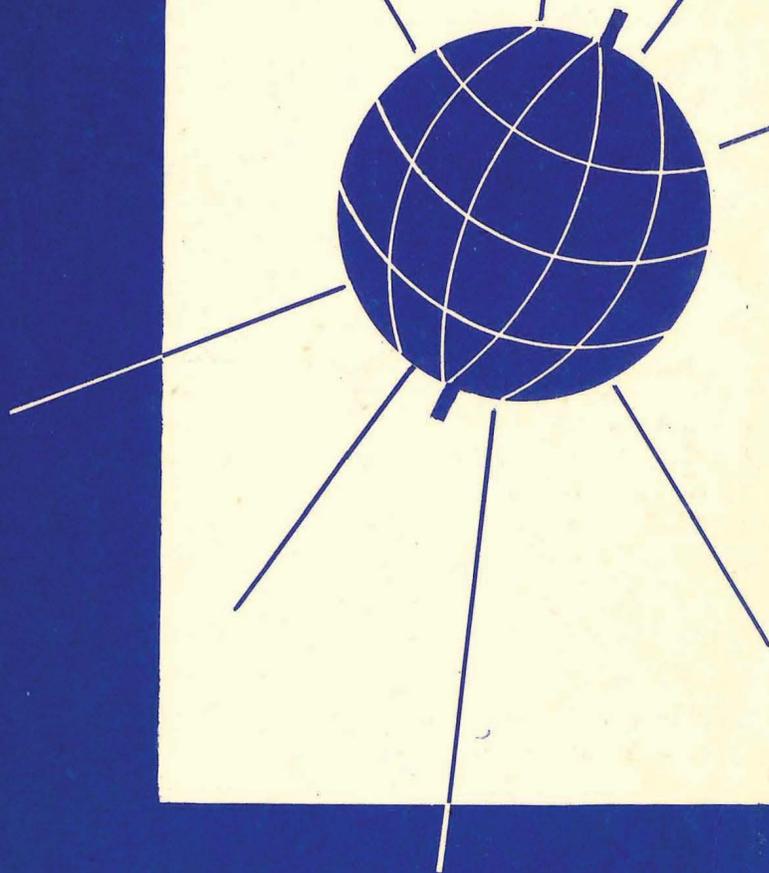


Hoskins



**INDIAN RIVER
JUNIOR COLLEGE**

CALENDAR — 1960 - 61

FALL SEMESTER

- Aug. 22—Monday - - Faculty meeting 9:00 a.m.
Aug. 26—Friday - - Last testing period for students
Aug. 30-31—Tuesday-Wednesday Faculty on duty for counseling of students and parents
Sept. 1—Thursday - - Orientation of all students
Sept. 2—Friday Registration of day and night division students
Sept. 5—Monday - - - - Holiday, Labor Day
Sept. 6—Tuesday First classes for both day and evening division students. After this date a late registration fee will be charged
Sept. 16—Friday Last day for fall registration for both day and evening division students. Last date to change classes.
Oct. 14—Friday Last day classes may be dropped without approval.
Nov. 11—Friday - - - - Holiday, Armed Forces Day
Nov. 24—Thursday - - Thanksgiving Holidays begin
Nov. 28—Monday - - - - - Classes resume
Dec. 19—Monday - - - Christmas Holidays begin
Jan. 3—Tuesday - - - - - Classes resume
Jan. 18—Wednesday - - Final examinations begin
Jan. 20—Friday - - - - - Fall semester ends

SPRING SEMESTER

- Jan. 23—Monday - Registration for spring semester
Jan. 24—Tuesday First classes begin for both day and evening division students. After this date a late registration fee will be charged.
Feb. 7—Tuesday Last day for spring registration for both day and evening division students. Last date to change classes
March 1—Wednesday Last day classes may be dropped without approval.
March 17—Friday - - Holiday for students (FEA)
March 31—Friday - - - - Easter Holidays begin
April 4—Tuesday - - - - - Classes resume
June 5—Monday - - - - Final examinations begin
June 8—Thursday - - - - Spring semester ends
June 16—Friday - - - - Last day for faculty

THE
INDIAN RIVER JUNIOR COLLEGE

Catalogue

1960-1961

A Junior College publicly supported by the
State of Florida and Martin, Indian River,
Okeechobee and St. Lucie Counties

Fort Pierce, Florida

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BOARD OF PUBLIC INSTRUCTION

St. Lucie County

E. C. Collins, Chairman

Jackson B. King
Kirby Hayes

Rollin W. Tedder
Wallace L. Gray

SUPERINTENDENTS OF PUBLIC INSTRUCTION

Indian River County	-	-	-	J. A. Thompson
Martin County	-	-	-	Thomas Crook
Okeechobee County	-	-	-	Omar Hunt
St. Lucie County	-	-	-	Ben L. Bryan

COLLEGE ADVISORY BOARD

Charles Miley, Chairman

Indian River County	Martin County
O. D. Honeywell	Mrs. T. R. Chambers
Warren Haffield	Robert Fenton
Okeechobee County	St. Lucie County
Salter Watford	Dr. M. F. Watkins
Hubert Harden	Ira McAlpin
	Charles Miley

ADMINISTRATIVE OFFICERS, FACULTY AND STAFF

Maxwell C. King, B.S., M.Ed., Ed.D.	-	-	-	President
Warren A. Land, B.A.E., M.Ed., Ed.D.	-	-	-	Acting Dean
				Instructor in Social Science
Lloyd M. Bennett, A.B., M.S., M.A.				Director of Evening Division, Instructor in Biology and Chemistry
John K. Brown, B.S., M.S.	-			Instructor in Social Sciences
Mary C. Brown, B.S., M.S.	-	-		Instructor in Mathematics
Joseph J. Feldhaus, A.B., M.A.	-	-		Guidance Director Instructor in English and Psychology
Hugh B. Hammett, B.S., M.A.	-			Instructor in Mathematics
Whitman H. Harner, B.S., M.A.	-	-		Instructor in Biology
Mrs. Helen B. Keller, A.B., M.A.				Instructor in English and French
Don J. Romanello, A.B., M.A.	-	-		Instructor in English
Charles W. Sample, B.S.	-			Business Manager—Registrar
Julius A. Hagel, A.B., A.B.L.S.	-	-	-	Librarian
Peggy Hoskins, B.S.H.E.	-	-		Secretary to the President
Lorraine J. McKendrick	-	-	-	Library Assistant

* * GENERAL INFORMATION * *

History of Indian River Junior College

Indian River Junior College is one of four new white junior colleges established in the State of Florida by the State Legislature during the 1959 session. The legislation under which the college was authorized provides for its joint support by the State of Florida and the counties of Indian River, Martin, Okeechobee and St. Lucie. As the college is located in Fort Pierce, it is responsible to the St. Lucie County Board of Public Instruction. An Advisory Committee composed of prominent men and women from the four counties serve in an advisory capacity to the president and the school board on policy matters concerning the college.

Dr. Maxwell C. King was appointed President of the college on January 1, 1960. At this time active planning started for the first session which will open in September. Classes during the first year will be held in existing school facilities in Fort Pierce, with the science facilities of Dan McCarty High School being utilized for all science courses. It is anticipated that funds will be forthcoming for the construction of a new college campus in 1961-62 on a beautiful 65-acre tract of land already acquired for the college in the vicinity of Virginia Avenue and 35th Street in Fort Pierce.

OBJECTIVES OF THE COLLEGE

Education beyond the high school level has assumed an increasingly important role in modern society. Realizing this demand the Indian River Junior College has the following general objectives:

1. To provide programs that will fit the students for employment in industry and business in this area.
2. To provide two years of college work acceptable for transfer to a four-year college or university.
3. To provide suitable courses for adult students who wish to further their education, to improve their personal or business efficiency, or to enrich their cultural lives.
4. To serve as a center to foster cultural development in the college community.

ACCREDITATION

All new institutions of higher learning must be accredited before they are eligible to become full members of their regional associations of colleges and universities. Accreditation is the process of examination by a committee of the regional association to determine whether or not the institution meets the standards established for membership by the association. In effect, it is an effort through voluntary association of existing institutions to recognize

good quality of work, to seek to raise the standards of weak institutions to minimum level for accreditation, and to prevent inadequate institutions from offering work they are not qualified to offer by refusing or withdrawing accreditation.

A new junior college cannot be accredited until after it has been in operation for five years. The Indian River Junior College must, like all other new institutions, begin on an unaccredited basis. This need be of little concern to students of the college, however, for with the resources of the State and the four counties behind the institution, it will meet the required standards rapidly and will request accreditation at the earliest date possible.

In theory, any accredited institution has the right to require an examination of, or to accept on probationary status, any student seeking to transfer to it from an unaccredited institution. In practice, this rarely happens in a situation like this where a new institution begins with adequate financial support and clearly indicates from the beginning its ability to more than meet the required minimum standards for accreditation.

The Indian River Junior College is part of the Florida state system of junior college education and special arrangements have been made for the transfer of all credits (grade "C" or better) to 4-year colleges and universities.

FACILITIES

Administration Building

The administration offices are located in Building No. T-1 on Preston Court.

Classrooms

The classrooms are divided into two groups. The Sciences (chemistry and biology labs) are located in rooms No. D-5 and E-2 in Dan McCarty High School. All other classrooms are located in Temporary Building T-5 near the corner of Boston Avenue and Preston Court.

Library

The library is temporarily located at Dan McCarty High School.

Transportation

Each County Board of Public Instruction is responsible for providing public transportation to the college from a central location in Martin, Okeechobee, and Indian River Counties. Rural students from St. Lucie County may use the existing public school transportation system. Parking facilities for private vehicles are available near the college on Boston Avenue.

Medical Facilities

No medical or hospital facilities are provided by the college. First aid equipment will be kept in the science and physical education departments.

Bookstore

The college operates its own bookstore in Building No. T-1 where all books and college supplies may be purchased. The costs of books vary with the course of instruction; however, a conservative estimate would be from \$30.00 to \$50.00 per semester. All sales at the bookstore are on a cash basis only.

ADMISSIONS

General statement — applicants for admission as full-time students must be graduates of an accredited high school or possess a G.E.D. diploma. The college reserves the right to deny admission to any applicant and to change any of its policies, courses, or regulations without notice.

Procedure — full-time students (one who is taking 12 credits hours or more) entering the college for the first time or students transferring from another college or university must obtain, complete, and return to the registrar the following:

1. Application for admission with \$10.00 application fee.
2. Transcript of high school record.
3. Physical examination.
4. Application for pupil assignment.

The Registrar will notify the student of his acceptance upon receipt and completion of the proper forms.

Procedure for admission as a part-time student is the same as for a full-time student except that a physical examination is not required for students pursuing less than 12 semester hours.

Students may be admitted on a non-credit basis ("audit"), without any specific educational requirements, to most of the courses offered in the college. These students are required to participate in classroom requirements and discussion just as full- or part-time students.

Students who transfer from an accredited college or university must furnish a statement of honorable dismissal and an official transcript of their work completed at the college or university. Only courses of a "C" grade or better will be permitted to transfer.

GUIDANCE AND COUNSELING PROGRAM

Indian River Junior College maintains a comprehensive guidance and counseling program in which every faculty member takes an active part. Each student receives assistance from his faculty advisor. The college also maintains a counseling service which provides additional individual counseling and guidance adapted to the specific needs and interests of the student. A series of examinations covering aptitude for college work, vocational interest, and achievement in English and mathematics is given prior to or during orientation week to all full-time students. Since the results of these tests are essential to adequate counseling and placement in courses, their completion is required. Additional individual and group tests are administered as the need arises.

VETERANS' EDUCATION

Indian River Junior College has been approved by the State Department of Education for the training of veterans. Since considerable time is involved in the processing of applications by the Veterans Administration, it is suggested that students who intend to use the G. I. Bill consult with the Registrar well in advance of the registration date.

SCHOLARSHIPS

Several scholarships are available from local citizens and organizations. Students desiring more information should see the Guidance Director.

ROOM AND BOARD

The college has no dormitory or other student rooming facilities. Such facilities, if desired, are available in the community on an individual basis. The college, however, assumes no off-campus responsibilities for boarding students.

No cafeteria facilities are available at the college. Lunches may be obtained at nearby Dan McCarty High School.

SPORTS AND RECREATION

Indian River Junior College expects to participate in all inter-collegiate sports (except football) as enrollment and facilities will permit. At present, sports — basketball, badminton, volley-ball, tennis, ping-pong, shuffleboard, and bowling — are offered as a part of the physical education program.

A series of college-sponsored social events are provided during the school year.

STUDENT PUBLICATIONS AND ACTIVITIES

Student Council: The Student Council is composed of elected officers and representatives from the entire student body. These officers are elected only from full-time students. The Council has two appointed advisors from the faculty. The function of the Council is to plan social activities, to present helpful student suggestions to the Administration, and to act in an advisory capacity to the student body.

Publications: A college newspaper will be published periodically by the students under the direction of a faculty advisor. As the official student newspaper, it supplies information of college activities and provides experience in journalism for the newspaper staff. Staff members will be selected by the faculty sponsor; however, any student may submit appropriate material for publication.

A College Yearbook is anticipated for the 1960-61 school year.

Glee Club: The Glee Club is a combined activity course for which one semester hour credit is given. The Glee Club will take part in assembly programs and will make public appearances deemed appropriate by the sponsor.

STUDENT AND SCHOLASTIC REGULATIONS

(1) **Registration:** Students will be required to register at the beginning of each semester or session for assignment to classes. Those entering the college for the first time will be required to report for pre-registration, orientation, testing, and counseling on dates to be published. Any student whose registration is completed after the date specified will be charged a late registration fee of \$5.00.

(2) **Attendance:** A student is expected to attend all of his scheduled college classes and not to absent himself without adequate reason. Absence from two-hour classes, such as laboratory, will be counted as two absences. Excessive absences may subject a student to an increase in the number of quality points required for graduation. An absence on the day before or after a holiday will count as a double absence. Any student reported for continued excessive absences in any one class or several classes may be placed on compulsory class attendance, or be required to drop the course, or courses, with a grade of "F".

A student absent from all classes for as many as 14 consecutive days may be readmitted only by permission of the dean, and with a reduced load, the amount to be determined by the dean.

(3) **Discipline:** Students are expected to display, at all times, the qualities of courtesy and integrity that characterize the behavior of ladies and gentlemen. The college does not permit the use of, or possession of alcohol on the campus or at college spon-

sored functions. It is also expected that all students will be governed by such rules and regulations as may be set up through the student council and approved by appropriate staff authority. Violation of approved rules and regulations may subject the student to disciplinary measures — possible dismissal from college. The decision of the President is final in all cases involving violation of rules of discipline.

(4) Solicitation of Funds: The solicitation of funds for any purpose is prohibited except upon the approval of the President.

(5) Grading System: The following system of grading is used:

A—Excellent—4 quality points per credit hour.

B—Good—3 quality points per credit hour.

C—Average—2 quality points per credit hour.

D—Poor, but passing—1 quality point per credit hour.

F—Failure—No quality points.

I—Incomplete - Work must be completed by end of next semester.

W—Withdrew before official deadline.

WP—Withdrew passing after official deadline.

WF—Withdrew failing after official deadline.

NC—No credit.

AU—Student enrolled only as an auditor; no grade or credit is given.

A student's quality points must be at least double the number of semester hours of credit pursued to be eligible for an Associate in Arts diploma. A student must maintain a scholastic average of "C" or better in order to graduate.

(6) Academic Suspension: Full-time students failing to pass at least fifty per cent of the semester hours pursued during any semester or session are subject to scholastic suspension for one semester. When such students re-enter, they are on probation for such period as the Admissions Committee deems appropriate.

(7) Academic Probation: Students failing to achieve a 1.6 quality point average during any semester will be placed on academic probation the following semester. Students failing to achieve a 1.6 quality point average during the probationary semester will be subject to academic suspension. The privilege of appeal to the Scholarship Committee for a second probationary semester is provided for the student.

(Most colleges in accepting transfer work require a minimum average of two quality points per semester hour pursued.)

(8) Final Examinations and Tests: The instructor may give tests and quizzes, oral or written, at his discretion. Regularly scheduled announced examinations will be given at the end of each semester or session. Special examinations or re-examinations will be given only with the approval of the examination committee.

(9) Changing Class Schedules: Students may change classes or drop courses only with the permission of the Registrar. The college calendar lists the last date for making changes. A fee will be charged for each course that is dropped after the published drop date.

(10) Requirements for Graduation: Indian River Junior College grants the Associate in Arts diploma only to those students who have maintained a scholastic average of "C" (2.00) or better and have successfully completed a total of not less than 64 semester hours of college work, the last 15 semester hours being taken in residence at Indian River Junior College. The semester hours offered for graduation must include those listed elsewhere in the catalogue as one of the prescribed curricula. The following minimum standards must also be met in all programs except specialized terminal-technical programs.

English	-	-	-	-	-	-	6 semester hours
Mathematics	-	-	-	-	-	-	3 semester hours
History (Western Civilization)	-	-	-	-	-	-	6 semester hours
Science	-	-	-	-	-	-	8 semester hours
Essential Psychology	-	-	-	-	-	-	2 semester hours
Survey of Social Sciences	-	-	-	-	-	-	3 semester hours
Physical Education *	-	-	-	-	-	-	4 semester hours

* Two years of physical education must be completed by all students except adults who have reached their twenty-fifth birthday, veterans with more than six months active duty, and adults who are enrolled only in the evening college program on a part-time basis. Other students may be exempt from the physical education program by a medical certificate but are required to make up this credit in other subject areas.

(11) Dean's List — The Dean's List is posted at the end of each semester. All regular students who have made an academic average of 3.0 or better and are carrying 12 or more semester hours will be placed on the Dean's List.

(12) General Fees

(a) Application fee - - - - - \$10.00

This application fee is required at time the application is submitted to the Registrar. It is not refundable but will be credited to the student's fees at time of registration.

(b) District Day Students — Those students living within the four-county area of St. Lucie, Indian River, Okeechobee and Martin Counties.

	1st Semester	2nd Semester
Registration fee	\$55.00	\$55.00
Student activity fee	10.00	10.00
Total fees:	\$65.00	\$65.00

Non-District Day Students — Those students who are residents of Florida but not residing in the four-County area.

	1st Semester	2nd Semester
Registration fee	\$55.00	\$55.00
Student activity fee	10.00	10.00
Out-of-District fee	20.00	20.00
Total fees:	\$85.00	\$85.00

(d) Out-of-State Students — Those students who do not meet the state requirements for legal residence in Florida.

	1st Semester	2nd Semester
Registration fee	\$55.00	\$55.00
Student activity fee	10.00	10.00
Out-of-State fees	50.00	50.00
Total fees:	\$115.00	\$115.00

(e) Special Fees

Part-time students (including auditors) general fee (less than 12 hours)	-	-	\$5.00
Per semester hour	-	-	\$5.00
Late registration fee	-	-	\$5.00
Transcript fee (first one given free)	-	-	\$1.00
Laboratory fees	-	-	\$3.50
Course withdrawal fee	-	-	\$1.00
Graduation fee	-	-	\$8.00

Student accident insurance may be obtained at the Registrar's office.

The cap, gown, and diploma fee is payable at the beginning of the last semester prior to graduation.

(f) Refunds — Students who withdraw within the first five class days of the semester, not including days set aside solely for registration, will be reimbursed fifty per cent of the registration fee. No other fees will be reimbursed.

(g) Purpose of Student Activity Fee — The student activity fee, paid by each regular student, is administered by the Executive Council of the Student Government and is used to defray expenses connected with the following activities: college paper, college yearbook, athletics, and such social activities as may be sponsored by the college. The payment of this fee entitles the student to an activity card by which he is admitted free to any games, programs, and social activities sponsored by the college.

(13) Student Load

(a) The minimum load for a full-time student is 12 semester hours per semester. Veterans, in order to qualify for full-time GI status, must register for 14 or more semester hours.

(b) The normal load for a Freshman student is 17 or 18 semester hours. With special approval and written permission, the Dean may approve a student registering for more than 18 semester hours.

A Student who does not earn twice as many quality points as the number of hours for which he is registered in any semester or summer session may not register for more than 15 semester hours in the following semester. Regular audit courses will be considered a part of a student's total load.

CLASSIFICATION OF STUDENTS

Freshman — Any student enrolled in college credit courses who has completed less than 24 semester hours of college work at the time of registration and is working toward an Associate in Arts degree.

Sophomore — Any student enrolled in college credit courses who has completed 24 semester hours but not more than 64 semester hours of college work at the time of registration and is working for an Associate in Arts degree.

Unclassified Student—Any student enrolled in college credit courses but not classified as either a freshman or sophomore. Students are unclassified who are not themselves candidates for degrees, but who are taking degree credit courses in regular classes. Audit students (one who does not meet entrance requirements and who will not receive credit for the course) will be classified in this category.

Full-time Student — Any student enrolled for 12 semester hours or more.

Part-time Student — Any student enrolled for less than 12 semester hours.

Course Guides

The following pages outline certain course guides for students who are planning to transfer to another college or university and pursue a special course requiring four or more years of college work.

Courses are also outlined for two-year terminal students and those seeking training in business and secretarial education.

General Course

For students who do not have a definite educational objective, or who do not have definite plans for transferring to another college or university for the third and fourth year.

First Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
English 101	3	English 102	3
BioSc. 111 or PhySci. 101	4	BioSc. 112 or PhySci 102	4
History of W. Civil. 101	3	History of W. Civil. 102	3
Physical Education 101	1	Physical Education 102	1
Essential Psychology 101	2	Social Science 111	3
Mathematics	3	Elective *	0-3
	<u>16</u>		<u>14-17</u>

Second Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
Humanities 201	4	Humanities 202	4
Science Course	3-4	Science Course	3-4
Physical Education 201	1	Physical Education 202	1
English Course (or Elec.)	3	English Course (or Elec.)	3
Elective *	0-6	Elective *	0-6
	<u>14-18</u>		<u>14-18</u>

* Foreign language strongly recommended for all students.

Pre - Agriculture

First Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
English 101	3	English 102	3
Biology 111	4	Biology 112	4
Mathematics	3	Soc. Sc. 111	3
History of W. Civil. 101	3	History of W. Civil 102	3
Physical Education 101	1	Physical Education 102	1
Essential Psychology 101	2	Elective	0-4
Elective	0-1		<u>14-18</u>
	<u>16-17</u>		

Second Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
Humanities 201	4	Humanities 202	4
General Botany 226	4	General Zoology 225	4
Chemistry 101	4	Chemistry 102	4
Agriculture 201	3	Agriculture 206	3
Physical Education 201	1	Physical Education 202	1
Elective	0-3	Elective	0-3
	16-19		16-19

Pre - Business Administration

First Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
English 101	3	English 102	3
Biology 111	4	Biology 112	4
Mathematics	3	Business 121 (Introd.)	3
History of W. Civil. 101	3	History of W. Civil. 102	3
Physical Education 101	1	Physical Education 102	1
Essential Psychology 101	2	Elective	0-3
Elective	0-1		14-17
	16-17		

Second Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
Humanities 201	4	Humanities 202	4
Business (Economics) 231	3	Business (Accounting) 202	3
Business (Accounting) 201	3	Mathematics (Stat.) 200	3
Business (Law) 221	3	Physical Education 202	1
Physical Education 201	1	English (Speech) 220	3
Elective	0-3	Elective	0-3
	14-17		14-17

Pre - Education

First Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
English 101	3	English 102	3
Science Course	4	Science Course	4
History 101	3	History 102	3
Mathematics *	3	Social Science 111	3
Essential Psychology 101	2	Mathematics * or elective	3
Physical Education 101	1	Physical Education 102	1
Elective	0-1		17
	16-17		

Second Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
Humanities 201	4	Humanities 202	4
Psychology 201	3	Science Course	4
English 220 (Speech)	3	Education 180 (Introd.)	3
Science Course	4	Psychology 205	3
Physical Education 201	1	Physical Education 202	1
Elective	0-3	Elective	0-3
	15-18		15-18

* Mathematics depending upon background and interest.

Pre - Engineering

First Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
English 101	3	English 102	3
Mathematics	3	Mathematics	3
Science	4	Science	4
History of W. Civil. 101	3	History of W. Civil. 102	3
Essential Psychology 101	2	Social Science 111	3
Physical Education 101	1	Physical Education 102	1
Elective	0-1		17
	16-17		

Second Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
Humanities 201	4	Humanities 202	4
Mathematics ²⁰⁵	5	Mathematics	5
Science ²⁰¹	4	Science	4
Physical Education 201	1	Physical Education 202	1
Engineering 101	3	Engineering 250	3
Elective	3	Elective	3
	18		18

Pre - Medical

All students planning to study Medicine, Dentistry, Pharmacy, Nursing or Veterinary Medicine should consult the Dean concerning a planned program. The amount of work to be completed at Indian River Junior College and the time spent here prior to transfer will vary with individual students and their plans.

Pre - Ministerial

Students planning to become ministers should consult the Dean concerning a course of study to follow. In general, these students should follow the General College Course, and take elective subjects in History, Sociology, English, Philosophy, or Psychology. However, a program will vary considerably for individual students and their plans for the future.

Business or Commercial — Terminal

For students who desire to enter clerical, secretarial, or general business work after completing two years at Indian River Junior College.

General Business

First Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
English 101	3	English 102	3
History of W. Civil. 101	3	History of W. Civil. 102	3
Essential Psychology 101	2	Social Science 111	3
Business (Typing) 101	3	Business 121 (Introd.)	3
Mathematics	3	Physical Education 102	1
Physical Education 101	1	Mathematics	3
Elective	0-3	Elective	0-2
	<u>15-18</u>		<u>16-18</u>

Second Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
Humanities 201	4	Humanities 202	4
Business 231 (Econ.)	3	Business 221 (Law)	3
English 220 (Speech)	3	Business 241 (Sales)	3
Science Course	4	Business 252 (Inc. Tax)	3
Business 201 (Acct.)	3	Science Course	4
Physical Education 201	1	Physical Education 202	1
	<u>18</u>		<u>18</u>

Secretarial Course — Terminal

First Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
English 101	3	English 102	3
Bus. 101 or 102 (Typ.)	3	Business 211	3
Business 111 or 112	3	Business 201 (Acct.)	3
History of W. Civil. 101	3	History of W. Civil. 102	3
Physical Education 101	1	Physical Education 102	1
Essential Psychology 101	2	Mathematics	3
Elective	0-3	Elective	0-2
	<u>15-18</u>		<u>16-18</u>

Second Year

1st Semester	Sem. Hrs.	2nd Semester	Sem. Hrs.
Humanities 201	4	Humanities 202	4
Social Science 111	3	English 220 (Speech)	3
Business 202 (Acct.)	3	Physical Education 202	1
Business 250 (Off. Pract.)	3	Business 221 (Law)	3
Physical Education 201	1	Elective	8-7
Business 121 (Introd.)	3		<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>
	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>		14-18
	17		

COURSES OF STUDY

AGRICULTURE

Ag. 201.—Principles of Agricultural Economics. 3 credits.

An introduction to the field of agricultural economics; principles of economics as applied to agriculture; economic problems of the agriculture industry and the individual farmer.

Ag. 206. Farm Management. 3 credits.

Introduction to the principles of farm management. Types of farming in Florida and the United States, and factors which determine types of farming, the causes of success and failure of farms and farmers. Problems of farm labor, machinery, layout of farms, farm reorganization, etc.

Ag. 211. Introduction to Dairy Science. 3 credits.

Survey course on the development of dairy science; breeding, selection, feeding and management of dairy cattle; sanitary milk production; composition, properties, processing, and analyzing dairy products. Tours of local and area dairies are arranged and required.

ART

***Art 101. Introduction to Art. 3 credits.**

An introduction to the graphic and visual arts. Fundamentals of drawing and sketching techniques relative to design and mixing of colors are taught. History and appreciation of art are integrated in this course. No particular skill or previous training in art is required.

***Art 102. Introduction to Art. 3 credits.**

A continuation of Art 101. Prerequisite: Art 101.

** Courses approved for teacher certification.*

BUSINESS

Bus. 100. Personal Typewriting. 2 credits. (5 hours).

Emphasis on typing for personal use is given in this course. (Not open to students who have had one year's credit for typewriting in high school.)

***Bus. 101 Elementary Typewriting. 3 credits. (5 hours)**

This course is planned particularly for the secretarial student or for the student who wishes to use typing for vocational reasons. Emphasis will be placed on increasing speed and accuracy in all typewriting work.

***Bus. 102. Advanced Typewriting. 3 credits. (5 hours)**

A continuation of Bus. 101 with emphasis upon continuation of basic skill in basic letter writing, manuscript writing and tabulations. Legal typing, stencils, and ditto duplicating is emphasized.

***Bus. 111. Introductory Shorthand. 3 credits.**

An introduction to shorthand. The Gregg Shorthand system is used.

***Bus. 112. Intermediate Shorthand. 3 credits.**

A course designed to develop more fully the fundamentals of shorthand included in Bus. 111. Students completing this course should have the ability to take sustained dictation from unfamiliar material at the rate of 80 words per minute.

***Bus. 121. Introduction to Business. 3 credits.**

A survey course designed to acquaint the student with the nature of the private enterprise system and its relationship to economic organization. The tools used in recording, appraising, organizing, and controlling business operations are noted. The three major functions of business—finance, production, and marketing—are surveyed.

***Bus. 201. Principles of Accounting. 3 credits.**

An introductory course designed to provide basic preparation in business practices and accounting. A study of the assumptions underlying accounting and the material necessary for recording and reporting transactions; preparation and interpretation of financial and operating statements.

***Bus. 202. Principles of Accounting. 3 credits.**

A continuation of Bus. 201. Prerequisite: Bus. 201.

***Bus. 211. Dictation and Transcription. 3 credits.**

This course is designed to give the student the ability to transcribe his shorthand notes more accurately and rapidly. Further emphasis is placed on improving the ability to record dictated shorthand.

Bus. 221. Business Law. 3 credits.

A study of business law as related to contracts, sales, mortgages, insurance, property, partnerships, corporations, bankruptcy, taxes, torts, and business crimes.

***Bus. 231. Principles of Economics. 3 credits.**

A study of the nature and scope of the economic problems and principles. The objective of the course is to provide an understanding of the basic economic concepts. It includes such problems as the nature of production, price determination, distribution, and money and banking.

Bus. 241. Salesmanship. 3 credits.

A study of the fundamentals of selling with emphasis upon personal salesmanship and the psychology of sales situations.

Bus. 250. Office Practice. 3 credits.

The principles of filing, mailing, and other office practices are emphasized. Introduction is given to basic office machines and their usage. Prerequisite: Bus. 102 and Bus. 112.

Bus. 252. Income Tax Procedure. 3 credits.

A general course and the study of the income tax laws and regulations. Emphasis is given to the determination and taxation for individuals, partnerships, and corporations.

EDUCATION

***Ed. 180. Introduction to Education. 3 credits.**

A study of the fundamental principles of education, historical view, curriculum, aims and methods of teaching. Special emphasis is given to the Florida school program.

ENGINEERING

***EgSci. 101 Engineering Drawing. 3 credits. (5 hours)**

A basic introductory course designed to teach students how to make and read engineering drawings. The use of drawing instruments, lettering, and dimensioning will be covered.

***EgSci. 250. Descriptive Drawing. 3 credits. (5 hours)**

Graphical representation of basic geometrical elements and the solution of related space problems. Prerequisite: EgSci. 101.

ENGLISH

***EH. 101. Freshman English. 3 credits. (3 or 5 hrs. a week as determined by placement tests)**

This is a skills course which aims to develop proficiency in all aspects of communication, but strongly emphasizes reading and writing. Basic problems of sentence and paragraph structure are emphasized.

***EH. 102. Freshman English. 3 credits.**

A continuation of EH. 101.

***EH. 201. Introduction to World Literature. 3 credits.**

A study of the great masterpieces of the world. Literary form and content is emphasized.

***EH. 202. Introduction to English Literature. 3 credits.**

Selected masterpieces of English literature from Beowulf to the beginning of the 19th Century.

***EH. 215. Introduction to American Literature. 3 credits.**

Reading of representative literature works of significant American authors.

***EH. 220. Effective Speaking. 3 credits.**

Designed to help individuals through demonstration and practice to speak effectively in any endeavor. Emphasis is given to attention-getting, content, and the technique of gaining acceptance.

***EH. 222. Creative Writing. 3 credits.**

A laboratory course for the study of various types of creative writing. The student is provided with opportunities for writing experiences designed to aid him in expressing his thought with clarity and satisfaction. Special emphasis is given to journalistic writing.

FOREIGN LANGUAGE

***Fr. 101. Introductory French. 3 credits.**

Pronunciation, diction, grammar, and prose reading. Emphasis on the conversational approach. Acquaints students with the basic facts about the French nation and people concurrently with the study of their language. (Not open to students who have taken two years of high school French or equivalent.)

***Fr. 102. Introductory French. 3 credits.**

A continuation of Fr. 101. Further emphasis on grammar, phonetics and pronunciation. Prerequisite: Fr. 101 or equivalent.

***Fr. 201. Intermediate French. 3 credits.**

Designed to build the facility for reading and understanding French better. Brief review of French grammar is given along with the cultural history of France. Prerequisite: Fr. 102 or equivalent.

***Fr. 202. Intermediate French. 3 credits.**

A continuation of Fr. 201 with training in reading, writing, and speaking French fluently. Prerequisite: Fr. 201.

***Span. 101. Introductory Spanish. 3 credits.**

A first course for the beginning student of Spanish. Grammar, phonetics, pronunciation, and easy reading are stressed. Utilizes the conventional method of teaching the language. Also aims at stimulating an interest in the reading and peoples of Spanish speaking nations. (Not open to students who have taken two years of high school Spanish or equivalent.)

***Span. 102. Introductory Spanish. 3 credits.**

A continuation of Spanish 101. Continued stress of grammar, phonetics, and pronunciation. Additional reading and translation continued as far as possible in Spanish. Prerequisite: Span. 101 or equivalent.

***Span. 201. Intermediate Spanish. 3 credits.**

A continuation of the study of grammar, pronunciation, and useful conversational forms with interesting current reading materials. Training in composition, letter writing, and conversation emphasized. Prerequisite: Span. 102 or equivalent.

***Span. 202. Intermediate Spanish. 3 credits.**

A continuation of Span. 201. Composition and translation stressed. Conversation based on the history, biography, and current events of Spanish speaking countries. Prerequisite: Span. 102.

HUMANITIES

***Hs. 201. Humanities. 4 credits.**

A course designed to acquaint the student with the great literature, philosophy, art and music in Western Civilization. Both our cultural heritage and the culture of our own day are studied. Major emphasis is placed upon mature understanding, enlarged appreciation, and a philosophy of life adequate for the needs of our age.

***Hs. 202. Humanities. 4 credits.**

A continuation of Hs. 201.

MATHEMATICS

MS. 105. Basic Mathematics. 3 credits (3 or 5 hrs. a week as determined in mathematics placement tests).

This course is designed to afford the student a genuine insight into the true nature of mathematics by studying modern mathematics (sets, axiomatic point of view), elementary logic, some geometry, the number concept (natural numbers), extending the number system to include Rational and Irrationals, work with exponents and logarithms, measurement, mensuration, functions and graphs, interest and present value.

MS. 106. College Algebra. 3 credits.

A foundation course prerequisite for more advanced college mathematics. Scope of the course includes a review of high school algebra, some logic, sets, quadratic equations, progressions, binomial theorem, mathematical induction, functions and graphs, complex numbers, inequalities, progressions and variation, theory of equations, determinants, partial fractions, infinite series.

MS. 107. Plane Trigonometry. 3 credits.

A study of angles, functions of the general angle, logarithms, radian measure, identities, trigonometric equations, graphing trigonometric functions, solutions of plane triangles, addition formulas, and inverse trigonometric functions, complex numbers.

MS. 108. Modern Algebra. 5 credits.

This course is designed for students who have had five years of high school mathematics and rank highest on the placement test. Topics include: logic, number systems, groups, fields, sets and Boolean Algebra, functions (Algebraic and Trigonometric).

MS. 109. Slide Rule. 1 credit.

Chief emphasis is placed on having the student acquire speed and accuracy with use of fundamental scales. Topics include multiplication, division and proportion principles using trigonometric and log scales.

MS. 120. Elementary Statistics. 3 credits.

An introduction to elementary statistical principles. Emphasis is placed upon techniques and interpretation of data. Prerequisite: MS. 105 or MS. 106.

MS. 205. Calculus with Analytics I. 5 credits.

Introductory Analytic Geometry, equations of straight line, study of conic sections, derivative of function, velocity, acceleration, limits, continuity, antidifferentiation, area under curve, differentiation of algebraic functions, maxima and minima, trigonometric and inverse trigonometric functions, differentials, definite integral. Prerequisite: MS. 106 and MS. 107 or MS. 108.

MS. 206. Calculus with Analytics II. 5 credits.

Distance between a point and line, translation and rotation of axes, logarithmic and exponential functions, hyperbolic functions, techniques of integration, centroids and other applications of integration, polar coordinates, motion in a curve, convergent sequences, L'Hospital's infinite series and Taylor's formula.

MS. 207. Calculus with Analytics III. 5 credits.

Methods of approximation, determinants and linear systems, analytic geometry of three dimensions, vector algebra, partial differentiation, multiple integrals, differential equations, applications to engineering problems.

MUSIC

***Mu. 105. Glee Club. 1 credit. (Two hours)**

Membership is open to all students who like to sing. Students participate in the study and performance of choral music.

***Mu. 106. Glee Club. 1 credit. (Two hours)**

A continuation of Mu. 105.

***Mu. 111. History and Appreciation of Music. 2 credits.**

This course is designed to acquaint the student with the great periods of music and to give the student a listening appreciation of the music contributors within the periods studied.

Mu. 201. Music for Elementary Teachers. 2 credits.

Development of basic skills and fundamentals necessary in the teaching of music in the elementary school. Musicianship, voice development, singing, and conducting, appropriate to the needs of the elementary school are emphasized.

***Mu. 205. Glee Club. 1 credit. (Two hours)**

A continuation of Mu. 106.

***Mu. 206. Glee Club. 1 credit. (Two hours)**

A continuation of Mu. 205.

PHILOSOPHY AND PSYCHOLOGY

***Phil. 150. Introduction to Philosophy. 3 credits.**

An introduction to philosophy dealing with the basic persistent problems of human life. Readings in the original works of representative philosophers constitute the basis for discussion and criticism of significant answers to these recurrent questions in human thinking.

***Phil. 185. Practical Logic. 3 credits.**

A course seeking to develop the student's ability to thinking clearly and effectively and to help him to evaluate the thinking of others. It attempts to train the student to detect and resist common devices of persuasion used in propaganda and advertising, to avoid common errors in reasoning, and to reason accurately from principles.

***Psy. 101. Essential Psychology for Modern Society. 2 credits.**

This is a required orientation course for all entering freshmen. The course is designed to help the student gain self understanding by the use of practical appreciation of the principles of psychology in the fields of personal advancement and mental health. Special emphasis is given to study habits, emotional problems, social problems, and problems of adult life.

***Psy. 201. Introductory Psychology. 3 credits.**

This course is an introduction to psychology and it consists of a systematic study of the development of psychology as a science. A survey of the methods, techniques, and experiments of the field is made.

***Psy. 205. Educational Psychology. 3 credits.**

The various theories of learning are examined. The literature dealing with education from pre-school to college level is surveyed. Topics include principles of development, learning, motivation, problem solving, individual differences, adjustment, guidance and measurement.

PHYSICAL EDUCATION

***PE. 101. Physical Education and Development. 1 credit (2 hours)**

This course includes physical training, instruction in fundamental skills, and instruction in individual and team games.

***PE. 102. Physical Education and Development. 1 credit (2 hours)**

A continuation of PE. 101.

***PE. 201. Physical Education and Development. 1 credit (2 hours)**

A continuation of PE. 101 and PE. 102 with emphasis on individual physical activity.

***PE. 202. Physical Education and Development. 1 credit (2 hours)**

A continuation of PE. 201.

SCIENCE

***BioSc. 111. General Biology. 4 credits (3 hours lecture; 3 hours lab)**

An introductory course dealing with the development of the plant and animal kingdom and the fundamental concepts of all life. Emphasis is given to the study of the plant kingdom and introductory work in genetics.

*BioSc. 112. General Biology. 4 credits. (3 hours lecture; 3 hours lab)

A continuation of BioSc. 111 with emphasis upon the development of the animal kingdom. Prerequisite: BioSc. 111.

*BioSc. 211. Anatomy and Physiology. 3 credits.

This course is an integrated study of the anatomy and physiology of the human body. The survey approach will be used. Organization of the body, characteristics of living matter, and cell activities are studied.

*BioSc. 225. General Zoology. 4 credits (3 hours lecture; 3 hours lab)

An introduction to zoology dealing with the basic structure, life processes, and interpretations of the animal classifications. Prerequisite: BioSc. 111 and BioSc. 112.

*BioSc. 226. General Botany. 4 credits. (3 hours lecture; 3 hours lab)

An introduction to botany dealing with the structure, functions, and development of plants with emphasis on the flowering plants and their structure and processes. Prerequisite: BioSc. 111 and BioSc. 112.

*Cy. 101. General Chemistry. 4 credits. (3 hours lecture; 3 hours lab)

A general course covering fundamental principles, the structure of matter and a study of the more common element and compounds.

*Cy. 102. General Chemistry. 4 credits. (3 hours lecture; 3 hours lab)

A continuation of Cy. 101. Prerequisite: Cy. 101.

*PhySci. 101. Physical Science. 3 credits.

A general survey of the physical sciences with lectures and demonstrations. Stress will be placed on the scientific method and the development of a scientific vocabulary. The course deals with mechanics, heat, chemistry, geology, astronomy, light, sound, electricity, atomic structure and other topics.

*PhySci. 102. Physical Science. 3 credits.

A continuation of PhySci. 101. Prerequisite: PhySci. 101.

*Phys. 201. General Physics. 4 credits. (3 hours lecture; 3 hours lab)

A general study with emphasis on the fundamental mathematical and quantitative aspects. Mechanics, heat, electricity, sound, light, atomic structure and nuclear energy will be among the topics studied.

*Phys. 202. General Physics. 4 credits. (3 hours lecture; 3 hours lab)

A continuation of Phys. 201. Prerequisite: Phys. 201.

SOCIAL SCIENCES

*Geog. 201. World Geography. 3 credits

A study of relationships between human activities and natural environment.

*Hy. 101. History of Western Civilization. 3 credits.

A survey of the development of western civilization with special emphasis placed upon the heritage of the United States. It traces the characteristic aspects of the civilization of the western world to the 18th Century. Concentration is given to the forces that have molded western institutions.

*Hy. 102. History of Western Civilization. 3 credits.

A continuation of Hy. 101 to the present. Some emphasis on contemporary civilization and culture. Prerequisite: Hy. 101.

Hy. 105. Current Affairs. 1 credit.

A study of the events of the world today based on current newspapers, periodicals, radio, and television. Emphasis is placed on the development of critical thinking on the part of the student.

Hy. 106. Current Affairs. 1 credit.

A continuation of Hy. 105. Prerequisite: Hy. 105.

*Hy. 201. American History. 3 credits.

American History to 1865. A survey of the political, economic, social, and intellectual development of the United States from the founding of the Colonies in North America through the American Civil War.

*Hy. 202. American History from 1865 to the Present. 3 credits

A study of the Reconstruction Period following the Civil War. The age of big business, the U. S. as a world power, World War I, the great depression and the New Deal, World War II, and developments since World War II will be studied.

***PolSc. 201. American Government. 3 credits.**

Constitutional basis, organization, and functions of our National Government. This course includes an analysis of the American political heritage with particular emphasis upon the Declaration of Independence, the Constitution, the three branches of government (federal), political parties, pressure groups, and current problems.

***PolSc. 202. State and Local Government. 3 credits.**

Traces the historical, social, and legal basis of local and state government in the United States and examines the administrative methods and machinery of local and state governmental systems. Special emphasis is given to the study of the State and local government in Florida.

***Rel. 101. History of the Old Testament. 3 credits.**

Survey of the Old Testament. It is the aim of this course to survey the events recorded in the Old Testament and to identify these events as far as possible with events in history. No effort shall be made to trace religious thought but to trace cultural development during the Old Testament period. Prerequisite: Consent of the instructor.

***Rel. 102. History of the New Testament. 3 credits.**

Survey of the New Testament. It is the aim of this course to survey the events recorded in the New Testament and to observe how these events parallel events in the history of that period. Prerequisite: Consent of the instructor.

***SocSc. 111. Survey of the Social Sciences. 3 credits.**

The course is designed to develop insight into the interrelated problems of present American institutions. The historical bases of our evolving institutions are demonstrated in science and technology, economic life, government, family life, and in religion. It is intended that this subject will give students a clear concept of our society and its major problems.

***Soc. 150. Introductory Sociology. 3 credits.**

An introductory course in sociology dealing with facts about society in the United States today. Emphasis will be placed on the basic ideas involved in sociological observation and analysis, and an understanding of the nature and limits of scientific thought as applied to man's behavior in groups.

*** *Courses approved for teacher certification***

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