. Eight laboratory hours.

MTR 2317 Advanced Pattern Development and Fabrication II (O) 4 cr
Prerequisite: MTR 2316. This course, a continuation of MTR 2316, introduces radial line development and the more common fittings which are laid out by the radial line process. Eight laboratory hours.

MTR 2345 Practicum in Sheet Metal (O) 3 cr
Prerequisite: MTR 2317. This course provides the experience of working on actual job-related projects. Six laboratory hours.

MTR 2481 Vertical Milling Methods and Procedures (O) 4 cr
This course, designed to teach the proper methods and procedures of machining in a vertical milling machine, emphasizes shop safety methods and procedures of cutters and end mills that can be used in a vertical milling machine for performing various operations. The course also covers the mounting of various cutters, alignment of head and vise in order to mili a flat surface, parallel and angular surfaces, and machine an angular surface. Eight laboratory hours.

MTR 2482 Horizontal Milling Methods and Procedures (O) 4 cr
This course, designed to teach the methods and procedures of correctly setting up to perform various horizontal milling operations, covers the proper methods and procedures in changing cutters and arbors, alignment of vise to order to mill a flat surface, vertical surface, and an angular surface, as well as using safety precautions in setting up and operating. Eight laboratory hours.

MTR 2483 Machine Shaper (O) 4 cr
This course, designed to teach the theory machining concepts and calculating setups and operational processing in the shaper trade (English-Metric), covers safety, setting work in the vise, setting the length and position of the shaper stroke, machining of a flat surface, machining work square and parallel, the alignment of work in a vise, the alignment of the toolhead, shaping a vertical surface, and machining an angular surface. The course places special emphasis on shop safety precautions. Eight laboratory hours.

MTR 2484 Machine Measurement (O) 3 cr
Prerequisite: MAT 0024. This course, designed to teach principles of and manipulation of the English metric system of measurement, places special emphasis on shop safety procedures, methods and use of the scale, inside and outside micrometers (English and Metric), inside and outside calipers, telescopes gauges, combinations, and thread micrometers. Six laboratory hours.

Music Courses

MUC – Music: Composition

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

MUE – Music: Education

MUE 1440 String Techniques (P) 1 cr
Open to music majors, this course teaches basic performance skills on violin, viola, violoncello, or double bass. Two contact hours (rehearsal).

MUE 1450 Woodwind Techniques (P) 1 cr
The course, open to music majors, teaches basic performance skills on clarinet or flute. Two contact hours (rehearsal).

MUE 1460 Brass Techniques (P) 1 cr
Prerequisite: Open to music major. This course, open to music majors, teaches basic performance skills on trumpet or trombone. Two contact hours (rehearsal).

MUE 1470 Percussion Techniques (P) 1 cr
Open to music majors, this course teaches basic performance skills on percussion instruments with emphasis on rudimental snare drumming. Two contact hours (rehearsal).

MUG – Music: Conduction

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

MUH – Music: History

MUH 2211 Survey of Music History (P) 3 cr
Prerequisite: ENC 1101 or satisfactory score on placement test. This course consists of a study of music from the early Medieval period to the present day with an emphasis upon the stylistic trends of each period. This course, recommended for music majors only, includes reading and writing competencies. Three contact hours.

MUH 2514 Folk and Traditional Music Of World Cultures (P) 3 cr
This course is for students with little or no previous musical training. It offers an introduction to the study of folk music emphasizing those cultural sources that have had the most influence on music developing in the Americas, Europe, Sub-Saharan Africa, and Latin- and North America. Three contact hours.

MUH 2515 Music in Contemporary Cultures (P) 3 cr
Prerequisite: ANT 2410. Open to all students as an elective. Music in Contemporary Cultures is a survey course to explore the basic methods of how music is maintained within a given culture as an art form and as a source of cultural continuity, reflecting the values of a given culture or society. Three contact hours.

MUH 2561 Afro-American Music: A Vocal Study (P) 3 cr
Open to all students as an elective, this course studies the origins of the styles of African-American music beginning with its African origins and proceeding to its development in the New World and subsequent influence on American's indigenous music forms through the present day. To facilitate coverage, the course emphasizes vocal idioms, including Minstrelsy, Blues, Rhythm and Blues, Soul, Rock, Gospel and Jazz. Three contact hours.
MUL – Music: Literature

MUL 1011 Music Appreciation (P) 3 cr.
Prerequisite: ENC 1101 or satisfactory score on placement test. This course, designed for students with little or no musical training, combines a limited amount of training in music technology with extensive listening. This course includes reading and writing competencies. Three contact hours.

MUM – Music: Commercial

MUM 1600 Recording Techniques I (P) 3 cr.
This course is open to all students. It offers the beginner basic information in the art of recording vocal and instrumental sound with emphasis on understanding the function of recording equipment, placement of microphones, making initial recordings of various groups or soloists, and the ability to mix down the initial recordings. Three contact hours: one lecture hour; two laboratory hours.

MUM 1601 Recording Techniques II (P) 3 cr.
Prerequisite: MUM 1600. This course is continuation of Recording Techniques I with emphasis on a more thorough understanding of the function of each piece of equipment in the recording studio. It offers the second semester student more advanced information on the mix-down process. This course has a $15.00 materials fee. Six contact hours: two lecture hours; four studio hours.

MUN – Music: Music Ensembles

MUN 1130 Symphonic Band (P) 3 cr.
This course, a requirement for all woodwind, brass and percussion majors, includes traditional and contemporary band literature. The music department urges all students with previous experience and permission of the instructor to participate. Students may select this course for credit each semester, with up to four credits counting toward the AA degree. Six contact hours (rehearsal).

MUN 1280 Community Orchestra (P) 1 cr.
Prerequisite: open by audition to members of the community. 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 to present concerts each term. Membership is by permission of the director and/or audition; string majors must participate. Students may elect to take this course for credit each semester, with up to four credits counting toward AA degree. Two contact hours (rehearsal).

MUNA 1310 College Chorus (P) 1 cr.
Open to all college students, this course includes many styles of choral music in the repertoire. Students may elect to take this course for credit each semester, with up to four credits counting toward AA degree. Three contact hours (rehearsal).

MUNB 1310 College Chorale (P) 1 cr.
Prerequisite: Permission of director; 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. The student may elect this course for credit each semester, with up to four credits counting toward the AA degree. Five contact hours.

MUN 1340 Chamber Choir (P) 1 cr.
Prerequisite: Previous choral experience and audition with the director. The repertoire of the Chamber Choir includes sacred and secular compositions, with an emphasis on a cappella literature of the 17th through 20th centuries. With membership limited to fifteen (15) to twenty (20) singers, a student may take this course each semester, with up to four (4) elective credits counting toward the AA degree. Three contact hours (rehearsal).

MUN 1380 Community Chorus, Jacksonville Concert Chorale (P) 1 cr.
Prerequisite: Open by audition to members of the community. Repertoire for this course includes secular and sacred major works for chorus and orchestra, as well as shorter compositions. The student may elect this course each semester for credit, with up to four credits counting toward the AA degree, or Continuing Education credit under Adult Education. Two contact hours (rehearsal).

MUN 1410 String Ensemble (P) 1 cr.
Prerequisite: Open to all students with experience as players on bowed string instruments, with permission of professor. The department encourages all students who have experience as players on bowed string instruments to audition. The String Ensemble will perform the standard literature for string ensembles both independently and in conjunction with other music performing organizations. Students may elect to take this course for credit each semester, with up to four credits counting toward the AA degree. Three contact hours (rehearsal).

MUN 1460 Piano Ensemble and Accompanying (P) 1 cr.
Prerequisite: Open to piano majors and principals by approval of the professor. This course provides the student with an introduction to multiple piano skills, chamber music skills, and the art of piano accompanying, both choral and instrumental. May be repeated for credit. Approval of the professor is required for piano minors and non-music majors. Three contact hours (rehearsal).

MUN 1710 Jazz-Rock Ensemble (P) 1 cr.
Prerequisite: permission of the director. The repertoire includes various styles from jazz and popular literature. The student may elect this course for credit each semester, with up to four credits counting toward AA degree. Three contact hours (rehearsal).

MUS – Music

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

MUT – Music: Theory

MUT 1001 Introduction to Music Theory (P) 3 cr.
This course, designed for students whose background and theory placement test scores indicate further preparation is needed for MUT 1121, includes work with elementary music terminology, notation, intervals, scales, chords, rhythm, sight singing, and dictation. Three contact hours.
MUT 1121 Music Theory I (P) 4 cr.
This elementary course in music theory and the principles underlying all music. It includes music terminology, notation, harmony, melody, and rhythm, in addition to sight singing and ear training. Five contact hours: three lecture hours; two rehearsal hours.

MUT 1122 Music Theory II (P) 4 cr.
Prerequisite: MUT 1121. A continuation of MUT 1121, this basic course includes music terminology, notation, harmony, melody, rhythm, and form as well as sight singing and ear training. Five contact hours: three lecture hours; two rehearsal hours.

MUT 2126 Music Theory III (P) 4 cr.
Prerequisite: MUT 1122. This continuing course in the techniques of analysis and part writing in vocal, keyboard, and instrumental styles includes an advanced treatment of harmony, modulation, sequence, and phrase, and part forms along with sight singing and ear training. Five contact hours: three lecture hours; two rehearsal hours.

MUT 2127 Music Theory IV (P) 4 cr.
Prerequisite: MUT 2126. This course continues in music theory and includes altered and chromatic chords, extension of tonality, 20th century harmonic, melodic, and rhythmic styles, along with advanced sight singing and ear training. Five contact hours: three lecture hours; two rehearsal hours.

MUT 2231 Keyboard Harmony I (P) 1 cr.
Prerequisite: MUT 2231. This course includes development of skills at the piano with emphasis upon harmonization of melodies, transposition, and improvisation. Two contact hours.

MUT 2232 Keyboard Harmony II (P) 1 cr.
Prerequisite: MUT 2231. This course is a continuation of MUT 2231. Two contact hours.

MVK – Music: Keyboard

MVKA 1111 Class Piano I (P) 1 cr.
This course for beginning piano students meets in groups, with emphasis on music reading and elementary techniques. This course is required for all music majors, unless exempted. Two contact hours (rehearsal).

MVKB 1111 Class Piano II (P) 1 cr.
Prerequisite: MVKA 1111. This course is a continuation of MVKA 1111 and is a requirement for all music majors. Two contact hours (rehearsal).

MVKA 2121 Class Piano III (P) 1 cr.
Prerequisite: MVKB 1111. This course is a continuation of MVKB 1111 and is a requirement for all music majors. Two contact hours (rehearsal).

MVKB 2121 Class Piano IV (P) 1 cr.
Prerequisite: MVKA 2121. This course is a continuation of MVKA 2121. Two contact hours (rehearsal).

MVKA 2621 Basic Piano Pedagogy I (P) 2 cr.
The introductory course prepares the student for professional class piano teaching at the beginning and early elementary level. Three contact hours.

MVKB 2621 Basic Piano Pedagogy II (P) 2 cr.
This course, a continuation of piano pedagogy, prepares students for professional piano teaching at the upper elementary and intermediate levels through lectures, demonstrations and observations. Three contact hours.

MVSA 1116 Class Guitar I (P) 1 cr.
This 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 (rehearsal).

MVSB 1116 Class Guitar II (P) 1 cr.
Prerequisite: MVSA 1116. This course is a continuation of MVSA 1116, and is a requirement for all music majors who have passed MVSA 1116. Two contact hours (rehearsal).

MVSA 2128 Class Guitar III (P) 1 cr.
Prerequisite: MVSB 1116. This course is a continuation of MVSA 2128, and is a requirement for all music majors who have passed MVSA 2128. Two contact hours (rehearsal).

MVSB 2128 Class Guitar IV (P) 1 cr.
Prerequisite: MVSA 2128. This course is a continuation of MVSB 2128, and is a requirement for all music majors who have passed MVSB 2128. Two contact hours (rehearsal).

MVV – Music: Voice

MVVA 1111 Class Voice I (P) 1 cr.
This course is for singers wishing to further their vocal skills and instrumentalists wanting a fundamental vocal knowledge. The course emphasizes correct diction and tone production with a focus on individual attention. Two contact hours (rehearsal).

MVVA 2121 Class Voice III (P) 1 cr.
Prerequisite: MVV 1111. This course is for singers wishing to develop vocal skills beyond elementary level of correct diction and tone production. The course is open to instrumentalists wishing more than a basic vocal knowledge and competency level. This course meets as a class, yet emphasizes individual attention. Two contact hours (rehearsal).

MVVA 2121 Class Voice IV (P) 1 cr.
Prerequisite: MVVA 2121. This course is a continuation of MVVA 2121. Two contact hours (rehearsal).

Applied Music Courses

MVB – Music: Brasses

MVB 1001 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 per week.

MVB 1002 Preparatory Baritone II (P) 2 cr.
Prerequisite: MVB 1001. Second semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson per week.

MVB 1314 Applied Principal Baritone (P) 1 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.

MVB 1314 Preparatory Baritone II (P) 2 cr.
Prerequisite: MVVA 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.

MVB 2324 Applied Principal Baritone III (P) 2 cr.
Prerequisite: MVB 2324. Third semester of private lessons designed for the student majoring in any area of music ex-
MVBB 2324  Applied Principal  
**Baritone IV (P)**  
Prerequisite: MVBB 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.

MVBA 1214  Applied Secondary  
**Baritone I (P)**  
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 1214  Applied Secondary  
**Baritone II (P)**  
Prerequisite: MVBB 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.

MVBA 2224  Applied Secondary  
**Baritone III (P)**  
Prerequisite: MVBB 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.

MVBB 2224  Applied Secondary  
**Baritone IV (P)**  
Prerequisite: MVBB 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.

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

MVBA 2424  Applied Major  
**Baritone III (P)**  
Prerequisite: MVBB 2424. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

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

**MVW – Music: Woodwinds**

**Bassoon**

MVWA 1014  Applied Preparatory  
**Bassoon I (P)**  
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors whose background indicates a need for further preparation. One hour lesson a week.

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

MVWA 1314  Applied Principal  
**Bassoon I (P)**  
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 1314  Applied Principal  
**Bassoon II (P)**  
Prerequisite: MVWA 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.

MVWA 2324  Applied Principal  
**Bassoon III (P)**  
Prerequisite: MVWB 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.

MVWB 2324  Applied Principal  
**Bassoon IV (P)**  
Prerequisite: MVWA 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.

MVWA 1214  Applied Secondary  
**Bassoon I (P)**  
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 1214  Applied Secondary  
**Bassoon II (P)**  
Prerequisite: MVWA 1214. 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 2224  Applied Secondary  
**Bassoon III (P)**  
Prerequisite: MVWB 2224. 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 2224  Applied Secondary  
**Bassoon IV (P)**  
Prerequisite: MVWA 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.
MVWA 2424 Applied Major
Bassoon III (P)  3 cr.
Prerequisite: MVWB 1414. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

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

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

MVSA 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.

MVSB 1313 Applied Principal
Cello II (P)  2 cr.
Prerequisite: MVSA 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.

MVSA 2323 Applied Principal
Cello III (P)  2 cr.
Prerequisite: MVSB 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.

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.). Two half-hour lessons a week.

MVWA 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 needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVSA 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.

MVWA 2223 Applied Secondary
Cello III (P)  1 cr.
Prerequisite: MVSA 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.

MVWA 2223 Applied Secondary
Cello 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.

MVSA 2223 Applied Secondary
Cello V (P)  1 cr.
Prerequisite: MVSA 2223. Fifth 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 VI (P)  1 cr.
Prerequisite: MVSA 2223. Sixth 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 VII (P)  1 cr.
Prerequisite: MVSA 2223. Seventh 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 VIII (P)  1 cr.
Prerequisite: MVSA 2223. Eighth 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 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 needing to gain proficiency on an instrument other than their principal or major. One half-hour lesson per week.

MVWA 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 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.

MVWA 2223 Applied Secondary
Clarinet IV (P) 1 cr.
Prerequisite: MVWA 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.

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.

MVWA 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 2423. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVWA 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.

MVW — Music: Woodwinds (Continued)
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 per week.

MVWA 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.

MVWA 1311 Applied Principal
Flute II (P) 2 cr.
Prerequisite: MVWA 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.

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.

MVWA 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.

MVWA 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.

MVWA 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.

MVWA 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.

MVWA 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.

MVW — Music: Brasses (Continued)
French Horn

MVBA 1012 Applied Preparatory
French Horn I (P) 2 cr.
Prerequisite: placement by audition before the music faculty. Private lessons designed for music majors whose back-
MVBA 1012 Applied Preparatory
French Horn I (P)  2 cr.
Prerequisite: MVBA 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: MVBA 1312. 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 1312 Applied Principal
French Horn II (P)  2 cr.
Prerequisite: MVBA 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.

MVBA 2322 Applied Principal
French Horn III (P)  2 cr.
Prerequisite: MVBA 2322. 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 2322 Applied Principal
French Horn IV (P)  2 cr.
Prerequisite: MVBA 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.

MVBA 1212 Applied Secondary
French Horn I (P)  1 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.). One half-hour lesson per week.

MVBA 1212 Applied Secondary
French Horn II (P)  1 cr.
Prerequisite: MVBA 1212. Second 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 2222 Applied Secondary
French Horn III (P)  1 cr.
Prerequisite: MVBA 2222. 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.

MVBA 2222 Applied Secondary
French Horn IV (P)  1 cr.
Prerequisite: MVBA 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.). One half-hour lesson per week.

MVBA 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.

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

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

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

MVS – Music: Strings (Continued)

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 per 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. One hour lesson per 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 2326. 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 the student majoring in any area of music except performance (e.g., music education, music therapy, etc.). 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 the student majoring in any area of music except performance (e.g., music education, music therapy, etc.). One half-hour lesson per week.

MVSA 2226 Applied Secondary
Guitar III (P)  1 cr.
Prerequisite: MVSA 2226. 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.
MVSB 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 (P)  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 per week.

MVWA 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.

MVWA 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: MVWA 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.

MVWA 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 per 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 per week.

MVWA 2222  Applied Secondary
Oboe IV (P)  1 cr.
Prerequisite: MVWA 2222. 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.

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

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

MVWA 1412  Applied Major Oboe IV (P)  3 cr.
Prerequisite: MVWA 1412. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVK – Music: Keyboard (Continued)
Organ

MVKA 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 per week.

MVKB 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.

MVKA 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.

MVKB 1313  Applied Principal
Organ II (P)  2 cr.
Prerequisite: MVKA 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.
MVKA 2323 Applied Principal
Organ III (P) 2 cr.
Prerequisite: MVKA 1813. 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.

MVKB 2323 Applied Principal
Organ IV (P) 2 cr.
Prerequisite: MVKA 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.

MVKA 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.

MVKB 1213 Applied Secondary
Organ II (P) 1 cr.
Prerequisite: MVKA 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.

MVKA 2223 Applied Secondary
Organ III (P) 1 cr.
Prerequisite: MVKA 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.

MVKB 2223 Applied Secondary
Organ IV (P) 1 cr.
Prerequisite: MVKA 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.

MVKA 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.

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

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

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

MVOA 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.

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

MVOA 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.

MVOB 1310 Applied Principal
Other II (P) 2 cr.
Prerequisite: MVOA 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 a week.

MVOA 2320 Applied Principal
Other III (P) 2 cr.
Prerequisite: MVOA 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 a week.

MVOB 2320 Applied Principal
Other IV (P) 2 cr.
Prerequisite: MVOA 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 a week.

MVOA 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.

MVOB 1210 Applied Secondary
Other II (P) 1 cr.
Prerequisite: MVOA 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.

MVOA 2220 Applied Secondary
Other III (P) 1 cr.
Prerequisite: MVOA 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.

MVOB 2220 Applied Secondary
Other IV (P) 1 cr.
Prerequisite: MVOA 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.

MVOA 2420 Applied Major Other III (P) 3 cr.
Prerequisite: MVOA 1410. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.
MVPA 1011 Applied Preparatory Percussion I (P) 2 cr.
Prerequisite: MVPA 1011. Second semester of private lessons designed for the student majoring in performance. One hour lesson per week.

MVPA 1311 Applied Principal Percussion II (P) 2 cr.
Prerequisite: MVPA 1311. Third semester of private lessons 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 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: MVPA 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.

MVPA 1411 Applied Major Percussion I (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 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. Fourth 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.

MVK – Music: Keyboard (Continued)

MVKA 1011 Applied Preparatory Piano I (P) 2 cr.
Prerequisite: MVKA 1011. 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.

MVKB 1011 Applied Preparatory Piano II (P) 2 cr.
Prerequisite: MVKB 1011. 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.

MVKA 1311 Applied Principal Piano I (P) 2 cr.
Prerequisite: MVKA 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.

MVKB 1311 Applied Principal Piano II (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 III (P) 2 cr.
Prerequisite: MVKA 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.

MVKB 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. Second 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.

MVKB 1211 Applied Secondary Piano II (P) 1 cr.
Prerequisite: MVKB 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.). One half-hour lesson per week.
MVKB 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.

MVKB 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 per week.

MVKA 1411 Applied Major
Piano 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.

MVKB 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: MVKB 1411. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVKB 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.

MVWA – Music: Woodwinds (Continued)
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 per week.

MVWB 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.

MVWB 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: MVWB 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.

MVWB 2225 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.

MVWB 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 1215. 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 2225 Applied Secondary
Saxophone IV (P) 1 cr.
Prerequisite: MVWA 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 per week.

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

MVWB 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: MVWB 1415. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVWB 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.

MVS – Music: Strings (Continued)
String Bass

MVSA 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 per week.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVSB 1014</td>
<td>Applied Preparatory String Bass II</td>
<td>2 cr.</td>
<td>Prerequisite: MVSA 1014. Second semester of private lessons designed for students majoring in music except performance (e.g., music education, music therapy, etc.). Two half-hour lessons a week.</td>
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</tr>
<tr>
<td>MVSB 1314</td>
<td>Applied Principal String Bass II</td>
<td>2 cr.</td>
<td>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.</td>
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<tr>
<td>MVSB 2324</td>
<td>Applied Principal String Bass III</td>
<td>2 cr.</td>
<td>Prerequisite: MVSB 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.</td>
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<tr>
<td>MVSB 2324</td>
<td>Applied Principal String Bass IV</td>
<td>2 cr.</td>
<td>Prerequisite: MVSB 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.</td>
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<tr>
<td>MVSA 1214</td>
<td>Applied Secondary String Bass I</td>
<td>1 cr.</td>
<td>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.</td>
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<tr>
<td>MVSA 1214</td>
<td>Applied Secondary String Bass II</td>
<td>1 cr.</td>
<td>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.</td>
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<tr>
<td>MVSA 2224</td>
<td>Applied Secondary String Bass III</td>
<td>1 cr.</td>
<td>Prerequisite: MVSA 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.</td>
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<tr>
<td>MVSA 2224</td>
<td>Applied Secondary String Bass IV</td>
<td>1 cr.</td>
<td>Prerequisite: MVSA 2224. 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.</td>
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</tr>
<tr>
<td>MVSA 1414</td>
<td>Applied Major String Bass I</td>
<td>3 cr.</td>
<td>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.</td>
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</tr>
<tr>
<td>MVSA 1414</td>
<td>Applied Major String Bass II</td>
<td>3 cr.</td>
<td>Prerequisite: MVSA 1414. Second semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.</td>
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<tr>
<td>MVSA 2424</td>
<td>Applied Major String Bass III</td>
<td>3 cr.</td>
<td>Prerequisite: MVSB 2424. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.</td>
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</tr>
<tr>
<td>MVSA 2424</td>
<td>Applied Major String Bass IV</td>
<td>3 cr.</td>
<td>Prerequisite: MVSA 2424. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.</td>
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</table>

MVB – Music: Brass (Continued)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>MVBA 1013</td>
<td>Applied Preparatory Trombone I</td>
<td>2 cr.</td>
<td>Prerequisite: placement by audition before the music faculty. Private lessons designed for music majors whose background indicates a need for further preparation. One half-hour lesson per week.</td>
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<tr>
<td>MVBB 1013</td>
<td>Applied Preparatory Trombone II</td>
<td>2 cr.</td>
<td>Prerequisite: MVBA 1013. 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.</td>
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<tr>
<td>MVBA 1313</td>
<td>Applied Principal Trombone I</td>
<td>2 cr.</td>
<td>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.</td>
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<tr>
<td>MVBB 1313</td>
<td>Applied Principal Trombone II</td>
<td>2 cr.</td>
<td>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.</td>
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<tr>
<td>MVBA 2223</td>
<td>Applied Principal Trombone III</td>
<td>2 cr.</td>
<td>Prerequisite: MVBB 2223. 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.</td>
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<tr>
<td>MVBB 2223</td>
<td>Applied Principal Trombone IV</td>
<td>2 cr.</td>
<td>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.). Two half-hour lessons a week.</td>
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<tr>
<td>MVBA 1213</td>
<td>Applied Secondary Trombone I</td>
<td>1 cr.</td>
<td>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.</td>
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</tr>
<tr>
<td>MVBB 1213</td>
<td>Applied Secondary Trombone II</td>
<td>1 cr.</td>
<td>Prerequisite: MVBB 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.</td>
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<tr>
<td>MVBA 2223</td>
<td>Applied Secondary Trombone III</td>
<td>1 cr.</td>
<td>Prerequisite: MVBB 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.</td>
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</tr>
<tr>
<td>MVBB 2223</td>
<td>Applied Secondary Trombone IV</td>
<td>1 cr.</td>
<td>Prerequisite: MVBB 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.</td>
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</tbody>
</table>
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.). Two half-hour lessons a 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.

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

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

MVBA – Music: Brasses (Continued)
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.

MVBA 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 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.

MVBB 2321 Applied Principal
Trumpet IV (P) 2 cr.
Prerequisite: MVBA 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.

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.

MVBA 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: MVBA 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.

MVBA 2221 Applied Secondary
Trumpet IV (P) 1 cr.
Prerequisite: MVBA 2221. 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 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.

MVBA 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: MVBA 2421. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

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

MVBA – Music: Brasses (continued)
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 per week.

MVBA 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 Principal
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 Principal
Tuba II (P)  2 cr.
Prerequisite: MVBA 1415. 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 Principal
Tuba III (P)  2 cr.
Prerequisite: MVBB 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 a week.

MVBB 2325 Applied Principal
Tuba IV (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.

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: MVBB 1215. 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: MVBA 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.

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

MVBA 2425 Applied Major
Tuba III (P)  3 cr.
Prerequisite: MVBB 1415. 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)  3 cr.
Prerequisite: MVBA 2425. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

MVS – Music: Strings (Continued)

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 per 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: MVSA 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.

MVSA 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: MVSA 1212. Third semester of private lessons designed for music majors needing to gain proficiency in an instrument other than their principal or major. One half-hour lesson per week.

MVSA 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 de-
signed 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**
Violin III (P) 3 cr.
Prerequisite: MVSA 2422. Third semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

**MVSA 2422 Applied Major**
Violin 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.

**MVS – Music: Strings (Continued)**

**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 per 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 2321 Applied Principal**
Violin III (P) 2 cr.
Prerequisite: MVSA 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.

**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 2211. 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 2421. 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 2421. Fourth semester of private lessons designed for the student majoring in performance. Two half-hour lessons a week.

**MVV – Music: Voice (Continued)**

**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 per week.

**MVVB 1011 Applied Preparatory**
Voice II (P) 2 cr.
Prerequisite: MVVA 1011. Second 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 a week.

**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 dictation and tone production. Individual aid given. Two contact hours (rehearsal).

**MVVB 1111 Class Voice II (P)** 1 cr.
A continuation of MVVA 1111. Two contact hours (rehearsal).

**MVVA 1311 Applied Principal**
Voice I (P) 2 cr.
Prerequisite: Placement by audition before the music faculty. First semester of private lessons designed for music majors needing to gain proficiency 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: MVVA 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 a 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 a 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 a 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 1000C Transitional Nursing
Process I (O) 12 cr.
Prerequisites: APB 2190C, APB 2191C, MCB 2013C, ENC 1110, ENC 1119, PSY 1012, DEP 2004 and any of the following: STG 2000, Humanities (Refer to AS degree General Education requirements), Social Science (refer to AS degree General Education requirements). This course, designed for and limited to the Florida Licensed Practical Nurse, encompasses a review of fundamental concepts of health needs, as well as fluids and electrolytes and drug administration. The course includes basic principles of mental health, communication, family and pediatric nursing, with emphasis placed on the nursing role within the framework of the nursing process. This course utilizes simulated and actual nursing care work experiences for application of theoretical concepts. Students receive evaluation in selected clinical skills in the campus nursing laboratory. Nineteen contact hours: five lecture hours; fourteen laboratory hours.

NUR 1021C Nursing Process I – Fundamentals of Nursing (O) 10 cr.
Prerequisite: APB 2191C. Nursing Process I is a study of the principles and techniques that form the foundation for nursing care. The nursing process—assessing, planning, implementing, and evaluating—serves as the framework for the application of content with emphasis on nursing interventions and actions for specific age groups to meet the basic needs of man in health maintenance. Content and experience focus on observations, communication, the interpersonal process, recording, hygiene practices, administration of drugs, nausea, nutrition, elimination, fluid balance and oxygen. The course introduces current trends and legal implications of nursing. Fifteen contact hours: five class periods; ten hours of laboratory experience on campus, in community hospitals and other health agencies.

NUR 1212C Medical Surgical Nursing (O) 10 cr.
Prerequisite: NUR 1021C. Corequisite: DEP 2004. With Nursing Process 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 patients. The course places emphasis on the essential knowledge, understanding and skills necessary to the nursing care of patients with medical and surgical conditions and the interpersonal process. This course continues the four steps of the nursing process with a higher level of performance expected of students. Sixteen contact hours: four class hours; twelve hours of laboratory experience for 15 weeks on campus, in community hospitals and other health agencies.

NUR 1703C Transitional Nursing II (O) 6 cr.
Corequisite: NUR 1000C. A continuation of NUR 1000C, this course, designed for and limited to the Florida Licensed Practical Nurse, introduces the student to the use of the nursing process in the student's newly developing role when interacting with clients having interruptions in their physical and psychological health. The course emphasizes demonstration of knowledge, comprehension, application and analysis of the nursing process and includes drug and diet therapy. The course utilizes simulated and actual nursing experience to apply theoretical concepts and evaluates clinical skills in the campus nursing laboratory. Eighteen contact hours: four lecture hours; four laboratory hours (in campus lab or clinical facility).

NUR 2313C Nursing Process IIIB—Nursing Care of Children (O) 6 cr.
Prerequisite: NUR 1212C; Corequisites: MCB 2013C, NUR 2420C. With Nursing I and II as a basis, Nursing IIIB en-
OCB – Oceanography: Biological

OCB 2002C Marine Biology (P) 4 cr.
The student will benefit by having BSC 2011C or High School Chemistry or Physics, or CHM 1040C prior to enrolling in this course. This course consists of a comprehensive survey of marine ecosystems with emphasis on the local flora and fauna. Laboratory includes collection and identification of marine organisms. Six contact hours: three lecture hours; three laboratory hours.

OCE – Oceanography: General

OCE 2006C Introductory Oceanography (P) 4 cr.
Prerequisite: MAT 1033; Corequisite: MAC 1114. The student will benefit by having high school chemistry and physics prior to enrolling in this course. This course consists of an introductory, comprehensive treatment of physical, chemical, and geological aspects of our oceans. Six contact hours: three lecture hours; three laboratory hours.

ORI – Oral Interpretation

ORI 2000 Oral Interpretation (P) 3 cr.
This course consists of critical analysis and appreciation of literature from both the emotional and the intellectual viewpoints. Designed to enhance the student's appreciation of words, ideas, and beauty in all forms of literature, this course involves the discussion and application of the techniques of oral recitation of poetry, prose, and drama. Three contact hours.

OST – Office System Technology

OST 1100 Beginning Typewriting (D) 3 cr.
The major objectives of the course, designed for the student who has little or no typewriting experience, are to learn the keyboard and to develop correct typing techniques. The course introduces the correct procedure for typing, including proper posture and hand position. Students are evaluated on their progress in learning and applying the basic skills of business letters, memos, reports, and forms. Three contact hours.

OST 1110 Intermediate Typewriting (D) 3 cr.
Prerequisite: OST 1100 or one year of high school typewriting. The course is designed for students who have learned correct keyboarding techniques. It emphasizes speed building and the application of basic skills to business letters, memos, reports, and forms. Six students are evaluated on their progress in learning and applying the basic skills of business letters, memos, reports, and forms. Three contact hours.

OST 1211 Beginning Shorthand (D) 3 cr.
Corequisite: OST 1100. This is a beginning course which includes all principles of Gregg Shorthand with some dictation and transcription practice. Students with no typewriting skill should take OST 1100 concurrently with OST 1211. (Students who have satisfactorily completed two years of high school typewriting should enroll in OST 2120.) Three contact hours.

OST 1212 Intermediate Shorthand (D) 3 cr.
Prerequisite: OST 1211 or ability to take dictation at 50 words per minute for two minutes. Corequisite: OST 1110 or ability to type 25 words per minute on straight copy. This course is a continuation of Gregg Shorthand with increased practice in dictation and transcription. Three contact hours.

OST 1324 Business Mathematics Using Calculators (D) 3 cr.
Prerequisite: Satisfactory scores on placement test. This course consists of a mathematical treatment of financial problems arising in modern businesses. The principal purpose of this course is to review the fundamental processes.
(addition, subtraction, multiplication, and division) while developing the numerate touch system and calculating skills in handling business transactions. The course covers percentages, simple and compound interest, inventories, depreciation, payroll, commissions, taxes, metrics, and other business related topics. Three contact hours.

**OST 1401 Office Systems I (D)**
Prerequisite: OST 1100 or ability to type 25 words per minute. This course is an introduction to office systems as the integration of people, procedures, equipment, and the environment. It provides a study of the information processing cycle utilizing both manual and electronic procedures and stresses the development of human relations skills for survival in today's office. Three contact hours.

**OST 1601 Machine Transcription I (D)**
Prerequisite: ENG 1101 or satisfactory score on placement test; OST 1100 or ability to type 25 words a minute. This course integrates beginning transcription and keyboarding techniques with the development of reading, listening, and proofreading skills. This course includes the study of word usage skills, formatting, punctuation, capitalization, number usage, grammar, and sentence structure. Three contact hours.

**OST 1711 Word Processing I (D)**
Prerequisite: OST 1110 or ability to type 40 words a minute for five minutes on straight copy. This course includes concepts of word processing and applications on text-editing equipment. It covers the creation and revision of documents, stored text, and the use of special features. Three contact hours.

**OST 2120 Advanced Typewriting (D)**
Prerequisite: OST 1110 or ability to type 45 words a minute for five minutes on straight copy. This course emphasizes production typing of office correspondence, tables, reports, forms, and special documents. Simulated office materials are utilized, and a typist or usable copy is expected. Three contact hours.

**OST 2131 Advanced Typewriting – Legal (O)**
Prerequisite: OST 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 in the field of legal typing as well as sharpen and refresh the skills of the legal secretary with emphasis on real estate, litigation, wills, estates, and guardianships, and partnerships and corporations. Three contact hours.

**OST 2135 Advanced Typewriting – Medical (O)**
Prerequisite: OST 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.

**OST 2213 Advanced Shorthand (D)**
Prerequisite: OST 1213 or ability to take dictation at 60 words per minute. This course covers the fundamentals of Gregg Shorthand theory and develops the ability to take dictation and transcription rapidly and accurately. Students who have studied other shorthand systems must have consent of professor before taking course. Three contact hours.

**OST 2335 Business Communications (D)**
Prerequisite: ENG 1101 or consent of professor, and the ability to typewrite. This course includes a study of effective business communications and a brief review of grammar, punctuation, and vocabulary with extensive practice given in business letter writing. Three contact hours.

**OST 2402 Office Systems II (D)**
Prerequisite: OST 1401. This course is a continuation of Office Systems I with an in-depth review of the information processing cycle. Planning, organizing, decision making, and career development skills will be emphasized. Three contact hours.

**OST 2404 Office Systems Management (O)**
This course applies management principles to planning and controlling office systems. Emphasis is given to organization of office operations, control of office resources, leadership and motivation of office personnel, office environment, and design of business information systems. Three contact hours.

**OST 2602 Machine Transcription II (O)**
Prerequisite: OST 1601. This course is a continuation of OST 1601 and provides a simulation of office tasks to aid the student in attaining competency in transcribing from machine dictation in proper and accurate use of language arts, in formatting office papers, and in the effective use of current office technology. Three contact hours.

**OST 2712 Word Processing II (D)**
Prerequisite: OST 1711. This course covers word processing concepts and applications, is a continuation of OST 1711. It emphasizes tables, special functions, and files. Three contact hours.

**PCB – Process (Cell and Molecular) Biology**

**PCB 2030 Ecological Crises (P)**
This is a course designed to enhance the students awareness and understanding of the environment and ecological issues. The course provides an analysis of the interrelationships of the physical and biological factors in natural ecosystems stressing man's interaction and impact on these ecosystems. Three contact hours.

**PEL – Physical Education**

**PEL 1041 Recreational Games (P)**
This course introduces the student to the basic skills, rules, and strategy of a variety of recreational games, such as table tennis, deck tennis, horseshoes, pickle tennis and croquet, etc. Two contact hours (activity).

**PEL 1111 Beginning Bowling (P)**
This course is designed to teach the fundamentals of skills, techniques, and the knowledge necessary for bowling enjoyment. Will prepare the student for recreational and league bowling. Two contact hours (activity).

**PEL 1121 Beginning Golf (P)**
This beginning course teaches the basic golf swing and its application to starter clubs. The course also includes golfing etiquette, history, rules, and simple strategy. Two contact hours (activity).

**PEL 1211 Softball (P)**
This course is designed for students who wish to broaden their knowledge of softball and improve their game skills. Emphasizes the history of the game, rules, fundamentals, game skills and strategies. Two contact hours (activity).

**PEL 1321 Volleyball (P)**
This course teaches the fundamental skills, strategy and knowledge necessary for game and tournament participation. Two contact hours (activity).

**PEL 1341 Beginning Tennis (P)**
This introductory course covers the history, scoring, game strategy, and basic skills which include footwork, forehand and backhand drives, serve, volley and lob. Two contact hours (activity).
PEL 1342 Intermediate Tennis (P) 1 cr. The student will benefit by taking PEL 1341 prior to enrolling in PEL 1342. This course is designed for students who have acquired the basic skills and strategy of tennis and desire to improve their tennis game. Two contact hours (activity).

PEL 1346 Beginning Badminton (P) 1 cr. This course covers the basic rules, scoring, basic skills and game strategy of badminton. It also consists of appropriate class tournaments. Two contact hours (activity).

PEL 1511 Soccer (P) 1 cr. This course introduces the student to the basic skills, techniques, rules, game play and knowledge of soccer. Two contact hours (activity).

PEL 1622 Advanced Basketball (P) 1 cr. This course, designed to teach skills in basketball, includes instruction in offensive and defensive fundamentals, strategy, and rules as well as application in game situations. Two contact hours (activity).

PEL 2322 Advanced Volleyball (P) 1 cr. This course introduces volleyball techniques, tactics, and strategy to the student interested in either the competitive or recreational aspect of the game. Two contact hours (activity).

PEM – Physical Education Acts (General) – Performance Centered, Land

PEM 1101 Physical Conditioning (P) 1 cr. This course, designed to assist men and women in becoming stronger, more flexible, better coordinated, and more graceful, includes a program of planned activities such as selected exercises, use of the universal gymnasium, dumbbell and weight drills, rope jumping, and running. Two contact hours (activity).

PEM 1109 Circuit Training (P) 1 cr. This course consists of a planned fitness training program to increase muscular strength and endurance through a planned series of exercises. Two contact hours (activity).

PEM 1301 Track and Field Events (P) 1 cr. The course includes an introduction to the basic skills and knowledge involved in sprinting, distance running, relays, and hurdles. Two contact hours (activity).

PEN – Physical Education Acts (General) – Water, Snow, Ice

PEN 1138 Underwater Diving Skills (SCUBA) (D) 3 cr. Student must pass a swimming test prior to acceptance into the course and will benefit by taking MAT 0024 prior to enrolling in PEN 1138. The scientific study of underwater techniques which will be used for making physical and scientific collections in the field. The course will include all classroom and pool instruction necessary to qualify students for a national diving certification and open water checkout. Students must participate in field trips for open water diving as an integral component of the course's learning experiences. Six contact hours; three lecture hours; three instructional field experiences (open water dives).

PEO – Physical Education Acts (Professional) – Object Centered, Land

PEO 2003 Sports Officiating (P) 3 cr. This course, designed to acquaint the student with the techniques of officiating team, individual, and dual sports, covers baseball, basketball, track and field, volleyball, tennis, and handball. Three contact hours.

PET – Physical Education Theory

PET 2000 Introduction to Physical Education (P) 3 cr. This course, designed for students interested in physical education as a profession, examines the place, function, and contributions of physical education within the total educational program. It also includes consideration of the history, philosophy, and problems of physical education. Three contact hours.

PHI – Philosophy

PHI 2100 Introduction to Philosophy (P) 3 cr. Prerequisite: ENC 1101 or satisfactory score on placement test. This course consists of an introduction to philosophical issues, organized, for the most part, on an historical basis. The student encounters some of the perennial problems of philosophy and the types of answers that have been suggested by studying the thought of selected philosophers. This course includes reading and writing competencies. Three contact hours.

PHI 2110 Introduction to Logic (P) 3 cr. This course provides a general introduction to logic that combines approximately equal emphasis on the uses and misuses of language, deductive reasoning, and inductive reasoning. Some general objective are to provide the student with an appreciation of the extent and limitations of human knowledge and with tools for valid reasoning and critical thinking. Three contact hours.

PHI 2800 Moral and Political Philosophy (P) 3 cr. Prerequisite: ENC 1101 or satisfactory score on placement test. This course is a survey of the efforts made by philosophers to comprehend that portion of experience that is concerned with human values and obligations. The course consists, primarily, of the analysis of selected writings in which philosophers attempt to do such things as characterize the moral responsibility, determine the test-ability of moral judgments, and assess the proper relation between the individual and the state. This course includes reading and writing competencies. Three contact hours.

PHY – Physics

PHY 1020 Physics for Liberal Arts (P) 3 cr. The student will benefit by taking High School Algebra or MAT 0024 prior to enrolling in PHY 1020. This course is 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. Corequisite: MAC 1301. This course, designed for students majoring in physics, chemistry, and engineering with average average mathematical background, includes mechanics, heat, thermodynamics, and waves including sound, etc. Laboratory work will illustrate important prin-
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. The course emphasizes the presentation of principles and explanations of practices and presents methods of comparing the relative costs. This course is taught on the Kent Campus prepares the student for the General Agent Examination. As taught on the South Campus, it prepares the student for the IIA Insurance Certificate. Three contact hours.

RMI 1110 Principles of Life Insurance I (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 (O) 3 cr.
This introduction to health insurance covers health losses and protection, expense and income coverage, and health insurance, its growth, and many areas of coverage offered by government, commercial, and Blue Cross-Blue Shield organizations. Three contact hours.

RMI 1160 Marketing Principles of Life and Health Insurance (O) 3 cr.
This course presents 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 (O) 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, multipolicy and coverage, health insurance, and miscellaneous casualty coverages. (As taught on the Fred H. Kent Campus, it prepares the student for the General Agent Examination. As taught on the South Campus, it prepares the student for the IIA Insurance Certificate). Three contact hours.
RTV – Radio – Television

RTV 2001C Introduction to Broadcasting (P) 3 cr.
This course consists of 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; three lecture hours; two laboratory hours.

RTV 2200C 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; two lecture hours; two laboratory hours.

RTV 2206C Broadcast Direction (D) 3 cr.
Prerequisite: RTV 2200C. This course, a continuation of RTV 2200C, is intended for broadcast majors. Major topics are the design and production of TV programs. Four contact hours; two lecture hours; one unsupervised laboratory hour.

RUS – Russian Language

RUS 1100 Beginning Russian I (P) 3 cr.
This course consists of pronunciation, elements of grammar, simple conversation, exercises, reading, and composition. The course employs visual and auditory aids. Four contact hours; three lecture hours; one unsupervised laboratory hour.

RUS 1101 Beginning Russian II (P) 3 cr.
Prerequisite: RUS 1100 or equivalent. Three contact hours; two lecture hours; one unsupervised laboratory hour.

SLS – Student Life Skills

SLS 1223 Stress in Today’s Society (P) 3 cr.
This course, designed to acquaint the student with the nature and scope of stress in today’s society, examines the causes and methods of prevention from a lay perspective. The course also discusses general environmental and social stressors which effect all people to some degree. A laboratory experience will utilize various relaxation techniques which may aid the student in coping with everyday stress. Four contact hours; two lecture hours; two laboratory hours.

SOP – Social Psychology

SOP 1002 Human Relations (P) 3 cr.
Drawing from several areas of behavioral science, this course, designed for students in business and technical fields, is also suitable for general education and personal enrichment, but not recommended for the student who plans to major in psychology. The course 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.
This course consists of the study of individual behavior and how it is influenced by culture. This course emphasizes personal adjustment and individual development as they relate to interaction with other people. Three contact hours.

SPA – Speech Pathology and Audiology

SPA 1336 Manual Communications I (D) 3 cr.
This course will provide the student with the vocabulary to communicate with hearing-impaired individuals. Upon completion of this course, the student will have acquired the ability to use the Manual Alphabet and approximately 1,200 signs. With emphasis on expressive skills, methodology will be basically laboratory in nature; students will devote most classroom work to practice in and reinforcement of correct hand configurations and positions. Three contact hours.

SPA 1337 Manual Communications II (D) 3 cr.
This course, a continuation of SPA 1336, will present American Sign Language (American), which is the idiomatic and "dialectic" language used by the hearing impaired. The student will learn specialized sentence structure, grammar, and usage of this language. The course will include dialogue with hearing-impaired students and will emphasize receptive skills. Three contact hours.

SPC – Speech Communication

SPC 1010 Fundamentals of Speech Communication (P) 3 cr.
Prerequisite: satisfactory score on placement test. This essential course in speaking and listening skills instructs students in the principles and procedures that promote effective communication. This study includes message composition involving ideas and information acquisition, determination of purpose, and analysis of audience. This course also includes message transcription involving vocal variations, articulation and appropriate levels of language usage, and listening for both literal and critical comprehension. Three contact hours.

SPC 2420 Small Group Communication (P) 3 cr.
This course emphasizes the development of discussion skills in four areas: (1) the formats of discussion; (2) the means of discussion, reasoning, evidence and cooperative idea development; (3) the means of discussion; (4) audience analysis and listening techniques. Three contact hours.

SPC 2504 Intercollegiate Debate (P) 1 cr.
Prerequisite: consent of professor. This course consists of the analysis of proposition of fact, policy and definition; library research methods, formal debate structure and participation in intercollegiate debate. Three contact hours (usually rehearsal).

SPN – Spanish Language

SPN 1100 Beginning Spanish I (P) 3 cr.
This beginning course consists of the fundamentals of Spanish words and grammar taught by integrating the basic communication skills of hearing and understanding, speaking, reading, and writing. Four contact hours; three class hours; one unsupervised laboratory hour.

SPN 1101 Beginning Spanish II (P) 3 cr.
Prerequisite: SPN 1100 or equivalent. This course is a continuation of SPN 1100. Four contact hours; three class hours; one unsupervised laboratory hour.
SPN 2200  Intermediate  Spanish I (P)  3 cr.
Prerequisite: SPN 1101. This course integrates a thorough
review of the principles of grammar with compositions and
conversations planned to develop a basic active vocabulary
and facility in communicating in written and spoken Span-
ish. The student will study readings in the history and cul-
ture of Spain and Hispanic America. Four contact hours;
three lecture hours; one unsupervised laboratory hour.

SPN 2201  Intermediate  Spanish II (P)  3 cr.
Prerequisite: SPN 2200. This course is a continuation of
SPN 2200. Four contact hours; three lecture hours; one un-
supervised laboratory hour.

SSI – Social Sciences,
Interdisciplinary

SSI 1110  Origins of American Society
(Culture, Primary
Institutions and Personal
Adjustments) (P)  3 cr.
This course examines the main stages of the civilization of
the United States and relates America's values, institu-
tions, 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 Amer-
ican society, and the growth of primary institutions. Three
contact hours.

SSI 1120  Origins of American Society
(Economic, Political
and International
Institutions) (P)  3 cr.
This course is an examination of American political institu-
tions, American economic institutions, and America's lead-
ership in the world. This course includes a study of the
United States Constitution. Three contact hours.

STA – Statistics

STA 1014  Elementary  Statistics (P)  3 cr.
Prerequisite: MAC 1114, with a grade of C or better. This
is an introductory course which includes the following topics:
probability, random variables and probability distributions,
binomial and normal distribution, statistical inference, lin-
ear regression and correlation, variance, and inference from
small samples. Also included is a module on logic and com-
puter literacy which must be covered by the student inde-
pendently of class time to meet the college-level skills
requirement. Three contact hours.

SUR – Surveying: Related Areas

SUR 1101C  Surveying I (D)  3 cr.
Prerequisite: MAC 1114, ETD 1100C. This course is a study
of the fundamentals of surveying with emphasis on distance
measurement, levelling, angles, bearings, traverses, topo-
graphic data collection, and construction layout. The course
includes a study of field work, computations, and drawing.
Four contact hours; two lecture hours; two laboratory hours.

SUR 2140C  Surveying II (D)  3 cr.
Prerequisite: SUR 1101C. The course is a continuation of
Surveying I and includes a study of the theory and practice
of surveying with emphasis on electronic distance measure-
ment, topographic surveying, land surveying, surveying astron-
omy, and curves. The program of study includes lectures,
computing laboratory, and field practice. Four contact
hours; two lecture hours; two laboratory hours.

SYG – Sociology, General

SYG 2000  Introductory  Sociology (P)  3 cr.
This course includes a survey of the scope, methods, and con-
cepts of sociology, emphasizing the student's awareness of so-
cial values, norms, groups, and other aspects of the social
world. Three contact hours.

SYG 2010  Social Problems (P)  3 cr.
Prerequisite: SYG 2000. This course includes a consider-
ation of major social problems which affect individuals and
groups in industrial society, with attention to American
society. Three contact hours.

SYG 2430  Marriage and Family (P)  3 cr.
This course includes a sociological study of mate selection,
courtship, marriage, and child rearing, with special atten-
tion to the contemporary American family. Three contact
hours.

TAX – Tax

TAX 2000  Individual Taxes (O)  3 cr.
Prerequisite: ACG 2001 is recommended. This course, rec-
ommended for Accounting, Associate in Science degree stu-
dents, is a study of the Federal Revenue Code regulations
and cases which apply to the determination of income taxes
for individuals. Topics to be covered will include the prep-
oration of the U.S. Individual Income Tax Return Form 1040
and its supplemental forms. Three contact hours.

TAX 2010  Corporate, Estate and Trust
Taxes (O)  3 cr.
Prerequisite: CAG 2011. This course, recommended for Ac-
counting, Associate in Science students, is a study of the
Federal Internal Revenue Code regulations and cases which
apply to the determination of income taxes for corporations,
estates, and trusts. Topics covered will be the preparation of
the return and supplemental forms for corporations, estat-
es, and trusts. Three contact hours.

THE – Theatre

THE 1000  Introduction to Theatre (P)  3 cr.
Prerequisite: ENC 1101 or satisfactory score on placement
test. This introductory course consists of the study of dra-
matic art as presented upon the stage. The course includes
theatre organization, stage techniques, fundamental drama-
sory, and a survey of theatre architecture in Western Civil-
ization. The course includes reading and writing competen-
ties. Three contact hours.

THE 2825  Drama Practicum (P)  1 cr.
This course consists of the planning and execution of produc-
tion functions; scene construction and painting; prop, cos-
tuming, lighting, and other details. This course includes writ-
ing competencies. Three contact hours (studiorehearsal).

TRA – Transportation

TRA 1010  Principles of
Transportation (D)  3 cr.
This course is an introduction to transportation. Material
includes studies of the characteristics, development, eco-
omic aspects, regulations, services, and problems relating
to rail, motor, air, pipeline, and water transportation. Three
contact hours.

TRA 1032  Transportation and Traffic
Management I (D)  3 cr.
This course covers developments leading to national legis-
lation and federal regulation; division of territories, official
descriptions, etc.; scope of authority of territorial associa-
tions; factors controlling traffic flows, basis governing dis-

TRA 1033 Carrier Liability and Claims (D) 3 cr.
This course covers analysis of carrier's liability for goods, rights, and liabilities of carriers, consignees, and consignors; claim procedures, claims and government regulation. Three contact hours.

TRA 1100 Transportation and Traffic Management II (D) 3 cr.
This continuing course in transportation and traffic management includes the application of tariff circulars, construction and filing of tariffs (tariff compilation), freight rates and tariffs, special freight services, i.e., switching, terminal facilities, demurrage and storage, average agreement, reconsignment and diversion, various transit privileges, barangage, warehousing and distribution, and materials handling. Completion of this course partially covers requirements for certification by the College of Advanced Traffic. Three contact hours.

TRA 1121 Rate Clerk (D) 3 cr.
This basic course in tariffs and rate structures includes descriptions of rates, territories, how various freight is classified by each mode of transportation, and how to apply applicable tariffs. This course instructs 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.
This introduction to the field of material handling includes an analysis of jobs and career opportunities, general description of qualifications for entry level positions, shipping and receiving procedures, warehouse problems and inventory control. Thoroughly presents the entire field of material handling from the producer-manufacturer to the ultimate user-consumer. Three contact hours.

TRA 1420 Commercial Motor Transportation (D) 3 cr.
This course is a general introduction to commercial motor operations, highway and highway financing, equipment, types of operations, financing motor carriers, labor relations, terminal operations, 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 introduces the student to the ever-broadening area of transportation literature and causes the student to report the student's findings after a careful study and research into an area of personal interest. The student must use acceptable thesis procedures. Three contact hours.

TRA 2020 Economics of Transportation (D) 3 cr.
The course covers developments in the transportation industry, decisions of the courts and regulatory bodies, new technological developments, railroad management policies, adjustment of rates, public policy questions, and major problem regulation. Completion of this course partially covers requirements for certification by the American Society of Transportation & Traffic. Three contact hours.

TRA 2110 Transportation and Traffic Management III (D) 3 cr.
This course is a continuation of Transportation & Traffic Management I and II and covers through routes and through rates, application of arbitraries and differentials, advanced billing in transit, import and export traffic, technical tariff and rate interpretation, advanced claim adjustments, and rate and classification committee procedures. Completion of this course partially covers requirements for certification by the College of Advanced Traffic. Three contact hours.

TRA 2120 Transportation and Traffic Management IV (D) 3 cr.
This course is a continuation of Transportation & Traffic Management I, II and III and covers a general discussion of the construction and application of the Interstate Commerce Act and practice before the Interstate Commerce Commission. Completion of this course partially covers requirements for certification by the College of Advanced Traffic. Three contact hours.

TRA 2300 Interstate Commerce Act I (D) 3 cr.
This course covers 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.
This course is a continuation of Interstate Commerce Act I, that provides an in-depth study of the Act, including areas of jurisdiction, meanings and interpretations of the Act, methods used to enforce the Act, contracts and agreements among carriers, carriers and shippers, carrier rates, liability, statute of limitations, rate classification, and regulations. 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.
Prerequisite: TRA 2300, TRA 2310. This course is a continuation of Interstate Commerce Act I & II. Topics include formal and informal complaints, general conduct of hearings, developing facts of cases, compulsory testimony, immunity of witnesses, briefs, and arguments, and report of the commission. Three contact hours.

TRA 2313 Interstate Commerce Act IV (D) 3 cr.
Prerequisite: TRA 2300, TRA 2310, TRA 2312. This course is a continuation of Interstate Commerce Act III. Topics include review of previous material, measure of damages, statutory authority, evidence to prove damage, discrimination, and issuance and preparation of the student's personal application to take the Practitioner Examination. Three contact hours.

ZOO - Zoology

ZOO 1010C General Zoology (P) 4 cr.
The student will benefit by taking AP 1150 or BSC 1011C or High School Biology prior to enrolling in ZOO 1010C. This is a survey of the animal kingdom with emphasis on taxonomy, life cycles, evolution, organ systems, and phylogenetic relationships. A representative of each of the major groups will be discussed and investigated. Six contact hours: three lecture hours, three laboratory hours.

ZOO 2718C Comparative Anatomy (P) 4 cr.
Prerequisite: ZOO 1010C. This course consists of a comprehensive survey of the anatomy of chordates with emphasis on the functional morphology of vertebrates, including the dissection and study of preserved specimens of lamprey.
Special Series Courses

Cooperative Education

**COE 1000**  Cooperative Education

**Seminar (P)**  1 cr.

The seminar prepares 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.

Prefix will be assigned according to student work experience.

--1949  Cooperative Education

**Work Experience I (P)**  3 cr.

The first work experience in Cooperative Education provides the student with meaningful experiences that will enhance the student's college education through career exploration and job training. Forty contact hours.

Prefix will be assigned according to student work experience.

--2949  Cooperative Education

**Work Experience II (P)**  3 cr.

The second work experience in Cooperative Education provides the student with further meaningful experiences that will enhance the student's college education through career exploration and job training. Forty contact hours.
Continuing Education 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 Continuing Education (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 State Board Rule 6A-6.11, 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.
5. Meet special admission criteria, if any.

Certain Continuing Education occupational programs, such as Practical Nursing, have selective admission criteria. After appropriate advising, a student may enroll in a program with no special admission criteria. After completing approximately one-fourth of the program, students will be considered for formal admission into the program.

Non-resident aliens may enroll in Continuing Education classes; however, Florida Junior College at Jacksonville will not issue immigration papers based on this enrollment.

Students wishing enrollment certification for educational benefits must be admitted to and be enrolled full-time in the diploma-seeking high school program (20 clock hours per week minimum) or vocational program (30 clock hours per week minimum).

Registration Periods

Continuing Education registration periods for any term shall begin and end on dates specified by the president. Registration dates will vary by program category and campus and may be continuous throughout any term. The terms will be Fall, Winter, and Summer.

Schedule Changes

Schedule changes, commonly known as add-drop, will be allowed for high school and career advancement courses only in accordance with the schedule established by the registrar each term. Schedule changes will not be allowed for all other Continuing Education courses.

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 Registration 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.

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 of competency completed by the student is indicated on the certificate. Before a student may receive this certificate, the student must have fulfilled all financial obligations to the college.

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. Before a student may receive this certificate, the student must have fulfilled all financial obligations to the college.

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 an individual in these instructional activities may be indicated on the certificate 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 to the Campus Registration Office.
## Financial Information

**Student Fees and Tuition**

**Occupational Education**

**Continuing Education Registration Fees**

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*NOTE: Fees listed herein are subject to amendment due to legislative budget constraint or otherwise deemed appropriate by the college. Current fees shall be posted at the time of any given registration.*
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Professional Malpractice and Liability Insurance Risk Coverage Fees

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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, and 1.4200), shall be charged the fee authorized.

Registration Fees

All Recreational and Enrichment Courses $1.50 per contact hour per course.

EXCEPT:

Applied Music I .................................. MUS 0816A ........ $ 60.00
Applied Music I SP ................................ MUS 0816B ....... $ 36.00
Applied Music II .................................. MUS 0817A ........ $ 90.00
Applied Music II SP ................................ MUS 0817B ....... $ 54.00
Applied Music III .................................. MUS 0819A ........ $120.00
Applied Music III SP ................................ MUS 0819B ....... $ 70.00
Fine Arts Enrichment Center Summer Program
Fundamentals of Dance ................................ PEA 0835 ....... $ 30.00
Group Music Instruction ................................ MUS 0821 ....... $ 24.00
Introduction to Theatre for Children ............... DRA 0812 ....... $ 30.00
Microwave Cooking .................................. FON 0103C ....... $ 25.00
Music Readiness I .................................. MUS 0814 ....... $ 23.00
Music Readiness II .................................. MUS 0815 ....... $ 10.00
Musicianship Class .................................. MUS 0820 ....... $ 2.00
Avocational and Recreational Seminar ......... SEM 500, 0800 .... Fees are established by the Vice-President

ADULT EDUCATION ................................ FLORIDA RESIDENT .... $ 5.00
NON-RESIDENT .................................... $ 5.00

COMMUNITY AND INSTRUCTIONAL SERVICES COURSES ... $ 5.00

Duplicate Registration Receipts

HIGH SCHOOL COMPLETION, VOCATIONAL, NON-COLLEGE CREDIT OCCUPATIONAL EDUCATION AND ADULT CONTINUING EDUCATION

Each duplicate of Registration Receipt ......................... $ 5.00

Test and Examination Fees

General Education Development Test (GED)
(University of Maryland)
One test ............................................. $ 3.00
Total battery ........................................ $ 14.50
(Fees established by the State Department of Education.)
Validation of GED scores from outside 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)—
No fees are assessed.

Dependent Child of “Special Risk Members”—
Any dependent child of a “Special Risk Member,” as defined in section 121.021 (15), Florida Statutes, shall be entitled to a full waiver of tuition and fees if the special risk member was killed in the line of duty. Special members are defined as employees whose retirement application is approved as special risk by the Division of Retirement. Special risk members are usually law enforcement officers, police, correctional agency employees in contact with inmates and other employees in the field of law enforcement and fire protection. This waiver shall apply until the child’s 25th birthday. Students applying for this waiver must meet regular admission requirements and provide proof of age. The college will obtain documentation from the Division of Retirement certifying eligibility for the special risk member tuition and fee waiver.

Senior Adults (Continuing Education)—
A senior citizen, who is 60 years or older and who provides proof of age, which may be a driver’s license or Jacksonville Transportation Authority pass, may be enrolled for courses on a space available basis. Senior citizens may be admitted into a class once there have been at least ten fee paying students enrolled. Proof of eligibility is to be submitted to the campus Financial Aid office prior to registration.

Former Prisoners of War – Vietnam (Non-College Credit)—
Individuals 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—
No fees are assessed.

Employee Reimbursement
FJC full-time regular employees and their dependents may be reimbursed for courses taken at FJC. The employee or dependent must pay his or her own fees at registration. However, upon proof of satisfactory completion of course work, employees and their dependents will be reimbursed 100 percent of registration fees, limited to six credit hours per term. For purposes of this fee waiver, dependents are defined as a dependent spouse or dependent child who is under the age of 22, living at home and enrolled as a full-time student.

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, Continuing Education Courses

Requirements
Refunds for cancelled classes will be processed automatically on a timely basis by the Finance Department.

Students who wish to drop a class to receive a refund or clear their financial aid must report to the Campus Student Records office and complete a drop card no later than five business days after the beginning date of class or date shown on the registration receipt, whichever is later. No refund of fees will be made on classes for which the fee is $5 or less, unless the college cancels the class.

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.

Payment Dates
Refund checks or credit memoranda to credit card accounts will be made in accordance with the schedule established by the college.

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 cancelled and the student will be entitled to a 100 percent refund of fees paid for that class.

If the college cancels the class or the student’s registration, the college will initiate the refund without written application by the student.

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.

Agency Sponsored Payments

In instances in which a sponsoring agency or organization has agreed in writing to reimburse FJC for the registration fees and/or books for a particular student and does not render payment to the college in the prescribed manner, the sponsored student(s) will be liable for any charges incurred on his/her behalf and will be billed by the college. The student will be required to render payment within 10 days of the billing date.
Occupational Education

Continuing Education 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 most 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.

Occupational Education Testing and Basic Skills Training

Students desiring to enter a non-college credit occupational program of more than 450 hours will be tested for basic communications and mathematical skills. Students scoring below an established level for each program will be required to take appropriate basic skills training prior to receiving a certificate of completion for the occupational program.

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 assistant dean.

2. Upon recommendation by the department chairperson or program manager, and approved by the assistant 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 Campus career center; Occupational Assessment and Information System (OASIS).

2. In-depth student evaluation through the Evaluation Resource Center (ERC).

Adult General Education

In the area of Adult General Education, Florida Junior College at Jacksonville 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 General Education Programs are offered where there is community need and interest. Florida Junior College at Jacksonville is offering 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 – Academy for Adult Literacy

The Adult Basic Education Program of Florida Junior College at Jacksonville is designed to provide basic literacy instruction in the fundamental academic areas of reading, writing and arithmetic.

The primary focus of study may be on any one or more of the following general knowledge areas:

1. Pre-vocational or employability skills development.
2. Improvements in home and family life.
3. Use of financial resources and consumer education.
4. Social and civic responsibilities.
5. Use of community resources.
7. Human and interpersonal relations.
8. Communication skills in the English language.

9. Self fulfillment and development as a continuing lifelong learner.

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 Academy for Adult Literacy provides supportive services for its students in the areas of guidance and counseling, testing, specialized reading needs, and employability skills.

The Adult Basic Education Program will award the following certificates to deserving ABE students.

Certificate of Attendance

The Certificate of Attendance will be issued by the Director of Adult Basic Education to those students with excellent classroom attendance. This certificate will be based on the recommendation of the instructor.

Certificate of Achievement

A Certificate of Achievement will be issued to students successfully completing Level I, II or III of the Test of Adult Basic Education.

Certificate of Completion

An Adult Basic Education Certificate of Completion will be awarded to students who function above the 8th grade level on Level IV of the Test of Adult Basic Education.

Enrollment in Adult Basic Education classes is available to all adults who are 16 years of age or older and function at or below the eighth grade level on literacy skills.

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.

Academy for the High School Diploma 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 Academy for the High School Diploma 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 in which the student resides while attending FJC or by the principal of a private high school in the local area.

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. Official high school transcript.
   b. Certification by student of completion below ninth grade level.
   c. Verification from previous school or school board that transcript cannot be obtained.
   d. Waiver of (a) or (c) above by Student Appeals Committee.

   Students, 16 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: NON-PUNITIVE
- 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 department chairperson or program manager.
2. Upon recommendation by the director, and approval by the assistant dean, when the instructor who assigned the grade is no longer a member of the faculty.

An "I" grade may be assigned only when extenuating circumstances prevent a student from completing the course work during the regular term. To be eligible to receive an "I" grade the student must have completed at least three-fourths of the course work.

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 Diploma 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.

Beginning Fall Term, 1986, a minimum of 24 unduplicated credits, grades nine through 12, shall be required for an Adult High School Diploma. Two of these credits must be earned at Florida Junior College at Jacksonville under Admission Status "A.

Fourteen and one-half of these 24 credits must be earned in the following areas:

1. English -- (4 Credits) Major concentration in composition and literature)

   - ENG 0010 - Fundamental Basic Skills in Communications 1.0
   - ENG 0011 - English I 1.0
   - ENG 0016 - English II 1.0
   - ENG 0017 - English III 1.0
   - ENG 0018 - English IV 1.0
   - APC 0015 - Business English I 1.0
   - LIT 0014 - World Literature 1.0
   - LIT 0015 - American Literature 1.0
   - LIT 0016 - British Literature 1.0
   - ENG 0021 - Writing I .5
   - ENG 0022 - Writing II .5

2. Mathematics -- (3 Credits)

   - MAT 0003 - Pre-Algebra 1.0
   - MAT 0004 - Algebra I 1.0
   - MAT 0005 - Algebra II 1.0
   - MAT 0008 - Fundamental Mathematics II 1.0
   - MAT 0001 - General Mathematics III 1.0
   - MAT 0008 - Consumer Mathematics 1.0
   - MAT 0002 - Business Mathematics I 1.0
   - MAT 0007 - Geometry 1.0

3. Science -- (3 Credits -- 2 with Lab)

   - BSO 0005 - Biology I (with Lab) 1.0
   - ANA 0001 - Anatomy and Physiology (with Lab) 1.0
   - PHS 0004 - Earth/Space Science 1.0
   - ECY 0001 - Environmental Science 1.0
   - PHS 0001 - General Science 1.0
PHS 0003 – Physical Science (with Lab) 1.0
CHE 0001 – Chemistry I (with Lab) 1.0
BOT 0010 – Botany (with Lab) 1.0

4. American History – (1 Credit)
HIS 0005 – American History 1.0

5. World History – (1 Credit)
HIS 0004 – World History (not less than 30 hrs. A vs. C) 1.0

6. Economics – (½ Credit)
ECP 0001 – Economics .5

7. American Government (½ Credit)
POS 0008 – American Government .5

8. Practical Arts Vocational Education or Exploratory Vocational Education (½ Credit)
(Any courses in Vocational Section of Course Code Directory may be used to satisfy this requirement)
ORI 0002 – Employability Skills .5
BUS 0001 – General Business 1.0
STS 0003 – Shorthand, Personal .5
TYG 0102 – Typewriting, Personal .5
DRT 0101 – Drafting Mechanical 1.0
CGC 0011 – Child Development, Guidance & Care 1.0
AAC 0131 – Bookkeeping 1.0
FMC 0321 – Clerk Typist 1.0
CFT 0320 – Clothing and Textiles .5
CMP 0506 – Fundamentals of Clothing Management 1.0
HEF 0103 – Fundamentals of Interior Design 1.0

9. Performing Fine Arts – (½ Credit)

10. Life Management Skills – (½ Credit)
AND
Electives – (9½ Credits)
(Selected from any FJJC adult high school credit course not used to meet one of the above requirements.)

State Student Performance Standards
1. All students must either pass State Student Assessment Test, Part I (SSAT I) at their previous high school, or be certified in Basic Skills through testing to meet requirements of SSAT I.

2. All students must pass the State Student Assessment Test, Part II (SSAT II) prior to graduation.

No student shall be granted credit toward a high school diploma for enrollment in the following courses or programs:

1. More than nine elective credits in remedial programs as provided for in FS* 236.0841, and Remedial Programs as provided for in FS* 236.088.

2. More than one-half credit in Exploratory Vocational Courses as defined in FS* 228.041(22)(d).

3. More than three credits in Practical Arts Home Economics as defined in FS* 228.041(22)(d).

Students enrolled in the Adult High School program in pursuit of the high school diploma after the beginning of the 1978-79 school year and before the 1984-85 school year are required to meet only those requirements for graduation that were in effect at the time of their enrollment when such enrollment has been continuous except for summer terms.

It is the high school student’s responsibility to make application for graduation after the student has completed requirements. Before a student may graduate, the student must have fulfilled all financial obligations to the College.

Military Service Credits

A person who has been admitted to the Adult High School Completion Program may request an evaluation of military educational experience and service by submitting documentary evidence to the Campus Registration Office.

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 Student Records and Admissions 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. 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.

High School Testing Program

BASIC SKILLS CERTIFICATION TESTING is required for graduation for students who have not passed the State Student Assessment Test, Part I (SSAT I). Information may be obtained in the Campus Registration Office on any campus.

STATE STUDENT ASSESSMENT TEST, PART II (SSAT Part II) is required for high school graduation. Information and applications are available in the

*Florida Statutes
high school counseling offices and the Campus Registration office on any campus. 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 Campus Registration office on any campus unless the student is registered in a high school course having the same number, in which case the fee is waived.

Senior Adult Center

The Senior Adult Center is a resource center for educational needs of senior adults. It provides a variety of educational experiences for older adults. Approximately 170 continuing education 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 Senior Adult Center office at the Downtown Campus, Room 3106, 101 West State Street, 633-8390.

Independent Living for Adult Blind (ILAB)

ILAB is an instructional program for blind adults. The Home Management/Personal Safety course is modularized, allowing students to elect various components according to need. The curriculum, the student is taught skills necessary to maintain a home effectively. In the Communications component, the student may learn Braille, typing, use of handwriting aids and appropriate electronic equipment. Personal safety is emphasized in Orientation and Mobility training which allows a blind person to move about safely and master skills necessary for independent travel. Counseling is also available for students and their families.

Women's Center

The Women's Center 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. Class offerings include Assertive Training, Opening Doors for the Widowed, Career Development, Back to School/Back to Work, 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 (once 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: THE DISPLACED HOMEMAKER PROGRAM, is a uniquely designed three-week training program for displaced homemakers. A displaced homemaker is defined as an individual who:

1. is 35 years of age or older;
2. has worked in the home, providing unpaid employment;
3. is not gainfully employed;
4. has had or would have difficulty securing employment;
5. has been dependent on the income of another family member but is no longer supported by such income, or has been dependent on federal assistance.

Challenge provides an intensive training and counseling program with emphasis placed on self-assessment, confidence building, goal setting, educational re-entry, decision making and job seeking. Supportive services in the form of child care and transportation allowances are provided.

Challenge is located on the Downtown Campus, Room 3106, 101 West State Street, 633-8316.

Nursing Continuing Education

A Nursing Continuing Education program is planned to meet the educational needs of nurses in updating knowledge and skills required for current practice. Continuing education courses are designed to enhance the quality of nursing care provided to the public.

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 of learning needs and ongoing evaluation of current offerings is the basis for future program development. 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.
Lawrence R. Geis Marine Center

The college has constructed a new marine training center at Sand Fly Point on the St. Johns River. The new facility has the latest equipment and is designed to train persons for immediate employment in marine related jobs and for upgrading or updating persons already employed in the marine industry. Training specialties being offered include boatbuilding, marine electricity, marine electronics, marine engines, marine metal fabrication, marine pipefitting and marine welding.

For additional information contact the Director, Lawrence R. Geis Marine Center at 766-2401.
Continuing Education Studies

NOTE: The program award is designated as follows:
   CAS – Certificate of Applied Science
   CT – Certificate of Training

Programs of Study

Consumer and Human Services
   Cosmetology (CAS)
   Supervised Food Service Worker (CT)

General Business and Information Services
   Basic Typewriting (CT)
   Computer Programmer Training for the Disabled (CAS)
   Office Occupations (CAS)
   Real Estate (CT)

Health Services
   Medical Assisting (CAS)
   Nurse Assisting (CT)
   Practical Nursing (CAS)
   Surgical Technician (CAS)

Public and Financial Services
   Bank Teller Training (CT)
   Basic Police Recruit Course (CT)
   Basic Security Officer Course (CT)
   Basic Training for Correctional Officers (CT)
   Cashier/Sales/Checker (CT)
   Fire Fighters Minimum Standards Course (CT)

Technical and Industrial Services
   Air Conditioning, Refrigeration and Heating (CAS)
   Auto Body Repair (CAS)
   Automotive and Light Truck Mechanics (CAS)
   Automotive Machine Shop (CAS)
   Carpentry (CAS)
   Industrial Electricity (CAS)
   Industrial Electronics (CAS)
   Industrial Machine Shop (CAS)
   Major Appliance Repair (CAS)
   Marine Technology (CAS)
   Plumbing and Pipefitting (CAS)
   Printing (CT)
   Small Gasoline Engines (CAS)
   Water/Sewage Plant Communications (CT)
   Welding (CAS)

Adult Developmental Studies
   Adult Basic Education
   High School Review (GED)

Adult High School Diploma Studies
   Art/Photography
   Biological Science
   English/Journalism/Reading
   Foreign Language
   History/Geography
   Humanities
   Mathematics
   Music
   Physical Science
   Political Science
   Psychology
   Speech/Film/Theater
   Sociology
Occupational Education Programs of Study
Awards/Related Course(s)

Consumer and Human Services

Certificate of Applied Science:
Cosmetology
COY 0309 Cosmetology I
COY 0310 Cosmetology II
COY 0311 Cosmetology III

Certificate of Training:
Supervised Food Service Worker
FSM 0314 Supervised Food Service Worker

General Business and Information Services

Certificate of Applied Science:
Computer Programmer Training for the Disabled
BDP 0300 Computer Programmer Training for the Disabled

Office Occupations
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III
STS 0309 Office Occupations I
STS 0310 Office Occupations II
STS 0311 Office Occupations III

Certificate of Training:
Basic Typewriting
TYG 0110 Basic Typewriting

Health Services

Certificate of Applied Science:
Medical Assisting
MEA 0310 Medical Assisting

Practical Nursing
PRN 0310 Practical Nursing

Surgical Technician
STO 0310 Surgical Technician

Certificate of Training:
Nurse Assisting
NUA 0310 Nurse Assistant

Public and Financial Services

Certificate of Training:
Bank Teller Training
FCR 0415 Bank Teller Training

Basic Police Recruit Course
LAE 0310 Basic Recruit Training for Police Officers

Basic Security Officer Course
SEO 0210 Basic Security Officers Training Course

Basic Training for Correctional Officers
COR 0416 Basic Training for Correctional Officers

Cashier/Sales/Checker
GMR 0310 Cashier/Sales/Checker

Fire Fighters Minimum Standard Course
FIF 0422 Fire Fighter Minimum Standards Course

Real Estate Principles and Practices
RES 0211, Real Estate Principles and Practices

Technical and Industrial Services

Certificate of Applied Science:
Air Conditioning, Refrigeration and Heating
ACT 0309 A/C, Refrigeration and Heating I
ACT 0310 A/C, Refrigeration and Heating II
ACT 0311 A/C, Refrigeration and Heating III
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III

Auto Body Repair
ABF 0109 Auto Body Repair I
ABF 0110 Auto Body Repair II
ABF 0111 Auto Body Repair III
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III

Automotive and Light Truck Mechanics
AUM 0309 Automotive and Light Truck Mechanics I
AUM 0310 Automotive and Light Truck Mechanics II
AUM 0311 Automotive and Light Truck Mechanics III
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III

Automotive Machine Shop
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III
MSH 0318 Automotive Machine Shop I
MSH 0319 Automotive Machine Shop II
MSH 0320 Automotive Machine Shop III
Carpentry
CAP 0309 Carpentry I
CAP 0310 Carpentry II
CAP 0311 Carpentry III
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III

Industrial Electricity
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III
IEL 0309 Industrial Electricity I
IEL 0310 Industrial Electricity II
IEL 0311 Industrial Electricity III

Industrial Electronics
ELS 0309 Industrial Electronics I
ELS 0310 Industrial Electronics II
ELS 0311 Industrial Electronics III
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III

Industrial Machine Shop
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III
MSH 0309 Industrial Machine Shop I
MSH 0310 Industrial Machine Shop II
MSH 0311 Industrial Machine Shop III

Major Appliance Repair
ARR 0308 Major Appliance Repair I
ARR 0309 Major Appliance Repair II
ARR 0310 Major Appliance Repair III
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III

Marine Technology
MTE 0006 Marine Technology — Introduction to Marine Technology
MTE 0017 Marine Technology — Boatbuilding Specialty I
MTE 0018 Marine Technology — Boatbuilding Specialty II
MTE 0028 Marine Technology — Electricity Specialty I
MTE 0029 Marine Technology — Electricity Specialty II
MTE 0036 Marine Technology — Electronics Specialty I
MTE 0037 Marine Technology — Electronics Specialty II
MTE 0048 Marine Technology — Engines Specialty I
MTE 0049 Marine Technology — Engines Specialty II
MTE 0058 Marine Technology — Metal Fabrication Specialty I
MTE 0059 Marine Technology — Metal Fabrication Specialty II
MTE 0069 Marine Technology — Pipefitting Specialty I
MTE 0070 Marine Technology — Pipefitting Specialty II
MTE 0090 Marine Technology — Welding Specialty I
MTE 0091 Marine Technology — Welding Specialty II

Plumbing and Pipefitting
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III
PPF 0309 Plumbing and Pipefitting I
PPF 0310 Plumbing and Pipefitting II
PPF 0311 Plumbing and Pipefitting III

Small Gasoline Engines
ENR 0309 Small Gasoline Engines I
ENR 0310 Small Gasoline Engines II
ENR 0311 Small Gasoline Engines III
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III

Welding
WEL 0309 Welding Basic
WEL 0310 Welding Intermediate
WEL 0311 Welding Advanced
IDS 0010 Basic Skills I
IDS 0011 Basic Skills II
IDS 0012 Basic Skills III

Certificate of Training:
Printing
GRA 0310 Printing

Water/Sewage Plant Communications
APC 0221 Water and Sewage Plant-Related Communications
Continuing Education
Cross Reference of New Numbers

The Continuing Education courses are in the process of conversion to the Statewide Course Numbering System (SCNS), consistent with the college credit course assignments within SCNS.

To date, the following courses have been converted to the SCNS. The old course number is cross-referenced to the new SCNS number to help in locating the description of the course.

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Continuing Education Course Descriptions

All courses in the following list are not taught each term. Class schedules are published prior to each term which show the courses that will be offered.

Career Advancement Courses

AAC 0030  Income Tax Accounting for Business
The material taught in this course is based on the Internal Revenue Code. Persons in the tax accounting field who prepare returns for private individuals, merchants, and other businessmen are taught to prepare and keep suitable records for income tax purposes. They are taught to prepare their income tax returns according to legal interpretations.

AAC 0239  Basic Accounting
A course designed as supplementary training to persons employed in a related field to acquaint the student with the complete bookkeeping cycle. Includes journalizing, posting financial statements, adjusting and closing books. Emphasis is given to inventory methods, special journals, control accounts, depreciation, and payroll methods.

ABF 0109  Auto Body Repair I
Corequisite: IDS 0010. This course is designed for job entry training in the repair and replacement of damaged automobile body parts and includes instruction in air compressors, painting equipment, paint identification, paint supply and additives. Emphasis will be placed on rust detection, reconditioning and paint problems and condition.

ABF 0110  Auto Body Repair II
Prerequisite: ABF 0109. Corequisite: IDS 0011. This course is a continuation of Auto Body Repair I and includes instruction in damage appraising, straightening, metal analysis, metal shaping and fitting and oxygen and acetylene welding, brazing and metal shrinking.

ABF 0111  Auto Body Repair III
Prerequisite: ABF 0110. Corequisite: IDS 0012. This course is a continuation of Auto Body Repair II and includes instruction in the repair and replacement of damaged automobile body parts and in panel replacement, body alignment, glass replacement, frame types, gauging, measuring and frame machine operations.

ACT 0309  Air Conditioning, Refrigeration and Heating I
Corequisite: IDS 0010. This course is the first of three sequential courses designed for job entry training in the air conditioning, refrigeration and heating fields. Instruction includes the scientific operation and principles of the more common types of equipment and the technical skills that are needed to maintain and repair the mechanical and electrical systems. The proper use of shop manuals, manufacturer's manuals and related technical literature is stressed.

ACT 0310  Air Conditioning, Refrigeration and Heating II
Prerequisite: ACT 0309. Corequisite: IDS 0011. This course is a continuation of ACT 0309, Air Conditioning, Refrigeration and Heating I. Course content will emphasize piping, brazing, soldering, oil and gas heating and heat pumps.

ACT 0311  Air Conditioning, Refrigeration and Heating III
Prerequisite: ACT 0310. Corequisite: IDS 0012. This course is a continuation of ACT 0310, Air Conditioning, Refrigeration and Heating I. Emphasis will be placed on heating and cooling load calculations, psychrometrics and a practical in troubleshooting and repair.

AIC 0003  Air Conditioning, Refrigeration and Heating
To acquaint the student with the installation and service of air conditioning systems. Computation of heat gain and loss, diagnosis and correction of problems, reading of blueprints, diagrams, and schematics are included. Expendable materials supplied by student. This course is designed primarily for off-campus supplementary instruction.

AIC 0315  Air Conditioning, Refrigeration and Heating
This course is designed primarily for apprenticeship instruction and its contents will include the proper procedure to install and service commercial and residential air conditioning systems, to compute heat gain and heat loss of buildings for summer and winter air conditioning, to diagnose and repair problems with commercial refrigeration systems of both medium and low temperature, and to read blueprints, plans, electrical diagrams and schematics necessary to perform the aforementioned tasks.

AIM 0010  Aircraft Powerplants Mechanics
This course is designed as supplementary instruction for persons already employed in the field or in a related field. Instruction will include theory, maintenance procedures, and safety precautions associated with aircraft powerplants.

AIM 0012  Airframe Mechanics
This course is designed as supplementary instruction for persons already employed in the field or in a related field. Instruction will include theory, maintenance procedures, and safety precautions associated with aircraft mechanics.

AIM 0014  Airframe and Powerplant Mechanics
This course is designed as supplementary instruction for persons already employed as airframe or powerplant mechanics or related occupations. Instruction will include theory, maintenance procedures, and safety precautions. Topics include mathematics, physics, basic electricity, aircraft hardware, materials and processes, and the use of tools and measuring devices.

AIO 0020  Advanced Instrument Training – Private Pilot
A course designed for professional general aviation pilots to gain instrument rating or to maintain instrument flight currency under FAR Part 61. Course is limited to licensed private pilots. Training will be a combination of classroom lecture and time on FAA approved AOC 6105 flight simulators.

AIO 0024  Advanced Instrument Training – Currency of Certificate
A course designed for professional aviation pilots holding private or commercial licenses with instrument rating to qualify for instrument flight currency using FAA approved AOC 6105 flight simulators.

APC 0011  Business English
A study of the business letter, discrimination in the use of words, spelling, review of grammar, punctuation and development of language power. This course is designed for persons already employed in a related field for supplementary instruction.

APC 0021  Water and Sewage Plant – Related Communications
Training in communications for Water and Sewage Plant Operators License Examination.

ARR 0008  Major Appliance Repair I
Corequisite: IDS 0010. This course is designed for job entry training and provides instruction in basic electricity, hand
tool use and testing equipment. It also includes fundamentals of refrigeration and the servicing of the domestic refrigerator.

ARR 0309  Major Appliance Repair II
Prerequisite: ARR 0308. Corequisite: IDS 0311. This course is a continuation of Major Appliance Repair I and provides instruction in the servicing, testing and repair of clothes washers, dryers and dishwashers.

ARR 0310  Major Appliance Repair III
Prerequisite: ARR 0309. Corequisite: IDS 0302. This course is a continuation of Major Appliance Repair II and provides instruction in the servicing, testing and repair of ranges, hot water heaters, compactors, garbage disposers and microwave ovens.

AUM 0003  Automotive Mechanics
This course consists of supplementary instruction in the repair of passenger automobiles and light delivery trucks, and includes engines, transmissions, clutches, carburetor, ignition systems, chassis, bodies, and power operated equipment.

AUM 0200  Automotive Machining in Industry
The course is designed to meet the needs of employers and unemployed employees in the automotive machine shop industry. Engine remanufacturing, grinding and cutting are emphasized. The course also includes safety procedures, equipment use and quality control.

AUM 0309  Automotive and Light Truck Mechanics I
Corequisite: IDS 0010. This course is designed for job-entry level and includes instruction in engine electrical and mechanical systems and fuel and emissions. The course includes a combination of classroom lecture and laboratory experience.

AUM 0310  Automotive and Light Truck Mechanics II
Prerequisite: AUM 0309. Corequisite: IDS 0011. This course is a continuation of Automotive and Light Truck Mechanics I and includes instruction in transmissions and drive train and front suspension and steering. The course is a combination of classroom lecture and laboratory experience.

AUM 0311  Automotive and Light Truck Mechanics III
Prerequisite: AUM 0310. Corequisite: IDS 0012. This course is a continuation of Automotive and Light Truck Mechanics II and includes instruction in brake systems and air conditioning and heating. The course is a combination of classroom lecture and laboratory experience.

AUM 0395  EMP Automotive Machine Shop
The course is designed to meet the needs of employers and unemployed employees in the automotive machine shop industry.

BCN 0010  Building Maintenance
This course is designed to upgrade the skill level of persons in major phases of repair and maintenance of buildings and fixtures, including painting, carpentry, brick and tilelaying, electricity, air conditioning and refrigeration, sheet metal and plumbing. Instruction will include safety and the use of hand and power tools.

BCN 0315  Laborer's Apprenticeship Training
Training in skills required by a laborer in the construction industry, including: safety and first aid, hand tools, handling construction materials, soil preparation, pipe laying, gasoline and electric powered equipment, concrete preparation and handling, concrete chipping and cutting, sandblasting, oxyacetylene cutting, carpentry labor and other skills prescribed by apprenticeship standards. Enrollment limited to apprentices in Construction Laborer's Apprenticeship Training Program.

BDP 0070  Fundamental Computer Concepts
The purpose of this course is to provide an overview of computers to today's world: what they are, what they do, how they work, the hardware involved, the necessary components of an information system, the need for accuracy and controls, the most common languages, the most common business applications, and the understanding of the basic terminology.

BDP 0072  Introduction to Computers
This course is intended for operators of small business and others with no previous experience in data processing. It introduces the student to the world of data processing and includes a study of the various types of computers and microcomputers, hardware and software and how they relate, elementary problem solving, survey of programming languages including BASIC, history of computers, and how to select and use computers in the home and in the small businesses.

BDP 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 kits 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.

BDP 0085  Basic Language for the Microcomputer
This course is designed to provide the student with the knowledge and "hands-on" experience to program microcomputers with the BASIC language. Although the coverage will not allow the student to enter the job market as a programmer, it will provide a student with a basic foundation in the operation of microcomputers and establish the essential fundamentals of programming in the microcomputers. This course is for those interested in building their own computer systems. With this knowledge, the student will be able to program simple applications and will be able to continue to expand skills through other programming courses or personal study.

BDP 0090  Intermediate Basic for Microcomputers
Prerequisite: BDP 0085 or equivalent programming experience. This course is intended for students who have completed the Basic Language for Microcomputers course or its equivalent, and is designed to enhance their understanding and programming skills utilizing the microcomputer. The course covers topics such as Multilevel Tables, String Manipulations, Controlling the Monitor, and Disk Input and Output operations. In addition, the course allows the student to gain "hands-on" experience and skill utilizing the campus microcomputer laboratory to reinforce the concepts presented in the classroom lectures.

BDP 0300  Computer Programmer Training for the Disabled
This course is designed specifically to train disabled persons in the field of computer programming. Students will undergo an intensive nine-month training period plus a two-month internship in area businesses as programmers. During the training the following areas will be covered: Business Correspondence, DP Concepts and Terminology, Analysis and Design, Terminal Familiarity (CMS), Programming Languages, Basic JCL, and CICS. Other areas will include Group Project, System Utilities and Data Communication Concept. Enrollment is limited to physically
disability individuals admitted through a selective admission process. All entering students must take the SAT General Computer Programming Aptitude Test.

**BDP 0810**  
**Word Processing Software for Microcomputers**

**Prerequisite:** It is suggested that the student possess touchtyping skills prior to registering for the course. This first course in a series of five is designed to introduce and supplement the background of the beginning student to two word processing software packages: Applewriter, Inc. and Displaywriter III that have become popular on both the Apple IIe and IBM PC microcomputers. The course will provide students with the opportunity to create a letter or document, use appropriate edit and format commands, insert and delete text, print final copy with headings, footnotes, page numbers, and more.

**BDP 0820**  
**Electronic Spreadsheet Software for Microcomputers**

**Prerequisite:** It is suggested that the student possess touchtyping skills prior to registering for the course. This second course in a series of five is designed to introduce and supplement the background of the beginning student to a number of electronic spreadsheet software packages: Visicalc, Advanced, SuperCalc III, that have become popular on both the Apple IIe and IBM PC microcomputers. The course will provide the student with the opportunity to produce spreadsheets for financial analysis, production planning, budget projections, and "what if" analysis.

**BDP 0830**  
**Data Base Software for Microcomputers**

**Prerequisite:** It is suggested that the student possess touchtyping skills prior to registering for the course. This third course in a series of five is designed to introduce and supplement the student's background with a number of data base software packages: PFS:File/Report, Lotus 1, 2, and 3, that have become popular on both the Apple IIe and IBM PC microcomputers. The course will provide the student with the opportunity to create data base files for entering information, retrieving information, modifying the file, producing reports, and information selection and extraction.

**BDP 0840**  
**Business Graphics Software for Microcomputers**

**Prerequisite:** It is suggested that the student possess touchtyping skills prior to registering for the course. This fourth course in a series of five is designed to introduce and supplement the background of the beginning student to a number of business graphics software packages: PFS:Graph, LOTUS 1, 2, and 3, that have become popular on both the Apple IIe and IBM PC microcomputers. The course will provide the student with the opportunity to use business graphics for scatter plots, pie charts, bar graphs, and line graphs.

**BDP 0850**  
**Integrated Business Software for Microcomputers**

**Prerequisite:** It is suggested that the student possess touchtyping skills prior to registering for the course. This fifth course in a series of five is designed to introduce and supplement the background of the beginning student with a number of integrated business software packages: LOTUS 1, 2, and 3, Frameworks, that have become popular on the IBM PC microcomputer. The course will provide the student with the opportunity to simulate office problems in the business environment by creating data files, graphs, spreadsheets, and documents in addition to exchanging information among these functions without having to reenter the data or change magnetic media.

**BLR 0380**  
**EMP Blueprint Reading**

The course is designed to meet the needs of the employer and under-employed employees in the blueprint reading field.

**CAP 0309**  
**Carpentry I**

Corequisite: IDS 0311. 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, stair building, and other similar types of building construction.

**CAP 0310**  
**Carpentry II**

Corequisite: CAP 0309. Corequisite: IDS 0311. This course is a continuation of Carpentry I. Topics include wall, floor and roof framing, exterior finish, interior wall coverings, stairs and foundation framework.

**CAP 0311**  
**Carpentry III**

Corequisite: CAP 0310. Corequisite: IDS 0312. This course is a continuation of Carpentry II. Topics include form detailing, construction and erection, concrete and heavy timber construction.

**CAP 0315**  
**Carpentry**

This course is designed primarily for apprenticeship instruction and its contents will include 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 woodworking.

**CAP 0385**  
**EMP Carpentry**

The course is designed to meet the needs of employers and under-employed employees in the carpentry industry.

**CEQ 0115**  
**Operating Engineering**

This course is designed primarily for apprenticeship instruction. Its contents include proper procedure in the maintenance and operation of selected power construction equipment ranging from air compressors to steam shovels.

**CGC 0013**  
**Day Care Administration and Supervision**

This course is for the individual who is working in a child care center or wishes to expand his work as he is working in day care administration and supervision. Areas to be covered include setting up a program, personnel management, fiscal management, systematic planning for day-to-day operations, staff relations, evaluation, and human relations.

**CGC 0020**  
**Making Child Care Teaching Materials**

This course is designed to teach students how to make child care teaching materials at little or no cost. It is especially appropriate for the individual who is already employed in the child care field.

**CGC 0025**  
**Child Day Care Worker In Service Training**

This course is designed to assist child day care workers in improving, on site, the quality of their care of young children. The areas of training to be covered, according to need, are: child growth and development; child care programming and activities; health and safety practices; nutrition and good eating habits; design and use of physical space; working with parents; community health and social service resources; day care for multi-lingual children; day care for handicapped children; day care home management; and handling behavior problems.

**CGC 0030**  
**Child Care Managers’ Seminar**

The seminar is designed for current and prospective child care administrators. The purpose of the seminar is to provide up-to-date knowledge and help participants develop skills in one or more of the following areas: child care program organization; personnel management; supervision; and problems, business practices, regulations, and planning; public relations and evaluation of child care programs; communication; and implementation of good employer-employee relationships, and human relations skills; and self-improvement of the supervisor.
CGC 0035 State Child Care Worker Training Course
The State Child Care Worker Training Course will provide instruction in the following areas: state and local rules and regulations which govern child care; health, safety, and nutrition; identifying child abuse and neglect; and child growth and development. The course is designed for those who are employed in child care centers.

CHD 0100 Child Development Associate Preparation Course
This course is designed as supplementary instruction and is competency-based, individualized, and predominantly on-the-job training. The course is designed to provide the student with the means of acquiring competencies needed to become a Child Development Associate.

CJD 0201 Law Enforcement Recertification Training
This course is designed to meet the recertification training requirements for certified law enforcement officers as established by the State Criminal Justice Standards and Training Commission. Areas of instruction and training include: firearms, emergency vehicle operations, human and community relations, first aid and CPR, self-defense, supervision and management, riot control, and other areas as needed.

CJD 0491 Corrections Recertification Training
This course is designed to familiarize participants with the correctional systems of the State of Washington. Areas of instruction and training include: the correctional system, the correctional officer, the correctional facility, and correctional procedures. This course is designed to prepare participants for the correctional officer certification examination.

CJT 0310 Basic Firearms Qualification Course
This course is designed for in-service individuals who must be certified to carry firearms but have not completed a basic recruit (police, corrections, or auxiliary) course. Firearms instruction will include proper handling of the primary weapon of the patrol officer in both simulated and actual confrontational and non-confrontational situations. Safety, loading, unloading, care, cleaning, and mechanics will also be covered. The course is in compliance with State Criminal Justice Standards and Training Commission requirements.

CJT 0312 Firearms Familiarization
This course is designed to introduce in-service personnel to the basic firearms training of those organizations in need of training which does not fall under the Criminal Justice Standards and Training Commission requirements. Firearms instruction will include safety handling, mechanics, loading, unloading, care, and cleaning of the gun. The course is in compliance with State Criminal Justice Standards and Training Commission requirements.

CJT 0421 Law Enforcement Basic Emergency Vehicle Operation
This course is designed for in-service police officers, recruits, and other law enforcement personnel. It is an intensive program of study dealing with vehicular dynamics, the driver's mental state during emergency situations, and the driver's ability to successfully perform emergency skills tests. The student will also receive training in accident avoidance and crash procedures, crash site suitability and self-protection at the time of disablement. The student will be trained to perform routine safety checks on the vehicle and to recognize potential mechanical defects. The course also includes a review of civil liability resulting from negligent operation of motor vehicles.

CJT 0422 Law Enforcement Refresher Emergency Vehicle Operations
This course is designed as a refresher for the basic 84 hour Tactical Police Driving Course, and will be used as annual recurrent in-service training for police and other law enforcement personnel. The student who is an in-service law enforcement officer will receive a review of the driving techniques previously taught, with emphasis on hand and foot movements, braking, skid control and accident avoidance. This program may also be tailored to provide more advanced training in these areas when special needs occur.

CIT 0114 Specialized Clothing
This course includes a combination of theory and laboratory and community experience and is designed for students who have mastered basic construction skills. Major areas include advanced construction techniques, special fitting problems, use of stretch fabrics, and trimmings, design details, larger patterns, linings and underlinings, and special finishing techniques. The instructional activities include the construction of selected items such as bridal and evening wear, men's wear, children's wear, swimwear, lingerie, sportswear and fashion accessories. Concepts in management, safety, production, and economic education are taught as they relate to instruction.

CLT 0312 Basic Clothing Construction
This course is designed as a supplementary instruction for homemaker students. The student will learn the proper procedure for garment construction and the course includes a study of pattern selection including body measurements and simple alterations, fabric selection and preparation with emphasis placed on 'knit' and 'suitable' patterns and fabrics, selection, fit, and care of modern sewing and pressing equipment, completion of a garment, and selection of suitable accessories.

CLT 0313 Advanced Clothing Construction
This course is designed as an introduction to instruction for homemaker students. The student will be taught the proper procedure for garment construction and the course includes a study of pattern selection including body measurements and simple alterations, fabric selection and preparation with emphasis placed on 'knit' and 'suitable' patterns and fabrics, selection, fit, and care of modern sewing and pressing equipment, completion of a garment, and selection of suitable accessories.

CLT 0330 Basic Clothing Construction for Seniors
This course is designed as an introductory instruction for senior adults. It will include learning basic procedures involved in clothing construction, a study of pattern selection including body measurements and simple alterations, fabric selection, and completion of a simple garment.

CMP 0510 Intermediate Clothing Construction
This course is designed as an introductory instruction for homemaker students who have completed Basic Clothing Construction and includes a study of more difficult construction techniques and fabrics more difficult to handle than were used in Basic Clothing Construction.

CMP 0512 Basic Tailoring
This course is designed as an introductory instruction 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.

CMP 0515 Alterations
This course prepares the student for the alteration and repair of ready-to-wear garments for customers of retail shops or in their own
homes as a private business. It involves an understanding of fabric handling, clothing construction, pressing, and training in fitting techniques. The approach of the course is based on the assumption that a successful alterationist must have a thorough understanding of garment construction in order to complete the necessary fitting changes.

**CMP 0516 Custom Dressmaking**

Course work includes supplementary techniques and skills in constructing custom made clothing. Students should acquire skills which will enable the student to become self-employed as a custom dressmaker.

**CMP 0517 Short Cuts in Sewing**

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

**CMP 0518 Sewing Short Cuts for Seniors**

This course is designed for senior citizens who know the basics of clothing construction, but who would like to learn techniques for making quick, casual clothes. This course will include supplementary instruction in short cuts in marking, construction, and finishing. Emphasis will be placed on efficiency and economy.

**CMP 0520 Fashion Design and Flat Pattern Drafting**

This course is designed for students with prior experience in clothing construction, but who would like to learn techniques for making quick, casual clothes. This course will include supplementary instruction in short cuts in marking, construction, and finishing. Emphasis will be placed on efficiency and economy.

**CMP 0525 Wardrobe Accessories for Seniors**

This course, which requires basic skills, is designed for the senior adult who is interested in enhancing and extending his/her wardrobe by learning how to make hats, belts, scarves, ties, lapel attachments, or any other accessory. Development of personal creativity is emphasized.

**CMP 0530 Intermediate Clothing Construction for Seniors**

This course is designed for senior citizens who have completed Basic Clothing Construction for Seniors, or who already have basic sewing skills. It includes the use of more difficult patterns, learning to make pattern alterations, and completion of one garment using more advanced techniques of sewing.

**COR 0418 Basic Training for Correctional Officers**

The basic training for correctional officers is designed specifically for job entry training to give each student a basic understanding of the duties and responsibilities of the line correctional officer. In addition, it is designed to give the student an overview of the other related fields within the criminal justice system. Specific areas in which the student will receive instruction include operational procedures, legal aspects of corrections, supervisory practices and related technical skills. NOTE: Course is restricted to individuals sponsored with intent of employment by area law enforcement agencies.

**COR 0426 In-Service Corrections Training**

This course is designed to provide supplementary in-service instruction in security and construction techniques. Specific areas of instruction include numerous subjects such as institutional and non-secure procedures, mechanics of search; fingerprinting; control; discipline; interpersonal communications; counseling and guidance; offender treatment; medical; social and volunteer services; records, and report writing; first aid; and firearms.

**COY 0309 Cosmetology I**

This is an introductory course and is designed to provide students with the essential concepts in the field of Cosmetology. In addition to classroom instruction, this course will introduce, through laboratory experience, all of the major concepts and practices of Cosmetology.

**COY 0310 Cosmetology II**

Prerequisite: COY 0309 or consent of professor. This course includes a combination of theory and work in the laboratory. Major concepts and practices introduced in COY 0309 will be continued. Intermediate skills will be developed and emphasis placed on students' ability to perform as cosmetologists.

**COY 0311 Cosmetology III**

Prerequisite: COY 0309 and COY 0310, or consent of the professor. Theory and practice included in the State Board examination are emphasized. In addition, a practical application of skills and techniques with emphasis on speed will be stressed to improve the student's performance up to an employment competency level.

**DES 0010 Basic Current Dental Concepts**

This course provides supplementary instruction for the dental health professional which may include the dentist, the assistant, and/or the hygienist. Topics may include a general survey of office management, dental procedures for the dental team, specific dental techniques, utilization of modern materials in dentistry, patient care, office administration, maintaining necessary records, financial aspects of dental practice, legal aspects of dental practice, specific dental therapeutic measures, and expanded duties for the dental auxiliary.

**DES 0020 Intermediate Current Dental Concepts**

This course provides supplementary instruction for the practicing dentist, assistant, and/or hygienist. Topics include a detailed study of office management, dental procedures for the dental team, specific dental techniques, utilization of modern materials in dentistry, patient care, office administration, maintaining necessary records, financial aspects of dental practice, legal aspects of dental practice, specific dental therapeutic measures, and expanded duties for the dental auxiliary.

**DES 0030 Advanced Current Dental Concepts**

This course provides supplementary instruction for the practicing dental health professional which may include the dentist, the assistant, and/or the hygienist. Topics include an advanced study of office management, dental procedures for the dental team, specific dental techniques, utilization of modern materials in dentistry, patient care, office administration, maintaining necessary records, financial aspects of dental practice, legal aspects of dental practice, specific dental therapeutic measures, and expanded duties for the dental auxiliary.

**DIM 0050 Changing Technology in Diesel Vehicles**

This course is designed to teach innovations and their repair procedures to prospective and current mechanics of diesel vehicles. Specific emphasis will be placed on GM products and safety.

**DIM 0109 Diesel Engine Mechanics**

This course is designed as supplementary instruction for persons already employed in the field or in a related field. Instruction will include theory, maintenance procedures, and safety precautions associated with diesel powered engines.
DIM 0390 EMP Diesel Mechanics
This course is designed to meet the needs of employers and unemployed employees in the diesel mechanics industry.

EER 0001 National Electrical Code Review
This course is designed for persons employed in the electrical field and provides a review of the calculations included in the Codes Exam. Instruction includes temperature connection, voltage drop, transformer, conductor fill, motor circuits and service entrance calculations. Single and polyphase calculations are also covered.

EER 0005 AC/DC Contractors and Magnetic Motor Starters
This course is designed for persons employed in the electrical field and teaches the operating features, application, troubleshooting, and repair of magnetic motor controls.

EER 0010 Single and Polyphase Transformers
This course is designed for persons employed in the electrical field and covers transformer construction, operating characteristics, types, application, connections, and calculations.

EER 0015 Electrical Theory
This course is designed for persons working in the electrical field who have not had the opportunity to attend formal classroom instruction or for persons desiring to refresh their theory skills. Instruction includes the fundamental concepts of electricity.

EER 0020 Industrial Applications of Solid State Devices
This course is designed for persons employed in the electrical field and teaches the application of semiconductor devices used in today's industrial electrical equipment. These circuits will be explained in the classroom followed by actual experimentation with the devices in the lab.

EER 0025 Solid State DC Motor Drives
This course is designed for persons employed in the electrical field and covers the operation, adjustment, troubleshooting, and repair of common DC drive systems. These systems will be explained and used in both the classroom and laboratory.

EER 0030 Solid State AC Motor Devices
This course is designed for persons employed in the electrical field and covers the operation, adjustment, troubleshooting, and repair of common AC drive systems. These systems will be explained and used in both the classroom and laboratory.

EER 0035 Test Equipment
This course is designed for electricians in the field. Instruction includes the operation and use of analog meters, digital meters, oscilloscopes and other special measuring instruments.

EER 0040 Semi-Conductor Theory for Electricians
This course is designed for electricians in the field and teaches the theory and operation of semiconductor devices used in the electrical trade. These devices will be explained in the classroom and then the devices will be applied in actual circuits in laboratory experiments.

ELS 0112 Basic Electronics
This course is designed as supplementary instruction for persons already employed in the field, or in a related field. The student will learn the proper procedure in the installation, maintenance, and repair of electronically and digitally controlled and operated distribution systems used in industry and commercial businesses.

ELS 0115 Selected Concepts from Electronics Theory: Circuits
This course is designed for seniors who have completed military electronics training schools and who wish to receive college credit as outlined in the Guide to Evaluation of Educational Experiences in the Armed Forces. The course includes selected topics from college credit courses ETE 1010C, 1030C, 2111C, 2111C and 2610C. In the areas of DC electricity, AC electricity, solid-state diode circuits, transistor amplifiers, and introductory digital electronics. This course is intended solely for the purpose of ensuring that military students are current in their knowledge of the rapidly changing field of electronics. At the completion of the course, the student will be given a comprehensive test. Students who successfully complete the test and who present a Department of Defense Form 281 (Application for the Evaluation of Educational Experiences During Military Service) to the Campus Registration Office will receive the appropriate credits.

ELS 0119 Radio Operators 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 Electronic Theory is included. The student will have the opportunity to take the Novice Class Radio Operators license test upon completion of this course. Tests are supplied by the Federal Communications Commission (FCC) and only those passing this exam will receive their operator's license.

ELS 0120 Examination Preparation: Radiotelephone Operators License
A review of material for the Federal Communications Commission Commercial Radiotelephone Operators License including communications laws, operating procedures, basic and advanced electronic theory and examination procedures.

ELS 0309 Industrial Electronics I
Corequisite: IDS 0013. This course is designed to prepare the student for full-time employment in the Industrial Electronics field. Topics include electronics theory, troubleshooting, circuit testing and safety precautions.

ELS 0810 Industrial Electronics II
Prerequisite: ELS 0309. Corequisite: IDS 0911. This course is a continuation of Industrial Electronics I. Instruction will focus on semiconductor devices and electronic circuits.

ELS 0811 Industrial Electronics III
Prerequisite: ELS 0510 or consent of the instructor. Corequisite: IDS 0912. This is a continuation of ELS 0810 and provides an introduction to industrial controls, digital electronics and microprocessors.

ELS 0390 EMP Marine/Industrial Electricity
This course is designed to meet the needs of employers and unemployed employees in the marine/industrial electricity field.

EMS 0065 Basic Life Support
This course is designed as supplementary instruction to provide a periodic update in cardiopulmonary resuscitation.

EMS 0119 Fundamentals of Emergency Medical Care
Corequisite: EMS 0120. This course is designed for persons already employed in a public service field and includes current techniques practiced by a First Level EMP providing emergency medical care. On successful completion of this course and the corequisite, EMS 0120, one is qualified to take the State Registry Examination for Emergency Medical Technician. EMS 0119 and EMS 0120 must be taken at the same time.

EMS 0120 Fundamentals of Emergency Medical Care (Clinical Experience)
Corequisite: EMS 0119. Emergency procedures for life-threatening problems will be demonstrated and practiced in the college laboratory. Clinical rotation will be required in
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Local hospital emergency care facility. This course is corequisite to EMS 0118 and can be taken only in combination within that course.

EMS 0340 Victim Rescue
This course is designed as a supplementary instruction and includes a review of victim rescue operations and the use of extraction tools. It is approved for continuing education units with the Emergency Medical Services.

EMS 0381 Basic Review Emergency Care
This course is a 32-hour refresher course for those already employed in the field who need a review for three-year recertification by the Division of Health.

EMS 0391 Advanced (Rescue) Emergency Care
This course is designed as a supplementary instruction and includes a review of life saving procedures, intravenous fluid therapy and use of various equipment such as defibrillators and synchronized monitors.

EMS 0396 Emergency Technology Seminar
This seminar is designed as a supplementary instruction to update the skills of the working emergency medical technician.

EMS 0731 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.

ENR 0003 Gasoline Engine Mechanic
This course includes training in the inspection and repair of the mechanical equipment of gasoline powered engines (other than automobiles and truck), including motor testing, 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 off-campus supplementary instruction.

ENR 0050 Changing Technology in Gasoline Vehicles
This course is designed to teach innovations and their repair procedures to prospective and current mechanics of gasoline vehicles. Specific emphasis will be placed on GM products and safety.

ENR 0309 Small Gasoline Engines I
Corequisite: IDS 0110. This course is designed specifically for job entry training in the inspection and repair of gasoline-powered engines (other than automobile and truck), including carburetor overhaul and adjustment, fuel line cleaning, valve grinding, replacement and adjustment, ignition system overhaul, and engine tune-up.

ENR 0310 Small Gasoline Engines II
Prerequisite: ENR 0309. Corequisite: IDS 0111. This course is a continuation of ENR 0309 which is designed specifically for job training. It will provide training on self-propelled lawn mower drive systems, rider mowers and garden tractors, transmission/axles, and garden tillers. It will also provide training on engine maintenance.

ENR 0311 Small Gasoline Engines III
Prerequisite: ENR 0310. Corequisite: IDS 0112. This course is a continuation of ENR 0310 which is designed specifically for job entry training in the inspection and repair of gasoline powered engines other than automobiles and trucks. It will provide "hands-on" training on the overhaul, adjustments, and testing of motorcycle systems.

FAR 0012 Parenting Your Teenager
This course presents the developmental process of adolescence as it occurs within the context of the rapidly changing American family. The course explores several general issues: family communication, values system, problem solving, conflict resolution, and setting limits. Specific areas such as drug and alcohol use and abuse, sexuality and planning for the future will also be addressed.

FAR 0410 Credit Administration
This course, designed as supplementary training for persons employed in a related field, concerns itself with statements and discussion of factors influencing and determining loan policies. Methods of credit investigation and analysis, credit techniques, collection methods, specific credit problems, and regular as well as unusual types of loans, are outlined and discussed.

FAR 0411 Investments
The banks need for primary reserves and investable funds limit the funds available for investment. This supplementary training course describes how the needs and the funds are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuation, 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 length-term holdings.

FAR 0412 Bank Communication
In this course, the student is given an opportunity to study all phases of speech situations. The text is directed primarily to the student already employed in and wanting to be more proficient in, the communication field of banking. This course will help prepare the student in proper procedures on the public platform and other speech situations. Having studied the basic principles involved in organizing and presenting a speech, the student is given suggestions to aid in developing speaking ability in such situations as conferences, panel discussions, radio, and television.

FAR 0413 Investments Securities
This course is designed as supplementary training for persons already employed in a related field. It helps the student to understand how the stock market works, the important role it plays in our nation's economy, and how it helps people share in the growth of our business enterprises.

FAR 0415 Bank Teller Training
This course is designed as job entry training to enable individuals to quickly function efficiently on the job as new tellers. Also, tellers with experience can strengthen specific skills and become aware of the professional aspects of their jobs. Teller training can improve performance and attitudes towards co-workers and customers.

FAR 0420 Savings and Loan Principles
This course stresses the basic principles of savings and loan organizations and explains the procedures involved in their operation. It is designed specifically as supplementary training for persons employed in a related field.

FAR 0421 Banking Business Administration
In this course, emphasis is placed on the managerial responsibility of coordinating carefully the many facets of a business enterprise. It also stresses the background of administration, financial management, production, labor-management relations, marketing, coordination and control, and public relations problems. It is designed specifically as supplementary training for persons employed in a related field.

FAR 0423 Commercial Law and Banking
This course, designed specifically as supplementary training, is an introduction to law for bankers. Among the legal topics considered are jurisdiction, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, and agency. The standard commercial law subjects, including corporations and partnerships, are discussed. Though commercial law principles are broadly presented, attention is concentrated on the Uniform Commercial Code.

FAR 0424 Economics of Banking
This course sets forth the current principles explaining how our economic system operates and is designed specifically as supplementary training for persons employed in a related field. It takes up the determination of relative value in mar-
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Fool with different types of competition, and applies the underlying principles to incomes and commodities. Also includes the basics of international economics and finance, and the limitations and related pitfalls of economic.

FCR 0426 Trust Function Services
This course is designed specifically as supplementary training and presents a complete picture of the services rendered by institutions engaged in trust business. It endeavors to keep the distinction between business and legal aspects of trust functions.

FCR 0427 Bank Accounting
This course is designed as supplementary instruction for persons already employed in the field, or in a related field. It is based on a new, second edition text that supplies a comprehensive treatment of all up-to-date principles and also gives the student ample opportunity through examples, illustrations, and correlated activities to learn how the principles are applied. End-of-unit summaries have special sections for both principles and managerial implications.

FCR 0431 Analyzing Financial Statements
This course is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who only study accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. This course is designed specifically as supplementary training for persons employed in a related field.

FCR 0432 Banking Principles
This course is designed specifically as supplementary training and presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the 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.

FCR 0433 Money and Banking
This course is designed specifically for supplementary training for persons employed in a related field. It 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 gold, limitations of central bank control, government fiscal policy, balance of payments and foreign exchange, yield curves, and the structure of portfolios.

FCR 0436 Banking Installment Credit
This course is designed specifically as supplementary training for persons employed in a related field. It completely presents the techniques of installment lending. 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 all the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspects of installment lending.

FCR 0440 Credit Union
This course is designed to provide the knowledge and tools necessary to make credit union employees more professional and better informed and to attain leadership qualities which are very important today.

FCR 0500 Customer Service/Financial Institutions
This supplemental course is designed to train employees of financial institutions to quickly function efficiently on the job as customer service representatives. Also, customer service personnel can strengthen their knowledge of financial services and human relations and abilities to cross sell.

FCR 0510 New Accounts/Financial Institutions
This supplemental course is designed to train employees of financial institutions to quickly function efficiently on the job in a new accounts department. Also, new accounts personnel can strengthen their abilities in customer relations, produce knowledge and documents.

FPP 0005 Fire Fighter Minimum Standards Course
This course is designed to prepare a student for certification and initial employment as a fire fighter in the State of Florida. Successful course completion will qualify a student to take the minimum standard written, oral, and practical examination as administered by the Bureau of Fire Standards and Training. Note course is restricted to individuals sponsored with intent of employment by area fire departments.

FPP 0740 Fire/Rescue Basic Emergency Vehicle Operations (EVOC)
This course is designed for in-service personnel engaged in the emergency operation of fire and rescue apparatus and for the recruits enrolled in basic training. The course will deal with the mental and physical states of the driver both during the emergency run and during the return to the station. The student will perform various exercises on both the road course and various simulators. The student will also receive instruction in the mechanical aspects peculiar to the piece of apparatus being used and in accident avoidance procedures. This course is designed to meet the training requirements for emergency vehicle drivers as established by applicable state laws.

FPP 0741 Fire/Rescue Refresher Emergency Vehicle Operations
This course is designed to serve both as an introductory and as a current course of study for in-service operation of fire and rescue vehicles. The curriculum will deal with proper driving techniques including acceleration, braking, skid correction, and off-road recovery. Special emphasis is placed on public safety and emergency vehicle operation. The student must display proficiency during "hands-on" exercises and on a written examination.

FIF 0310 Fire Fighter Minimum Standards Course – Phase I
This course is designed to provide supplementary instruction of area volunteer fire fighters in partial fulfillment of the State Fire Fighter Minimum Standards Curriculum. Specific areas of instruction for this phase include overview of the fire service, apparatus and equipment, fire chemistry and behavior, and tools and small equipment.

FIF 0415 Fire Officer Instructor Course
This course is designed for persons already employed in the field. The student will learn the purpose and types of training necessary in fire department operations. In addition, selection criteria for instructors and certification of training equipment will be presented.

FIF 0418 Fire Ground Tactics and Procedures
Students will be provided with instruction concerning the development of principles dealing with command and control, familiarization with apparatus and equipment, fire ground strategy, etc. Note: course is restricted to in-service fire fighters.

FIF 0419 Aerial Ladder Operations
The fire fighter will be instructed in hitches and construction, hydraulic systems, stabilizing jacks, ladder pipes, etc. Note: course is limited to in-service fire fighting personnel.
FON 0109 Bread Making
This course includes a study of the ingredients and techniques involved in making and baking a variety of breads. Included will be a study of nutritive values, ingredients, methods of mixing, baking, storage and service of breads. Quick and yeast breads including sour dough breads and starters will be emphasized, as well as breads of foreign countries. This course is designated as supplementary instruction for homemakers.

FON 0110 Specialized Foods
This course includes a combination of theory and laboratory and community experiences. Major concepts include aesthetics of foods; planning, selecting, preparing, serving and storing foods for special occasions; foreign cooking, creative cooking; alternative ways of serving food; food preservation methods; food garnishing; energy saving food preparation methods; and techniques in using specialized tools and equipment. Concepts in management, safety, free enterprise, and consumer and economic education are taught as they relate to instruction.

FOM 0312 Quantity Cookery
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 to improve quality and quantity of food served. It includes principles and techniques of quantity food production. Actual preparation of foods in quantity provides on-the-job experiences in menu planning and techniques learned. Trainees learn proper use and care of equipment, use of available serving utensils to assure adequate portions, and gain experience in calculating and recording quantities of food used, adjusting and standardizing recipes for numbers to be served.

FMS 0314 Supervised Food Service Worker
This course is designed to prepare persons for employment in the food service area. The student will work under supervision, in the preparation and serving food in institutions such as hospitals, home for the aged, nursing homes, children’s homes, and day-care centers. Follows hygiene practices in preparing food for cooking, during the cooking process, serving and storing, follows safety regulations in the use of all types of equipment and the handling of hot food. Uses the basic skills required in preparation of standard large quantity recipes for vegetables, salad and dressings, milk, soups, sausages, meat, fish and poultry, quick breads, sandwiches and desserts. Serves food at table or on trays according to situation. The student will organize work in relation to work space and within time limitations.

FMS 0317 Basic Food Preparation
This course is designed for homemakers to include purchase procedures; use, care, storage and arrangement of equipment, and management of human material resources. Specialized activities include experiences in planning, preparing, and serving food for a variety of occasions.

FMS 0320 Catering I
This course is designed as supplementary training for persons employed in home or commercial catering. Instruction includes: menu planning for catered events; preparation and service of foods; purchase, use, and care of equipment; management of time and money; sanitation and safety; decoration and service of foods for special occasions. Special activities include field trips to commercial caterers and participation in commercially catered affairs.

FMS 0330 Basic Food Preparation for Seniors
This course is designed for senior adults, to include purchase procedures; use, care, storage and arrangement of equipment, and management of human and material resources. Specialized activities include experiences in planning, preparing, and serving food for a variety of occasions, developed in accordance with the senior adult’s specific requirements; considering special needs and limited funds of today’s senior citizen.
FSM 0510 Advanced Foods
This course is designed as supplementary instruction for homemakers and includes the more specialized preparation of food for family meals such as meats, seafoods, poultry, vegetables, and desserts. Consideration will be given to budgeting, marketing, and storing foods, as well as table service for all occasions.

FSM 0514 Food Service Management
This course is designed as supplementary instruction for persons already employed in the field, or in a related field. The course will assist employees in finding and solving problems and operations. It includes characteristics of a good food service, and its place in the total operation program with comprehensive overview of the principles of menu planning, purchasing, food preparation and service, equipment use and care, sanitation and safety, personal cleanliness and grooming, and the value of a good working relationship within the organization and with the school community. Emphasis is placed upon the need for greater knowledge in operating school food services, to assure maximum benefits to the children and the need for continuous training.

FSM 0518 Sanitation and Safety
The student will explore the scientific rationale for sanitation and safety practices which are enforced for groups of individuals. The student will identify causative agents of foodborne illness and demonstrate preventive techniques by adhering to sanitation standards. Emphasis is placed on methods of accident and fire prevention.

FSM 0521 Food Service Apprenticeship I
The student will acquire knowledge and skills needed by a professional cook in the food service industry, including restaurant cookery; stocks, soups, sauces; vegetable preparation; and cooking as 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, American Culinary Federation. The duration of the training program is three years. The program is comprised of three courses.

FSM 0525 Child Care Food Handler’s and Manager’s Course
This course is designed to offer child care food handlers and managers with information on sanitation; nutrition and meal planning; child development; accounting and record keeping; and food purchasing and service.

GMR 0310 Cashier/Sales/Checker
This course is designed specifically for job entry training and includes instruction in the proper finger method of recording accounts on a cash register; properly departmentalize sales; handle taxable items; process actual merchandise orders, handle cash, and balance cash drawers.

GRA 0310 Printing
This course is designed specifically for job entry training. This course consists of offset camera, platemaking, stripping, and small offset press; letterpress composing, binding and letterpress printing, including hand feed and automatic presses.

HEF 0101 Slipcover Construction
Work course includes instruction for homemakers in fabric selection, techniques of handling various fabrics, making cord, fitting cord to corners, and inserting zippers. Care of slipcovers is also included. This course is designed for persons already employed in the field, or in a related field, for supplementary instruction; however, intensive study could develop job entry level skills.

HEF 0104 Interior Design
This course is designed as supplementary instruction for persons already employed in the field, or in a related field. It includes a study of the ways in which attractive and livable interiors can be planned in relation to individual and family housing situations and incomes, choosing and combining line, color design and various materials, and wall, window and floor treatments as they relate to other phases of decoration. Practical information concerning choice of furnishings and equipment will be included.

HEF 0105 Advanced Interior Design
This course is designed as supplementary instruction for the person who has completed HEF 0104, Interior Design. It includes advanced study of the elements and principles of design.

HEF 0310 Drapery Construction
This course is designed as supplementary instruction for persons already employed in the field, or in a related field. Course work includes instruction in choosing fabrics, construction of various types of curtains and draperies, and selection of hardware. A comparison of cost factors is also included. Intensive study could develop job entry level skills.

HEF 0312 Furniture Reupholstery
This course includes the selection of tools, materials and equipment; use of power equipment; disassembling of furniture; basic construction processes; fitting the muslin cover; planning and preparing the fabric pattern cover; planning and preparing the panels, outsides and trimmings, pleats, drapes, and making cushions. This course is designed for persons already employed in the field, or in a related field, for supplementary instruction; however, intensive study could develop job entry level skills.

HEF 0313 Advanced Reupholstery
This course is designed as supplementary instruction for persons already employed in the field, or in a related field. This course includes channeling, tufting, making skirts, repairing, and making touch-up of furniture, color and color schemes, and headboards; however, intensive study could develop job entry level skills.

HOF 0001 Household Care, Repair, and Maintenance
This course is designed as supplementary instruction directed toward making the home owner self-sufficient in handling minor care, repair, and maintenance problems. The context includes problems with electric power, plumbing emergencies, care and repair of floors and floor coverings, interior painting, upholstering, furniture care and repairs, miscellaneous repairs, tools needed, safety, and combating pests and fungi.

HOF 0002 Home Accessories
This course is designed as supplementary instruction, and includes application of techniques and skills in making new, or reworking used, necessary items for the home. Project possibilities: bedspreads, drapes, pillows, table covers, cottons, bales, wall hangings, lamps, lamps shades, curtains, window shades, linens, waste baskets, storage boxes, candle making, candle holders, small drained or hooked rugs, and other accessory furnishings, among which an interest may be expressed by students.

HOF 0003 Seasonal Home Accessories for Seniors
This course, which requires basic sewing skills, is designed for the senior adult who is interested in learning to make accessories for special occasions and celebrations, such as holiday decorations, centerpieces, bell pulls, tablecloths, favors, etc.

HOF 0005 Specialized Housing and Home Furnishings
The course includes a combination of theory, laboratory experiences and community experience. Major concepts include planning, selecting and utilizing equipment, furniture, accessories and household textiles, furniture reparation, energy conservation, home improvements, and home maintenance. Concepts in management, safety, free enterprise, consumer and economic education are taught as they relate to instruction.
HOF 0010  Home Accessories for Seniors
This course is designed as an introduction to basic skills and techniques in making new or re-working used, simple accessory items for the home. Project wall hangings, waste baskets, storage boxes, latch hook rugs, table runners place mats, and other simple accessory furnishings in which an interest is expressed by the students.

IDS 0010  Basic Skills I
Corequisite: The first of a non-college job entry training course offered at the Downtown Campus, or permission of instructor. This course is designed to provide the basic academic skills necessary for completion of the first course in the occupational programs offered at the Downtown Campus. Following pretesting and assessment, the student will be provided with individualized instructional plan to upgrade mathematics and reading skills.

IDS 0011  Basic Skills II
Prerequisite: IDS 0010 or permission of the instructor. Corequisite: Enrollment in a non-college job entry training course offered at the Downtown Campus, or permission of the instructor. This course is designed to provide the basic academic skills necessary for completion of the second course in the occupational programs offered at the Downtown Campus. Following pretesting and assessment, the student will be provided with an individualized instructional plan to upgrade mathematics and reading skills.

IDS 0012  Basic Skills III
Prerequisite: IDS 0011 or permission of the instructor. Corequisite: Enrollment in a non-college job entry training course offered at the Downtown Campus, or permission of the instructor. This course is designed to provide the basic academic skills necessary for completion of the third course in the occupational programs offered at the Downtown Campus. Following pretesting and assessment, the student will be provided with an individualized instructional plan to upgrade mathematics and reading skills.

IEL 0309  Industrial Electricity I
Corequisite: IDS 0010. This entry-level program provides the student with the required knowledge in basic electrical theory. Emphasis will be on the fundamentals in mathematics and science that are necessary to this trade area.

IEL 0310  Industrial Electricity II
Prerequisite: IEL 0309. Corequisite: IDS 0011. This course is a continuation of Industrial Electricity I. Instruction will include building wiring and electrical wiring techniques.

IEL 0311  Industrial Electricity III
Prerequisite: IEL 0310 Corequisite: IDS 0012. This course is a continuation of Industrial Electricity II. Instruction includes AC and DC motors and commercial wiring.

IEL 0315  Construction Electricity
This course is designed primarily for apprenticeship instruction, and its purposes will include the proper procedures for installation of electrical systems and related fixtures in buildings, including laying conduit, installation of switches, outlet boxes, wiring, splicing, testing circuits, line construction, and performing other duties and jobs required of an electrician.

IEL 0317  Electric Wiring
This course is designed primarily for apprenticeship instruction and its purposes will include the proper procedures for installation of wiring systems and related fixtures in buildings, including laying conduit, installation of switches, outlet boxes, wiring, splicing, testing circuits, line construction, and performing other duties and jobs required of an electrician.

INM 0010  Home Management/Personal Safety for the Blind
This course focuses on the various abilities needed by blind adults for independent living. In the area of home management, the student will be introduced to problems of maintaining a home effectively, including budgeting, nutrition, and techniques allowing a blind person to cook safely and clean efficiently. In the Communication Component, the student will learn Braille, typing, the use of handwriting aids designed for the visually impaired and the use of electronic equipment. Personal safety is emphasized in orientation and mobility training which enables a person to move about the environment safely and to master skills necessary for independent travel.

INS 0210  Principles of Insurance
This course, designed specifically as supplementary training, will seek to develop principles that can be used in understanding insurance companies contracts and practices. The approach will be essentially functional. Emphasis will be on the presentation of principles and explanations of practical methods of computing the relative cost will be presented.

INS 0220  CLU - Investments and Family Financial Management
This course is designed specifically as supplementary training and includes a study of various aspects of investment principles and their application to family financial management. Included are the subjects of yields, limited income security, growth factors, and analysis of financial statements. Also discussed are family budgeting, property insurance, mutual funds, variable annuities, and aspects of other investment media.

INS 0226  LUTC - Disability Income Insurance
This course is designed specifically as supplementary training and includes a study of the growing need for coverage, public awareness, advantage of being a switch liaison, steps in becoming an income replacement specialist, tax advantages of disability income insurance, and overcoming objections.

INS 0228  CLU - Pension Planning
This course is designed specifically as supplementary training and includes a study of the basic features of private pension mechanisms, including tax consideration, cost factors, funding instruments, profit sharing plans and tax deferred annuities.

INS 0229  CLU - Economics
This course is designed specifically as supplementary training and includes a study of economic principles, the government and banking institutions which have an effect on the national economy, national income, theory and application of price determination, business cycles, money and banking, international trade and finance, and problems of economic growth.

INS 0230  LOMA - Fundamentals of Life Insurance
This course is designed specifically as supplementary training and includes a study of the nature of modern life insurance, plans for life insurance, the level premium system, terms of the policy, legal aspects of life insurance, death and disability claims, health insurance, industrial insurance, group insurance, and social security.

INS 0231  LOMA - Life Company Operations
This course is designed specifically as supplementary training and includes a study of the different types of life insurance organizations, home office and field office organization, mortality tables, premium calculation, risk selection, re-insurance, governmental regulations, and taxation, investments of life insurance companies, financial statements, and new ideas and planning in the business of life insurance.
INS 0232  LOMA - Legal Aspects of Life Insurance
This course is designed specifically as supplementary training and includes a study of how a life insurance contract is formed and made valid, the rights of the policy owner and beneficiary, and the life insurance contract in operation.

INS 0233  LOMA - Life Insurance Accounting
This course is designed specifically as supplementary training and includes a study of elementary commercial bookkeeping, classifications of transactions, insurance entries, investment operations, punched card data processing, and fiscal period reporting.

INS 0234  LOMA - Economics and Investments
This course is designed specifically as supplementary training and includes a study of economic, income and growth, financial organizations, money and banking, income distribution, investment and security purchasing and purpose.

INS 0235  LOMA - Mathematics of Life Insurance
This course is designed specifically as supplementary training and includes a study of life insurance mathematics, compound interest, relation of mathematics to annuities, how to calculate premiums, reserves, dividends, and non-forfeiture values.

INS 0236  LOMA - Office Administration - Agency and Home Office
This course is designed specifically as supplementary training and includes a study of office organization, sales organization, office management, systems, data processing, office layout and personnel.

INS 0237  LOMA - Advanced Life Insurance
This course is designed specifically as supplementary training and includes instruction to provide students with more detailed knowledge of life insurance and company operations. It is intended primarily for career employees who wish to do intensive study in the business operations of a life insurance company and its more intricate characteristics. This course is considered to be at a college level and is divided into six parts. Parts 1 to 5 are considered to be core subject areas and Part 6 is listed as a specialized field of interest.

INS 0255  CLU - Estate Planning
This course is designed specifically as supplementary training and includes a study of advanced subjects in life underwriting, estate planning, disposition of property, administration of the property in trusts and estates, taxation of estates and gifts transfers, and the effective use of life insurance towards minimization of financial problems. Note: This CLU Course 10 Examination must be taken last or concurrently with any remaining examinations in the ten-course series for which a candidate needs credit.

INS 0256  CLU - Wealth Accumulation Planning
This course provides to persons currently employed or have previously been employed in the insurance field (Chartered Life Underwriters) an in-depth coverage of real estate investment, formation of limited partnership and tax shelter investments, and retirement planning. A student will gain additional knowledge and skills in planning for the living estate, reduction of the tax burden, protection of accumulated wealth, education for children and planning retirement.

LAE 0416  Specialized Law Enforcement Training
This course is designed to provide supplementary specialized instruction of area law enforcement personnel. Specific areas of instruction include numerous highly specialized subjects such as: investigations of auto theft, burglary, counterfeiting, forgery, gambling, robbery and sex crimes; control of riots and violent civil disorders; crisis intervention; explosives and incendiary devices; forensic pathology and autopsies; procedures; and tactical operations.

LAE 0417  Basic Evidence Technician Course
This course is designed to provide area police personnel supplementary specialized instruction required for qualifications and assignment as an evidence technician. Specific areas of instruction include crime scene procedures; collection, preservation and identification of physical evidence; crime scene sketching; types of examinations and photography.

LAE 0422  Tests for Intoxication
The student is instructed in the operation of a precision breath testing instrument and the operational principles and design functional features. In addition, the historical, technical, and legal background surrounding chemical testing is discussed. The procedures for processing a suspect, gathering and recording evidence, and maintaining the chain of evidence are also presented. Note: This course is restricted to in-service law enforcement personnel seeking State (Florida) certification.

LAE 0525  Police Instructor Techniques
This course is designed to provide supplementary specialized instruction of area law enforcement personnel. Specific areas of instruction include development of climate for student participation, factors related to student learning, role versus conceptual learning, the instructor's role, course development, demonstration, and use of training aid and resource material, and evaluation techniques.

LAE 0526  In-Service Law Enforcement Training
This course is designed to provide supplementary in-service instruction of area law enforcement personnel. Specific areas of instruction include numerous subjects such as accident investigation, arrest procedures, crime scene procedures, criminal law, first aid, firearms, human relations, juvenile delinquency, investigation, organized crime, police discretion, patrol techniques, search and seizure, traffic law enforcement, and uniform crime reporting.

LAE 0527  Auxiliary Law Enforcement Training
This course is designed to provide supplementary instruction of several categories of auxiliary law enforcement personnel, including police reserves, service technicians, civilian supervisors, the various specialized posses, police explorers and parking enforcement specialists. Specific areas of instruction include basic law for police, administration of criminal law, investigations, patrol procedures, police community relations, civil disorders, traffic control, defensive tactics, firearms, first aid, and various areas designed for the specific mission of the auxiliary group.

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 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 once 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 financing, business, taxation, management and organization, personal 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 hotel/motel/restaurants. 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 0020 Floral Industry Management**
This course is designed to upgrade employees in the floral industry. Emphasis will be placed on practices and problems in the retail floral business, such as inventory planning, merchandising, selling, and markup personal relations, advertising, and new design techniques.

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

**MEA 0310 Medical Assisting**
The medical assistant course of study is an intensive course designed specificaly 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, examining room techniques, and laboratory procedures. This course requires 1,080 hours, which includes clinical practice in the physician's office. Applicants must be able to type 50 words per minute.

**MKA 0010 Sales Training**
This course teaches supplementary skills and techniques used in selling situations. It is designed to make the student understand why, when, and how to respond to a customer's needs, interests, fears, objections, doubts, and wants. Upon completion of this course, the student should be aware of the interactions as they occur and through continued use of the skills will become a more effective communicator and sales representative.

**MLS 0803 Correlations in Clinical Laboratory Disciplines**
This seminar presents for clinical laboratory professionals the clinical aspects of disease, pertinent laboratory data, and the use of criteria in interpreting laboratory problems. The primary intent of the course is to expose participants to advanced study in multiplicity of laboratory functions and improve their unsupervised skills and expertise.

**MLS 0930 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 principles of medical laboratory science will be expanded and updated in this area.

**MSH 0003 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 work operations. 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 Industrial Machine Shop I**
Corequisite: IDS 0016. This course is designed 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, milling machines, planers, shapers, and drill presses.

**MSH 0310 Industrial Machine Shop II**
Prerequisite: MSH 0309. Corequisite: IDS 0011. This course is a continuation of Industrial Machine Shop I and includes instruction in machining procedures for plumbing, boiler, center drill holder, depth gauge, screw jack, and stock.

**MSH 0311 Industrial Machine Shop III**
Prerequisite: MSH 0310. Corequisite: IDS 0012. This course is a continuation of Industrial Machine Shop II and includes instruction in the fundamentals and programming of numerical controls.

**MSH 0318 Automotive Machine Shop I**
Corequisite: IDS 0019. This course is designed primarily to provide 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.

**MSH 0319 Automotive Machine Shop II**
Prerequisite: MSH 0318. Corequisite: IDS 0011. This course is a continuation of Automotive Machine Shop I. Topics include machining connecting rods, bearing caps and cylinder walls, servicing pistons and brake drums and nondestructive testing.

**MSH 0320 Automotive Machine Shop III**
Prerequisite: MSH 0318. Corequisite: IDS 0012. This course is a continuation of Automotive Machine Shop II. Topics include crankshaft, flywheel and clutch plate service, engine lathe, milling machines, and drill press operation and practice.

**MSH 0390 EMP Machine Shop**
This course is designed to meet the needs of employers and unemployed employees in the machine shop industries.

**MTE 0006 Marine Technology - Introduction to Marine Technology**
This course serves as an introduction to Marine Technology and includes basic instruction in shipbuilding nomenclature, ship structure, career opportunities, Safe Boating, and mathematics. The major portion of the course consists of student rotation among the various specialities during which the student receives a combination of classroom and laboratory experience and makes a judgment as to which specialization he/she would like to receive advanced training.

**MTE 0017 Marine Technology - Boatbuilding Specialty I**
Prerequisite: MTE 0006 or permission of the instructor. This course is designed to help prepare for job entry level into the boatbuilding/repair industry and includes instruction in the design and construction of fiberglass and wood boats for the industry. The course is designed to provide a combination of classroom and laboratory experience.
MTE 0018  Marine Technology - Boatbuilding Specialty II
Prerequisite: MTE 0017. This course is a continuation of Boatbuilding Specialty I. It is designed to help prepare the student for job entry level into the boatbuilding industry and includes instruction in basic boating theory and techniques. This course is a combination of classroom and laboratory experience.

MTE 0028  Marine Technology - Electricity Specialty I
Prerequisite: MTE 0009 or permission of the instructor. This course is designed to provide instruction in basic electrical theory and the fundamentals of electrical systems. This course is a combination of classroom and laboratory experience.

MTE 0029  Marine Technology - Electricity Specialty II
Prerequisite: MTE 0018. This course is a continuation of Electricity Specialty I. It is designed to help prepare the student for job entry level training in marine electrical systems and includes instructions in troubleshooting, circuit analysis, and maintenance. This course is a combination of classroom and laboratory experience.

MTE 0036  Marine Technology - Electronics Specialty I
Prerequisite: MTE 0022. This course is a continuation of Electronics Specialty I. It is designed to help prepare students for job entry level employment in marine electronics and includes instruction in electronics theory and practical applications. This course is a combination of classroom and laboratory experience.

MTE 0037  Marine Technology - Electronics Specialty II
Prerequisite: MTE 0036. This course is a continuation of Electronics Specialty I. It is designed to help prepare students for job entry level employment in marine electronics and includes instruction in electronics theory and practical applications. This course is a combination of classroom and laboratory experience.

MTE 0048  Marine Technology - Engines Specialty I
Prerequisite: MTE 0047 or permission of the instructor. This course is designed to help prepare students for job entry level employment as Marine Mechanics. Specific areas of instruction include diesel engine repair and maintenance, electrical systems, and engine assembly and operation. This course is a combination of classroom and laboratory experience.

MTE 0049  Marine Technology - Engines Specialty II
Prerequisite: MTE 0048. This course is designed to help prepare students for job entry level employment as Marine Mechanics. Specific areas of instruction include diesel engine repair and maintenance, electrical systems, and engine assembly and operation. This course is a combination of classroom and laboratory experience.

MTE 0058  Marine Technology - Metal Fabrication Specialty I
Prerequisite: MTE 0046 or permission of the instructor. This course is designed for job entry level training in marine metal fabrication and includes instruction in the development of structural steel, machine, and shipbuilding techniques. This course is a combination of classroom and laboratory experience.

MTE 0059  Marine Technology - Metal Fabrication Specialty II
Prerequisite: MTE 0058. This course is a continuation of Metal Fabrication Specialty I. It is designed to help prepare students for job entry level employment in marine metal fabrication and includes training in the development of structural steel, machine, and shipbuilding techniques. This course is a combination of classroom and laboratory experience.

MTE 0069  Marine Technology - Pipelining Specialty II
Prerequisite: MTE 0068. This course is a continuation of Pipelining Specialty I. It is designed to help prepare students for job entry level employment in marine piping systems and includes instruction in piping theory and practical applications. This course is a combination of classroom and laboratory experience.

MTE 0070  Marine Technology - Welding Specialty I
Prerequisite: MTE 0046 or permission of the instructor. This course is designed to help prepare students for job entry level employment as Marine Mechanics. Specific areas of instruction include welding theory and practical applications. This course is a combination of classroom and laboratory experience.

MTE 0090  Marine Technology - Welding Specialty II
Prerequisite: MTE 0090. This course is a continuation of Welding Specialty I. It is designed to help prepare for job entry into the marine welding industry and includes instruction in the practice of welding and metal fabrication. This course is a combination of classroom and laboratory experience.

MTE 0091  Marine Technology - Welding Specialty III
Prerequisite: MTE 0090. This course is a continuation of Welding Specialty II. It is designed to help prepare for job entry into the marine welding industry and includes instruction in the practice of welding and metal fabrication. This course is a combination of classroom and laboratory experience.

MTE 0100  EMP Refresher Basics for Marine Technicians
This course is designed to provide reinforcement of basic knowledge needed in marine trade areas and includes instruction in shipyard/shopboard orientation, industrial safety, mathematics and blueprint reading.

MTE 0102  EMP Introduction to Metal Work
This course is designed to upgrade skills for individuals in marine metal fabrication and includes instruction in shop safety, tool and equipment usage, and metal characteristics. This course is a combination of classroom and laboratory experience.

MTE 0104  EMP Basic Fabrication of Marine Heating and Air-Conditioning Ducts
This course is designed to upgrade skills for individuals in marine metal fabrication and includes instruction in the de-
MTE 0906 EMP Basic Parallel Line Development and Fabrication in Metal Work
This course is designed to upgrade skills for individuals in marine metal fabrication and includes instruction in pattern layout and manufacture of piping branches and mitered elbows. The course consists of a combination of classroom and laboratory experience.

MTE 0908 EMP Basic Triangulation Pattern Development for Fabrication of Metal Work
This course is designed to upgrade skills for individuals in marine metal fabrication and includes instruction in measurement, scale, layout and fabrication using triangulation. The course includes a combination of classroom and laboratory experience.

MTE 0910 EMP Bending of Plates and Angles
This course is designed to upgrade skills for individuals in marine metal fabrication and includes instruction in machine and slab bending of metal plates and angles. The course includes a combination of classroom and laboratory experience.

MTE 0912 EMP Basic Oxyacetylene and Tack Welding for the Metal Fabricator
This course is designed to upgrade skills for individuals in marine metal fabrication and includes instruction in the basic arc welding and tack welding required for fabrication. The course includes a combination of classroom and laboratory experience.

MTE 0914 EMP Introduction to Boating
This course is designed to upgrade skills for individuals in boating trades and includes instruction in plan reading, tools and terminology.

MTE 0916 EMP Materials for Boating and Repair
This course is designed to upgrade skills for individuals in the boating-repair industry and includes instruction in wood, fiberglass and fastening materials used in industry. The course is a combination of classroom and laboratory experience.

MTE 0918 EMP Boat Repairs
This course is designed to upgrade skills for individuals in the boatbuilding industry and includes instruction in basic boat repairs of wooden and fiberglass structures. The course is a combination of classroom and laboratory experience.

MTE 0920 EMP Boating
This course is designed to upgrade skills for individuals in the boating industry and includes instruction in the basic concepts and construction of wooden and fiberglass boats. The course is a combination of classroom and laboratory experience.

MTE 0922 EMP Interior and Exterior Joinerwork in Boating
This course is designed to upgrade skills for individuals in the boating industry and includes instruction in planning, mountings, and rough-in techniques for cabins and decks.

MTE 0924 EMP Introduction to Marine Electricity
This course is designed to upgrade skills for individuals in marine trades and includes instruction in basic DC theory and AC theory. The course includes a combination of classroom and laboratory experience.

MTE 0926 EMP Cable and Equipment Layout and Installation
This course is designed to upgrade skills for individuals in the marine electrical field and includes instruction in the layout and installation of cable aboard ships. This includes a combination of classroom and laboratory experience.

MTE 0928 EMP Motors and Generators for Marine Industry
This course is designed to upgrade skills in the marine electrical field and includes instruction in the basic operation and repair of motors and generators used in the marine industry. The course includes a combination of classroom and laboratory experience.

MTE 0930 EMP Shipboard Electrical Systems
This course is designed to upgrade skills for individuals in the marine electrical field and includes instruction in the basic maintenance and repair of electrical systems found on small boats. The course includes a combination of classroom and laboratory experience.

MTE 0932 EMP Introduction to Marine Electronics
This course is designed to upgrade skills of individuals in marine electronics and includes instruction in theory, measuring devices, radio frequency wave propagation, capacitance, inductance, reactance and impedance. The course includes a combination of classroom and laboratory experience.

MTE 0934 EMP Marine Electronic Functions and Systems
This course is designed to upgrade skills of individuals in marine electronics and includes instruction in amplification, rectification, receivers, power supplies, transmitters, antenna systems, and modulation systems. The course is a combination of classroom and laboratory experience.

MTE 0936 EMP Troubleshooting and Maintenance Procedures in Marine Electronics
This course is designed to upgrade skills of individuals in marine electronics and includes instruction in diagram analysis and interpretation, troubleshooting and maintenance procedures.

MTE 0938 EMP Marine Electronic Digital and Computer Fundamentals
This course is designed to upgrade skills of individuals in marine electronics and includes instruction in digital electronic system theory and computer circuits. The course includes a combination of classroom and laboratory experience.

MTE 0940 EMP Operation and Overhaul of Marine Diesel Engines
This course is designed to upgrade skills for individuals in the marine engine field and includes instruction in theory of operation, disassembly procedures and overhaul. The course is a combination of classroom and laboratory experience.

MTE 0942 EMP Tune-Up of Marine Diesel Engines
This course is designed to upgrade skills for individuals in the marine engine field and includes instruction in Detroit, Cummins and Caterpillar engines. The course is a combination of classroom and laboratory experience.

MTE 0944 EMP Maintaining and Repairing Fuel Systems in Marine Diesel Engines
This course is designed to upgrade skills for individuals in the marine engine field and includes instruction in the repair of fuel systems in common diesel engines. The course is a combination of classroom and laboratory experience.
MTE 0946 EMP Troubleshooting Marine Diesel Engine Complaints
This course is designed to upgrade skills for individuals in the marine engine field and includes instruction in operating the simulator and troubleshooting engine complaints. The course is a combination of classroom and laboratory experience.

MTE 0948 EMP Marine Outboard Motor Familiarization
This course is designed to upgrade skills for individuals in the marine engine field and provides the basic skills required to service, maintain, and overhaul outboard motors. The course is a combination of classroom and laboratory experience.

MTE 0950 EMP Shielded Metal-Arc Welding and Oxyacetylene Equipment for Marine Welding
This course is designed to upgrade skills for individuals in the marine welding field and includes instruction in shop and welding safety, tool and equipment usage, metal characteristics, steel shapes, electrodes, welding positions, and weld testing. Air arc cutting and gouging and oxyacetylene equipment and use are also covered.

MTE 0952 EMP Blueprint Reading and Welding Symbols for the Marine Welder
This course is designed to upgrade skills for individuals in the marine welding field and includes instruction on blueprint reading and welding symbols as they relate to the welding and fitting of structural assemblies.

MTE 0954 EMP Shielded Metal-Arc Welding, Flat Position for Marine Welding
This course is designed to upgrade skills for individuals in the welding area of shielded metal-arc welding in the flat position using E6010 and E7018 electrodes on mild steel plate. It will cover oxyacetylene cutting. The course includes a combination of classroom and laboratory experience.

MTE 0956 EMP Oxyacetylene and Air-Arc Cutting and Gouging for Marine Welding
This course is designed to upgrade skills for individuals in the marine welding field and includes instruction in oxyacetylene and air-arc cutting and gouging. The course includes a combination of classroom and laboratory experience.

MTE 0958 EMP Shielded Metal-Arc Welding, Horizontal Position for Marine Welding
This course is designed to upgrade skills for individuals in the marine welding field and provides instruction in shielded metal-arc welding in the horizontal position using E5010 electrodes on mild steel plate. It will also cover oxyacetylene cutting. The course includes a combination of classroom and laboratory experience.

MTE 0960 EMP Shielded Metal-Arc Welding, Vertical Position in Marine Welding
This course is designed to upgrade skills for individuals in the marine welding field and includes instruction in shielded metal-arc welding in the vertical position using E6010 and E7018 electrodes on mild steel plate. It will also cover oxyacetylene cutting. The course includes a combination of classroom and laboratory experience.

MTE 0962 EMP Shielded Metal-Arc Welding, Overhead Position in Marine Welding
This course is designed to upgrade skills for individuals in the marine welding field and includes instruction in shielded metal-arc welding in the overhead position using E6010 and E7018 electrodes on mild steel plate. It will also cover oxyacetylene cutting. The course includes a combination of classroom and laboratory experience.

MTE 0966 EMP Pattern Layout for Marine Pipefitters
This course is designed to upgrade skills for individuals in the pipefitting field and includes instruction in blueprint reading, layout and manufacture of piping branches and inletted elbows. The course includes a combination of classroom lecture and laboratory experience.

MTE 0968 EMP Fittings Used in Marine Piping Systems
This course is designed to upgrade skills for individuals in marine piping and includes instruction in types of pipe measuring and fitting methods for pipe. The course includes a combination of classroom lecture and laboratory experience.

MTE 0970 EMP Basic Valves and Gauges Used in Marine Pipefitting
This course is designed to upgrade skills for individuals in marine pipefitting and provides instruction in the function and installation of valves and gauges commonly used in piping systems. The course includes a combination of classroom lecture and laboratory experience.

MTE 0972 EMP Basic Bending, Testing and Threading Processes in Marine Pipefitting
This course is designed to upgrade skills for individuals in marine pipefitting and includes instruction in hydraulic bending, testing procedures, and pipe threading. The course includes a combination of classroom lecture and laboratory experience.

MTE 0974 EMP Basic Welding and Brazing for Marine Pipefitters
This course is designed to upgrade skills for individuals in marine pipefitting and includes instruction in introductory tack welding procedures and all-braze fittings. The course includes a combination of classroom lecture and laboratory experience.

MTR 0082 Preparation for Plate Certification
This course provides upgrading training in the welding field and presents technical information about the preparation required for plate certification using 3/8" mild steel plate. Related information includes equipment operation and weld quality.

MTR 0085 Preparation for Pipe Certification
This course provides upgrading training in the welding field and presents technical information about the preparation required for pipe certification using 6" schedule 80 steel pipe. Related information includes equipment operation and weld quality.

MTR 0101 Oxygen-Acetylene Welding
This course provides upgrading training in the welding field and presents technical information about oxygen-acetylene welding using 16 gage through 3/16" mild steel, related equipment operation and weld quality.

MTR 0105 Oxygen-Acetylene Brazing and Braze Welding
This course provides upgrading training in the welding field and presents technical information about oxygen-acetylene brazing and braze welding using 16 gage through 3/16" mild steel, 16 gage stainless steel and copper piping and fittings. Related information includes equipment operation and weld quality.
MTR 0122 Basic Gas Metal Arc Welding
This course provides upgrading training in the welding field and presents technical information on the basic gas metal arc welding fundamentals and welding safety. The training develops the manual skill necessary to make high quality gas metal arc welds in all positions on mild steel from 1/16" sheet to 5/8" plate, single pass and multiple pass, using short circuit transfer.

MTR 0123 Gas Metal Arc Welding - Advanced
This course provides upgrading training in welding and presents technical information on welding safety and gas metal arc welding of aluminum, including basic fundamentals, types of equipment, and metal transfers.

MTR 0124 Flux Cored Arc Welding
This course provides upgrading training in the welding field and presents a thorough technical understanding of the flux cored arc welding process and arc welding safety. Related topics include equipment operation and weld quality.

MTR 0126 Gas Tungsten Arc Welding Basic
This course provides upgrading training in the welding field and presents technical information on gas tungsten arc welding fundamentals and welding safety. The training develops the manual skills necessary to make high quality gas tungsten arc welds in all positions on 16 and 11 gauge mild steel, 16 gauge stainless steel and 11 gauge aluminum, using both direct and alternating current.

MTR 0144 Shielded Metal Arc Welding Pipe Downhill
This course provides upgrading training in the welding field and presents a thorough technical understanding of shielded metal arc welding pipe downhill fundamentals and welding safety. The training develops the manual skills necessary to produce high quality welds on open run, mild steel pipe in the 5g and 6g position, using cellulosic (E6010) electrode and downhill travel.

MTR 0146 Gas Metal Arc Welding Pipe
This course provides upgrading training in the welding field and presents technical information on gas metal arc welding fundamentals, preparation for welding pipe and pipe welding defects. The training develops the manual skills necessary to produce high quality groove welds on 6 inch diameter steel pipe in the 2g, 5g and 6g positions.

MTR 0147 Gas Tungsten Arc Welding (TIG) Pipe and Tubing
This course provides upgrading training in the welding field and presents a thorough technical understanding of gas tungsten arc welding fundamentals, preparation and welding pipe and pipe welding defects.

MTY 0390 EMP Industrial Mechanics
This course is designed to meet the needs of employers and underemployed employees in the industrial mechanics field.

MTY 0395 EMP Hydraulics
This course is designed to meet the needs of employers and underemployed employees in the hydraulics industry.

NUA 0310 Nurse Assistant
This course is designed to prepare a non-professional worker with the finger tips skills to perform selected activities under the direct supervision of the registered professional nurse. This course requires 240 hours which is taught within an eight-week period.

NUR 0512 Nursing Seminar
This seminar 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.

ORH 0010 Ornamental Landscaping
A course designed to upgrade the skills of landscapers, gardeners, and nursery workers, enabling them to keep abreast of the latest developments and techniques in their profession. The course also provides refresher training for Certified Creditmen and for re-certification of expired certificates.

PAD 0010 Grant Writing and Management
This course is a workshop/laboratory course designed to give participants a comprehensive understanding of the wide variety of funding sources available to community-based private nonprofit organizations, focusing on the skills and tools for grant development and management, and actual guided experience in the development of one or more grant proposals.

PDE 0317 Jacksonville Drywall Decorators and Painters Apprenticeship
This 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 material makeup and tinting. The paper hanging section covers materials and surface preparations. The drywall section covers tools and methods of application.

PPF 0309 Plumbing and Pipefitting I
Corequisite: IDS 0010. This course is designed to introduce the student to the plumbing trade and give necessary information including working conditions, responsibilities, and performance needed to enter the field at an apprentice level. Practical problems in theory and performance will enable the student to perform as a beneficial part of a plumbing team. Installation, assembly and repair of potable water, air, solar, and waste disposal systems will be covered. Safety and applicable OSHA regulations will be an important part of all phases of instruction.

PPF 0310 Plumbing and Pipefitting II
Prerequisite: PPF 0309. Corequisite: IDS 0011. Plumbing and Pipefitting II is designed as a continuation of PPF 0309. Training at an intermediate level, the student will design and install potable water and sanitary drainage systems including necessary isometric drawing of piping and hand's on assembly of both. Safety procedures related to the plumbing trade, as well as associated OSHA regulations, will be integral part of all instruction.

PPF 0311 Plumbing and Pipefitting III
Prerequisite: PPF 0310. Corequisite: IDS 0012. Plumbing and Pipefitting III is designed as a continuation of PPF 0310. Students will have the opportunity to demonstrate previously attained skills while progressing to an advanced level of job entry ability. Repair of worn plumbing fixtures, plumbing code usage, and plumbing estimating techniques will be the main focus of content. Safety and OSHA regulations will be an important part of all material discussed.

PPF 0315 Plumbing and Pipefitting
This course is designed primarily for apprentice level instruction and its contents include training in the assembly and installation of air, gas, water and waste disposal systems, including the cutting, reaming, and threading of pipe, caulking and window joints, and the installation of gas, water and sanitary fixtures and equipment with their supports, hangers, or foundations.

PPF 0390 EMP Plumbing
This course is designed to meet the needs of employers and underemployed employees in the plumbing industry.

PPF 0395 EMP Pipefitting
This course is designed to meet the needs of employers and underemployed employees in the pipefitting industry.

PRN 0310 Practical Nursing
This course of study is designed to prepare individuals within 12 months of absence in giving direct care to patients in the hospital, nursing home, or home. A minimum of 1,250
hours is required to complete the program. Classes are admitted twice annually. A high school education and an acceptable score on the aptitude test are required. The program is accredited by the State Department of Education and the Florida State Board of Nursing. Persons who successfully complete the course are eligible to write the State Board Test, to take the examination to qualify for licensure to practice as a Licensed Practical Nurse, and to use the title of LPN.

**PRT 0010 Career Exploration and Guidance**

This course is designed to assist the individual explore career options for either choosing a career or making a career change.

**PRT 0015 Career Planning for Handicapped Students**

This course is designed to assist handicapped students by enhancing their career planning skills and placement into FJC courses and/or competitive employment. The two-week course (45 contact hours) is offered all year. The three phases of the course include: Orientation and Career Exploration, Testing and Placement, and Testing and Placement activities.

**PTY 0312 Photography and Photo-Finishing**

This course is designed for persons already employed in the field, or in a related field, for supplementary instruction. The student will receive training in the making of photographs of negatives from which prints can be developed, using studio-type and other cameras and training in the washing, drying, trimming, mounting of photographic prints, retouching prints and covering imperfections and in surface finishing of prints.

**RES 0211 Real Estate Principles and Practices**

This course is designed specifically as occupational preparatory training and is intended to orient students with the knowledge and understanding of legal and ethical principles necessary for the real estate profession to continue to elevate itself for the protection of the public and to enable the real estate practitioner to enjoy the privileges due to the practitioner by the Florida Real Estate Commission. This course, when successfully completed, fills the educational requirement enabling an individual to apply for the real estate salesperson's state examination.

**RMI 0110 Life Agent Qualification Course**

The life agent's qualification course is designed to help prepare life agents for state license exams and initial training. The course shall consist of forty (40) hours of classroom instruction in life insurance, health insurance, and annuities. A final examination covering life and health insurance will be given at the end of each course.

**RTE 0010 Basic Radiologic Technology**

This course is designed to include principles of radiologic technology with particular emphasis in the areas of radiation protection and radiation biologic effects. It is intended for persons who are currently or previously employed as X-ray technicians, subject to new license requirements in Chapter 109-74, Florida Administrative Code.

**SAM 0010 Supervisory Training**

This course is designed as supplementary instruction for persons already employed in a related field. The course consists of planned learning experiences which include a study of the basic principles of supervision and how to apply those principles in practice. It covers supervision, human relations, job advancement, and the development of other supervisory skills.

**SEM 0010 Home Economics Seminar**

Home Economics Supplementary Instruction Seminars are a series of seminars designed as supplemental instruction for persons previously and/or currently employed in clothing/textile/interior design or food-related operations which will be offered in response to industry and/or community demand. The time and meeting places of the seminars will vary according to the needs of the participants.

**SEO 0210 Basic Security Officers Training Course**

This course is designed specifically as supplementary training and covers a variety of areas considered to be directly related to security work. Areas such as firearms, first aid, arrest techniques, and search and seizure are discussed.

**SHM 0315 Sheet Metal**

This course is designed primarily for apprenticeship instruction and its contents include training in fabricating, assembling, altering, repairing, and installing sheet metal articles and equipment.

**SHM 0590 EMP Sheet Metal**

This course is designed to meet the needs of employers and unemployed employees in the sheet metal industry.

**SLS 0006 Career Planning**

This course is designed to assist students in exploring career options so as to upgrade their present work status and better themselves. Emphasis will be on developing self-confidence, assertive communications skills, life directions, and goals. Career, school, and work options will be explored.

**SLS 0335 Computer-Assisted Career and Job Search Guidance**

This course will help students explore career options that lead to upgrading their present work status, alternative job opportunities and educational institutions that provide upgrading opportunities in the State of Florida. This course is taught through the use of the CHOICES career guidance computer and will require scheduled, on-line computer time.

**SLS 0336 Job Seeking and Keeping Skills**

This course will provide students with an understanding of the world of work and will also provide students the necessary skills to conduct a job search and to obtain employment that would upgrade their present work status. The course will cover such topics as job market trends, using job sources, applying for jobs, writing a resume, interviewing and how to keep a job once obtained.

**STO 0310 Surgical Technician**

This course of study is designed to prepare students in 10 months to function as a member of the surgical team in a hospital operating room under the direct and continuous supervision of qualified professional nurses and surgeons. The course consists of theory and practice in the application and principles underlying the care of patients in the operating room. A certificate will be awarded upon completion of the course. Particular emphasis is placed upon the skills involved in scrubbing and circulating during surgical procedures, and in the preparation and maintenance of sterilized and sterilized supplies.

**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 physiologic and anatomic terms and organic systems.

**STS 0110 Basic Business Shorthand**

This course is designed specifically as supplementary training for persons already employed in related fields. It is an introductory course in principles and skills of shorthand designed to meet the minimum standards of performance in shorthand and transcription comparable to those in local business offices.

**STS 0112 Intermediate Shorthand and Transcription**

This course is designed for persons already employed in a related field, 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 to punctuate; to develop control of the mechanics of English; to handle the problems of office dictation; and to teach efficient transcription techniques.

**STS 0113 Advanced Shorthand and Transcription**
This course is designed as supplementary instruction to integrate shorthand, English, and typewriting skills and to develop the student’s ability in producing transcripts.

**STS 0135 CPS Review Course**
This course is 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 which includes record, playback, correct and revise documents. Instruction in the logging and filing systems for the automated equipment will be included.

**STS 0309 Office Occupations I**
Prerequisite: IDS 0009. This course is the first of three sequential courses designed for job-entry level training in the field of office occupations and includes typewriting, business English, filing and office machines.

**STS 0310 Office Occupations II**
Prerequisite: STS 0309 or permission of the Instructor. Co-requisite: IDS 0011. This course is the second in a series of three courses designed for job-entry level skills in the area of office occupations and includes typewriting, business English, record keeping, and shorthand.

**STS 0311 Office Occupations III**
Prerequisite: STS 0310 or permission of the instructor. Corequisite: IDS 0012. This is the last course in a series of three designed for job-entry level skills in office occupations and includes typewriting, business English, record keeping, machine transcription and business mathematics.

**TYG 0110 Basic Typewriting**
This course is designed as supplementary instruction to develop office skills in the mechanics and use of the typewriter for the student to work in a business office, in clerical or stenographic position.

**WEL 0309 Welding Basic**
Prerequisite: IDS 0010. This course is designed specifically for job entry training in fusion metal parts by means of welding rods and electric welding apparatus to fabricate metal articles or to repair damaged metal objects. It also includes instruction and training in manual and machine oxyacetylene flame cutting and arc arc gouging.

**WEL 0310 Welding Intermediate**
Prerequisite: WEL 0309. Corequisite: IDS 0011. This course is a continuation of Welding Basic. Instruction will focus on advanced shielded metal arc welding, basic gas metal arc welding and basic gas tungsten arc welding.

**WEL 0311 Welding Advanced**
Prerequisite: WEL 0310. Corequisite: IDS 0012. This course is a continuation of Welding Intermediate. Instruction includes pipe welding, nondestructive weld quality, shielded metal arc welding procedures and precautions and interpass heat treatments.

**WEL 0390 EMP Welding**
This course is designed to meet the needs of employers and underemployed employees in the welding industry.

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**High School Diploma, GED and Adult Basic Education Courses**

**AAC 0131 Bookkeeping** High School Cr. 1
A course designed to provide meaningful business problems to the beginner level, to equip students with basic vocabulary skills, to provide students with an understanding of business forms and to help them develop proper work habits and attitudes.

**ANA 0001 Anatomy and Physiology (with Lab)** High School Cr. 1
Introduction to the organization of the structure and functional characteristics of man. A study of the morphological changes which occur from a cellular and subcellular level to the whole organism.

**APC 0015 Business English I** High School Cr. 1
Corequisite: TYG 0113. Comprehensive review of grammar, punctuation, spelling and vocabulary. Includes writing of various types of business communications - reports (research and oral presentation), letters and memos. Develops appreciation for broad range of language skills - listening, reading and research.

**ART 0003 Drawing and Painting I** High School Cr. 1
A study of the fundamentals of drawing and painting, concepts of drawing principles and composition, and a study of techniques.

**BDP 0100 Introduction to Computer** High School Cr. 1/2
The purpose of this course is to provide an overview of computers in today’s world: what they are, what they do, how they work, the hardware involved, the necessary components of an “information system,” the need for accuracy and controls, the most common language, the most common business applications, and an understanding of the basic terminology.

**BDP 0200 Computer Applications** High School Cr. 1/2
The purpose of computer applications is to introduce students to the care and uses of microcomputers and to give them an opportunity for as much “hands-on” experience as possible. The content includes, but is not limited to simple programming and the use of commercially available software.

**BIO 0005 General Laboratory Biology** High School Cr. 1
This course is designed to give students an introduction to the plant, animal, and biological sciences. The course consists of the laboratory section, which will provide a “hands on” experience in familiarizing students with organisms, processes and principles, as well as providing activities that will acquaint them with scientific procedures and equipment.
BLC 0001 Afro-American History High School Cr. 1
This course is designed to provide evidence that the culture of Afro-Americans is one in which all Americans can take pride. It is hoped that black students will be aided in their development of self-worth and dignity.

BOT 0019 Botany (with Lab) High School Cr. 1
This is an introductory course in plant biology. Topics covered include structure and function at cellular and organismal levels; photosynthesis and respiration; genetics and reproduction; plant diversity, especially among higher plants; classification; factors which influence plant growth; requirements for growth; life cycles; plant ecology; and uses of plants by humans.

BUS 0001 General Business High School Cr. 1
A one-semester course intended to provide the adult student with a basic understanding of business practices as they relate and have application to the everyday business affairs of the lay citizen.

CGC 0011 Child Development, Guidance and Care High School Cr. 1
A study of the child from prenatal through preschool age with emphasis on physical, social, emotional and mental development. Cultural and environmental influences on the child will also be incorporated into this course.

CHE 0001 Chemistry I High School Cr. 1
Course covers the areas of elements and compounds, oxygen and hydrogen, water and solutions, carbon and its oxides, and acids, bases and salts.

CLT 0320 Clothing and Textiles High School Cr. 1/2
This course is planned for the person who has had little or no experience in recently developed techniques in clothing construction and includes a study of pattern selection including body measurements and simple alterations, fabric selection and preparation with emphasis placed on "easy-to-sew" patterns and fabrics, selection, use, and care of modern sewing and pressing equipment, completion of a simple garment, and selection of suitable accessories.

CMP 0506 Fundamentals of Food Management, Production and Services High School Cr. 1
This course is designed to provide students with competencies basic to a career in the food service industry. The student will develop skills and techniques of catering and food production in the school's kitchen and other food service establishments.

DRA 0001 Drama I High School Cr. 1
Planning and execution of production functions: scene construction and painting, props, costumes, lighting, and other full technical responsibilities.

DRA 0002 Drama II High School Cr. 1
This course provides intermediate development in the study and practice of theater arts. The content includes instruction in reading and interpretation of dramatic literature. Students will be introduced to techniques and mechanics of acting, including the following: scenery construction, costume and lighting design, and as well as other features of stagecraft; character analysis and portrayal; interpretative study of plays; and production of plays.

DRT 0101 Drafting, Mechanical High School Cr. 1
An introduction to the broad field of drafting as used in everyday living, architecture, engineering, and construction, for general technical use. The laboratory work provides opportunities for students to learn to make and use drawings. It includes the use of drawings in industries and occupations such as sheet metal, machine shop, plumbing, electricity, and electronics.

ECP 0001 Economics High School Cr. 1/2
This course will provide students the opportunity to acquire an understanding of the way in which society organizes its limited resources to satisfy unlimited wants. The student will be introduced to the major characteristics of the mixed market economic system. The major emphasis is to provide the students with an understanding of the forces of the marketplace by examining the effect on the system of their roles as producer, consumer, investor, resource owner, voter, and taxpayer.

ECY 0001 Environmental Science High School Cr. 1
This course is designed to give the student insight into the causes, problems and solutions of air, water, and noise pollution. The overall theme of the course is the making of the student aware of the delicate ecological balance which pollution control attempts to maintain. Upon successful completion of this course, the student should have sufficient knowledge in the area of environmental control to function as a responsible citizen.

ENC 0007 Writing Review and Remediation for CLAST High School Cr. 1
This course is designed to meet the needs of Associate in Arts and Associate in Science degree students to further their mastery of the writing skills as related to the College Level Academic Skills Test (CLAST).

ENG 0001 English I High School Cr. 1
This course is designed to meet the needs of high school students and adults to further their mastery of basic concepts of English grammar.

ENG 0006 English II High School Cr. 1
A course in grammar and usage, 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 III High School Cr. 1
This course provides a programmed approach to mid-level high school grammar and usage. An expanded study is provided of the basic parts of speech, the role of modifiers, effective sentence structure, subject verb agreement, all parts of punctuation, and related grammatical techniques.

ENG 0008 English IV High School Cr. 1
This course provides an in-depth study in grammar and usage. Sentence patterns — simple, compound, and complex — are explained along with other grammatical techniques leading to smooth sentence structure. Solutions are offered to the more advanced problems often related to effective use of the parts of speech.

ENG 0010 Fundamental Basic Skills in Communications High School Cr. 1
This course is designed to develop the student's skills in practical writing. The student will learn how to fill out applications, prepare a resume, write business and social letters, prepare a bibliography, write and comprehend ads in newspapers, and other important types of writing needed for success in school, on the job, and in social life.

ENG 0014 Communication Skills High School Cr. 1
This course will provide preparatory and remedial assistance to adult high school students who have not passed the State Student Assessment Test, Part II (SSAT II). It is comprised of eight (8) reading skills modules and four (4) writing skills modules, one for each communication skill defined by State Board regulations. Students who are preparing to take the test for the first time will complete all
eleven modules; those who need remediation will complete only the modules corresponding to those skills in which they are deficient.

ENG 0015  Reading I
High School Cr. 1
A diagnostic, prescriptive course in reading designed to begin at the student's level in rate and comprehension. Sound-symbol relationships, words in context, structural analysis, sight words, and dictionary pronunciations and meaning are stressed in building vocabulary. Detecting sequence, following directions, and recognizing topics and main ideas are studied in building reading comprehension. Instruction is conducted individually and in groups. A wide variety of machines and materials are available to achieve a grade level of 6.5 in reading.

ENG 0016  Advanced Reading
High School Cr. 1/2
This is a diagnostic, prescriptive, advanced reading course designed to increase reading speed and further improve reading skills and comprehension.

ENG 0017  Reading 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 SQ4R study method, and outlining, are stressed for use in the reading 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: Reading Techniques I (Basic) or equivalent grade level of 8.5 in reading.

ENG 0021  Writing I
High School Cr. 1/2
Prerequisite: ENG 0006 or its equivalent. This course provides an organized study of both sentence and paragraph structure. These are developed in larger patterns via written assignments. Emphasis is placed on form and context as well as manuscript preparation. Other areas of concentration are the following: diction, coherence and transition, mechanics of grammar and punctuation, and spelling. Also included are the skills needed for selecting and limiting a topic, arranging support, outlining, drafting, and revision.

ENG 0022  Writing II
High School Cr. 1/2
Prerequisite: ENG 0021. This course extends the development of skills introduced in Writing I. It focuses on refining exposition and introduces analysis and persuasion. In addition, tone, syntax, and figurative language are taught. A major emphasis is placed on the skills needed for revision. Personal writing techniques continue to be improved through practice of re-writing, drafting, and improved editing.

FMC 0321  Clerk-Typist
High School Cr. 1/2
Prerequisite: SCS 0005. This is a course designed to give students an understanding of important clerical functions performed in offices and to develop a comprehension of the application of these functions to related office procedures. Units covered include basic skills for office jobs, processing data, mailing and shipping services, business filing, receptionist management, and telephone and telephone services.

FRE 0001  French I
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.

FRE 0002  French II
High School Cr. 1
This course, a continuation of FRE 0001, is adapted to the needs and interests of adults who wish to improve and expand speaking and oral comprehension abilities which were begun in French I.

GEO 0001  World 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 people, and their influence on world conditions and problems.

GER 0001  German I
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.

HEF 0103  Fundamentals of Interior Design Services
High School Cr. 1
This course includes a study of the ways in which attractive and livable interiors can be planned in relation to individual and family housing situations and incomes, choosing and combining line, color, design, and various materials, and wall, window, and floor treatments as they relate to other phases of decoration. Practical information concerning choice of furnishings and equipment will be included. This course may include construction of slipcovers, draperies, curtains, and bedspreads.

HEN 0060  Health I, Life Management Skills
High School Cr. 1/2
This course is a study of the human body. It also provides the student with the opportunities to develop and enhance critical life management skills necessary to make sound decisions and take positive actions for healthy living.

HEN 0061  Health II, Personal Health
High School Cr. 1/2
Prerequisite: HEN 0060. This course is a continuation of Health I, Life Management Skills and continues the study of health as it applies to the individual students, their families, and the larger community in which they live. This course provides students with knowledge and skills necessary for making sound health decisions.

HIS 0004  World History
High School Cr. 1
A survey of European and Asian History. Explains the world today by showing the political and economic development of the United States from Colonial days to the present.

HIS 0065  American History
High School Cr. 1
Emphasis is placed on political, economic, and social development of the United States from colonization to the present.

HUM 0064  Humanities to 1500
High School Cr. 1/2
The purpose of this course is to examine and respond to creative efforts from early civilization through the 1500's. The content will include, but not be limited to, providing opportunities for students to explore, analyze, synthesize, and respond in a variety of ways to cultural traditions. These ways include viewing, listening, speaking, reading, writing, performing, and creating. Students should gain an appreciation for, and an understanding of, themselves and their world through an interdisciplinary approach involving the study of painting, sculpture, architecture, music, dance, drama, history, literature, philosophy, and religion.

HUM 0065  Humanities Since 1500
High School Cr. 1/2
The purpose of this course is to examine and respond to creative efforts from the post Renaissance through the contemporary period. The content will include, but not be limited to, providing opportunities for students to explore, analyze, synthesize, and respond in a variety of ways to cultural traditions. These ways include viewing, listening, speaking, reading, writing, performing, and creating. Students should gain an appreciation for, and an understanding of, themselves and their world through an interdisciplinary approach.
involving the study of painting, sculpture, architecture, music, dance, drama, history, literature, philosophy and religion.

IDS 0001 Adult Basic Education
This course provides instruction in the elementary skills of reading, writing, arithmetic, spelling, social studies, health, science, and art for adults who desire a foundation of study at the secondary level.

IDS 0003 General Education
Instruction in general education subjects, includes elementary and secondary levels. This offering is designed to accommodate the needs of a class which consists in part of individuals who are on the high school level.

IDS 0004 Academic Skills Review
Interactive review is given to mathematics, reading, and writing for students who require assistance in meeting the entry level competencies for the Developmental Education Link Through Achievement (DELTA) Program College Credit Track. An individual educational plan is developed for each student in the subject area identified in order to allow each student to move ahead as rapidly as possible.

IDS 0005 High School Review
An intensive review of the four major academic areas of English, mathematics, social studies, and science on the sophomore level in preparation for GED examinations that lead to the high school equivalency diploma.

IDS 0007 GED Testing Skills Seminar
This course provides critical, test-point information about the High School Equivalency Examination to persons who have enrolled to take the test at the next available date. The goal is to familiarize students with the general format of the test, and with the types of questions that will be asked. During the course of the seminar, students will be given the GED test philosophy, statistics regarding the exam, and actual GED test-taking strategies that lead to success in general, and an opportunity to discuss any questions they may have about the examination.

ITA 0001 Conversational Italian I High School Cr. 1
This course consists of pronunciation, elements of grammar, simple conversation exercises, reading, and composition. Visual and auditory aids are employed.

LAT 0001 Latin I High School Cr. 1
This course is designed to develop a basic vocabulary, proper pronunciation, and correct grammatical patterns.

LAW 0002 Law Studies High School Cr. 1/2
The purpose of this course is to acquaint the student with the various phases of law that affect everyday life. Included are topics such as the basics of the legal system, the organization of the legal system, criminal, and civil justice; consumer law, the civil court and other aspects of law.

LIT 0014 World Literature 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 "World Literature" series. A student will be required to read a selected novel and to submit a research paper.

LIT 0015 American Literature High School Cr. 1
This course is an anthology of American literature. There are two major emphases. One is topical. The other concentrates on selected authors. A student will be required to read a selected novel and to submit a research paper.

LIT 0016 British Literature High School Cr. 1
This course is an anthology of British literature, including some stories, novels, plays, poems and non-fiction. Readings are on a more mature level than Literature II. A student will be required to submit a research paper.

MAT 0001 General Mathematics III High School Cr. 1
A course designed to satisfy the needs of individuals whose interests require a knowledge of modern general mathematical skills and concepts.

MAT 0002 Business Mathematics I High School Cr. 1
This course covers problems involving proprietorship, sales, profits and losses, payroll, simple interest and real estate, leading to work with integers, fractions and decimals commonly used in business, insurance, bonds, compound interest, and corporation and financial statements.

MAT 0003 Pre-Algebra High School Cr. 1
This course is designed primarily for those who wish to have an orientation to an understanding of the basic concepts and terminology of the new mathematics program being taught in the elementary and junior high schools in Florida.

MAT 0004 Algebra I High School Cr. 1
An introduction to algebra with emphasis on fundamentals, the solution of equations, and the application of equations to everyday problems.

MAT 0005 Intermediate Algebra High School Cr. 1
Continuation of Algebra I with emphasis on fractions, fractional equations, quadratic equations, elementary trigonometry, ratio and proportion, and radicals.

MAT 0007 Geometry High School Cr. 1
A course dealing with geometric figures in a plane surface in which construction and deductive reasoning with triangles, perpendicular and parallel lines, polygons and the circles are emphasized. Special emphasis is placed on congruent triangles.

MAT 0008 Fundamental Mathematics II High School Cr. 1
A course designed to ensure competency in computation with integers, fractions, and decimals. Practical application of percentage and measurements, including the metric system, is stressed.

MAT 0009 Consumer Mathematics High School Cr. 1
This course is designed to cover the wide range of consumer problems such as banking, insurance, bonds, stocks, home ownership and installment buying. Also included are problems involving proprietorship, payroll, sales, discounts, simple interest, compound interest, financial statements, purchase and sales taxes.

MAT 0011 Mathematics Skills
This course will provide preparatory and remedial assistance to adult high school students who have not passed the State Student Assessment Test, Part 11 (SSAT 81). It is comprised of thirteen (13) modules, each for one hour of instruction, to give the student a thorough background in the necessary skills defined by State Board Regulations. Students who are preparing to take the test for the first time will complete all thirteen modules, those who need remediation will complete only the modules corresponding to those skills in which they are deficient.

MAT 0012 Mathematics Review and Remediation for (CLAST)
This course is designed to meet the needs of Associate in Arts and Associate in Science degree students to further their mastery of the computation skills as related to the College Level Academic Skills Test (CLAST).

MUS 0007 Chorus I High School Cr. 1
A course in both individual and group singing, with emphasis on group vocal experience that may be useful to the individual who participates in community musical activities.
POS 0008  American Government  High School Cr. 1/2
This course includes a study of such topics as the constitution; legislative, executive and judicial branches, and functions of national, state and local governments; finances and taxation; national defense; health education and welfare; elections; and citizenship.

PSY 0050  Psychology  High School Cr. 1/2
This course has been designed to acquaint students with a variety of perspectives for dealing with and understanding human behavior. The emphasis of the course is on application of psychology to life-situations encountered by most individuals.

REA 0001  Reading Review and Remediation for CLAST
This course is designed to meet the needs of Associate in Arts and Associate in Science degree students to further their mastery of the reading skills as related to the College Level Academic Skills Test (CLAST).

SOC 0002  Sociology  High School Cr. 1/2
This course includes the study of cultural influence on our society, the forms, institutions, and functions of human groups, and the various types of individual and group relationships.

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

STS 0003  Shorthand, Personal  High School Cr. 1/2
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 note-taking responsibilities, including reporting and record keeping in community organizations, and other personal use activities.

TYC 0102  Typewriting, Personal  High School Cr. 1/2
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, themes, outlines, report manuscripts, and inventory measurements.

Community Instructional Services Courses

The following is a list of courses which are offered to assist citizens in coping with problems relating to the areas of environment, health, safety, human relations, government, child rearing and consumer economics.

All of these courses are not offered every term, so interested persons should check the Continuing Education class schedule published in the local newspapers a few days before the beginning of each term.

Classes are scheduled in various locations throughout the area including the four FJC campuses, community schools and other off-campus centers.

Registration is on a first-come basis.

ART 0010  Fundamentals of Art for Older Adults
This course is designed for senior adults. Instruction will be provided in the fundamentals of art, encompassing composition, harmony, rhythm, balance, emphasis, proportion, line, form, texture, and color. The student may carry out projects using one or more of the following media: charcoal, Cray-pas, pencils, pen and ink, oils, acrylics, watercolors, pastels, or even collage.

ART 0011  Drawing for Older Adults
This course is designed for senior adults. It is an introduction to the basic disciplines of drawing, using charcoal, pencil, pen and ink, Cray-pas, pastels, and colored pencils.

ART 0012  Watercolor, Acrylic, Oil Painting for Older Adults
This course is designed for senior adults. The media used in this course is limited to oil, acrylic, and watercolor. Inter-
tion will be provided in techniques of watercolor, acrylic, and oil painting and in color theory. It will be helpful if the student already has some experience using fundamentals of art; however, instruction will include drawing and other basics.

CED 0005 Consumer Education Law
This course is designed to provide low-income residents with basic facts regarding the laws of daily living in a community. It has been organized to interpret the law in a comprehensive and easily understood manner. It will deal primarily with the laws that govern the lives of low-income and under-educated citizens. The course will assist these citizens to know what local help is available to them. This course is also designed to promote positive attitudes toward and involvement in utilization of the American free enterprise system as it deals with land, people, organization, and government.

COP 0001 Community Emergency Preparation
This course is designed to prepare individuals for rendering essential community services on a voluntary basis in time of serious emergency or disaster.

CRW 0010 Personal Life History Writing
This course is designed for older adults. The student will learn to write their personal life histories through three components: reminiscence, instruction, and preparation of material. The students will be guided through remembering their past, cataloging these memories into a filing system using old photographs, writing the first paragraph, writing one experience, writing expanded stories, compiling a table of contents and index, layout of material, printing preparation, duplication and distribution.

ECO 0002 Personal Money Management
This course is designed to assist adults in handling their day-to-day and long-term financial affairs. Course emphasis is on subjects important in personal money management. Included are budgeting techniques, combating inflation, types of bank accounts, borrowing and use of credit, types of investments, taxation, and retirement and estate planning.

ECO 0004 Home Economics for Senior Citizens
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 or all of the following areas: Needlework, Basic Clothing Instruction, Advanced Clothing Instruction, Food Preparation, Nutrition.

ECO 0005 Getting It All Together on a Limited Income
This course is designed to assist persons in managing their lives and handling the stress involved in surviving within a very limited income. Practical information and discussion will cover topics such as smart shopping, budgeting, parenting, resolving conflict with neighbors, eating for your body, and launching a plan of action for life improvements.

ECO 0010 Career Assessment and Guidance
An intensive eighty-hour class to aid individuals with immediate need to make a decision about returning to school, work or both. Emphasis will be on developing self respect and confidence, aptitude and skills, life directions and goals so that students take responsibility for their lives and become self-supporting. Resume writing, career fields, job training, job search, and interview techniques will be covered.

ECY 0006 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 have a general understanding of the subject.

ESY 0003 Safety Education
This course is designed to cover the principles and information related to individual, home, and public safety.

EVR 0010 Stress Management
This course exposes students to all aspects of personal stress, stress-related disorders, their causes and controls, and numerous stress management techniques will be discussed from the lay perspective. The primary objective of this course is to enable the students to assume an active role in the reduction of unnecessary stress and anxiety in their daily lives. An extensive bibliography of suggested readings will be provided.

FAR 0005 Teaching Your Children About Sex
A course designed to enable parents and prospective parents to deal more effectively and honestly with children's questions about their own sexuality.

GRA 0010 Graphic Art for Older Adults
This course is designed for senior adults. It is an introduction into the field of graphics involving various media and forms such as relief and serigraphy. Drawing, printing, painting, metal, and framing will be included.

HEN 0002 Personal Safety
This course is designed to provide skills, knowledge, training, and information in securing one's personal safety in the home as well as self-defense and street safety.

HEN 0003 Education for Parenthood
A series of classes for expectant mothers and fathers to study maternity care, parental adjustment, baby needs, and physical preparation for pregnancy, labor, and postpartum periods. Expectant mothers must have their doctor's permission to enroll and must be in the last three months of pregnancy.

HEN 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.

HEN 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 any recent developments in childbirth education.

HEN 0006 Continuing Education for Parenthood
A course designed to help new parents cope with the unexpected problems which arise as a result of a new baby, including child development, sibling problems, illnesses, family adjustments, and baby care. No one particular course of action is recommended, but many options are presented to the couples. Open discussion and exchange of ideas is encouraged.

HEN 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, crafts, food preparation, needle skills, health, reality orientation, recreation, and use of leisure time.

HEN 0009 Preparation for Cesarean Childbirth
A series of classes designed to meet the needs of couples anticipating a Cesarean delivery and to promote family...
CONTINUING EDUCATION COURSE DESCRIPTIONS

HEN 0010 Basic Cardiac Life Support
This course is designed to teach one how to apply cardiopulmonary resuscitation. Basic cardiac life support is the new name given cardiopulmonary resuscitation. It is that part of advanced cardiac care that either (1) externally supports circulation and respiration; or (2) prevents a circulatory or respiratory arrest or insufficiency through prompt intervention. Any trained person may apply B.C.L.S. An Emergency Medical Services System (EMSS) is a community-wide co-ordinated means of responding to sudden illness or injury. This course will teach one how to activate our own community EMS system as well as what one may expect of the system. Each student will receive certification from the American Heart Association for successful completion of this course.

HEN 0012 Cardiac Rehabilitation Self Care
This course is designed to educate the individual who has suffered an acute myocardial infarction, post-operative coronary artery bypass, surgery, or who has been determined to have a high coronary risk. It also provides education to family members and helps improve the quality of life for those involved with the program.

HEN 0014 Physical Management and Stress Alleviation
A therapeutic course designed for use in adult institutions. Its purpose is to instruct students in methods of physical maintenance and stress reduction or alleviation. The course will include instruction in body awareness, flexibility, and gross motor activities, methods of dealing with stressful situations, and practical usage of the various methods taught.

HEN 0015 Taking Care of Your Body
A course which explores matters pertinent to physical and personal well-being. Topics will include consumer health, exercise, nutrition, stress reduction, heart disease, diabetes, cancer, contraception, menopause, rape, diet, the medicine chest, health careers and cardiopulmonary resuscitation.

HEN 0030 Weight Management
This course is designed to make the student aware of the reasons for overweight and to present methods to resolve overweight problems through a nutritionally sound diet. This course will help the student to develop better eating habits and a more positive self-concept. It will help to develop workable solutions to the student's individual problems. Individual attention will be given to each student in planning menus specified for particular needs, as well as providing nutritionally sound methods of food preparation.

HEN 0035 How to Stop Smoking in Five Days
This course is designed to demonstrate how an inveterate smoker can overcome the habit and stop smoking cigarettes by following a self-imposed five-day plan.

HEN 0040 A Growing Problem: Drug Use and Abuse
This course is designed to raise the community's awareness and understanding of the problem of drug abuse. This will be accomplished by providing information concerning the magnitude of the problem of drug abuse, the legal aspects of the problem, and signs and symptoms of the drug abuse, as well as the problem of drug abuse in women, youth and senior citizens. Information relative to prevention and treatment of the problem will be included in this course.

HEN 0050 Dynamics of Alcoholism
This course is designed to introduce the student to the problems of alcohol dependence. Topics will include the medical, psychological and social implications of alcoholism. Prevention and treatment issues will be covered. Alcohol depen-

dence among women, the elderly, blacks and adolescents will be examined. The impact of alcoholism on job efficiency and relations with co-workers and others will also be consid-

HEN 0055 Total Wellness: A Holistic Approach to Good Health
This course is designed for senior adults stressing the importance of caring for one's own health, and assuming the responsibility. The course emphasizes the total person: the physical, intellectual, spiritual, emotional and social aspects of the individual are addressed and preventive techniques are demonstrated which lead to optimum well being.

HES 0005 Crime Prevention
This course is directed toward the reduction and prevention of crime in neighborhood communities. Emphasis is placed upon each participant's particular problem and concerns relating to crime prevention. The program includes the history of crime prevention, components of the criminal justice system, and personal and home security measures such as locks, alarms, lighting, crimes against women and the elderly, and community involvement in crime prevention.

HIS 0010 Women In History
This course is designed for exploration of the images, experiences, contributions and perspectives of women in various cultures from early times through the present. Women's roles will be emphasized from the pre-Greek period through the "Middle Ages", the Industrial Revolution, and 18th and 20th century developments in European, African, American and some other cultures.

MUS 0010 Choral Music for Older Adults
This course is designed for senior adults. Emphasis will be on group singing and performance. Some music history and music appreciation may be included. Group experience may be useful to individuals as they participate in other community musical activities.

MUS 0011 Community Orchestra for Older Adults
This course is designed for senior adults. It provides an opportunity for older musicians to practice and perform group instrumental musical activities. It will accommodate people who want to learn to play an instrument as well as people who want to improve their existing instrumental skills. Any instrument is welcome; however, participants must provide their own. Public performances will be given periodically.

PEA 0001 Self-Defense for Women
This course is designed primarily for women who want to learn the art of self-defense. Conditioning exercises, self-defense, and defensive techniques will be stressed. Training and information related to preventative measures to ensure safety are included.

PEA 0002 Playground Supervision
This course covers the basic instruction and concepts that parents or teachers need in guiding the child's social, emotional, and physical development. It deals with after-school playground supervision of games, dances, materials, progression, and techniques in teaching games and rhythmical activities to preschool and school age children.

PHI 0004 Attitudes Toward Death
Death poses questions of ultimate significance to us. Many people feel ill-prepared to face their own death or the death of a loved one. Through the centuries, humans have thought about death, speculated about immortality and expressed their emotions in a wide variety of ways. The question of death has taken on new dimensions in our century as time when life processes can be supported by machines and when traditional religious beliefs are challenged. Toward the end of the course we will look at the funeral and burial practices of our day and explore ways that legal papers, insurance and funeral arrangements can be prepared more expeditiously and meaningfully.
PSY 0004 Psychology of Awareness
This course is designed for senior citizens. It includes exploration, experimentation, and interaction designed to assist participants to a fuller and more satisfying experience of self, others, and environment through heightened appreciation of here-and-now reality; training and practice in emotional self-support and conflict resolution utilizing Gestalt and Transactional Analysis approaches.

PSY 0005 Skills for Parents
This course will emphasize how to communicate better with your children and other people, too. Some of the skills that will be covered are: how to really listen, how to communicate your feelings, how to solve average problems in the family, and become prime teachers, educators, and enrichers of your children.

PSY 0007 Mental Health First Aid
This course is designed to teach students to provide immediate stop-gap help to persons immediately in danger of committing suicide. The student will receive instruction on prevention of suicide, drug abuse, and other mental health disorders—includes identifying, problems, recognizing, and responding to a crisis.

PSY 0009 Education – A Family Affair
This course is designed for assistance to parents of school-age children; children with interpretation of school requirements, standardized test scores, courses of study, academic deficiencies, help with reading, writing, spelling, and mathematics for their children, and other school-related problems. This course will include developing skills to help parents assist their school-aged children in study methods, listening habits, peer group relationships, and coping skills necessary to succeed in school.

PSY 0010 Divorce: A New Challenge
This course is designed to help divorced people deal in a positive way with their changing roles in society. Discussions will include topics such as the emotional impact of divorce, family relationships, single parenting, legal and financial issues, entering the work force or changing jobs, developing new personal/social relationships, and making individual plans for action.

PSY 0011 Assertive Communication Training I
The course includes the theory and practice of assertive behavior; awareness of one's interpersonal rights, distinguishing among non-assertive, assertive and aggressive responses; practicing simple assertions as well as emphatic, negative feelings, and confrontive assertions and other interpersonal problems relating to coexistence and brotherhood.

PSY 0015 Pre-Release Program for the Incarcerated
This pre-release program has been created to offer guidance and counseling to the incarcerated in transition from confinement to freedom. This program will provide the means for reintegrating and reorienting the offender back into the community.

PSY 0030 Single Parenting – Becoming a New Kind of Family
The course is designed to assist single parents in raising children alone. Active participation, discussions, and lecture will be used in covering topics including children's reactions to being from a one-parent family, parent-child communication, relationships with the absent parent, developing outlets for yourself, and developing a sense of being a complete family.

PSY 0035 Survival: Coping with Separation and Divorce
This program is designed as an open-entry, open-exit class for those who are contemplating or are in the process of divorce. Focus is on persons who are in immediate need of help. The program will offer emotional support and an opportunity to deal with issues such as crisis, loss, loneliness, anger and guilt, and finding new strengths. Options for referral services will be presented.

PSY 0040 Understanding Your Child
This course deals with specific issues and concerns that parents may have as they help their children grow and develop to their full potential. Topics to be covered include the child's stages of growth and development, parent-child communication, discipline, helping your child learn.

SOC 0005 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 marketplace, and courses dealing with health, housing, financial planning, and worthy use of leisure time will be explored. Implications of current social, scientific, economic, and political developments on the older citizens are studied.

SOC 0007 Interpersonal Relations for the Handicapped
This course is designed to teach the handicapped person appropriate social and sexual behavior for everyday living in our society. The students will receive instruction in etiquette, hygiene, social roles and relationships, authoritative relationships, and dating, ramifications, and implications.

SOC 0009 Parents of the Handicapped
This course is designed to provide parents with information beneficial to them in rearing their handicapped child. Some of the topics to be discussed will be attitudes, behavior problems, reality therapy, legal responsibilities and rights, appropriate social activities and behavior, marriage and basic education skills.

SOC 0010 Life Planning
This course is designed to provide the basic facts for understanding money from a simple workable budget through the potential of aggressive investments. Information will be made available by presenting everyday life occurrences including such topics as the meaning of joint ownership to a wife as well as her spouse: what "gifts" are taxable and when and how to choose a safe but profitable investment, large or small. Other topics to be introduced will include banking, establishing credit, taxes, installment buying, insurance, real estate, wills, and trusts.

SOC 0020 Public Forum
The public forum will provide an opportunity for interested citizens to hear specialists speak on pending community problems and to have the opportunity of expressing themselves concerning these problems.

SOC 0025 Opening Doors For The Widowed
Course discussions deal with specific topics to help the widowed cope with the problems of widowedhood and reemergence of life. Class topics include information on legal matters, adjustment to grief and other emotions, choosing a vacation or avocation, returning to school or job training and building a new social network. Although any widowed person is eligible to enroll, those widowed within the past five years will find it most helpful. Instructors are widows or those who have been widowed.

SOP 0001 Human Relations
A down-to-earth review of modern concepts in human relations including allocation of time, motivation, communication, race relations, and emotional stability to instill positive attitudes about living and working together.

SOP 0009 Leadership Training
This course is designed to develop skills in group or community leadership. It covers techniques of group work and group dynamics, effective speaking, and how to conduct a meeting.
Recreational Courses

Florida Junior College at Jacksonville offers Recreational courses on request from the community. These courses are supported by fees (self-supporting) and not funded by the state. The fee structure for these courses is calculated to cover the direct instructional cost of offering the course to the community. The list of available courses is included here.

AAC 0810  Personal Income Tax Seminar
AIO 0010  Aviation Ground School-Private Pilot
AIO 0014  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, Naturalism to Abstract
ART 0814  Shell Craft
ART 0815  Metal Sculpture
ART 0816  Macrame I
ART 0817  Macrame II
ART 0818  Creative Art for Children
ART 0820  Stained Glass Window Construction
ART 0822  Creative Cartoons
BCN 0800  Before You Build
BCN 0805  Remodeling
BCN 0810  House Building
BIO 0810  Genealogy – Discovering Your Family Heritage
BUN 0810  TV Communications
CCL 0810  Introduction to Numismatics
CLT 0111  Sewing for Selling
CLT 0113  Creative Needlecraft
CLT 0315  Basic Sewing
CLT 0316  Advanced Sewing
CLT 0811  Beginning Crewel Stitchery
CLT 0813  Japanese Embroidery
CLT 0816  Patchwork Quilting
CLT 0817  Rug Hooking
CLT 0818  Rug and Wall Hangings
CLT 0819  Weaving
CLT 0821  Creative Wardrobe Planning
CLT 0823  Creations in Fabrication
CMP 0611  Boutique Sewing
CSE 0810  How to Buy and Sell Your House
CSE 0811  How to Reduce Costs Around the Home
CSE 0812  How to Win Contests
CSE 0813  Interviewing: Basic Techniques
CSE 0814  Memory and Concentration
CSE 0816  Know Your Car
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
ENR 0815  How To Service Your Small Engines
FMT 0810  Modeling I
FMT 0811  Modeling II
FON 0001  Food for You
FON 0005  Health and Weight Control
FON 0101  Gourmet Foods
FON 0103  Microwave Cooking
FON 0105  Elegant Entertaining
FON 0810  Adventures in Dining
FON 0811  Oenology: The Study of Wines
FON 0812  Eat Smart
FSM 0310  Cake Decorating
GRA 0810  Graphoanalysis (Handwriting Analysis)
GRA 0811  Calligraphy
HFR 0003  Flower Arranging
HFR 0810  Upholstery
HEN 0810  Yoga
HOM 0002  Clothing Selection
HRT 0810  Basic Home Building
HUM 0810  Travel: Mostly Europe
HUM 0811  Introduction to Antiques
JEW 0810  Jewelry Crafting
LEI 0810  Fine Arts Enrichment Center Summer Program
LIS 0810  Reading for Leisure
LIT 0810  Book Review
LIT 0812  Women in Literature
LIT 0814  The Southern Literary Renaissance
LTW 0810  Sandal Making and Leather Construction
MET 0810  Meteorology for Airman and Boatman
MUS 0810  Singing For Pleasure
MUS 0811  Piano Lab – Beginning
MUS 0812  Beginning Guitar
MUS 0813  Community Jazz Lab
MUS 0814  Music Readiness I
MUS 0815  Music Readiness II
MUS 0816  Applied Music I
MUS 0817  Applied Music II
MUS 0819  Applied Music III
MUS 0820  Musicianship Class
MUS 0821  Group Music Instruction
MUS 0822  Music Seminar
OCE 0810  Secrets of the Sea
ORH 0810  Raising Indoor Plants
ORH 0811  Home Landscape: Design
ORH 0812  Ornamental Horticulture
PEA 0810  Modern Jazz Dance I
PEA 0811  Modern Jazz Dance II
PEA 0812  Hawaiian Dance
PEA 0813  Ballet
PEA 0814  Ballroom Dancing
PEA 0815  Square Dancing
PEA 0817  Judo
PEA 0818  Beginning Swimming
PEA 0819  Competitive Swimming I
PEA 0820  Competitive Swimming II
PEA 0821  Slimnastics
PEA 0822  Exercise and Competitive Play
PEA 0823  Gymnastics I
PEA 0824  Gymnastics II
PEA 0826  Understanding Football
PEA 0827  Bowling
PEA 0828  Soccer
PEA 0829  Volleyball
PEA 0830  Belly Dancing
PEA 0831  Modern Dance
PEA 0832  Karate for Beginners
PEA 0833  Swimming and Lifesaving
PEA 0834  Tennis
PEA 0835  Fundamentals of Dance
PEA 0840  Aerobic Dance
PED 0810  Introduction to Bridge
PEL 0810  Sports Officiating
PEL 0811  Tournament Chess
PHI 0810  Get Control of Your Time and Life
PHI 0811  Meditation
PHI 0813  Astrology
PHI 0814  Transcendental Meditation
PHI 0815  Zen Buddhism
PHI 0816  Zestful Living
PHI 0818  Reincarnation
PSY 0815  Psychology of Emotions
PSY 0816  Search For Self
PSY 0820  Introduction to Hypnosis
PSY 0821  Parapsychology I
PSY 0822  Parapsychology II
PTY 0810  Field Experience in Photography
PTY 0811  Photography I
PTY 0812  Photography II
PTY 0813  Photo Printing Black and White I
PTY 0814  Photo Printing Black and White II
REC 0810  Enjoying Florida Fishing Through Success
REL 0810  Women in Religion
SEM 0800  Avocational and Recreational Seminar/Workshop
SPE 0810  How to Speak Successfully Before a Group