

**INDIAN
RIVER
COMMUNITY
COLLEGE
1973-74**



INDIAN RIVER COMMUNITY COLLEGE

... Is a Community College supported by the State of Florida, serves Indian River, Martin, Okeechobee and St. Lucie Counties, and is accredited by the Southern Association of Colleges and Schools. The College is governed by the ...

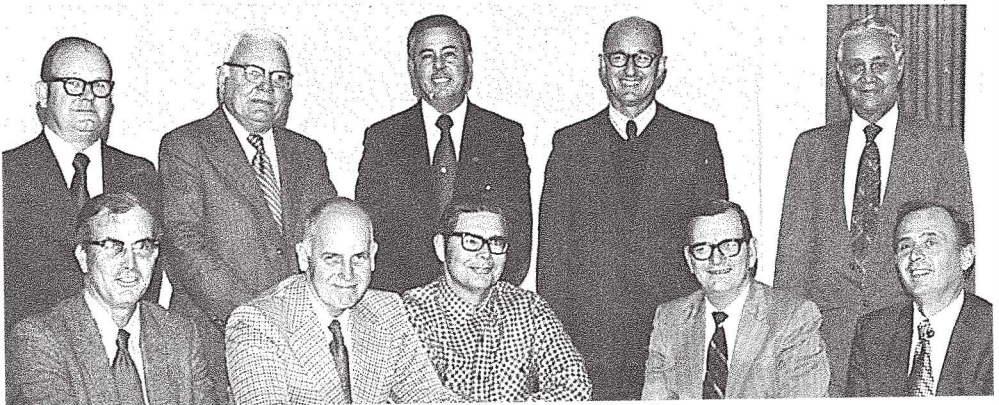
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The provisions of this publication are not to be regarded as a contract between the student and Indian River Community College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. The College further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the College.

Students are responsible for meeting in full the requirements for graduation set forth in the College Catalog. The Guidance Department assists in the planning of a program of study for each student, but the final responsibility for meeting the requirements for graduation rest with the student. The catalog considered "in force" and binding on the student is (on the student's option)

1. The one under which he originally enrolled (if not more than four regular semesters prior to his graduation).
2. The current college catalog.





WELCOME

The community college system in the State of Florida makes it possible for 98 per cent of Florida's residents to commute daily to one of 28 junior colleges in the state. Florida Junior Colleges have an "open door" policy of admission whereby any high school graduate can enroll. At Indian River Community College, the president's office also has an "open door" policy. Any student can arrange an appointment to see the president concerning any problem that cannot be handled through regular channels. To keep the lines of communication open, the student leaders meet weekly with the president for informal session in the relaxed atmosphere of the president's office.

As a segment of the education industry, we are dedicated to the idea that "students are our only product." Our goal is to make students successful in the learning process. We share in failure when our students fail and we would rather be successful.

Our Guidance Department is housed in the Student Union to make it easy for students to see their counselors. The Dean of Instruction and the Counselors work closely together so that their efforts are correlated as effectively as possible for student academic success.

If you are a potential student, we welcome your questions. If you are the parent of a potential student, we welcome your questions. We extend an invitation to all of you to visit the Indian River Community College campus to meet counselors, instructors or administrators who will help you plan your program, whether it be a college transfer program or a career-occupational goal you have in mind.

HERMAN A. HEISE
President

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Indian River Community College
3209 Virginia Avenue
Fort Pierce, Florida 33450
Phone (305) 464-2000
Vero Beach Phone (305) 567-7132
Stuart Phone (305) 287-2006
Stuart Site Phone (305) 283-6550



GENERAL
INFORMATION

SUN, FUN AND EDUCATION ON THE TREASURE COAST

INDIAN RIVER COMMUNITY COLLEGE is located on the Treasure Coast of Florida between Lake Okeechobee and Indian River which is part of the Inland Waterway that makes it possible for small boats or large yachts to cruise the Florida coast away from the blustery winters to the north. Indian River Community College is accredited by the Southern Association of Colleges and Schools and is supported by the taxpayers of the State of Florida.

Located in a land of citrus, cattle, and flower production, with sandy ocean beaches and inland waterways; with the great Lake Okeechobee to the west and an abundance of sunshine and blue skies overhead, the college community enjoys water sports, swimming, fishing, scuba and surfing. Fishing is terrific, with both fresh and salt water varieties teeming in the canals, the lakes, the inland waterway and the ocean. Local flying conditions are excellent, and the Bahamas and islands to the south are easily accessible via flights from numerous airports along the Treasure Coast.

High Speed highways connect the college with the Palm Beaches, Fort Lauderdale and Miami to the south, with the Cape Kennedy area, Daytona, St. Augustine and St. Johns River country to the north. The Sunshine Parkway connects Miami with North Florida, running adjacent to the college and connecting the four-county area with the lovely lake country of central Florida.

In easy driving distance of Indian River Community College, one can find two senior Florida universities, a large aircraft industry, jungle gardens, alligator farms, space shots to the Moon, treasure hunting, racing, sky diving, rodeos, Jai Alai, professional baseball and cultural events galore.

Education can be mixed with sun and fun in the beautiful Indian River area while the Indian River Community College student achieves his educational goals inexpensively under an enlightened administration and faculty dedicated to the proposition that everyone can achieve. Modern and business-like innovations in instruction have become a key at Indian River Community College — a key that unlocks the problems engendered in a school with an “open door” policy that accepts any student with a high school or high school equivalency diploma.

HISTORY OF THE COLLEGE

Indian River Junior College was authorized by law during the 1959 Session of the Florida Legislature. The College was established to serve the four-county area of Indian River, Martin, Okeechobee, and St. Lucie Counties though many students are in attendance from outside this district. Students come to Indian River from out-of-state and other countries also.

College classes were first held in 1960 in temporary wooden buildings in Fort Pierce. In 1963, the College moved to its present campus, located on approximately 100 acres at Virginia Avenue and 35th Street. The land for the campus was donated to the college by the City of Fort Pierce.

The College now consists of twelve permanent buildings. Classes are also held at a number of locations off campus in the four-county district to serve citizens of the four counties in their community and cultural centers.

In November 1970, the Board of Trustees of the College in accord with the State Board of Education, changed the name of the college to Indian River Community College. This was done in keeping with the role of the college which

is more than just a Junior College with its excellent AA degree program. Indian River also serves its entire four-county service district with vocational, technical, cultural, and community service needs as a true community college is constrained to do.

The College is administered by a District Board of Trustees composed of prominent men and women from the four-county district. President Herman A. Heise directs the activity of the college and serves as Secretary to the Board of Trustees.

ROLE OF THE COLLEGE IN THE COMMUNITY

Indian River Community College is a comprehensive community college dedicated to meeting the needs of education beyond the high school level. The college serves as a center to foster cultural development in the community. It provides a two-year college program for transfer to a four-year college or university. It provides programs that will fit students for employment in business and industry. It also provides suitable courses for students who wish to further their education, to improve their personal or business efficiency or to enrich their cultural lives regardless of their age or previous educational experience.

IRCC and its professional staff serve in many ways in the development and enrichment of the four-county community which it serves. Recently the Board of Trustees established an Area Historical Commission chaired by Judge Alto Adams, Sr., a highly respected local and state leader from a pioneer Florida family. This commission will gather area historical data in a microfilm repository in the college library to protect the data for posterity.

Members of the college faculty and staff serve on boards and committees of church and community groups, fraternal and social groups, and add their knowledge and labor to cultural and developmental aspects of the community.

GUIDANCE

Though Indian River excels in its degree programs, continual re-evaluation is made of all academic areas to insure the best instruction possible. By placing the Guidance Department under the office of the Dean of Instruction, continual communication between guidance and instruction has been insured. The guidance Department evaluates the requirements of senior universities on transfer of credit and advises the students on the courses they need to take for transfer.

The Guidance Department keeps the Dean of Instruction updated on the need for curriculum reform. Guidance performs career and academic counseling—not personal therapy analysis. Counseling is individualized for each student in terms of his major and the senior institution to which he intends to transfer. Each student meets with a counselor at least once in each semester to assure that the student takes the proper courses for transfer of completion of degrees.

EDUCATIONAL SERVICES

Media-implemented learning at IRCC is provided by the three component departments of the College Educational Services Department: the library, the media center, and the learning center.

Centrally located on the college campus, the college library contains over 30,000 volumes and is designed to meet the academic needs and personal interests of both the faculty and student body.

Included in the services offered by the library are microfilm and printed collections of periodical holdings and a 1,400 album record collection. Provided for student use within the library facilities is a microfilm room with two readers and a reader-printer, a listening room where students can enjoy the record collection, a copy service, and study space on both the first floor and mezzanine levels.

The media center and the learning center, housed in the Science Building, provide the audio-visual support for the instructional program of the college.

The media center is responsible for the maintenance and distribution of audio-visual equipment and the protection of A-V support materials. Staff members of the center provide the faculty with such services as graphic arts, secretarial skills, electronic test scoring, photographic materials, and duplication aids.

The learning center, like the library, is a facility for independent student research, and is responsible for the utilization of information recorded in the audio-visual media. Housed in the learning center are the Educational Services libraries of presentations in the film, slide, tape, transparency, and filmstrip formats. Instructional services at the center include both audio-tutorial and visual study stations, which are available for both classroom assigned study and individual research.

While Educational Services assumes a vital college role as a focal point for a vast accumulation of factual data, it is, above all, a student related research operation designed to provide the ultimate in classroom support through a multi-media approach to education.

MEDICAL FACILITIES

The College does not provide medical facilities. However, first aid equipment can be obtained readily in various areas on campus. College nurses who instruct the Practical and Registered Nursing programs are usually available in case of emergency. Ambulance service, a fine local hospital, and an adequate number of doctors are located and easily accessible in Fort Pierce.

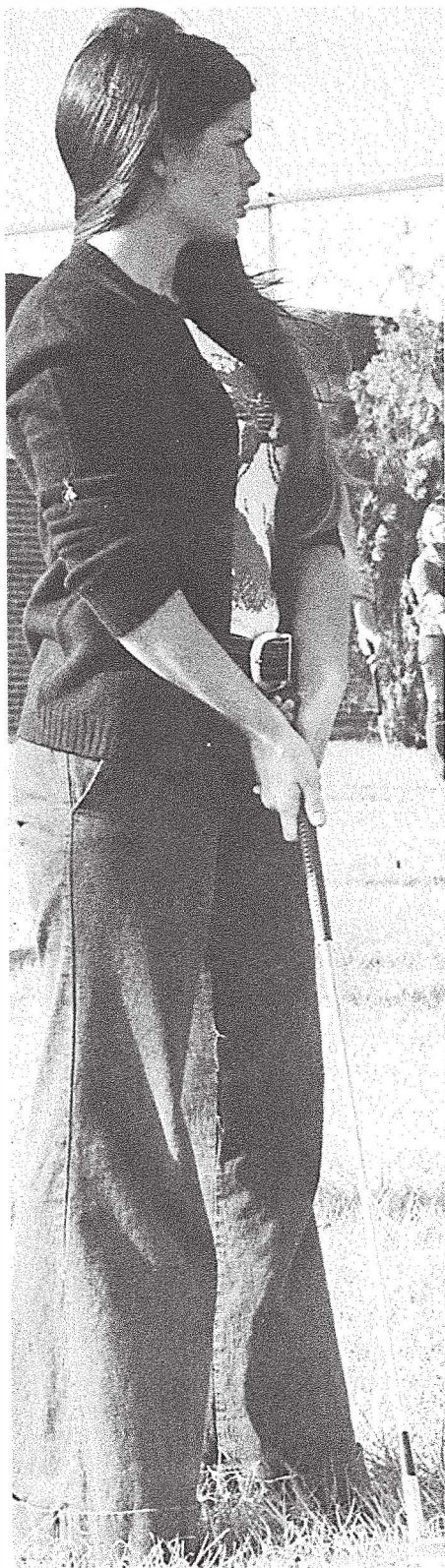
In cases of accidents or serious illness, parents are notified immediately. Emergency treatment by private physician or hospitalization is at the expense of the student or parents.

INSURANCE

Student accident insurance is available for students at the time of registration. Students are encouraged to take advantage of this insurance. All students participating in inter-collegiate sports and nursing programs are required to have accident insurance coverage.

SOCIAL ACTIVITIES

The social development of the student is enhanced by a series of formal and informal events scheduled throughout the school year. Social, religious, departmental and service clubs are available to the student on and off campus. Students are encouraged to participate in club activities of their choice.



STUDENT ACTIVITIES

A variety of activities are provided the students through the Student Government Association and campus clubs. All clubs must be non-segregated in accordance with the Economic Opportunity Act of 1964. All students are encouraged to participate in at least one activity to broaden their educational experience.

Included are:

- Student Government Association
- College Chorale
- Soul Society Club
- Chi Alpha Sorority
- Zeta Phi Sigma Fraternity
- Kappa Sigma Tau Sorority
- Tri Kappa Lambda Fraternity
- Leo Club
- Cheerleaders
- Student Nurses Association
- DECA (Distributive Education Clubs of America)
- Phi Theta Kappa (Honorary)
- Brotherhood on Campus
- Greek Council
- Inner-Club Council
- International Club
- Young Farmers

INTERCOLLEGIATE ATHLETICS

As members of the Florida Junior College Conference, the athletic teams of IRCC participate with other colleges in the state in basketball, baseball, track, swimming, and golf.

INTRAMURAL SPORTS PROGRAM

The purpose of this program is to provide an opportunity for every student to take part in some kind of worthwhile recreational sport or activity.

The success of the program depends upon student participation in the various fields of recreational and athletic endeavor. Students participate in the planning, administration and execution of the program.

A few extramural programs are held with nearby junior colleges and are separate from the Inter-Collegiate Athletic Program.

BOOKSTORE

The Bookstore is conveniently located in the Student Union, providing textbooks, classroom supplies, and other items for students and faculty. Both new and used books are available as every effort is made to hold down the cost of education for IRCC students. Students may re-sell their books to the Bookstore, provided the books are in good condition and will be used by the college for the next semester or next year. The Bookstore also houses the Administrative and Faculty Post Office and delivers personal mail to students.

STUDENT UNION

One of the most heavily trafficked buildings on campus is the Student Union which provides space for student activities. Located here is the Cafeteria, the Dean of Student's Office, Student Government Association Office, Guidance Department, Faculty Lounge, Financial Aid Office, and Bulletin Boards where notices of campus activities are posted.

HOUSING

Under the structure of the community college movement in Florida, the State Legislature made it possible for 98 percent of Florida's citizens to commute to a community college. No provision was made for the community colleges to provide housing on campus. Suitable accommodations within walking distance of the college are hard to find. Students requiring rentals should arrive in the community in advance of orientation and registration dates in order to find suitable accommodations.

CITIZENSHIP/RESPONSIBILITY

Students of Indian River Community College are expected to display at all times the qualities of courtesy, integrity and good citizenship that characterize the behavior of civilized societies. It is the policy of the college to look upon its students as mature adults and to treat them as such. Students are expected to comply with such regulations which the Student Government Association and the Administration of the College have established. When a student is accepted for enrollment in the College, he assumes the responsibility to comply with such rules and regulations as well as those of the community, state, and nation.

The College does not permit the use or possession of alcoholic beverages or drugs on campus or at a College-sponsored activity. Gambling is prohibited. Students who violate such rules and regulations are subject to disciplinary measures, including suspension from the College. Such disciplinary measures pertain to misconduct both on and off campus. The decision of the President is final in all cases involving violations of rules of discipline.

An item of interest to junior college students was approved by the Florida Board of Regents on August 10, 1970. The item is as follows: "The Board directs that the institutions under its control exercise due care in the selection of students, taking into account not only their academic ability to perform satisfactorily but also their character and behavior. The universities shall refuse admission to an applicant whose record shows previous disruptive or other misconduct not to the best interest of the university. Each university shall develop a plan for implementing this policy, including procedures for an appeal."

Disciplinary probation, suspension, and expulsion constitute the types of penalties imposed for disruptive behavior or other misconduct, a record of which will be sent to the senior institution at the time of student's request for transfer of credits.

TRANSPORTATION AND PARKING

No public bus transportation is available in the City of Fort Pierce or from surrounding counties. Students have to depend on their own vehicles or car pools for transportation to and from classes. Parking facilities are available on campus and are being expanded as rapidly as the need and funds permit. All college personnel and students must observe traffic and parking laws for the safety of everyone. Violators are cited and fined for violating campus parking laws. The Student Judiciary System provides a Traffic Court for those who wish to appeal their citations. Improperly parked vehicles are towed from the campus at the owner's expense.

RESPONSIBILITY FOR REGULATIONS

All students are held responsible for the observance of all college regulations and policies. This catalog, regular student bulletins, and other official publications of the college are provided to keep the student informed. When a student registers for a course or a program at the college, he assumes the responsibility of keeping himself informed of and abiding by the rules and regulations of the college. (See Statement inside front cover)

ADD AND DROP PROCEDURE

A student wishing to change his schedule after registration must obtain an Add and Drop Card from the Guidance Department; fill it out properly; obtain the signature of a Guidance Counselor; obtain the signature of the instructor of the course; and return the Add and Drop Card to the Records Center. Deadline dates for this procedure are published in the Course Schedule. No requests beyond deadline dates will be honored for any reason.

CLASSIFICATION OF STUDENTS

A student who has fewer than 24 semester hours credit is classified as a Freshman. A Sophomore is a student who has 24 or more but fewer than 64 semester hours credit. Any student who has more than 64 hours or holds a degree is classified as a special (unclassified) student.

A full-time student is one enrolled for 12 or more semester hours; whereas, a part-time student is one enrolled for fewer than 12 semester hours.

WITHDRAWAL FROM A COURSE

Students may withdraw from a course with a record of "W" up to approximately mid-term (deadline dates will be published). Withdrawal after the deadline will naturally result in a grade of "F".

WITHDRAWAL FROM COLLEGE

Students who find it necessary to withdraw from all courses may obtain an official Withdrawal Form from the Guidance Department. Students withdrawing by other methods will receive an "F" in each course on their permanent record. Completion of proper procedure will result in a record of "W" for each course, provided procedure is initiated prior to first day of final examinations for the current semester.

TRANSCRIPTS

Students may request transcripts of their academic records by mail or in person at the Guidance Department. There is a charge for this service. Transcripts from IRCC must show all courses taken at all colleges. Only the final grade earned by the student in repeated courses will be computed in the cumulative grade point average.

VEHICLE REGISTRATION

All vehicles that a student plans to park on campus must be registered. New students are required to register their vehicles and will receive Traffic Regulations at the time of their class registration.

CHANGE OF ADDRESS

Change of address must be reported to the Guidance Department within 24 hours.

YEAR-ROUND OPERATION

The academic calendar of Indian River Community College is organized on a year-round basis. This program has the following special advantages:

1. It permits coordination with the state university academic calendar.
2. Two seventeen-week semesters and two six-week summer terms make it possible for a student to graduate in eighteen calendar months; four entrance periods make it possible for students to start their college work earlier and provide an opportunity for students with scholastic deficiencies to make up work.

ORIENTATION

All new full-time students may be required to attend an orientation period prior to registration. During this visit the students will become acquainted with the policies of the college, the programs available, the testing and the course selection and scheduling for the following year. For their travel convenience, out-of-state students are invited to attend during the latter days of school orientation.

STUDENT I-D'S

During registration students are issued an Indian River Community College I-D Card which will admit students to certain activities held on campus.

REFUND POLICY

- A. 100 per cent of all fees, except application fee and late fee, if withdrawal is prior to the day all classes begin or if class is cancelled.
- B. 50 per cent of all fees, except application fee, late fee and student insurance Fall and Spring Semester: . . . if withdrawal is within the first eight calendar days after the beginning of the semester.
Summer Terms: . . . if withdrawal is within the first two calendar days after the beginning of the term.
- C. Students withdrawing for illness will not receive any refund except as indicated above.

ACADEMIC LOAD

The average full-time student enrolls in 15 to 19 semester hours each term. Approval for enrollment in more than 19 semester hours must be obtained from the Dean of Instruction or one of the Guidance Counselors. A student enrolled for less than 12 hours is classified as a part-time student; those with 12 or more hours as a full-time student. Veterans, in order to qualify for full-time training status, must enroll in at least 12 semester hours. Enrolling in less than 12 hours reduces the Veteran's training allowance proportionally.

GRADING SYSTEM

Final grades are mailed to each student (or his parents or guardian if the student is 21 years of age) within a few days after the completion of each semester or summer.

The following grading system is used:

- A Outstanding work (4 quality points per semester hour).
- B Very competent and effective work (3 quality points per semester hour).
- C Satisfactory work (2 quality points per hour).
- D Work sufficient to gain credit for the course and satisfactory graduation requirements (but not usually acceptable as transfer credit). (1 quality point per semester hour)
- F Unsatisfactory work, failing grade (no quality points)
 - I Incomplete work, grade arranged with instructor — student must re-register for course during next regular semester to complete it. Failure to do so will result in "F" for the course.

A student who discontinues a course without officially withdrawing will receive an "F" in the course. Students officially withdrawing from a course prior to the time for withdrawal as stated in the college calendar will receive a "W".

While the student's grade-point average is computed by dividing the total number of quality points earned by the total number of hours attempted, a student may repeat a course in which he has earned a "D" or "F".

DEAN'S LIST

The Dean's List is posted at the end of each semester. All students who have earned an academic average of 3.5 or higher with no grade lower than "C" and are carrying 12 or more semester hours will be placed on the Dean's List.

PHI THETA KAPPA

The Nu Iota Chapter of the National Scholastic Fraternity received its National Charter on April 22, 1964. The purpose of this Fraternity is to promote scholarship, develop character and cultivate fellowship among students of the junior colleges. Invitation to membership is extended to those full-time students who have maintained a scholastic average of 3.5 for three consecutive semesters; 3.7 for two consecutive semesters; or 3.85 for one semester (excluding summer terms) of attendance at Indian River Community College.

ACADEMIC AWARDS

Graduating students' academic achievements are recognized at the Spring Commencement, based on the student's total grade-point average, as follows:

- 3.85 to 4.00 — Graduated with Highest Honors
- 3.70 to 3.84 — Graduated with High Honors
- 3.50 to 3.69 — Graduated with Honors

Students whose academic averages fall within the above areas will also have their transcripts so designated. Computation of Academic Awards will be based on all work attempted in earning the degree (including work at previous institutions).

ADVANCED PLACEMENT

Indian River Community College participates in the Advanced Placement program which is administered by high schools through the Educational Testing Service, Princeton, New Jersey.

Under this system, a student entering the College offers a nationally graded examination as evidence of his completion of a college level course taken in high school. When the results of the examination meet at least the minimum requirements, the student may receive college credit for courses offering similar material. In some cases, only exemption from a course, not credit, is available. In either case, the student is assured that the College takes full cognizance of the advanced work done prior to his entrance.

Consideration for CLEP credits (College Level Entrance Program from Educational Testing Service, Princeton, N. J.) will also be given to those who apply. Indian River Community College is not a testing center for CLEP.

DEFERRED CREDIT ENROLLMENT

An individual will be permitted, without formal admission, to register for, and take up to a total of 18 semester hours of college course work on a "deferred credit" basis. Said "deferred credit" may become "standard transfer credit" if, and only if, the student is formally admitted and/or pursues a degree program, and requests a change in the status of his "deferred credit" course work. In no cases will work beyond 18 hours be transferred from the deferred credit category

to the standard transfer credit category. The student will be responsible for seeking formal Admission to the college when and if such action becomes warranted. No transcripts will be issued for "deferred credits."

All individuals in the above category will be clearly designated "non-degree seeking." Regular registration procedures are required, including the affidavit of residency.

DIRECTED INDEPENDENT STUDY

Students who find it necessary to take a college course by independent study must contact the instructor of the course prior to registration and complete a written contract. A copy of the contract will be forwarded through Guidance to the Dean of Instruction for final approval. The contract will specify the need and the requirements to be completed by the student (including tests, periodic class attendance, term papers, etc.). The student must complete all requirements of the contract to obtain credit for the course.

The regular grading system applies to all students of independent study. Grades earned by independent study have the same status as those acquired through regular class attendance. Directed Independent Study is restricted to sophomores. In no case will a Directed Independent Study course duplicate a course regularly scheduled. Students must have the Dean of Instruction's approval.

COURSE SEQUENCE

With a few exceptions, courses listed with a 100 prefix are Freshman courses; those with a 200 prefix are Sophomore courses. In most cases it is required that a student complete the lower numbered course before attempting the next higher one; i.e., EH 101 before EH 102, CHY 101 before CHY 102, and ECS 201 before ECS 202.

Once a student has successfully completed a course, he may not take for credit a course in the same area a course of lesser competence or a prerequisite to the first course, without specific written approval of the Dean of Instruction.

CULTURAL EVENTS REQUIREMENT

All full-time students will be required to attend special cultural events. A program of special events, developed through the Dean of Instruction's office in coordination with the Lyceum Committee, is offered each school year.

The purpose of the program is to introduce students to events designed to extend the breadth of their experience. About six events are scheduled each school year. Attendance is required at four of them to complete the general requirements for the Associate in Arts, Associate in Science, Associate in Applied Science and Certificate of Proficiency programs.

FOREIGN STUDENTS

When foreign students apply for admission, official transcripts of completed secondary and college credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. All records should be submitted at the time of application. They must be evaluated by the Admissions Committee, and the student accepted before Form I-20 (Immigration Certificate of Acceptance) is sent to the applicant. With these exceptions

the conditions for admission of foreign students are identical with those for American students.

COMMUNITY SERVICE PROGRAMS

In keeping with the conclusions derived from a study by the Florida Community Junior College Inter-institutional Research Council, at the suggestion of the Division of Community Colleges, Department of Education, in the winter of 1969, Indian River Community College continues to develop and expand community service programs (CSP), which were initiated in the fall of 1966.

CSP programs are conducted, primarily, off campus at community centers throughout the four-county college district. The off-campus centers provide geographic convenience for CSP participants of age levels ranging from youths to the elderly. On campus facilities are also available, day and night, for CSP programs.

CSP meets the educational needs and wants peculiar to members in a given community or organization. CSP programs provide flexibility in length of educational activities and in size of groups . . .

- . . . business and professional seminars by hours, days or weeks
- . . . lectures and presentations to be held weekly, bi-weekly, monthly or bi-monthly
- . . . language classes with as few as eight to twelve participants
- . . . industrial courses with but ten working men enrolled
- . . . community development and cultural enrichment programs with twenty-five to 250 community members in attendance.

At Indian River Community College the concept of community services extends beyond mere acquiescence with one of the five essential roles of Florida community junior colleges assigned by the Division of Community Colleges, Department of Education, ". . . that of providing to their own communities a community service program as well as a variety of continuing education for adults," because CSP reaches out beyond the campus to the community to help persons and organizations to realize their potential and to resolve their problems by extending and expanding educational resources to meet the social, economic, cultural, and civic needs of the community.

HIGH SCHOOL COMPLETION PROGRAMS

The Adult Continuing Education Program offers high school credit courses for those seeking a diploma. Upon successful completion of the needed courses, the Indian River Community College will issue the high school diploma.

Adults over 18 years of age may obtain a high school diploma by pursuing the General Education Development program. Adults are advised to enroll in high school review courses prior to taking the test. Upon successful completion of the General Education Development Test, adults are issued a State High School Equivalency Diploma.

Guidance personnel are available to assist students in planning their programs. Diplomas earned in the Adult Education Program will be accepted by this college if the student wishes to enter the Community College and earn credit toward a degree.

ADULT PERSONAL IMPROVEMENT AND GENERAL INTEREST COURSES

The adult student who wishes to follow a self-improvement study plan may choose from intellectual and cultural development offerings such as these examples:

Art	Literature
Ceramics	Music
Conversational Languages	Natural Sciences
Creative Writing	Psychology
Current Affairs Workshop	Reading Improvement
Dramatics	Safety Education
Home Landscaping	Securities and Investments
Law for the Layman	Sewing

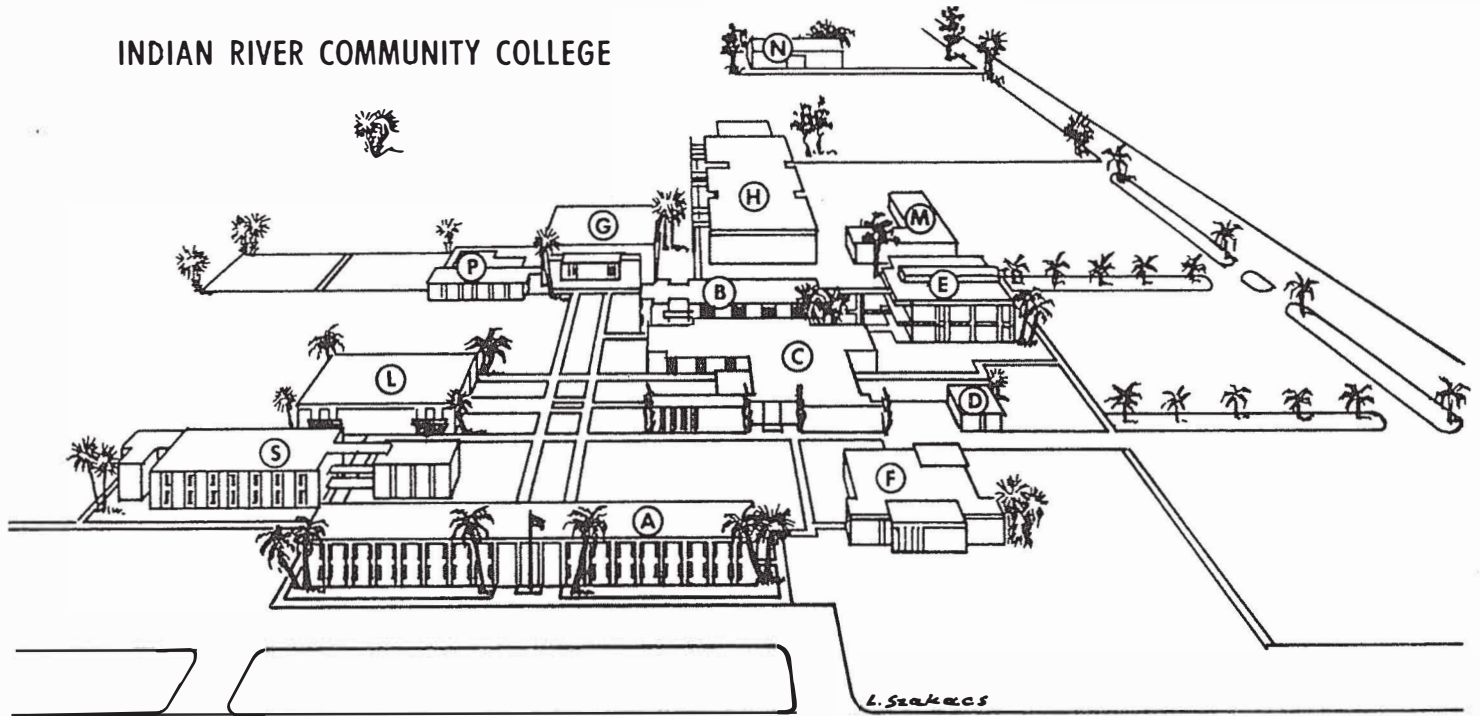
PLACEMENT

The Placement Service is located in the Guidance Department in the Student Union. The primary function of the Placement Counselor is to act as liaison between those students who have completed a vocational-technical certificate program or a two-year degree program and business firms, industrial organizations, and governmental agencies seeking trained personnel for permanent employment.

The services to the student include:

1. Guidance in preparing a resume file.
2. Assistance in developing interview techniques.
3. Arrangements for campus interviews between employers and students.
4. List of available positions.

INDIAN RIVER COMMUNITY COLLEGE



- A - ADMINISTRATION
- B - APPLIED SCIENCE
- C - KOBLEGARD STUDENT UNION
- D - MECHANICAL
- E - FIRST FEDERAL OF FT. PIERCE CAREERS BUILDING

- G - GYM, COURTS, FIELD
- H - GULF+WESTERN AGRICULTURAL-MECHANICAL BUILDING
- L - LIBRARY
- M - MAINTENANCE
- P - POOL
- Q - SCIENCE



ADMISSIONS
AND
FINANCIAL
INFORMATION

SCHEDULE OF FEES

An Application Fee of \$5.00 is required of all applicants (except Adult Continuing Education and Adult High School) whether or not they become students. It is non-refundable and non-applicable to other charges.

Full Time Student

(12 or more Semester Hours)

	<i>In-State</i>	<i>Out-of-State</i>
Matriculation	\$125.00	\$150.00
Tuition	0	150.00
Legislative Assessment for Scholarships	4.50	4.50
Total:	\$129.50	\$304.50

Includes College Activity Fee, I.D. Card, and Parking Decal Fee.

Part Time Student

(Less than 12 Semester Hours)

Per Semester Hour	\$ 11.00	\$ 28.50
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Institutional Credit

Per Semester Hour \$2.00 — \$24.00 maximum charge

Adult Education Courses Registration Fee

Per Course and Per Term	\$ 5.00	\$ 5.00
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Deferred Credit and Credit by Examination

Per Semester Hour	\$ 11.00	\$ 28.50
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Summer Term — Fees are assessed on the per semester hour basis.

SPECIAL FEES

(In addition to Matriculation, Tuition and Registration)

Late Registration	\$ 10.00
Graduation Fee:	
Spring Semester	\$ 15.00
Fall and Summer Terms	5.00
Late application for Graduation	5.00
(In addition to above)	
Cosmetology (per 1200-hour course) (excluding uniforms)	125.00
Cosmetology Specialist Course (500-hour course) (excluding uniforms)	40.00
Licensed Practical Nurse (per 52-week course) (excluding uniforms)	65.00
Agri-Mechanical Technology (per semester, per course)	10.00
Auto Mechanics (per semester)	10.00
Air-Conditioning (per semester)	10.00
Auto Body and Fender Repair (per semester)	10.00

Welding (per semester)	10.00
Electronics (per semester)	10.00
Radio/Television (per semester)	10.00
Ceramics (per semester)	10.00
Real Estate Principles and Practices (per semester)	10.00
Applied Music (per semester)	60.00

ADULT HIGH SCHOOL

Registration Fee (per course, per semester)	\$ 5.00
Graduation Fee	5.00
I.D. Photos	1.00

REFUNDS

College Credit and Vocational Non-Credit

100 per cent of all fees, except application fee and late fee, if withdrawal is prior to the day classes begin or if class is cancelled.

50 per cent of all fees, except application fee, late fee, and student insurance, if withdrawal is within Drop and Add period.

Students withdrawing for illness will not receive any refund except as indicated above.

Continuing Education and Adult high School

100 per cent of fees if withdrawal is prior to the first class meeting or if class is cancelled.

ADMISSION

Persons desiring to enroll in Indian River Community College should write, phone or visit the Guidance Department to request an application for admission. The completed application, with the student's high school or college transcript must be filed well in advance of the time of registration in order to insure admission of the student. Students must meet the deadline for filing of applications established in the college calendar, (see back of catalog), or special deadlines in specific programs, such as nursing.

No student is formally admitted until he has received formal notification from the college. The following papers must be submitted for an application to be considered:

- Application for Admission (with \$5.00 fee)
- Affidavit of Residency
- Health Certificate
- Transcript of high school or college record.

ADMISSION REQUIREMENTS

- A. Graduation from an accredited high school or the equivalent (as evidenced by the issuance of a certificate or diploma of high school equivalency by the Florida State Department of Education or a similar agency of another state).
- B. Graduates of non-Florida high schools and others who do not meet the

requirements above may establish eligibility for admission only by approval of the Admissions Committee. If approved, they will be admitted under the conditions specified by the Admissions Committee.

- C. An applicant who has previously attended or enrolled in any other college or university is considered a transfer student. This student must furnish evidence of an honorable dismissal by the last college or university that he attended. Students who have been suspended from other colleges must be approved for admission by the Admissions Committee. If approved, they will be admitted under the conditions specified by the Admissions Committee. As implied above, the Admissions Committee is responsible to set criteria for the transfer of course work; assessments to be made in each individual case.
- D. A special student may be admitted to the college while still attending high school with the approval of his high school principal or other designate of his county Superintendent of Schools.

VETERANS EDUCATION (G.I. BILL)

The training of Veterans has been approved for the Indian River Community College. Veterans are urged to apply early to their State Regional Office and obtain certification of eligibility. These forms are available in the office of the Registrar or in any V.A. office. For Florida veterans, the location of the State Regional V.A. Office is P.O. Box 1437, St. Petersburg, Florida 33700.

Veterans must realize that certain procedures must be followed to expedite payments. It is the responsibility of the Veteran and not of the college to insure that all Veteran requirements are met. The college periodically reports the Veteran's status and certifies enrollment to the Veteran's Administration.

Veterans must enroll for a minimum of 12 semester hours during the fall and spring semesters, or a minimum of 5 semester hours during the summer terms to receive full benefits. Enrollment in fewer hours reduces monthly allotments proportionately.

It is the responsibility of the Veterans to report their change in semester hours' status to the Veterans Administration. Normally, a Veteran should allow at least 45 to 60 days after enrollment to receive his first payment.

SELECTIVE SERVICE (DRAFT)

Male students enrolled for 12 semester hours or more may be classified as II-S by their local Selective Service Board. The college reports the student's progress periodically to the Board; however, it does not recommend deferments for any student. Students are reminded that they must maintain satisfactory progress toward graduation (i.e. complete 32 semester hours their first year of enrollment and 64 semester hours in two years) in order to continue to be deferred for educational purposes.

FINANCIAL AID

Indian River Community College welcomes applications from all students who without financial assistance would be unable to attend college. A number of scholarships are available through individuals, civic organizations and service clubs that contribute to the college scholarship funds in order to give everyone a chance to attend college regardless of his financial situation.

Athletic and music scholarships are available. Interested students should contact the Athletic Director or Chairman of the Fine Arts Department relative to these awards.

Government Agencies have established financial aid programs through the benevolence of the American taxpayer, as follows:

Educational Opportunity Grant, under the Higher Education act of 1965. Non-repayable awards.

National Defense Student Loans. Up to 10 years to repay after completing college.

Florida Student Loan. Repayment starts after graduation.

Florida Teaching Scholarship Loan. For future teachers through competitive examinations.

Florida Nursing Loan Programs. For future nurses through competitive examinations.

Federally Insured Loan Program. Through banks and other lending agencies; repayment after completing college.

College Work-Study Program. Learn and earn your way at the same time.

Regular part-time employment is also coordinated through the College Financial Aid Office. Students who need financial Help should contact their high school guidance office early in their senior year before college. Some examinations and programs must be applied for early.

Any student interested in financial aid through the college should contact the College Financial Aid Officer at least 60 days before the semester during which he will need financial assistance.

STIPULATIONS FOR THE IRCC TRUSTEES SCHOLARSHIP

This scholarship is offered to each of the valedictorians of the area high schools.

The scholarship covers the two years of attendance at Indian River Community College and provides tuition and books.

STIPULATIONS FOR THE IRCC ACADEMIC SCHOLARSHIP

Each applicant must file an application for financial aid and the ACT form.

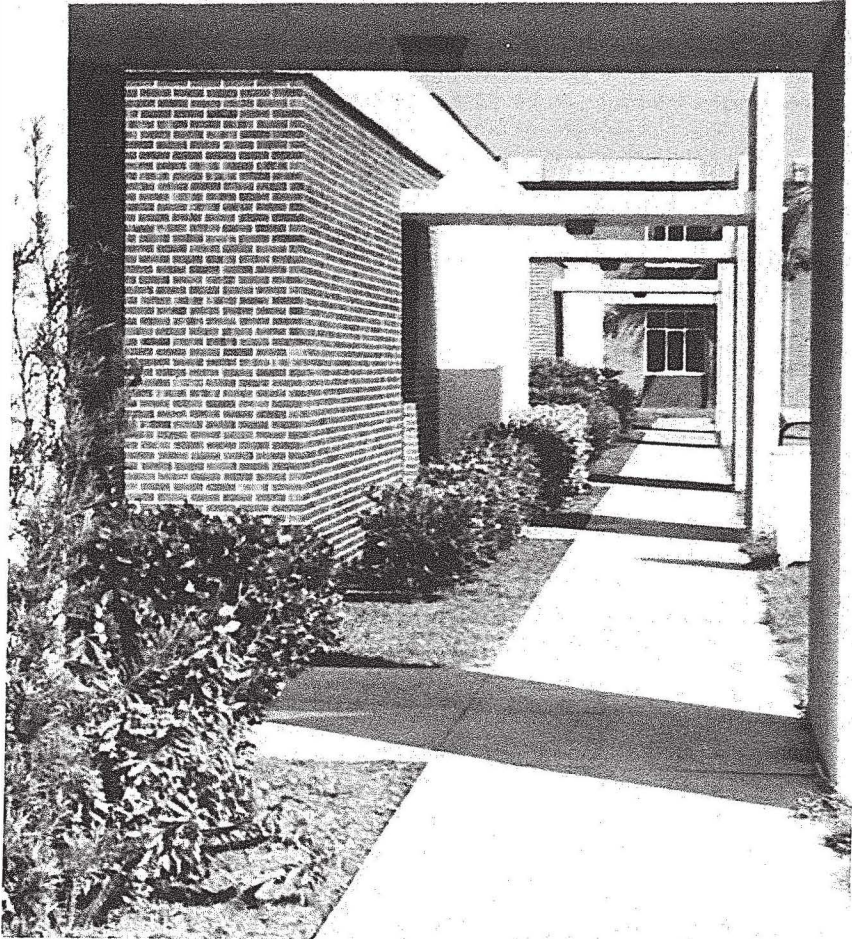
There must be evidence of some financial need, but the emphasis will be on scholarship.

To qualify an applicant must have a B average from high school and intend to enroll as a full-time student.

The scholarship may not exceed the cost of tuition.

To receive the scholarship, a student must have and maintain a B average and must re-apply each term prior to registration.

This scholarship should be considered a two-year scholarship contingent upon the student's maintaining the B grade average.





**CURRICULUM
AND
COURSE
DESCRIPTIONS**

PROGRAMS OF INSTRUCTION

There are four major programs of instruction available for high school graduates at Indian River Community College. These programs are set up as follows:

Associate in Arts Degree — College Transfer Program.

Associate in Science Degree — Technical College Programs

Associate in Applied Science Degree — Vocational College Supervisory and Service Management Program.

One Year Certificate Programs — Technical or Vocational Skill.

Indian River is on a two-semester schedule, Fall and Spring, and has two summer sessions, Terms I and II. This permits a student to enter at any time of the year and to complete the program in his own time pattern.

ADULT EDUCATION and COMMUNITY SERVICE affords the opportunity to discover that learning is a never-ending process. Men and women are encouraged to continue their quest for knowledge, enrich their lives, advance their careers and acquire new ideas through community service offerings.

PUBLIC SCHOOL TEACHER TRAINING . . . Indian River offers special credit in the Fall semester and Summer Terms I and II for public school teachers who wish to upgrade themselves professionally and to receive recency of credit units to satisfy state certification. The college also cooperates with senior universities which offer professional credit courses for teachers and other citizens on the IRCC campus.

ADMISSION

Forms necessary for making application to the college may be obtained by writing to the Guidance Department, Indian River Community College, Fort Pierce, Florida 33450, or by visiting the Guidance Department in the Student Union.

COMPLETION/COMMENCEMENT

All students must make application for graduation, whether they are candidates for a degree or candidates for a certificate. The application for graduation is filled out by the student in the Guidance Office. The college calendar in the College Catalog lists the last date in each semester or term in which the student can make application for graduation.

GENERAL EDUCATION

General education is that combination of subjects and activities at the freshman and sophomore levels of college that are considered essential for effective participation of a citizen in his community regardless of his role in the community. While providing these needed common understandings, skills, and competencies, this program will also serve as a foundation for the pursuit of a program of a terminal nature or an academic program at the senior college level. Therefore, a course of study should include appropriate academic subjects and supplementary activities whereby the student achieves citizenship, equipped not only with a vocation, but with a better understanding of himself and a higher regard for others. One important and specific way to realize this philosophy is to guarantee teaching of the highest calibre. Implicit in this philosophy is the recognition that general education is here defined only in terms of what can be

done to assist the individual to an initial and expanding achievement of his fullest potential.

OBJECTIVES OF GENERAL EDUCATION

- To foster an understanding of cultural heritage—
- To develop citizenship—
- To broaden skill in communications—
- To encourage critical thinking—
- To stimulate creativity—
- To enhance physical development—
- To develop moral and spiritual values—
- To enhance the comprehension of the total environment—

ASSOCIATE IN ARTS DEGREE

College Transfer Program

The Associate in Arts Degree program is designed for students who intend to transfer to senior colleges and universities. It is a transfer or college parallel program. It offers a solid academic program for the first two years of college culminating in the liberal arts degree.

As its primary function, the Associate in Arts Degree program gives the student an academic experience to prepare him for continued success in his college career. A major component of the AA Degree program is the general education requirement which has as its objectives: the increased understanding of cultural heritage, the development of citizenship, the broadening of the skills of communication, the encouragement of critical thinking, the stimulation of creativity, the enhancement of physical development, the development of moral and spiritual values and comprehension of the total environment.

Students pursuing the Associate in Arts Degree satisfy the general education requirements by taking specified numbers of courses in English, Science, Physical Education, History, Social Science, Mathematics and Humanities. A large segment of the Associate in Arts program is devoted to pursuit of elective courses, (excluding occupational courses), which introduce the student to a selection of areas in which he may wish to major in his later college career.

ASSOCIATE IN ARTS DEGREE REQUIREMENT

To meet the requirements for the Associate in Arts degree, the student must complete the required courses for graduation (36 semester hours of general education), as listed below, plus at least 28 semester hours of elective courses designed for the Associate in Arts degree (excluding occupational courses). In addition to the above requirements, the student must:

1. Take the last 20 semester hours at this college unless written permission is authorized from the office of the Dean of Instruction.
2. Have a grade-point average of at least 2.0 on all college courses attempted. (Except repeated courses, in which case the last grade earned is used in calculating the grade-point average).
3. Apply for graduation at the beginning of the semester or term in which the student plans to graduate. This application must include the payment of the graduation fee.
4. Participate in all phases of the graduation exercise. (Those graduating

- in absentia will *not* receive the diploma.)
5. Complete the Cultural Affairs requirement.
 6. Be recommended by the faculty to the President of the College for the confirmation of the degree.

It is the sole responsibility of the student to check his record to be sure that the above graduation requirements are satisfied. A Guidance Counselor will assist the student at any time in checking his course selections and the graduation requirements.

REQUIRED COURSES FOR GRADUATION AA DEGREE

English 6 semester hours

This requirement is met through completion of Eng. 101 and Eng. 102.

Science 6 semester hours

The Science requirement may be met through completion of 6 semester hours in biological and/or physical science courses.

Physical Education

PE 101 and at least a one-half semester course in Swimming must be included in the 4 semester hours.

Students who cannot participate in regular Physical Education classes because of medical limitations will have their participation modified accordingly.

The Physical Education requirement may be met through regular class participation and/or through special exemption tests which are administered each semester in the various activities.

The Physical Education curriculum will be required of all students with the exception of those who have medical excuses, those who are veterans and those who are 26 years of age or more at time of entrance.

History 6 semester hours

The History requirement is met through completion of His. 101 and His. 102.

Social Science 3 semester hours

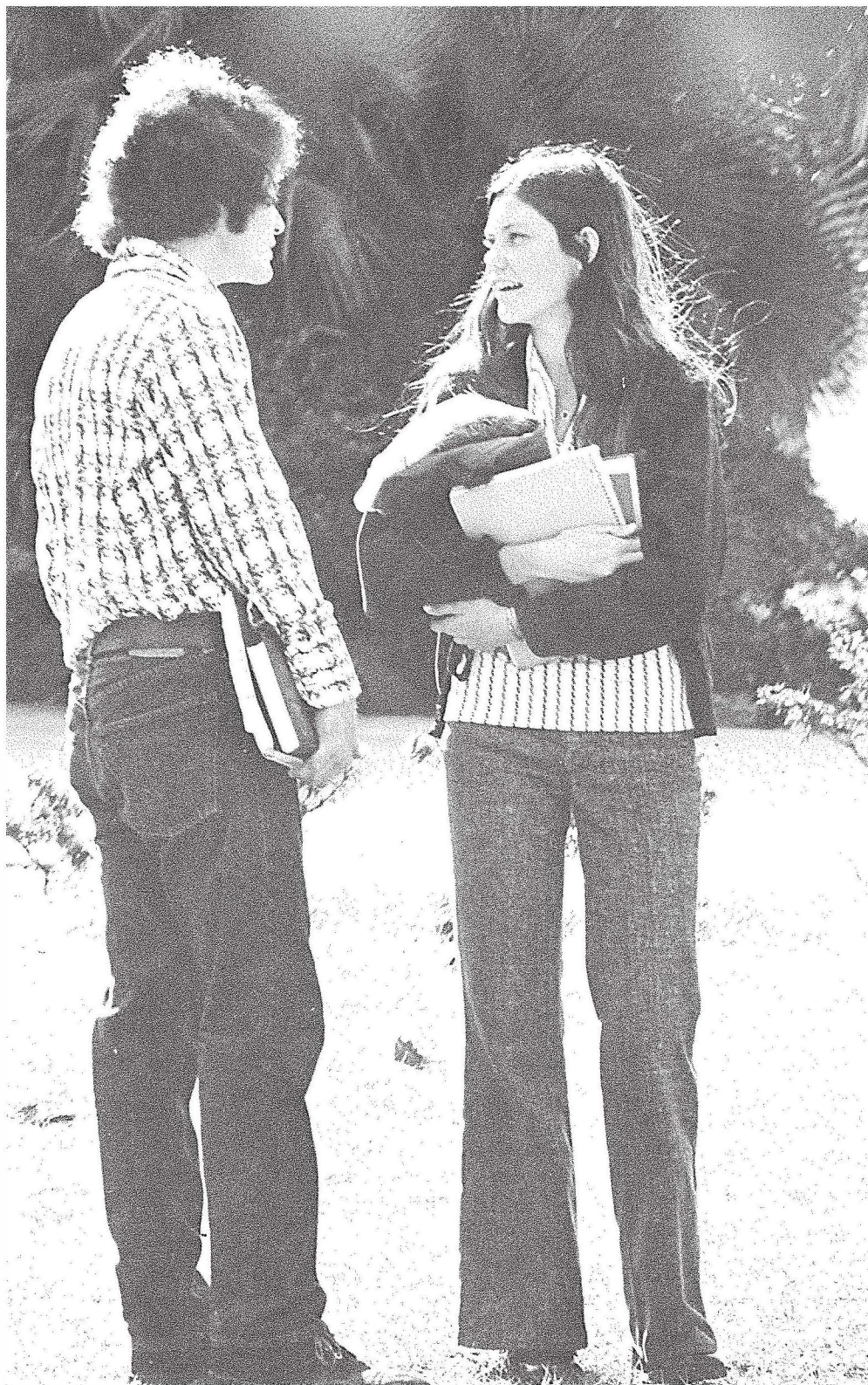
The Social Science requirement may be met through completion of any course from the following: SS 211, ECS 201, PSY 201, GEO 201, SOC 150, SOC 201, POL 201, POL 202, SOC 151.

Mathematics 3 semester hours

The Mathematics requirement may be met through completion of any of the following math courses: MTH 105, MTH 106, MTH 107, MTH 108.

Humanities 8 semester hours

To meet this requirement a student must take work in the following areas: In Art, Hms. 201 must be taken; in Literature, Hms. 202; in Music, Hms. 203 and in Philosophy, Hms. 204. Humanities 206 may be substituted for any one of the above.



The above 36 hours are required for the Associate in Arts Degree. In addition, the student must take at least 28 semester hours of elective courses designed for an Associate in Arts Degree from the Description of Courses found on the following pages.

The student must keep in mind that the Associate in Arts Degree program is a College Transfer Program. The Guidance Department is prepared to assist the student in selection of electives to fit the career which he intends to pursue when he transfers to a senior college or university. The Guidance Department will help the student select electives for the various college majors offered in the upper division.

The AA degree program certifies that the student has completed the first half (freshman and sophomore years) of a senior college program. With the AA degree, the student begins his junior year at the senior college, and may then begin programs leading to a liberal arts degree in such major areas as:

- | | |
|----------------------|-------------------|
| Architecture | Sociology |
| Biology, General | History |
| Education | Political Science |
| Engineering, General | General Education |
| Ocean Engineering | Liberal Arts |
| Creative Writing | Music |
| Speech | French |
| Mathematics | Spanish |
| Physics | Medicine |
| Chemistry | Pharmacy |
| Geology | Physical Therapy |
| Psychology | Pre-Medicine |
| Social Sciences | English |
| Economics | Philosophy |

ASSOCIATE IN SCIENCE DEGREE

Technical College Programs

The Associate in Science Degree program is designed for the high school graduate who wishes to develop a technical skill and enter the world of work after completing a two-year college degree. Practically every type of industry in America is looking for technicians who have developed skills beyond the high school academic experience.

The Associate in Science Degree requires the successful completion of 20 semester hours in the areas of English, Science, Physical Education and Social Science plus at least 44 semester hours in the specific technical field of the student's choice.

Indian River Community College offers the Associate in Science Degree in the following technical areas:

- | | |
|------------------------|----------------------------|
| Agribusiness | Fashion Merchandising |
| Agricultural Mechanics | Home Economics |
| Animal Science | Hotel-Motel Administration |

Banking	Nursing
Building Construction	Mid-Management Institutional
Citrus Technology and Production	Food Service
Criminal Justice	Mid-Management Marketing
Crop Technology and Production	and Retailing
Data Processing	Medical Technology
Drafting	Radiologic Technology
Electronics	Secretarial Science
	Teacher Aide

REQUIRED COURSES FOR GRADUATION (AS DEGREE)

English 6 semester hours

The English requirements may be met through completion of any two courses from the following: Eng. 100, Eng. 101, Eng. 103, Eng. 104.

Science 6 semester hours

The Science requirement may be met through completion of six semester hours in a biological and/or physical science course.

Physical Education 2 semester hours

PE. 101 and at least a one-half semester course in swimming will satisfy this requirement.

Students who cannot participate in regular Physical Education classes because of medical limitations will have their participation modified accordingly.

The Physical Education requirement may be met through regular class participation and/or through special exemption tests which are administered each semester in the various activities.

The Physical Education curriculum will be required of all students with the exception of those who have medical excuses, those who are veterans and those who are 26 years of age or more at time of entrance.

Humanities — Social Science 6 semester hours

The Social Science requirement may be met by taking six semester hours from any of the following: His. 101, His. 102, Ecs. 200, Ecs. 201, Ecs. 202, Geo. 201, SS. 211, Soc. 150, Soc. 151, Soc. 201, Hms. 201, Hms. 202, Hms. 203, Hms. 204, Hms. 205, Hms. 206, Psy. 201, Phi. 201.

The above requirements must be met in order to earn the Associate in Science Degree. Forty-four (44) additional hours must be taken in specific technical fields to complete the degree program. Technical course descriptions will be found in the Description of Courses on the following pages.

The student should consult with the Guidance Department in the selection of the electives required for each special area of interest. The Associate in Science Degree program is a terminal program designed to provide the basic knowledge and manipulative skills required for the student to enter his own business or as a paid employee in a particular industry.

Following is a list of the special areas a student may wish to major in:

Agricultural Technology majors are offered in one or a combination of Agri-Business, Agri-Mechanics, Animal Science, Citrus Technology and Production or Crop Technology and Production.

Criminal Justice Certificate and Associate in Science Degree programs provide the basic sociological and psychological background and the technical knowledge needed for officers to deal with the social deviate. Two areas of emphasis, Law Enforcement and Corrections, are available. This Associate in Science Degree is structured to coordinate with the programs at Florida State University and Florida Atlantic University.

Data Processing Technology provides the basic knowledge and manipulative skills required to enter the field as a commercial programmer or in preparation for further studies at upper division level. Also, it provides invaluable training for keypunch operators, computer operators, systems personnel or any other position requiring fundamental knowledge of data processing.

Drafting Technology will prepare the student to enter industry as a draftsman or prepare him for further studies in a technical field.

Electronics Technology prepares the student to enter the field of electronics as a paid employee of the electronics industry, or self-employed in his own electronics business or to pursue a Bachelor's of Technology at another institution.

Home Economics Program — A major in home economics will provide the student with a diverse background in home and family related skills. Through individual counseling special vocational preparation could be directed toward retailing, child care, teaching assistant, home management specialist or visiting homemaker.

Medical Laboratory Technician program prepares the student for eligibility to take the National Registry examination, leading to certification as a Registered Medical Laboratory Technician. This is a two-year program with Technical courses offered at the Indian River Memorial Hospital Department of Pathology. The student receives experience in all aspects of Medical Laboratory as required by the American Society of Clinical Pathologists.

Those who wish to apply for the Associate Degree in Medical Laboratory Technician must apply no later than May 1 of the year they plan to enter the program.

Associate Degree Nursing Program prepares the student for eligibility to take the Florida State examination leading to licensure as a Registered Nurse. The program is two years in length and the student receives experience in Medical, Surgical, Maternal and Child Health, and Psychiatric Nursing.

Those who wish to apply for the Associate Degree Nursing program must apply no later than March 1 of the year one plans to enter the program. The following are the admission requirements:

- a. Minimum age of 17.
- b. High school diploma or equivalent.
- c. U. S. citizen or have legally declared intention of becoming a citizen.
- d. Acceptable academic background and an acceptable score on the National League for Nursing Pre-Nursing and Entrance Examination

Radiologic Technology prepares the student for eligibility to take the National Registry examinations, leading to certification as a Registered Technologist. This is a twenty-eight month program with technician courses

offered at the Fort Pierce Memorial Hospital, Indian River Memorial Hospital, and Martin Memorial Hospital. The student receives experience in all aspects of Radiologic Technology as required by the American Registry of Radiologic Technologists and the American Society of Radiologic Technologists.

Those who wish to apply for the Associate Degree in Radiologic Technology must apply no later than April 1 of the year they plan to enter the program. The following are the admission requirements:

- a. Age 18 to 45; male or female.
- b. High school diploma or equivalent.
- c. An acceptable academic background and an acceptable score on a pre-entrance examination for Radiologic Technologists.

NOTE: Experience has shown that mathematics, and science courses, especially physics, chemistry and biology, are helpful in preparation for a career in x-ray technology.

Secretarial Science is designed to prepare the student for employment as a secretary, stenographer or a general office clerk. Students who are presently employed in a secretarial capacity can complete the occupational qualifications required by their employers. This major includes intensive study in business subjects combined with general education courses to provide a well-balanced program.

Teacher Aide certificate and Associate in Science programs provide both a general understanding of the social and psychological factors involved in working with children and the technical and skill competencies necessary to support the instructional activities of the professional classroom teacher. Areas of emphasis available to students are Elementary, Secondary, or Secretarial.

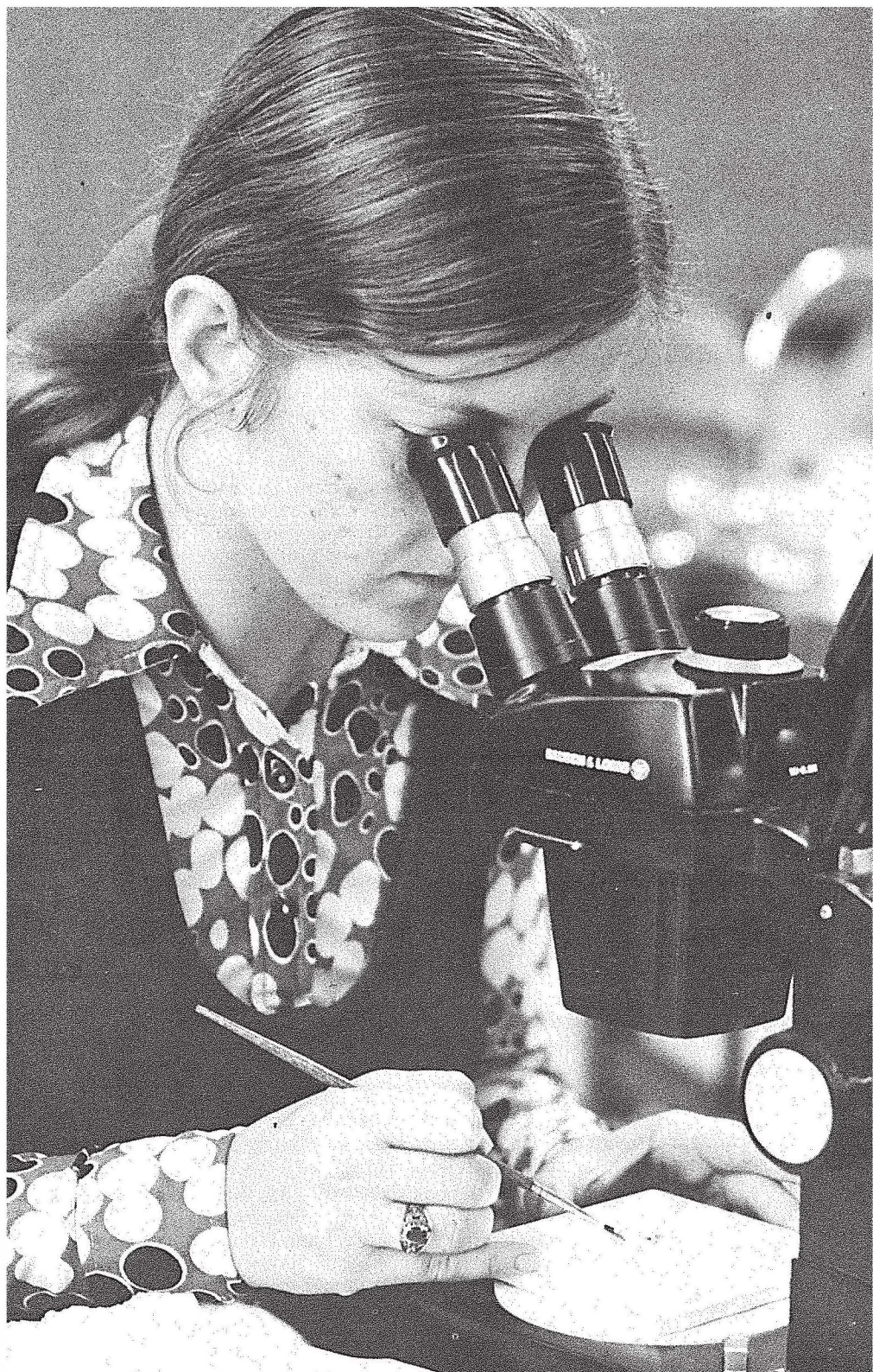
Mid-Management Programs:

Banking, designed to prepare the student for employment in commercial banks, savings and loan associations, and other financial institutions. This program includes courses in accounting, economics, banking and finance, and management. Second year students receive on-the-job training in a financial institution. Students entering this program should see the program coordinator prior to registration.

Fashion Merchandising is designed to prepare the student for middle management employment situations in the exciting and ever-changing fashion industry. Specifically, the types of jobs this program prepares the student for include retail buyer, retail department manager, assistant to the fashion coordinator, or manager of a specialty shop.

The fashion merchandising program is occupationally oriented and involves a cooperative arrangement which integrates on-the-job training with related classroom instruction in such areas as clothing construction, personal development, retailing, and advertising.

Hotel-Motel Administration, designed to prepare the student for middle-management positions in the lodging industry. This occupationally-oriented program includes a cooperative arrangement which integrates on-the-job training in hotels or motels with classroom instruction in various aspects of business management. A third segment of this program includes leadership training provided through participation in the Indian River Community Chapter of the Distributive Education Clubs of America better known as DECA.



Students entering this program should contact the program coordinator prior to registration.

Institutional Food Services is designed to prepare students for supervisory positions at the mid-management level in cafeterias, restaurants or other businesses engaged in food service operations. The curriculum includes courses in food service technology, business administration, and general education. An internship program in the second year provides practical experience in situations to be met by a restaurant or cafeteria manager.

Marketing and Retailing is designed to prepare the student for junior executive, middle-management, sales and other positions in all facets of marketing and retailing. This occupationally oriented program includes a cooperative arrangement which integrates on-the-job training in retail, wholesale or manufacturing industries with classroom instruction in various aspects of business management. A third segment of this program includes leadership training provided through participation in the Indian River Community College Chapter of the Distributive Education Clubs of America better known as DECA. Students entering this program should contact the program coordinator.

TECHNICAL EDUCATION CERTIFICATE (College Credit)

One-year certificate programs are designed to prepare students to enter occupations in industry at the level of the skilled employee. At the conclusion of the first semester or upon completion of the certificate program, students may elect to transfer into the two-year Associate in Science Degree program.

Technical Education Certificate programs are offered in all of the technical areas listed above under the Associate in Science Degree program except Associate Degree Nursing, Medical Laboratory Technician and Radiology Technology. This permits a student to begin earning money at the end of the one year in his chosen technical field with the possibility of completing a college degree while being gainfully employed.

The requirement for a one-year technical education college credit certificate is: satisfactory completion of thirty credit hours of course work in the technical field of the student's interest. A student may arrange through the Guidance Department a thirty-hour program of "related subjects" designed especially for him in the interest of preparing him for a predetermined job. For sequence of courses, and prerequisites, refer to the course listings beginning on page 37.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

For requirements, sequence of courses, and prerequisites in the Associate in Applied Science Degree, Vocational College Supervisory and service Management Program, see pages 73 and following of the catalog.

VOCATIONAL EDUCATION CERTIFICATE (College Credit)

One-year certificate programs in vocational education are designed for the student who wishes to spend only one year in training after high school to prepare himself for a vocation. The student could complete a certificate program in one of the vocations, go to work and then complete the Associate in Applied Science Degree after becoming gainfully employed. The Vocational Educational Certificate program can be completed in the vocational specialities listed under the Associate in Applied Science Degree and in Practical Nursing.

The requirement for a one-year vocational education college credit certificate is: satisfactory completion of thirty credit hours of course work in the vocational field of the student's interest. A student may arrange through the Guidance Department a thirty-hour program of "related subjects" designed especially for him in the interest of preparing him for a pre-determined job. For sequence of courses, and prerequisites, refer to the course listings beginning on page 75.

COURSE OFFERINGS

The term "credit" as used in this catalog in reference to courses is designed in terms of semester hours. Generally, one class hour per week throughout a semester is equal to one semester hour. A two- or three-hour laboratory period is equivalent to one semester hour. *Occupational courses are identified by an asterisk.*

* Designates Occupational Courses

ACCOUNTING

- Atg. 203 Principles of Accounting (ACC 260) 3 credits**
The study of basic accounting procedures of recording, classifying, and summarizing. Includes the analysis of current assets. Prerequisite: second semester Freshman or permission of instructor.
- Atg. 204 Principles of Accounting (ACC 280) 3 credits**
The study of special systems and controls, long-term asset analysis, and equity structure. Prerequisite: Atg. 203.
- Atg. 205 Principles of Accounting (ACC 281) 3 credits**
The study of managerial aspects of control of costs, cash, planning. Special emphasis on analysis for internal and external applications. Prerequisite: Atg. 204.

AGRICULTURE

- *Ag. 102 Agricultural Mechanics Technology I (AME 160) 5 credits**
6 hours lab and 2 hours lecture. Basic farm machinery course developing skills using both hand and power tools. Shop planning and safety will be emphasized together with the basic principles of arc welding, oxy-acetylene welding, brazing, soldering and cutting.
- *Ag. 103 Agricultural Mechanics Technology II (AME 161) 5 credits**
6 hours lab and 2 hours lecture. A study of operation principles, performance, and safety of farm tractors, power units, small engines, spraying and harvesting equipment, together with a continuation of Agricultural Welding previously studied in Ag. 102. Emphasis will be placed on welding in the vertical and overhead positions.
- *Ag. 110 Principles of Horticulture (PLS 160) 3 credits**
The fundamental principles of commercial horticultural crop production.
- *Ag. 120 Introduction to Animal Science (ASC 160) 3 credits**
An introduction to the production, classification, and marketing of farm animals.
- *Ag. 121 Animal Nutrition (ASC 161) 3 credits**
A study of the feeds and feeding of ruminant and non-ruminant animals.
- *Ag. 122 Animal Diseases and Pests (ASC 172) 3 credits**
A study of the prevention, treatment, and control of common disease, internal and external pests.
- FCR 200 Agricultural Finance 3 credits**
3 hour lecture. Reflecting the rapid growth of the off-farm agricusiness sectors (the suppliers of farm inputs), this course emphasizes general principles associated with the evaluation of management and the use of capital. Prerequisite: BAN 206.
- *Ag. 201 Soils and Fertilizers (PLS 270) 3 credits**
A study of soil usage and fertility including fertilizing practices.
- *Ag. 205 Landscape Management (PLS 260) 3 credits**
A basic course in landscape management including the use of plants and their aesthetic values.

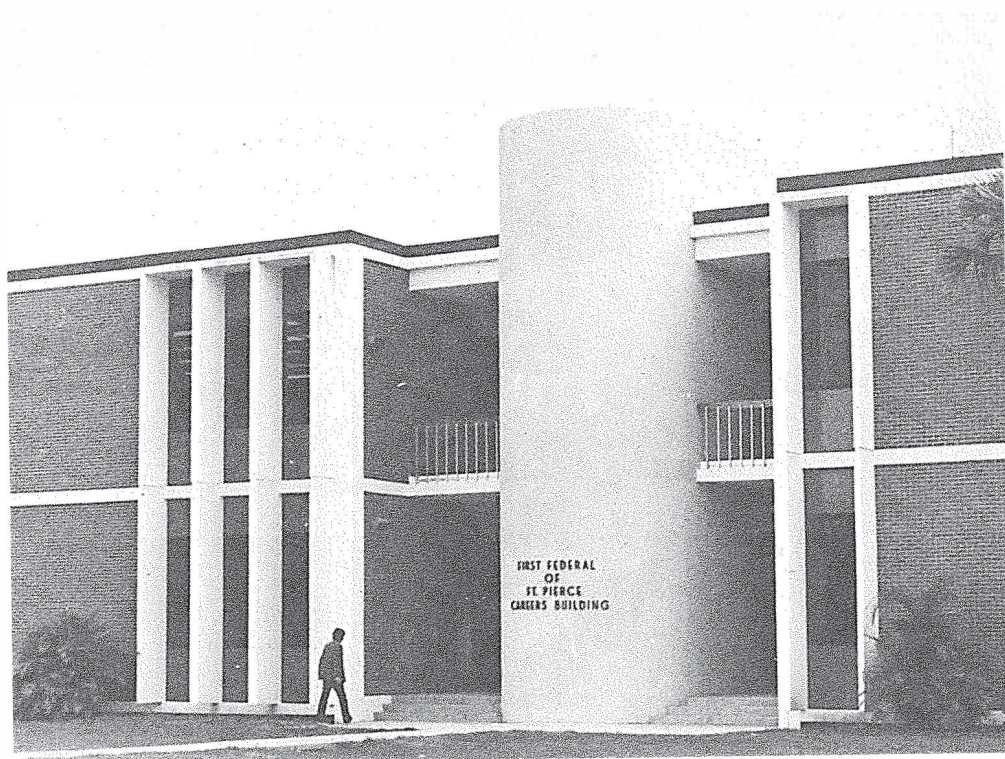
- *Ag. 212 Citrus Culture I (PLS 261)** **3 credits**
 A study of propagation methods, nursery practices, and the origin and history of citrus and the citrus industry.
- *Ag. 213 Citrus Culture II (PLS 262)** **3 credits**
 Prerequisite: Ag. 212. Two hours lecture and two hours lab. A study of the care and maintenance of a citrus nursery and of a mature grove, including cultivation, fertilization, spraying, irrigation, and water control.
- *Ag. 215 Agricultural Marketing, Processing and Management (FBM 261)** **4 credits**
 The study of marketing, processing, and management of agricultural products and firms. Students will have an opportunity to become familiar with problems of local marketing, processing and management operations. The basic principles of budgeting and the success and failure in farming and ranching will be analyzed.
- *Ag. 216 Citrus Insects and Disease (PLS 263)** **3 credits**
 An analysis of the major citrus insects and diseases that affect the industry in Florida including their identification and control.
- *Ag. 230 Principles of Agricultural Economics (ACE 260)** **3 credits**
 A study of the principles of economics as they apply to agriculture; basic production problems of agriculture and agricultural policy.
- *Ag. 240 Agricultural Employment Experience (FBM 262)** **3 credits**
 This course will give students practical experience working in the agricultural field of their specialization.

ANTHROPOLOGY

- Apy. 200 Introduction to Anthropology (ANT 210)** **3 credits**
 An introduction to culture, its content and forms. Special attention will be given to the variety of customs, family life, economic forms and social organization in various societies. Prerequisite: Sophomore standing or permission of instructor.

ART

- Art 101 Drawing (ART 101)** **3 credits-5 hours**
 An introduction to the materials and techniques used in drawing, with emphasis on styles and types of approaches. No prerequisite.
- Art 102 Drawing (ART 102)** **3 credits-5 hours**
 A continuation of Art 101 with more emphasis on personal creativity and introduction into figure studies. Prerequisite: Art 101.
- Art 111 Color and Design (ART 124)** **3 credits-5 hours**
 Fundamentals of visual organization and color with experimentation in various two or three dimensional design media. No prerequisite.
- Art 112 Color and Design (ART 125)** **3 credits-5 hours**
 A continuation of Art 111. Prerequisite: Art 111.
- Art 201 Introduction to Painting (ART 231)** **3 credits-5 hours**
 Basic painting techniques. Prerequisite: Art 102 or permission of instructor.
- Art 202 Painting (ART 232)** **3 credits-5 hours**
 A continuation of Art 201. Prerequisite: Art 201. This course emphasizes individual styles and problems. Exhibiting required.
- Art 220 Introduction to Ceramics (ART 214)** **3 credits-5 hours**
 Fundamentals of pottery making. Prerequisite: Art 112 or permission of the instructor.
- Art 221 Ceramics (ART 215)** **3 credits-5 hours**
 A continuation of Art 220. Emphasis on creativity. Prerequisite: Art 220.





BIOLOGY

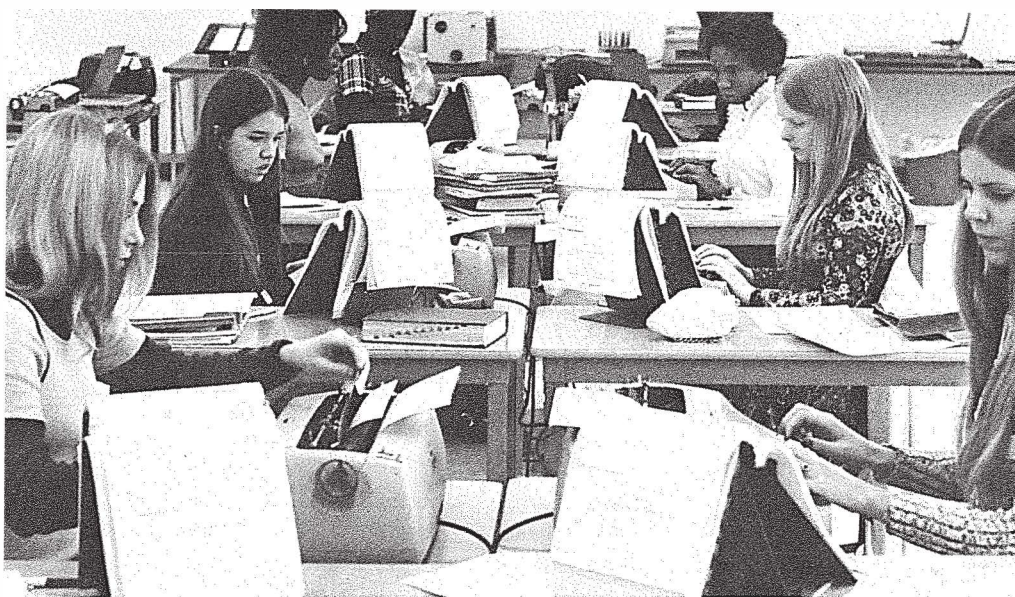
- Bio. 111 General Biology (BIO 101)** 3 credits-3 hours lecture
Chemical basis of life, structure and function of cells and their parts, photosynthesis, respiration, cell reproduction, basic genetics, genes and their actions. No prerequisite.
- Bio. 111A General Biology (BIO 171)** 4 credits-3 hours lecture-2 hours lab
General biology with addition of lab experience. No prerequisite.
- Bio. 112 General Biology (BIO 102)** 4 credits-3 hours lecture-2 hours lab
Continuation of Biology 111. Development of plants and animals, beginnings of life, the variety of plant and animal forms, the study on the organism level of nutrition, gas exchange, circulation, excretion, hormones, nervous control, muscles, behavior, evolution, and ecology. Prerequisite: Bio. 111.
- Bio. 112A General Biology (BIO 172)** 4 credits-3 hours lecture-2 hours lab
Continuation of Bio. 111A with addition of lab experience. Prerequisite: Bio. 111A.
- Bio. 115 Anatomy and Physiology (BIO 115)** 4 credits-3 hours lecture-2 hours lab
Morphology and physiology of the organ systems of the human. No prerequisite.
- Bio. 120 Microbiology (BIO 141)** 4 credits-3 hours lecture-2 hours lab
Bacteria, molds, protozoans, rickettsiae, and viruses. Staining, transfer, physiology, disinfection, immunization, prevention and aseptic techniques. No prerequisite.
- Bio. 225 Invertebrate Zoology (BIO 205)** 4 credits-3 hours lecture-3 hours lab
Invertebrate animals emphasizing taxonomy, morphology, physiology, and ecology. Prerequisite: Bio. 111-112 or permission of instructor.
- Bio. 226 Vertebrate Zoology (BIO 206)** 4 credits-3 hours lecture-3 hours lab
A continuation of Bio. 225 emphasizing vertebrates and including evolution and genetics. Prerequisite: Bio. 225 or permission of instructor.
- Bio. 235 General Botany (BIO 201)** 4 credits-3 hours lecture-3 hours lab
The non-flowering plants: Taxonomy, ecology, evolution and diversity of the lower plant kingdom. Prerequisite: Bio. 111 or permission of instructor.
- Bio. 236 General Botany (BIO 202)** 4 credits-3 hours lecture—3 hours lab
The diversity of flowering plants. Taxonomy, ecology and physiology. Prerequisite: Bio. 235 or permission of instructor.

BLACK CULTURAL STUDIES

- BLC 201 Afro-American Studies** 3 credits-3 hours lecture
This is a survey course which will be taught chronologically and will serve as an introduction to the literature and history of the black American experience. It begins with the oral tradition of the slave narratives and spirituals and ends with the most current writings available. No prerequisite.

BUSINESS

- *Bus. 202 Elementary Typewriting (STS 160)** 3 credits-5 hours
Typing for secretarial and clerical students. Emphasizing speed and accuracy. No prerequisite.



- *Bus. 102 Intermediate Typewriting (STS 161)** **3 credits-5 hours**
Continuation of Bus. 101 emphasizing practice in basic letter writing, manuscript writing, tabulations, and business forms. Prerequisite: Bus. 101 or permission of instructor.
- *Bus. 103 Advanced Typewriting (STS 162)** **3 credits-5 hours**
Practice on speed and accuracy for the secretarial student stressing vocational use. Prerequisite: Bus. 102.
- *Bus. 111 Introductory Shorthand (STS 163)** **3 credits-5 hours**
Introductory Gregg Shorthand concerned with theory. Prerequisite or corequisite: Bus. 101.
- *Bus. 112 Intermediate Shorthand (STS 164)** **3 credits-5 hours**
Development of the fundamentals of shorthand emphasizing the increasing of speed, to 120 words a minute, from unfamiliar material. Prerequisite: Bus. 111 or equivalent and Bus. 102, which may be taken concurrently.
- *Bus. 121 Introduction to Business (SAM 100)** **3 credits**
Survey of the nature and extent of the private enterprise system including the tools used in recording, appraising, organizing, distributing, and controlling business operation. No prerequisite.
- *Bus. 131 Mathematics of Business (APM 160)** **3 credits**
Application of mathematics to business computations including the use of special formulas for figuring interest, inventories, and amortization. No prerequisite.
- *Bus. 132 Office Accounting (AAC 113)** **3 credits**
Accounting fundamentals and the collating of figures for reports. Prerequisite: Bus. 131.
- *Bus. 141 Real Estate Licensing Law (RES 103)** **3 credits**
Covers chapter 475 and sub-chapters of Florida State Statutes governing real estate licensing. Florida Real Estate Commission Examination will be covered in the content of this course.
- *Bus. 140 Real Estate Principles and Practices (RES 160)** **3 credits**
Successful completion required by Florida Real Estate Commission prior to filing application for State licensing examination. Broad overview of real estate principles but does not cover Real Estate licensing law in depth.

Should be taken in conjunction with Real Estate Licensing Law by those preparing for the State examination.

- *Bus. 191-192-291-292 Mid-Management Seminar and Supervised Work Experience (BUM 181-281) Each 4 credits**
 A series of seminars for students enrolled in the Marketing and Retailing Mid-Management Program. The seminars meet a minimum of one hour each week for discussions and reports concerning the supervised work experience. A minimum of 15 hours supervised on-the-job training is required in a marketing or retailing firm per week. Prerequisite: Permission of Mid-Management coordinator. May be repeated once for credit, 16 credits total.
- *Bus. 193-194-293-294 Mid-Management Seminar and Supervised Work Experience (Summer Sessions Only) 2 credits each**
 Bus. 193 plus 194 will substitute for Bus. 191 or 192. Bus. 293 plus 294 substitute for Bus. 291 or 292.
- *Bus. 211 Dictation and Transcription (OFO 260) 3 credits**
 Training and practice in the transcription of mailable copy from shorthand notes taken at 100 or 120 words a minute. Prerequisite: Bus. 112 and Eng. 103.
- *Bus. 220 Business Law (SAM 205) 3 credits**
 The purpose and logic of law as well as contracts, law of sales and negotiable instruments. No prerequisite.
- *Bus. 225 Principles of Finance (AAC 261) 3 credits**
 A survey of the whole field of finance, both public and private. Financial institutions and the instruments and procedures used for loans and investments to meet the demand for funds in the capital markets are reviewed, and loan and investment practices are analyzed.
- *Bus. 226 Money and Banking (AAC 262) 3 credits**
 The nature and functions of money; analysis of monetary systems; historical development of our money structure; money creating role of commercial banks and the Federal Reserve System.
- *BAN 206 Principles of Bank Operations 3 credits-3 hours lecture**
 The study of various bank functions that will enable the student to advance to supervisory and executive positions when opportunities for promotion occur. No prerequisite.
- *BUM 206 Bank Management 3 credits-3 hours lecture**
 This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced banker with a working knowledge of bank management. Prerequisite: BAN 206 Principles of Bank Operations.
- *BAN 207 Credit Administration 3 credits-3 hours lecture**
 This course concerns itself partly with a statement and a discussion of factors influencing and determining loan policy, methods of credit investigations and analysis, credit techniques, specific credit problems and regular as well as unusual types of loans are studies. Prerequisite: BAN 206 Principles of Bank Operations.

- *Bus. 230 Principles of Marketing (IMA 260) 3 credits**
An introduction to marketing management, including the distribution of goods and services and the responsibilities of the marketing manager. No prerequisite.
- *Bus. 231 Principles of Retailing (GME 260) 3 credits**
Opportunities, development, and present status of the retailing structure. Analysis of major store functions: Buying, selling, advertising, store operation activities, accounting and control. No prerequisite.
- *Bus. 232 Advertising and Sales Promotion (ADS 260) 3 credits**
Review of all phases of sales promotion including advertising, display, direct mail, radio, and television. Emphasis placed on creation of the message, selection of media, and the planning, coordinating, controlling, and evaluation of the campaign. No prerequisite.
- *Bus. 233 Salesmanship (IMA 261) 3 credits**
A study of the basic principles of selling and their practical applications. Specific areas of study include: finding prospects, gaining interviews, overcoming objections; and gaining favorable responses. No prerequisite.
- *Bus. 250 Office Practice (OFO 280) 3 credits**
Principles of filing and the typing of letters and business forms at business production rates. For secretarial and career business students. Prerequisite: Bus. 103, and Eng. 103.
- *Bus. 251 Secretarial Seminar and Supervised Work Experience (STS 280) 4 credits**
A seminar for students enrolled in the two-year secretarial science program. The seminar meets a minimum of one hour each week for discussions and reports concerning the supervised work experience. A minimum of fifteen hours of office internship required each week. Prerequisites: Permission of mid-management coordinator and sophomore standing.
- *Bus. 255 Office Machines (OFO 281) 1, 2, 3 credits**
A selective course of one, two, or three credits in the full use and manipulative skill of three groups of modern office machines.
Group 1: Ten-key electric adding machines and printing calculators and electronics calculator. Prerequisite: Bus. 131 or adequate achievement on pre-test.
Group 2: Transcribing machines. For both the secretarial and clerical office student. Prerequisites: Bus. 101 and 102 or equivalent; English 100 with a C or better, or Eng. 101.
Group 3: Duplicating machines-mimeograph, spirit duplicator, thermofax, and verifax. Prerequisite: Bus. 101 and 102 or equivalent.
- *Bus. 270 Personnel Management (SAM 260) 3 credits**
Philosophies and policies of personnel management programs stressing a broad understanding of current executive managerial techniques. No prerequisites.
- *Bus. 271 Human Relations in Business (SAM 261) 3 credits**
An integrated view of the fundamental and foundational aspects of human relations including leadership, motivation, organization, communication. No prerequisite.

- *Bus. 273 Principles of Management** 3 credits-3 hours lecture
A basic management course emphasizing such areas of study as planning, organizing, directing and controlling in business situations. No prerequisites.
- *Bus. 281-282 Mid-Management Seminar and Banking Internship**
(FCR 260-261) 4 credits each
A series of seminars for students enrolled in the Banking Mid-Management Program. The seminars meet a minimum of one hour each week for discussions and reports concerning the banking internship. A minimum of fifteen hours of supervised on-the-job training required in a financial institution per week. American Institute of Banking resource materials are used in the seminars. Prerequisite: Permission of mid-management coordinator.
- *Bus. 195, 196, 295, 296 Mid-Management Seminar in Fashion**
Merchandising 4 credits
A survey of the exciting and ever-changing "world of fashion." The seminar includes a study of fashion history, cycles, and trends; the sources of fashion ideas; and the work and personalities of European and American fashion designers. The production of a fashion show and on-the-job training are included in the Fashion Seminar.

CHEMISTRY

- Chy. 100 Introduction to Chemistry** 3 credits-3 hours lecture
A study of the elementary principles of general chemistry for the non-science major and for students who wish to prepare for Chy. 101.
- Chy. 101 General Chemistry (CHE 101)** 4 credits-3 hours lecture-3 hours lab
A study of the principles of chemistry, atomic and molecular structure, chemical bonding, properties of gases, stoichiometry, liquids and solids. Related laboratory experiments.
- Chy. 102 General Chemistry (CHE 102)** 4 credits-3 hours lecture-3 hours lab
A continuation of Chy. 101 including equilibrium, kinetics, electro-chemistry and descriptive chemistry of some elements. Related laboratory experiments in qualitative analysis of some cation and anions. Prerequisite: Chy. 101.
- Chy. 201 Organic Chemistry (CHE 220)** 5 credits-3 hours lecture-6 hours lab
A study of the nomenclature, preparations, reactions, mechanisms and electronic and structural features of carbon-containing compounds. Related laboratory experiments. Prerequisite: Chy. 102.
- Chy. 202 Organic Chemistry (CHE 221)** 5 credits-3 hours lecture-6 hours lab
Continuation of Chy. 201. Prerequisite: Chy. 201.

CRIMINAL JUSTICE

- *Crij. 200 Social Problems (SOC 210)** 3 credits
The causes and proposed solutions of contemporary social problems; suicide, mental disease, personal demoralization, delinquency, crime, family disorganization, divorce, minority groups, economic security, war, health, education, and population growth. Prerequisite: Soc. 150.
- *Crij. 201 Introduction to Criminal Justice (LAE 260)** 3 credits
The historical and philosophical background of criminal justice and agencies involved in the administration of criminal justice will be introduced to

the student. Development and objectives of criminal justice systems together with organization, administration and technical problems of local, state and Federal agencies will be emphasized. The student will be oriented to the purposes, requirements and opportunities of the criminal justice career field.

- *Crj. 202 **Criminal Investigation I (LAE 261)** **3 credits**
 Fundamental principles, concepts, theory and history of investigation, methods of investigation, case preparation and problems of investigation. Principles and mechanics of criminal procedure as applied to arrest, search, and seizure. Types of evidence, admissibility, proof, competence and weight, court procedures, basic scientific techniques of collection, identification, preservation and transportation of physical evidence within the resources of the investigator. Laboratory capabilities and limitations as they pertain to laboratory criminalistics.
- *Crj. 203 **Criminal Investigation II (LAE 280)** **3 credits**
 Continuation of Criminology I.
- *Crj. 204 **Traffic Administration (LAE 262)** **3 credits**
 Student introduction to history, development and economics of a modern transportation system. Examination will be made in depth of law enforcement traffic engineering, education and enforcement. Techniques of law enforcement investigation and prevention will be studied with examination in depth of traffic problems relative to causes, congestion and accidents. Students will be exposed to field work experience in accident investigation, techniques and procedures.
- *Crj. 205 **Police Administration and Organization (LAE 263)** **3 credits**
 The student is introduced to the principles of law enforcement, organization, administration and supporting services as applied to staff functions. Personnel recruiting, training and promotion will be discussed in depth. Planning and research, inspection and control, and policy formulation study is stressed. Records and communications will be discussed, together with study of functions and activities of other supporting services such as supply, maintenance, transportation and detention facilities.
- *Crj. 206 **Criminal Law I (LAE 264)** **3 credits**
 An in depth study of the scope, purpose and principles of criminal law is essential. Emphasis on the role of the Supreme Court, Florida Courts and Statutes, and concepts of constitutional law as it pertains to law enforcement will be made. Analysis of criminal acts against persons and property will be made together with classification of crimes and criminal offenses.
- *Crj. 207 **Criminal Law II (LAE 281)** **3 credits**
 Continuation of Criminal Law I.
- *Crj. 208 **Deviant Behavior (LAE 265)** **3 credits**
 Student will be introduced to the development of criminal and delinquent behavior and should have understanding of specific law enforcement problems associated with compulsive adult and youth habitual offenders. Law enforcement procedures and handling juveniles and youths will be stressed. Criminal behavior development as it relates to causal factors, precipitating factors and opportunities for commission of criminal or delinquent acts will be studied in depth. Special measures and programs pointed toward control and prevention of crime and delinquency will be analyzed and discussed.

- *Crj. 209 Police Operations (LAE 266) 3 credits**
Principles of organization and administration as applied to law enforcement operational services are reviewed. Study of operational elements, including analysis in depth of patrol tactics and procedures, vice, traffic administration and control, and criminal investigation are emphasized. Study of procedures for organization for major disasters, special traffic problems and handling of communications systems will be stressed.
- *Crj. 210 Probation, Pardons and Parole (LAE 267) 3 credits**
Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed.
- *Crj. 211 Correctional Custody, Jails and Detention (LAE 268) 3 credits**
The duties and functions of the correctional officer, supervisor of prisoners, discipline in a correctional institution, security, correctional treatment programs and the handling of unusual prisoners are discussed and studied in theory and in practical application.

DATA PROCESSING

- *DP 120 Introduction to Data Processing (BDP 160) 3 credits**
Establishes an understanding of the fundamentals required for further study in the field through a general survey of the methods and techniques of processing data. Emphasis on the general purpose computer and its use in business and industry. Prerequisite: none.
- *DP 201 COBOL Programming 1. (BDP 260) 3 credits**
A beginning course in computer programming stressing efficient programming logic and techniques. Includes the solution of elemental commercial computer programs using the Common Business Oriented Language (COBOL). Prerequisite: none.
- *DP 202 COBOL Programming 2. (BDP 261) 3 credits**
A continuation of DP 201 using more advanced coding techniques. Emphasizes the use of COBOL in file maintenance and report writing. Prerequisite: DP 201.
- *DP (Mth 201) Fortran IV (See Mth 201) (BDP 262) 3 credits**

DRAMA

- Drm. 120 Introduction to Drama (DRA 101) 3 credits**
An introduction to the dramatic arts from the point of view of the audience. Historical and aesthetic considerations are included as keys to appreciation, as well as the basic principles of dramatic criticism.
Students gain a knowledge of the substance, form, and technique of the various artists involved in a dramatic production: playwright, director, actor, scene designer, lighting designer, costume designer, music composer, and sound man.
The five major types of drama are studied and evaluated for literary and theatrical qualities. Students will attend and evaluate dramatic performances in the area, and will present scenes from plays for class evaluation. Prerequisite: none.
- Drm. 130 World Drama (DRA 140) 3 credits**
A study of a significant literary genre traces the development of drama through the twenty-five centuries of theater in the Western World. The

literary significance of the various works to their respective historical periods is of particular interest. Selections are drawn from a wide range: the Greek, Roman, Medieval, Renaissance, Neoclassical, and Modern theater. Prerequisite: Introduction to Drama.

Drm. 150 Oral Interpretation (DRA 126) 3 credits

The art of oral interpretation through a study of the structure and content of the best literature of the ages, the techniques in communicating it, and the use of the body as an agent of expression. Through study and class participation, the student will develop skills in the use of the voice in the process of emotional and intellectual perception. He will study the best methods of program construction and presentation. Prerequisite: none.

Drm. 151 Advanced Oral Interpretation (DRA 127) 3 credits

A continuation of Drama 150. It is the advanced study of oral interpretation, acting, and program planning, with the emphasis on programs for mass media. Students will study script preparation, directing, acting, and production techniques for radio and television. Each student will participate in the preparation and production of one such program. Prerequisite: Drama 150, or special permission.

ECOLOGY

Ecy. 101 Man and the Environment (ECY 101) 3 credits

The study of the inter-relationships between man and his physical and biological environment. Survey of the basic principles, procedures and applications of ecology. Discussion of historical development in human ecology, present day ecological aspects of man and implications for the future.

ECONOMICS

Ecs. 200 Introduction to Economics (ECO 201) 3 credits

This course is designed for students in the terminal program who will devote only one semester to the study of economics. Intended to help the student acquire some basic familiarity with the overall performance and the individual unities that make up the economy.

Ecs. 201 Principles of Economics (ECO 210) 3 credits

The nature and scope of economic problems and principles including the role of the Federal Budget, public debt, and money in determining income, employment, and prices; current problems such as inflation, unemployment, poverty, growth, and development. Prerequisite: Sophomore standing or permission of instructor.

Ecs. 202 Principles of Economics (ECO 211) 3 credits

Continuation of Economics 201 emphasizing competition, monopoly, allocation of resources among competing uses; wages, interest, rent and profits; international trade, balance of payments, foreign lending, gold flows, and comparisons of economic systems. Prerequisite: Ecs. 201.

EDUCATION

ED. 201 Introduction to Education (EDU 201) 3 credits

Fundamental principles of education from the historical view; curriculum; aims and methods of teaching. Emphasizing the Florida school program. Prerequisite: Sophomore standing or permission of instructor.



ED. 202 Social Foundations of Education (EDF 202) 3 credits
Social structures, forces, and values affecting education. Prerequisite: Sophomore standing or permission of instructor.

PSY. 205 Educational Psychology (EDP 205) 3 credits
Theories of learning and the literature dealing with education from preschool to college level, including principles of development, learning, motivation, problem solving, individual differences, adjustment, guidance and measurement. No prerequisite.

ED. 245 Child Growth and Development (EDP 211) 3 credits
Study of growth and development from infancy through adolescence. Prerequisite: Psy. 201 or permission of instructor.

ED. 250 Seminar (EDF 208) 3 credits
Topics of selected interest: Legal aspects, the role of the teacher and the aide, discipline, and subject matter. Discussion of aides' class-related work experience.

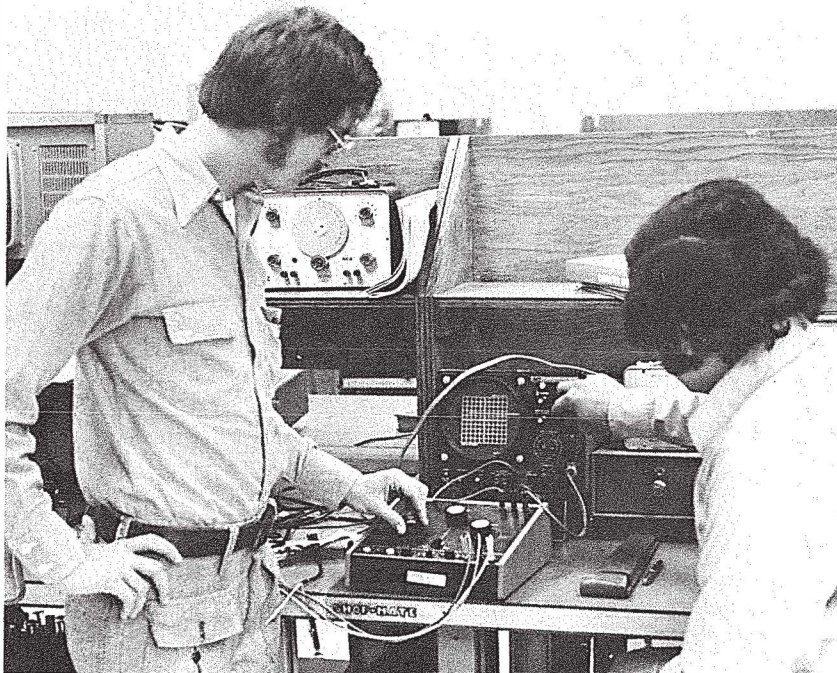
ELECTRONICS

The following courses are designed for the Associate in Science Degree.

***Ele. 101 Direct Current Circuits (ELS 161) 4 credits-3 hours**
lecture-3 hours lab
Basic principles of direct current circuits, laws and theorems—including emphasis on use of series and parallel electrical circuits, inductance, capacitance, electromagnetism, and electrical measurement. Co-requisite: Mth. 103 or 106.

***Ele. 102 Alternating Current Circuits (ELS 161) 4 credits-3**
hours lecture-3 hours lab
Inductive and capacitive reactance, series and parallel resonance, and transformer theory. Prerequisite: Ele. 101; Co-requisite: Mth. 104 or 107.

***Ele. 103 Fundamentals of Electronics (ELS 163) 4 credits-3**
hours lecture-3 hours lab
Fundamental operation of electron tubes and their use in power supplies, amplifiers, and oscillators. Prerequisite: Ele. 101.



- *Ele. 202 Electronic Circuits Systems (ELS 260) 4 credits-3**
hours lecture-3 hours lab
Radio receiver and transmitter circuits including frequency modulation and single side band. Emphasizes topics included in 2nd Class FCC license. Prerequisite: Ele. 102 and 103.
- *Ele. 203 Advanced Electronic Circuits (ELS 261) 4 credits-3**
hours lecture-3 hours lab
Production and use of nonsinusoidal wave shapes (multivibrators, blocking oscillators, sweep generators and wave shaping circuits) and their use in oscilloscopes and television systems. Prerequisites: Ele. 102 and 103.
- *Ele. 204 Semiconductor Electronics (ELS 262) 4 credits-3**
hours lecture-3 hours lab
Transistor fundamentals and analysis of transistor circuits. Theory and application of semiconductor devices such as zener diodes, varactors, tunnel diodes, etc. Prerequisites: Ele. 102 and 103.

ENGLISH

- Eng. 099 Remedial English** **No credits-3 hours lecture**
A detailed consideration of the basics of grammar and such related elements as punctuation, capitalization and allied mechanics of writing with an emphasis on drill and individualized instruction. No prerequisite.
- Eng. 100 Fundamentals of Writing (ENG 101)** **3 credits**
The relationship of sentence structure to ideas: theory, practicum, and application. No prerequisite.

- Eng. 100-F English as a Foreign Language (ENG 112) 3 credits**
The oral and written fundamentals of English, designed to give the foreign student a level of comprehension and understanding that will prepare him for academic success. Emphasis upon drills, tapes, other audiovisual materials, and both individualization and counselling. Use of group activity, interaction with American students, and foreign language consultants whenever feasible. Prerequisite: level of ability determined through test scores.
- Eng. 101 Communications (ENG 102) 3 credits**
The oral analysis through critical and creative discussion of the modern essay and the writing of short units of composition, with an emphasis on methods, relevancy, logic, and the adequacy of organization and development, and especially the relationship of content to form. No prerequisite.
- Eng. 102 Communications (ENG 103) 3 credits**
The oral analysis through critical and creative discussion of the short story, novel, poetry, and drama. The writing of short and long units of purposeful composition, with an emphasis on the principles of structure, development and thought. Prerequisite: Eng. 101.
- Eng. 102-H Communications (Honors) (ENG 190) 3 credits**
Guided analysis of humanistic ideas from the areas of the short story, novel, poetry, and drama through intensive research and writing. Seminar approach. Prerequisite: Recommendation of the staff.
- Eng. 103 Secretarial Communications (SES 131) 3 credits**
The writing of business letters and short reports. Designed for secretarial science students. Prerequisite: Eng. 100 or 101 and Bus. 102.
- Eng. 104 Technical Communications (TER 101) 3 credits**
Designed to meet the needs of technical, vocational, and mid-management students. Emphasis is placed on types of writing that the student may expect to do in his field. Letter writing, memo writing, report writing, and oral presentations are covered.
- Eng. 201 World Literature (LIT 240) 3 credits**
Academic survey of significant authors and their works from Homer to the Renaissance with emphasis on literary trends, forms, and appreciation. Prerequisite: Eng. 102 or permission of instructor.
- Eng. 202 World Literature (LIT 241) 3 credits**
Continuation of Eng. 201 from the Renaissance into the 20th century. Prerequisite: Eng. 102 or permission of instructor.
- Eng. 215 English Literature (LIT 210) 3 credits**
Introduction to English literature based upon selected masterpieces from Beowulf to Samuel Johnson. Prerequisite: Eng. 102 or permission of instructor.
- Eng. 216 English Literature (LIT 211) 3 credits**
A continuation of English 215, from the Romantic Movement to the present. Prerequisite: Eng. 102, Eng. 215, or permission of the instructor.
- Eng. 222 Creative Writing (COM 207) 3 credits**
Creative writing skills developed under workshop-lab conditions of group analysis and discussion. Specific techniques in both prose and poetry. Prerequisite: Permission of instructor.

- Eng. 223 Creative Writing (COM 217)** **3 credits**
Continuation of Eng. 222. Prerequisite: Permission of instructor.
- Eng. 224 American Literature to 1865 (LIT 220)** **3 credits**
Introduction to American literature through American verse and prose, reflecting the motivating ideas in the American scene; attention to literary forms and the development of appreciation. Prerequisite: Eng. 102 or permission of instructor.
- Eng. 225 American Literature after 1865 (LIT 221)** **3 credits**
Continuation of English 224 through American verse and prose from 1865 to the present. Prerequisite: Eng. 102 or permission of instructor.
- Eng. 235 Business Communications (SES 232)** **3 credits**
A comprehensive study of the various areas of business communications including letters, reports, and graphs. Designed for the business administration student. Prerequisite: Eng. 102.

FRENCH

First year language courses are intended for students who have no previous formal instruction in the language. Students with two years of high school French normally enter the second year courses.

- Fr. 101 Elementary French (FRE 101)** **3 credits**
Audio-lingual French. Grammar by analysis. Fundamentals of reading and writing. No prerequisite.
- Fr. 102 Elementary French (FRE 102)** **3 credits**
Continuation of Fr. 101. Complex patterns of speech and writing. Prerequisite: Fr. 101 or equivalent.
- Fr. 201 Intermediate French (FRE 210)** **3 credits**
Continuation of Fr. 102, with the addition of major points of grammar. Audio-lingual intermediate French, stressing the reading and discussion in French of a limited number of short stories. Prerequisite: Fr. 102 or equivalent.
- Fr. 202 Intermediate French (FRE 211)** **3 credits**
Continuation of Fr. 201. Reading and discussions in French. In depth study of one significant work of a major French author. Outside reading in French of a novel or play by a major French author. Prerequisite: Fr. 201 or equivalent.

GEOGRAPHY

- Geo. 201 World Geography (GEO 210)** **3 credits**
Basic principles of geography, as related to the global distribution of man and his natural environment, stressing the role of geography in interpreting human activities in the economic, cultural and political areas. Prerequisite: none.



GEOLOGY

Glg. 101 Earth Science (GEY 110)

3 credits

Basic principles of geology relating to sedimentation, structural deformations, erosion, and weathering. The practical applications of geology as a profession and in research. Study of volcanism, earthquakes, and varieties of rocks. Study of geological theories.

Glg. 102 Historical Geology (GEY 120)

3 credits

Evolution of life and the earth. Study of the growth of mountains, and the physiographic development of continents. Study of the development of North American stratigraphy and structure during different eras and periods, and the record of life forms. Study of the origins of ores and petroleum. Prerequisite: Geology 101 or Ps. 102.

GRAPHIC SCIENCE

- *GS. 101 Engineering Graphics (DTG 160) 3 credits-1 hour lecture-4 hours lab
Basic graphical communications. Use of instruments; lettering, engineering geometry; orthographic projection including spatial relationships of points, lines and planes; primary auxiliaries; sections; pictorials; dimensioning and tolerancing. No prerequisite.
- *GS. 102 Descriptive Geometry (DTG 161) 3 credits-1 hour lecture-4 hours lab
Continued spatial relationship of points, lines and planes; successive auxiliary views; revolutions; intersections, developments; working drawings and vector graphics. Prerequisite: GS 101 or GS 111.
- *GS. 111 Technical Drafting (DTG 162) 3 credits-1 hour lecture-4 hours lab
Basic graphical communications. Use of instruments; lettering; geometric construction, sketching, orthographic projection including spatial relationships of points, lines and planes; primary auxiliary views; sections; isometrics; oblique; dimensioning and tolerancing. No prerequisite.
- *GS 112 Technical Drafting (DTG 163) 3 credits-1 hour lecture-4 hours lab
Continued spatial relationships of points, lines and planes; successive auxiliary views; revolutions; intersections: developments and working drawings. Prerequisite: GS 111.
- *GS 113 Civil Drafting (DTG 164) 3 credits-1 hour lecture-4 hours lab
Traverse plotting, contour plotting, contour revisions, elevations, map and aerial photo reading. No prerequisite.
- *GS 115 Charts and Graphs (DTG 165) 2 credits-1 hour lecture-2 hours lab
Graphical analysis of tabular data. Includes inking and the use of the LeRoy lettering device. No prerequisite.
- *GS 118 Intersections and Developments (DTG 166) 2 credits-1 hour lecture-2 hours lab
Determination of intersecting solids and their surface developments. Prerequisite: GS 101, GS. 112 or permission of instructor.
- *GS 151 Industrial Materials (DTG 167) 3 credits-3 hours lecture-4 hours lab
Production, composition and properties of materials used in industry. The processing of raw material into finished products. No prerequisite.
- *GS 221 Architectural Drafting (DTG 260) 3 credits-3 hours lecture-4 hours lab
General architectural drafting including plot plans, floor plans, elevations, details in frame and masonry construction, building codes and site locations. No prerequisite.
- *GS 222 Pictorial Drafting (DTG 261) 3 credits-1 hour lecture-4 hours lab
Pictorial layout for axonometric, oblique, one and two point perspective. Prerequisite: GS 101, GS 111 or approval of instructor.
- *GS 223 Illustrations (DTG 265) 3 credits-1 hour lecture-4 hours lab
General rendering, shade and shadow casting in all pictorial forms. Prerequisite: GS 222 or permission of instructor.
- *GS 231 Electronic Drafting (DTG 262) 4 credits-1 hour lecture-6 hours lab
Basic graphical communications as applied to the electronics industry. Electronic topics include symbols, schematic diagrams, circuit layouts,

black diagrams, fastener components, government specifications, printed circuitry and production drawings. Prerequisite: Ele. 103 or permission of instructor.

- *GS 241 Machine Drafting (DTG 263) 3 credits-1 hour lecture-4 hours lab**
 Assembly and detail drawings of fasteners, cams, gears, jig and fixtures and welded or machined parts. Prerequisite: GS 101 or GS 111.
- *GS 242 Machine Drafting (DTG 264) 3 credits-1 hour lecture-4 hours lab**
 Continuation of GS 241. Including linkage mechanisms, vector analysis and Kevamatics. Prerequisite: GS 241.
- *GS 243 Numerical Drafting (DTG 266) 2 credits-1 hour lecture-2 hours lab**
 Study of numerical controlled machine tools and their required drafting procedures. Prerequisite: GS 101, GS 111 or permission of instructor.
- *GS 252 Methods of Fabrication (DTG 267) 3 credits-3 hours lecture**
 The methods and machines used to shape and form industrial products. Includes both hot and cold processing, compression, cutting, abrasive forming and automatic and numerical controlled machines. No prerequisite.

HEALTH

- Hlt. 225 Personal Health (HEN 201) 3 credits**
 The physiological and psychological bases for health; health hazards; fitness; and family living. No prerequisite.

HISTORY

- His. 101 History of Western Civilization (HIS 101) 3 credits**
 Traces the development of Western Civilization from Greece through the Middle Ages. No prerequisite.
- His. 102 History of Western Civilization (HIS 102) 3 credits**
 Traces the development of Western Civilization from the Renaissance through the modern era. No prerequisite, but it is recommended that History 101 be taken first.
- His. 201 American History (HIS 204) 3 credits**
 Political, economic, social, and intellectual development of the United States from Discovery of North America through the Reconstruction. Prerequisite: Sophomore standing.
- His. 202 American History (HIS 205) 3 credits**
 Continuation of History 201. From Reconstruction to present. Prerequisite: History 201.
- His. 204 The World in the Twentieth Century (HIS 220) 3 credits**
 Emphasis placed on the causes and effects of World War I and II and the rise of Communism and Fascism; followed by examination of contemporary areas of crisis through the world. Prerequisite: Sophomore standing.

HOME ECONOMICS

- ✓ ***H.E. 101 Basic Clothing Selection and Construction (CLT 160)** **3 credits-1 hour lecture-4 hours lab**
 A study of design, color and fabric as they apply to selection of clothing. Fundamental sewing techniques are taught while planning and constructing garments.
- *H.E. 105 Principles of Nutrition (FON 160)** **3 credits**
 An introductory course in the science of nutrition. Fundamental principles of nutrition, as they relate to developing and maintaining good health are studied.
- *H.E. 107 Introduction to Textiles (CLT 180)** **3 credits**
 A practical consumer of oriented lecture and laboratory study of textiles. Fibers, finishes and methods of fabric construction for personal clothing and home use are explored.
- *H.E. 131 The Pre-School Child in the Family (CHD 160)** **3 credits**
 The study of approaches to understanding and guiding the pre-school child as a family member. Emphasis is placed on the role of the family in meeting the needs of children for growth and development.
- *H.E. 133 Principles of Teaching the Pre-School Child (CHD 161)** **3 credits**
 A study of the techniques used to develop effective teaching-learning situations with pre-school children. The teacher's role in determining these learning experiences and implementing them in a classroom is identified.
- *H.E. 135 Creative Experiences for the Pre-School Child (CHD 161)** **3 credits-2 hour lecture-2 hour lab**
 An in depth study of the creative activities enjoyed by pre-school children in music, literature, art and crafts. These learning experiences are provided for the student through lecture and laboratory participation.
- *H.E. 140 Participation in the Child Care Center (CHD 180)** **4 credits-2 hour lecture-3 hour lab**
 Prerequisite H.E. 131 or 133 or 135, or permission of the instructor. Supervised participation in the Child Care Center. The student will plan and carry out specific activities providing experiences in working with pre-school children individually and in groups.
- *HEC 190 Family Finance** **3 credits-3 hours lecture**
 A course designed to challenge the student to understand and apply basic principles of sound money management to everyday life. The class will encourage the student to think wisely about buying, spending, and investing. No prerequisite.
- *H.E. 205 Food for the Family (FON 260)** **4 credits-2 hour lecture-4 hour lab**
 Prerequisite H.E. 105 or permission of the instructor. A basic course of food preparation and applied nutrition to meet the family's need in today's economy. It includes planning, shopping, preparing and serving meals that are nutritionally adequate and attractive. Also included is a study of convenience foods.
- *H.E. 210 Art in Home and Dress (HEF 260)** **3 credits**
 Application of basic principles of color and design as they influence the home and selection of clothing.

- *H.E. 220 Seminar in Personal Development (HEN 202) 2 credits**
A survey of the factors that contribute to successful personality development such as personal appearance, wardrobe planning, poise, charm on the job and at home, figure control and human relations.

HOTEL-MOTEL ADMINISTRATION

- *HMA 205 Introduction to Hotel-Motel Management (HOL 200) 3 credits**
A course of orientation designed to give the history, organization, problems, and opportunities in the hotel-motel industry. A study of the functions of departments; promotional and personnel functions of management; trends and developments in the industry today and a study of techniques and procedures of modern management. No prerequisite.
- *HMA 215 Hotel-Motel Housekeeping (HOL 261) 3 credits**
A course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. No prerequisite.
- *HMA 225 Front Office Procedures (HOL 262) 3 credits**
This course provides an analysis of various jobs within hotel-motel front office, and procedures involved in registering, accounting for, and checking out guests. No prerequisite.

HUMANITIES

- Hms. 202 (ART) Humanities (IDS 220) 2 credits**
A survey of painting, sculpture, architecture and other related art forms, including aesthetic, historical and technical significance of major artistic achievements. Prerequisite: Sophomore standing or permission of instructor.
- HMS. 202 (Literature) Humanities (IDS 222) 2 credits**
A survey of carefully selected chronological works from the East and the West, beginning with the ancient Greeks and extending into the twentieth century. Designed to increase the student's knowledge and understanding of significant ideas, their evolution, and pertinence to the contemporary scene. Prerequisite: Sophomore standing or permission of instructor.
- Hms. 203 (Music) Humanities (IDS 224) 2 credits**
The basic elements of musical properties, forms, and styles. Emphasis on the representative relationship of the great periods in music to parallel eras in other arts, religion, and philosophy. Prerequisite: Sophomore standing or permission of instructor.
- Hms. 204 (Philosophy) Humanities (IDS 226) 2 credits**
A study of the important ideas in Western philosophic thought and their relation to contemporary problems. Basically a historical approach with emphasis upon developing a critical analytic attitude through analysis and criticism of a variety of philosophic positions. Prerequisite: Sophomore standing or permission of instructor.
- Hms. 205 Humanities International (IDS 228) 6 credits**
A Practicum in the International Dimension provides on-the-ground associations with foreign cultures. Designed to develop an awareness and appreciation of cultural differences (stressing European life and history through the

medium of Music, Art, European Literature, and Philosophy) existing between the student's own culture and that of his host country. Offered Summer Term II only. Satisfies 6 of 8 required hours—at the student's option. May be repeated for credit.

- Hms. 206 Humanities of the Sea (IDS 230) 2 credits**
 This course is designed to introduce and explore the concept that man's future promises to be substantially influenced by his knowledge of the sea and his understanding of its dynamic relationship to his society. The course will focus on man and the world ocean, through the full spectrum of oceanic endeavor encompassing both the humanities and sciences. Humanities 206 may be substituted for Humanities 201, Humanities 202, Humanities 203, or Humanities 204. Offered fall semester only.

INDIVIDUAL PROBLEMS

- Ip. 290 Individual Problems (IDS 250 — Specify Subject Area) 1, 2, 3, 4 credits**
 A special course designed to offer course work of an advanced nature, in any major field, that is not offered in any course listed in the catalog. Prerequisite: Permission of Instructor.

INTERIM STUDIES

- Eng. 100 Fundamentals of Writing (ENG 101) 3 credits**
 See description under English
- Eng. 100-F English as a Foreign Language (ENG 112) 3 credits**
 See description under English
- Mth. 101 Fundamentals of Mathematics (MAT 101) 3 credits**
 See description under Mathematics
- RDG. 100-101 Developmental Reading (ENG 105, 106) 3 credits**
 See description under Reading
- SPH. 110-111 Voice and Articulation Improvement (SPE 115, 116) 3 credits**
 See description under Speech

INSTITUTIONAL FOOD SERVICE

- *IFS 112 Nutrition (QFO 160) 3 credits**
 A study of food nutrients, their digestions and absorption, and the relationship of food to development and maintenance of health. The course includes a study of nutritional needs of all age groups and interpretation of the National Research Council's recommended dietary allowance.
- *IFS 210 Food Preparation I (QFO 260) 3 credits**
 Includes procedures, safety sanitation, and quality involved in food preparation. Also includes procedures and techniques in quantity food preparation with emphasis on quality and retention of nutritive values. Kitchen organization and planning of quantity production is included. Practice is provided in the production and service of meals, including evaluation and controls.
- *IFS 211 Food Preparation II (QFO 261) 3 credits**
 Continuation of Food Preparation I. Prerequisite: IFS 210.

- *IFS 212 Sanitation and Safety (QFO 262) 3 credits**
A course in sanitation relating to the preparation, storage, and service of food. Study of food-borne diseases, food poisoning, and diseases transmitted by food and food handlers. Includes safety practices in the food service department.
- *IFS 230 Food Merchandising and Service (QFO 264) 3 credits**
Theory and practice in acceptable procedures in serving foods. Includes how to display and merchandise foods in an attractive manner and how to evaluate the food service operation.
- *IFS 213 Use and Care of Kitchen Equipment (QFO 263) 3 credits**
Proper use of food service equipment in the easiest, safest, and most effective way. Includes proper care of equipment. Simple repair techniques and preventative maintenance is also considered.
- *IFS 240 Food Service Supervision and Management (QFO 265) 3 credits**
A study of the principles of management particularly as they apply to the food service industry. Students will be taught the role of the supervisor or manager in organizing and directing the work of his employees and his responsibility for planning and coordinating their activities.
- *IFS 282 Food Service Seminar and Supervised Work Experience (QFO 280) 4 credits**
A seminar for students enrolled in the Institutional Food Service program. The seminars meet a minimum of one hour each week for discussions and reports concerning the supervised work experience. A minimum of fifteen hours of supervised on-the-job training required in the institutional food industry per week. Prerequisite: Permission of mid-management coordinator.

JOURNALISM

- Jrl. 150 Survey of Communications (JOU 101) 3 credits-2 hours lecture-2 hours lab**
Instruction and practice in writing news, features, and editorials, emphasizing the obligations and responsibility of the writer to the principles and ethics of journalism. No prerequisite. Laboratory produces the "Pioneer Post," and "Indian River Magazine."
- Jrl. 151 Writing for Mass Communications (JOU 106) 3 credits-2 hours lecture-2 hours lab**
An over-view of communications media, stressing the differences in collecting and disseminating information on the part of the reporter and media management. Prerequisite: Jrl. 150. Laboratory produces the "Pioneer Post" and "Indian River Magazine."

LIBRARY SCIENCE

- LIS. 100 Library Science 1 credit-1 hour lecture**
A course designed to provide a brief but comprehensive study of the varied library resources, their organization, arrangement and usefulness for specific purposes. Open to any student desiring to improve his use of library resources and services.

LEARNING SKILLS

- LS 110 Learning Skills** **12 credits-10 hours lecture-5 hours lab**
 Course design allows each student the opportunity to appraise his weaknesses and develop his strengths in the basic learning skills — listening, math, reading, speech, study skills, test sophistication and writing. No prerequisite.

MATHEMATICS

- Mth. 099 Basic Mathematics Review** **No credits-3 hours lecture**
 Topics include fractions, decimals, percents, business practice, algebra and geometry. No prerequisite.
- Mth. 101 Fundamentals of Mathematics (MAT 101)** **3 credits**
 A programmed course designed to give students those concepts and skills generally deemed necessary for a course in algebra. (Recommended to the student whose placement test scores and background indicate a need.)
- Mth. 102 Slide Rule (APM 110)** **1 credit**
 Emphasis on speed and accuracy with the use of the fundamental scales. Topics include multiplication, division, squaring, cubing, taking square roots and cube roots, using trigonometric and log scales to solve special problems. Prerequisite: Mth. 107 or high school trigonometry.
- *Mth. 103 Technical Mathematics I (APM 161)** **3 credits**
 Fundamentals of mathematics applied to modern technology including slide rule, scientific notation, and basic topics in algebra. No prerequisite.
- *Mth. 104 Technical Mathematics II (APM 162)** **3 credits**
 A continuation of Math 103. Topics include exponentials, logarithms, trigonometry, complex numbers, and vectors. Prerequisite: Mth. 103 or Mth. 106.
- Mth. 105 Foundations of Mathematics (MAT 105)** **3 credits**
 Designed to give some insight into the nature and structure of mathematics, including symbolic logic, set operations, and applications of set language and notation, numeration systems, finite number systems, natural, integral, rational, real number systems, equations and inequalities.
- Mth. 106 College Algebra (MAT 121)** **3 credits**
 Sets and functions, graphs, binary operations, mathematical inductions, real numbers system, complex number system, matrices, linear inequalities, sequences, limit of a sequence. Prerequisite: Mth. 105 or satisfactory score on Placement Test.
- Mth. 107 Plane Trigonometry (MAT 122)** **3 credits**
 A study of angles, functions of the general angle, logarithms, radian measure, identities, trigonometric equations, graphing trigonometric functions, addition formulas, polar coordinates, inverse trigonometric functions, complex numbers. Prerequisite: Mth. 105 or satisfactory score on Placement Test; may be taken concurrently with Mth. 106.
- Mth. 108 Pre-calculus (MAT 125)** **5 credits**
 Includes relations and functions, real number system, topics in logic, linear equations and inequalities, topics in trigonometry, and a study of conic sections. The course is designed for advanced students planning to take Calculus. Offered in the fall only. Cannot be taken for credit if credit in Mth.

106 and 107 has been or is being earned. Prerequisite: High School Trigonometry and satisfactory score on Placement Test.

- Mth. 120 Elementary Statistics (MAT 151)** **3 credits**
 Variability, permutations, combinations, binomial theorem, general theory of probability for finite sample spaces, random variables, joint distribution and continuous distribution, binomial distribution, statistical applications of probability. Prerequisite: Mth. 105 or a higher mathematics course.
- *Mth. 201 Fortran IV (BDP 262)** **3 credits**
 Computer programming and applications using Fortran. Emphasis on scientific and business oriented problems. Prerequisite: Math. 105 or permission of instructor.
- Mth. 205 Analytical Geometry and Calculus I (MAT 231)** **5 credits**
 Includes relations and functions, limits, continuity, derivatives, applications of the derivative, definite integrals, areas under a curve, volumes of solids of revolution, work, transcendental functions, indefinite integration, projectiles, arc length, surface area of revolution. Prerequisite: Mth. 108, or Mth. 106, and Mth. 107 with a C or better.
- Mth. 206 Calculus II (MAT 233)** **5 credits**
 Includes curvature, Taylor's series, solid analytical geometry, partial differentiation, multiple integrals, cylindrical and spherical coordinates, center of mass, moments of inertia. L'Hospital's rules, improper integrals, infinite series. Prerequisite: Mth. 205 with a C or better.
- Mth. 207 Calculus III. Differential Equations (MAT 242)** **5 credits**
 Includes linear differential equations with constant coefficients, determinants and matrices, complex variables, differential equations of other types, gamma function, beta function, vector algebra and vector calculus. Prerequisite: Mth. 206 with a C or better.
- Mth. 210 Linear Algebra (MAT 240)** **3 credits**
 Includes matrices and vectors, linear transformations, determinants, and linear differential operators. Prerequisite: Mth. 205 with a C or better. May be taken concurrently with Mth. 206.

MEDICAL LAB TECHNICIAN

- *MLT. 101 Introduction to Medical Laboratory Technology** **5 credits**
 Three three-hour laboratory and lecture sessions each week. An orientation to the field of laboratory medicine introducing the basic equipment and techniques in all phases of the medical laboratory.
- *MLT 102 Medical Laboratory Techniques** **5 credits**
 Three three-hour laboratory and lecture sessions each week. Prerequisite: MLT 101. Expanded Hematology and Urinalysis.
- *MLT 103 Medical Laboratory Techniques** **3 credits**
 Three three-hour laboratory and lecture sessions each week. Prerequisite: MLT 101 and BIO 120. Principles of medical bacteriology and serology.
- *MLT 201 Medical Laboratory Techniques** **5 credits**
 Three three-hour laboratory and lecture sessions each week. Prerequisite: MLT 101, 102, and 103. Expanded clinical chemistry and review of skills learned in MLT 101, 102, and 103.



***MLT 202 Hospital Practicum**

16 credits

Seminars and hospital laboratory—faculty supervised. Prerequisite: MLT 101, 102, 103, and 201. One semester rotation through the hospital laboratory to include all phases of laboratory work. Seminar sessions to be arranged with faculty members.

MUSIC

Mus. 105, 106, 205, 206 College Chorale (MUS 171, 271)

1 credit-5 hours per week

Ensemble including the study of choral works from the Sixteenth Century to current musical comedy. Voice production, diction and the development of musical taste are included.

Mus. 110 Theory of Music I (MUS 112)

3 credits-3 hours

An intensive study of the materials of music; notation, time and rhythm, chord structure. Prerequisite: Ability to play piano or comparable experience in band or glee club.

Mus. 111 Theory of Music II (MUS 113)

3 credits-3 hours

A continuation of Mus. 110. Prerequisite: Mus. 110.

Mus. 115, 116, 215, 216 Concert Band (MUS 162-262)

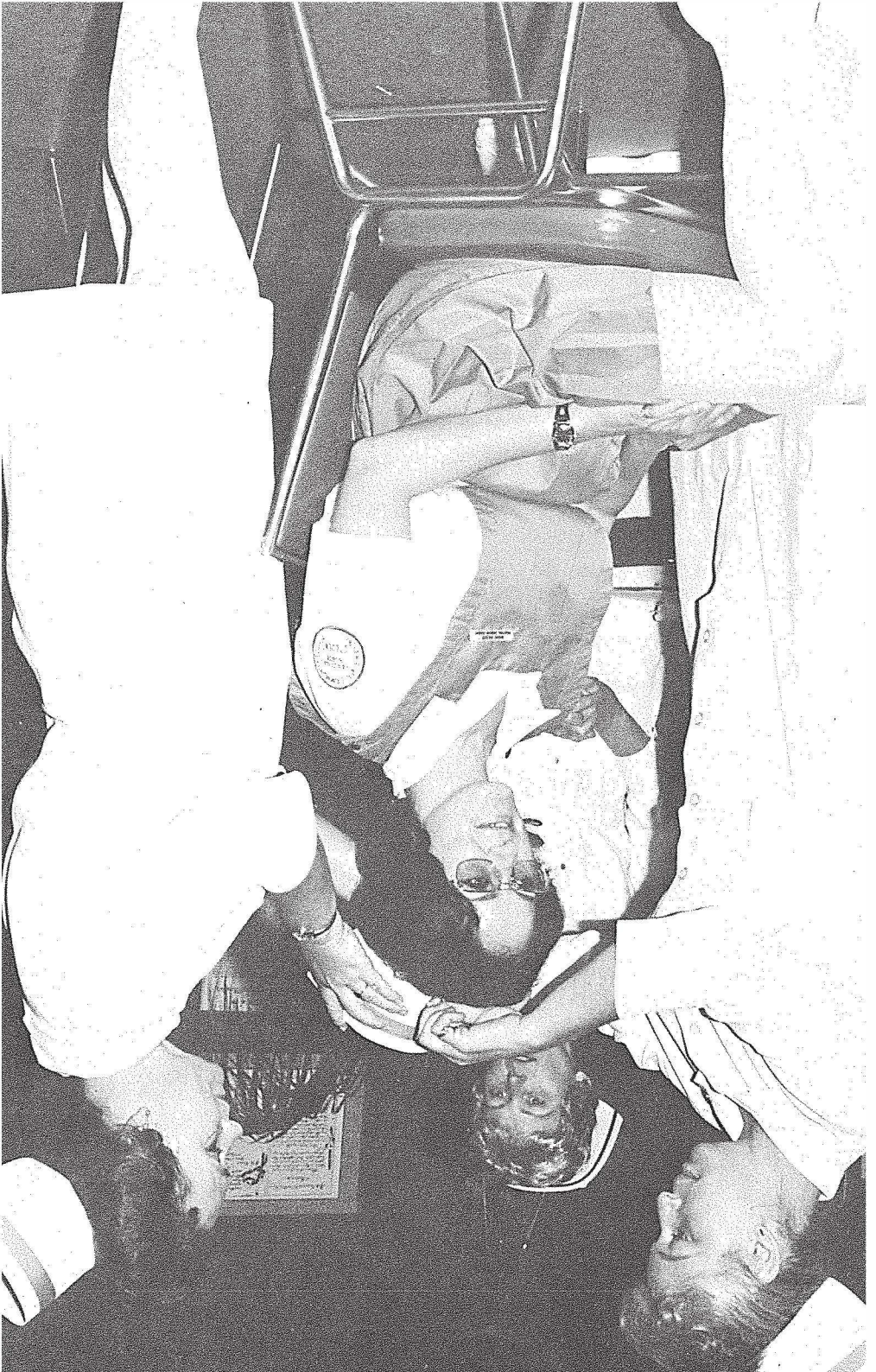
1 credit-3 hours

Various styles of instrumental music in practice and performance. Open to instrumental players in the college and community. Prerequisite: Knowledge and skill on an instrument.

- Mus. 125, 126, 225, 226 Stage/Jazz Band 1 credit-3 hours lab**
An instrumental organization specializing in music of the dance idiom. Emphasis is on reading and improvising toward performance. Prerequisite: Knowledge and skill on an instrument.
- Mus. 150, 151, 250, 251 Applied Music-Piano (MUS 150, 151, 250, 251) 1 credit**
Private instruction in instrument, approved by the college. A one-half hour private lesson a week is required in addition to five hours of practice. No prerequisite.
- Mus. 155, 156, 255, 256 Applied Music-Voice (MUS 130, 131, 230, 231) 1 credit**
Private instruction in voice, approved by the college. A one-half hour private lesson a week is required in addition to five hours of practice. No prerequisite.
- Mus. 160, 161, 260, 261 Applied Music-Brass (MUS 122, 126, 222, 226) 1 credit**
Private instruction in instrument, approved by the college. A one-half hour private lesson a week is required in addition to five hours of practice. No prerequisite.
- Mus. 165, 166, 265, 266 Applied Music-Organ (MUS 136, 137, 236, 237) 1 credit**
Private instruction in instrument, approved by the college. A one-half hour private lesson a week is required in addition to five hours of practice. No prerequisite.
- Mus. 170, 171, 270, 271 Applied Music-Percussion (MUS 123, 127, 223, 227) 1 credit**
Private instruction in instrument, approved by the college. A one-half hour private lesson a week is required in addition to five hours of practice. No prerequisite.
- Mus. 175, 176, 275, 276 Applied Music-Woodwind (MUS 121, 125, 221, 225) 1 credit**
Private instruction in instrument, approved by the college. A one-half hour private lesson a week is required in addition to five hours of practice. No prerequisite.
- Mus. 180, 181, 280, 281 Applied Music-Strings (MUS 120, 124, 220, 224) 1 credit**
Private instruction in instrument, approved by the college. A one-half hour private lesson a week is required in addition to five hours of practice. No prerequisite.

NURSING SCIENCE

- *NS 101 Nursing Fundamentals** **4 credits**
 A course in the fundamentals of nursing, including the scientific principles of nursing care common to all patients, identifying and assessing the needs of the patient, planning nursing care, and developing beginning skill necessary to implement nursing care. Guided learning experience in the care of selected patients is provided in a local health facility. The unit on Social Foundations of Nursing is designed to assist the student in the acquisition of ethical standards, ideas, and traditions of the nursing profession. No prerequisite.
- *NS 102 Medical and Surgical Nursing** **5 credits**
 An introductory course to nursing needs of the adult with the less complex common medical and surgical conditions. Prerequisite: NS 101.
- *NS 200 Medical and Surgical Nursing** **5 credits**
 The course is designed as a continuation of NS 102.
- *NS 201 Medical and Surgical Nursing** **6 credits**
 A course of study that involves identifying the needs, planning and evaluating nursing care and developing nursing techniques for adult patients with more difficult nursing problems. Emphasis is placed on the interrelationships of unique nursing care for the individual patient and the student's increasing ability to evaluate all phases of the nursing process. Prerequisite: NS 200.
- *NS 202 Mental Health — Psychiatric Nursing** **4 credits**
 A course of study of concepts of mental health and mental illness, the central focus on psychopathology. The course consists of three inter-related parts; a content course in psychiatric nursing, a clinical seminar with the instructor, and a field experience centered about one patient. Includes study of organization and environment. Competency in the area of interpersonal relationships is encouraged. Prerequisite or co-requisite: NS 200 and 201.
- *NS 203 Maternity Nursing** **4 credits**
 This is a course of study which deals with the comprehensive nursing care of a patient during the ante-partum, intrapartum, and post-partum periods, and the comprehensive care of the newborn infant. Prerequisite: NS 102.
 *These courses are designed to build on the student's knowledge and skills acquired in basic courses so that intelligent and comprehensive nursing care can be provided to patients with medical and surgical conditions. Within the framework of a patient-centered situation the etiology, pathology, treatment, and nursing care of disease conditions are studied with integration of pharmacology, nutrition, rehabilitation principles, and health teaching. As the student progresses in this area, the classes and clinical experiences are designed to place emphasis on increasing ability and skills necessary to identify and meet the nursing problems to the more difficult, complex nursing problems encountered in the care of the adult.
- *NS 204 Pediatric Nursing** **4 credits**
 A study of the child, from infancy through adolescence, designed to give the student an understanding of normal growth and development as well as common health problems of children with the application of knowledge and skills necessary to meet the nursing needs of the child in today's society. Prerequisite: NS 102.



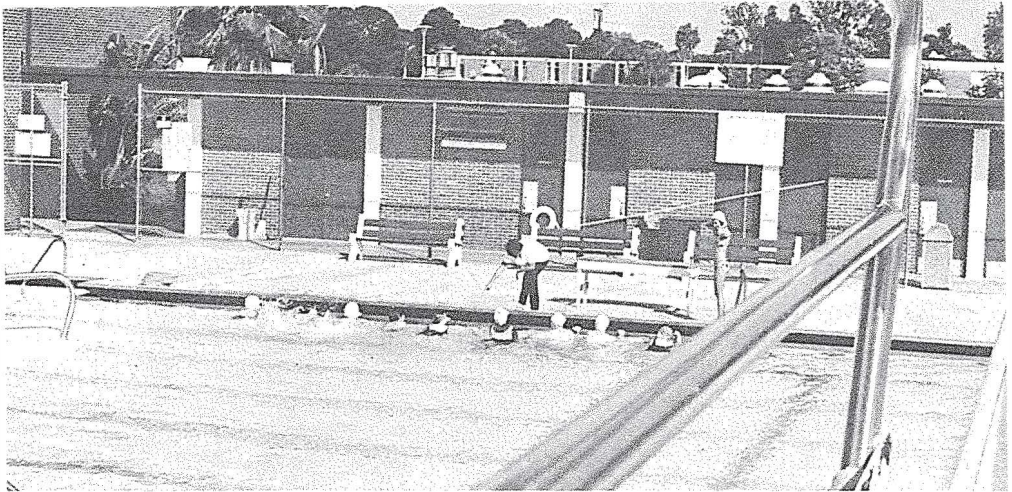
- *NS 205 Nursing Trends** **3 credits**
Trends in the development of nursing, legal aspects of nursing, personal and professional responsibilities of the nurse will be included in this course.

PHILOSOPHY

- Phi. 201 Introduction of Philosophy (PHI 201)** **3 credits**
A study of some of the basic problems of philosophy and their treatment by both historical and contemporary philosophers. Basic aim is to seek solutions for these problems in the light of modern knowledge and contemporary philosophical thought.
- Phi. 203 Introduction to Logic (PHI 210)** **3 credits**
A study of methods of principles used to distinguish correct from incorrect reasoning within a given framework. Areas treated are (1) language and its many uses with attention given to informal fallacies, (2) classical deductive logic from a modern approach, and (3) symbolic logic and the techniques of formal deduction.
- Phi. 205 Introduction to Ethical Theory (PHI 240)** **3 credits**
A search for standards of right conduct and their application to present day moral problems facing students. Divided into three sections: (1) the nature and development of morality, (2) the search for moral standards, and (3) specific problems of personal and social morality.

PHYSICAL EDUCATION

- PE 100 Swimming Fitness (PED 132) (½ hours lecture — 4 hours field work)** **2 credits**
This course is designed for good swimmers who desire to stay fit through swimming. Emphasis will be placed on endurance swimming and exercises for swimming. The course will satisfy the physical fitness and swimming requirements for graduation. Prerequisite: permission of instructor.
- PE 101-M (PED 145) Fitness through Physical Activity, Men** **1 credit-3 hours**
The understanding and appreciation of the contribution of physical fitness through conditioning exercises, lectures with emphasis on the body systems, and participation in a variety of vigorous activities.
- PE 101-W (PED 145) Fitness through Physical Activity, Women** **1 credit-3 hours**
An introduction to physical education with a study of the values of exercise to physical fitness, posture, weight control, figure improvement, and the body systems with an emphasis on participation in a variety of exercise programs.
- PE 102 Beginning Swimming (PED 131)** **1 credit-2 hours**
Instruction and participation for the beginner or non-swimmer in the basic swimming strokes and skills, safety skills, and survival techniques including "drown proofing," elementary forms of rescue and mouth-to-mouth resuscitation.
- PE 103 Tennis and Badminton (PED 102)** **1 credit-2 hours**
Instruction and participation in the basic skills, strategy, techniques and rules of badminton and tennis.
- PE 104 Folk, Social and Square Dance (PED 157)** **1 credit-2 hours**
Instruction and participation in a variety of basic dance steps and techniques as well as the most popular square dances and folk dances from



around the world to provide the student with the opportunity to approach the dance floor with confidence and skill.

PE 105 Archery and Bowling (PED 101) **1 credit-2 hours**
 Instruction and participation in the basic skills, strategy, techniques and rules of archery and bowling.

PE 106 Team Sport for Women (EA 159) **1 credit-2 hours**
 Instruction and participation in the skills, strategy, officiating techniques and DGWS rules of basketball, softball, and volleyball.

PE 107 Team Sports for Men (PEA 159) **1 credit-2 hours**
 Instruction and participation in the basic skill, strategy, officiating techniques and rules of (touch football, fall; and softball, spring term) volleyball, and basketball.

PE 112 Survival Swimming — Golf (PED 134) **1 credit-2 hours**
 Instruction and participation in the basic skills and techniques of golf and intermediate skills of swimming with emphasis on survival techniques.

PE 113 Synchronized Swimming (PED 136) **1 credit-2 hours**
 Individual, dual and group techniques in synchronized swimming; composition and production.

PHYSICAL EDUCATION—RECREATION

PER 122 Life Saving (PED 135) **1 credit-2 hours**
 Red Cross Life Saving Course with survival skills and drownproofing. Prerequisite: PE 112 or permission of instructor.

PER 203 Tennis and Badminton (PED 202) **1 credit-3 hours**

PER 204 Folk, social and square Dance (PED 157) **1 credit-3 hours**

PER 205 Archery and Bowling (PED 201) **1 credit-3 hours**

PER 206 Team Sports for Women (PEA 259) **1 credit-3 hours**

PER 207 Team Sports for Men (PEA 259) **1 credit-3 hours**

PER 208 Baseball (PED 203) **1 credit-3 hours**
 Fundamental skills, techniques of participation, strategy, and rules of baseball. Permission of instructor only. May be repeated for credit.

- PER 209 Basketball (PED 204)** 1 credit-3 hours
Fundamental skills, techniques of participation, strategy, and rules of basketball. Permission of instructor only. May be repeated for credit.
- PER 210 Cross Country (PED 207)** 1 credit-3 hours
Fundamental skills, techniques of participation, strategy, and rules of cross country running. Permission of instructor only. May be repeated for credit.
- PER 211 Track and Field (PED 219)** 1 credit-3 hours
Fundamental skills, techniques of participation, strategy, and rules of track and field. Permission of instructor only. May be repeated for credit.
- PER 212 Swimming (PED 231)** 1 credit-3 hours
Fundamental skills, techniques of participation, strategy, and rules of swimming. Permission of instructor only. May be repeated for credit.
- PER 214 Tennis (PED 218)** 1 credit-3 hours
Fundamental skills, techniques of participation, strategy, and rules of tennis. Permission of instructor only. May be repeated for credit.
- PER 215 Golf (PED 212)** 1 credit-3 hours
Fundamental skills, techniques of participation, strategy, and rules of golf. Permission of instructor only. May be repeated for credit.

PHYSICAL SCIENCES

- Ps. 101 Physical Science (PHS 101)** 3 credits
Basic principles of physics and chemistry, with practical application of the laws of science in problems. Includes Newton's laws of motion, forces, work, energy, Periodic Law, chemical elements, compounds, and mixtures.
- Ps. 102 Physical Science (PHS 102)** 3 credits
Basic principles of astronomy, geology, and meteorology. Includes study of various rock types, sedimentations, and geologic structure. Also a study of the earth and its origins, the solar system, and the universe including modern theories. A study of weather systems and how weather is predicted.
- Ps. 105 Astronomy (AST 110)** 3 credits
The methods and instruments used by astronomers; understanding the earth as an astronomical body; and the solar system and its relation to the galaxy. Prerequisite: none.

PHYSICS

- Phy. 101 Physics for Non-Science Majors (PHY 100)** 3 credits
Physics for non-science majors. A one semester course dealing with the major concepts of physics and their impact on our society. These concepts will be developed from a historical viewpoint using a minimum amount of mathematics.
- Phy. 201 General Physics (PHY 201)** 3 credits-3 hours lecture-3 hours lab
A non-calculus approach to physics emphasizing the quantitative aspects of mechanics, heat, electricity, sound, light, atomic structure, and nuclear energy. Recommended prerequisite: Mth. 106.
- Phy. 202 General Physics (PHY 202)** 4 credits-3 hours lecture-3 hours lab
A continuation of PHY. 201. Prerequisite: Phy. 201.

- Phy. 203 Physics for Engineers (PHY 210) 5 credits-4 hours lecture-3 hours lab**
A calculus approach to the physics of mechanics, heat and sound. Prerequisite: Mth. 205.
- Phy. 204 Physics for Engineers (PHY 211) 5 credits-4 hours lecture-3 hours lab**
A continuation of Phys. 203 including electricity, magnetism, and radiation. Prerequisite: Phys. 203.

POLITICAL SCIENCE

- Pol. 201 American Government (POS 201) 3 credits**
The constitutional basis, organization, and function of the National Government, emphasizing the Declaration of Independence, the Constitution, the three branches of federal government, political parties, pressure groups, and current problems. Prerequisite: sophomore standing.
- Pol. 202 State and Local Government (POS 205) 3 credits**
Historical, social, and legal basis of local and state government in the United States; the administrative methods and machinery of local and state governmental systems with special emphasis on Florida. Prerequisite: Sophomore standing.

PSYCHOLOGY

- Psy. 201 Introduction to Psychology (PSY 211) 3 credits**
Fundamentals, facts and laws of psychology and their applications to the understanding of human behavior, the relation of psychology to other fields, and the various problems and fields of psychology. Given without laboratory experiments. No prerequisite.
- Psy. 205 Educational Psychology (PYS 214 and/or EDP 205) 3 credits**
Theories of learning and the literature dealing with education from pre-school to college level, including principles of development, learning, motivation, problem solving, individual differences, adjustment, guidance and measurement. No prerequisite.

RADIOLOGIC TECHNOLOGY

- *RTE 161 Introduction to Radiologic Technology 2 credits**
A general history of Radiologic Technology and an overall view of the part that radiology plays in medicine. An introduction to the ethical principles and responsibilities of membership in a Paramedical Profession. Medical terminology, basic phases of Elementary Radiation Protection, and basic nursing procedures are presented.
- *RTE 162 Radiologic Positioning I 2 credits**
The course studies positioning of the body section of the chest and abdomen views of common radiographic studies of the osseous system. A film critique is held on each examination. Co-requisite: RTE 171.
- *RTE 163 Radiologic Techniques I 2 credits**
Fundamentals of electrical and radiation physics and the basic principles underlying the operation of X-ray equipment and auxiliary devices are presented. Practical applications are considered. The purpose of the course is to develop the knowledge and skills for a thorough efficient dark room procedure including the history and development of X-ray film, and the

chemical constituents of the processing solutions and their functions. Special emphasis is given to the subject of radiation protection.

- *RTE 164 Radiologic Positioning II** **2 credits**
 Positioning of less complex examination, and common procedures using contrast media and equipment is considered. Prerequisite: RET 162. Co-requisite: RTE 172.
- *RTE 165 Radiologic Techniques II** **2 credits**
 Continuation of Physics, Radiographic exposure and film critique. Prerequisite: RTE 163.
- *RTE 166 Radiologic Positioning III** **2 credits**
 A continuation of Radiographic positioning, and film critique. Prerequisite: RTE 164. Co-requisite: RTE 173.
- *RTE 167 Nursing and Pediatric Radiology** **2 credits**
 The course considers nursing procedures and techniques used in the general care of the patients with emphasis on the role of the radiologic technologist in various nursing situations. Fundamental principles of using sterile technique are presented. The study of experiences with children from birth to adolescence including special techniques is conducted. Co-requisite: RTE 174.
- *RTE 262 Radiologic Positioning IV** **2 credits**
 The course involves advanced radiographic procedures. Diversification in types of examination in the emergency, operating and fluroscopic rooms. Positioning, film critique and technical factors run concurrently. Prerequisite: RTE 166. Co-requisite: RTE 271.
- *RTE 263 Radiologic Techniques III** **2 credits**
 Personnel and patient safety is studied. Also considered is topographic anatomy and the relationship of organs to each other. Prerequisite: RTE 165.
- *RTE 265 Special Radiologic Procedures I** **2 credits**
 The course involves the more complex and advanced procedures such as vascular and arterial radiographs. Positioning, Technical Factors and Film Critique are held on each special procedure.
- *RTE 266 Special Radiologic Procedures II** **2 credits**
 Equipment use and methods including contrast media and special procedures is presented. Technique and film critique are held after every special procedure. The course provides an understanding of the anatomy and contours of the teeth and mouth and the geometry of image formation of this area. Prerequisite: RTE 265. Co-requisite: RTE 272.
- *RTE 283 Nuclear Medicine Technology** **1 credit**
 The course outlines the basic fundamentals of a Nuclear Medicine Department. Radioactive isotopes and demonstrations of the more commonly employed applications are reviewed.
- *RTE 285 Radiation Therapy** **3 credits**
 Basic minimal requirements for the technologist in radiation therapy are studied. Record keeping in a therapy department, the treating of patients with radium, and positioning for radiation therapy is considered. Co-requisite: RTE 273.

- *RTE 268 Administrative Radiologic Techniques** 2 credits
The organization, functions, supervision and financial procedures for a department of radiology are studied. The course presents the correct departmental, intra and inter-department relationships and studies policies relative to personnel management. Familiarization with the component circuits of an X-ray unit, permitting detection and correction of simple difficulties which interfere with or prevent the proper function of the equipment, is sought. A general review is held of the entire program. Co-requisite: RTE 274.
- *RTE 287 Medical and Surgical Diseases** 1 credit
The course provides a survey of medical and surgical diseases and the changes that occur in disease and injury with application of X-ray Technology.
- *RTE 171 Radiological Practicum** 2 credits
Hospital-Clinical experience within a department of radiology. 3 hours per day — 5 days per week.
- *RTE 172 Radiological Practicum** 2 credits
Hospital-Clinical experience within a department of radiology. 3 hours per day — 5 days per week.
- *RTE 173 Radiological Practicum** 1 credit
Hospital-Clinical experience within a department of radiology. 3 hours per day — 5 days per week.
- *RTE 174 Radiological Practicum** 1 credit
Hospital-Clinical experience within a department of radiology. 3 hours per day — 5 days per week.
- *RTE 271 Radiological Practicum** 4 credits
Hospital-Clinical experience with a department of radiology. 5 hours per day — 5 days per week.
- *RTE 272 Radiological Practicum** 4 credits
Hospital-Clinical experience within a department of radiology. 5 hours per day — 5 days per week.
- *RTE 273 Radiological Practicum** 1 credit
Hospital-Clinical experience within a department of radiology. 5 hours per day — 5 days per week.
- *RTE 274 Radiological Practicum** 2 credits
Hospital-Clinical experience within a department of radiology. 5 hours per day — 5 days per week.
- *RTE 291 Radiologic Technology Internship** 12 credits
Application of all previously learned skills will occur as a working staff member in a department of Radiology for a period of forty hours weekly for seventeen weeks. Prerequisite: Completion of twenty-four months in the program.

READING

- RGD. 099 Remedial Reading** No credits-3 hours lecture
Review of the basics associated with the reading process. Major emphasis placed on work attack, spelling. Diagnostic in nature with individualized instruction. No prerequisite.

- Rdg. 100 Developmental Reading (ENG 105) 3 credits**
 Diagnostic in nature to allow the student insight regarding his strengths and weaknesses in the reading act. Instruction is individualized with a minimum of lecture. The approach is varied, with emphasis on comprehension and flexibility of rate improvement expected as a result of all the factors which comprise the reading task. Study skills are taught as well as vocabulary development and improved work attack skills. No prerequisite.
- Rdg. 101 Developmental Reading (ENG 106) 3 credits**
 Continuation of the principles and practices encountered in Reading 100. Recommendation of instructor.

SOCIAL SCIENCE

- SS 211 Introduction to Social Sciences (SSS 201) 3 credits**
 Interrelationships among the various social sciences and their application to modern cultural trends. Emphasis is placed on individual student research and analysis of these trends. Prerequisite: Sophomore standing.

SOCIOLOGY

- Soc. 201 Introduction to Sociology (SOC 201) 3 credits**
 Human Society: Social relations, social organization, and social institutions. No prerequisites.
- Soc. 202 Social Problems (SOC 210) 3 credits**
 The causes and proposed solutions of contemporary social problems; suicide, mental disease, personal demoralization, delinquency, crime, family disorganization, divorce, minority groups, economic security, war, health education, and population growth. Prerequisite: Soc. 150. Same as Crj. 200.
- Soc. 203 Marriage and Family Adjustment (SOC 220) 3 credits**
 Preparation for marriage—with emphasis on dating, marriage, and early marital adjustment, parenthood, family crises. Prerequisite: Sophomore standing or permission of instructor.

SPANISH

First year language courses are intended for students who have had no previous formal instruction in the language. Students with two years of high school Spanish normally enter the second-year course.

- Sp. 101 Elementary Spanish (SPA 101) 3 credits**
 Grammatical precepts regarding the phonetic principles of the language, verb formation and rise, sentence structure. Grammatical practice through composition. Reading, translation, and analysis of selected works. No prerequisite.
- Sp. 102 Elementary Spanish (SPA 102) 3 credits**
 Continuation of Spanish 101. Prerequisite: Sp. 101 or the equivalent.
- Sp. 201 Introduction to Hispanic Civilization (SPA 230) 3 credits**
 Principles of linguistics, history of the Spanish language in its different periods. Reading in literature and cultural history of the Hispanic Countries. Brief review of grammar. Prerequisite: Sp. 102 or equivalent.

- 202 Introduction to Hispanic Civilization (SPA 231)** 3 credits
Continuation of Sp. 201. Prerequisite: Sp. 201.
- Sp. 213 Intermediate Spanish (SPA 210)** 2 credits
Life in Spanish countries, conducted in the language. Prerequisite: Sp. 102.
- Sp. 214 Intermediate Spanish, Conversation, and Pronunciation (SPA 220)** 2 credits
Continuation of Spanish 213. Prerequisite: Sp. 213.

SPEECH

- Sph. 099 Remedial Personal Speech** No credits-3 hours lecture
Personal Remedial Speech is designed for students who need to improve their speech by elimination of dialectical and articulatory errors. Equal emphasis is given to the organization and expression of ideas and vocabulary building. No prerequisite.
- Sph. 110 Voice and Articulation Improvement (SPE 115)** 3 credits
To establish good habits of speech through analysis of each student's voice, articulation, and pronunciation, with directed exercises and practice for improvement. Prerequisite: none.
- Sph. 111 Continuation of Speech 110 (SPE 116)** 3 credits
- Sph. 120 Fundamentals of Speech (SPE 120)** 3 credits
Study and training in the basic skills required for public speaking, including the areas of voice control, bodily action, and choice and preparation of speech material. Continuous practice in application of speech techniques and critical listening. Prerequisite: none.
- Sph. 121 Fundamentals of Speech (SPE 121)** 3 credits
A continuation of Sph. 120. Prerequisite: Sph. 120 or permission of the instructor.
- Sph. 135, 136, 237, 238 Forensic Activity (SPE 181, 281)** 1 credit-3 hours
Active participation in one or more Forensic Activities in on-campus and off-campus events; Debate, Oral Interpretation, Persuasive Speaking, Ex-temporaneous Speaking, Reader's Theater. Prerequisite: none.

SURVEYING

- *Sur. 201 Elementary Surveying (CIT 260)** 3 credits
Field use of surveyor's instruments—surveyor's chain, rods, level, transit—adjustment of instruments, running traverse, keeping field notes, preliminary stadia, closing surveys and calculating areas. Prerequisite: Permission of the instructor.
- *Sur. 202 Advanced Surveying (CIT 280)** 3 credits
Continuation of Sur. 201, involving running traverses, topographic surveys, cross-sections, profiles, circular and parabolic curves and staking grades. Prerequisite: Sur. 201.



ASSOCIATE IN APPLIED SCIENCE DEGREE

Vocational College Supervisory and Service Management Program

The Associate in Applied Science Degree program is designed to give the student a two-year vocational college program in which he must complete 60 hours of credits as specified below:

- a. 18 hours of General Education from: English, Reading, Speech, and Social Studies (with no more than six hours in any one area).
- b. 12 hours of Business, Technical or other electives designed to support and expand the student's program. Depending on program emphasis these courses could include such things as: Introduction to Business, Business Mathematics, Office Accounting, Personnel Management, Graphics, Electronics and Mid-Management Seminar.
- c. 30 hours of Vocational Service Management.

The Associate in Applied Science Degree can be earned in the following vocational specialties:

Auto Body and Fender Repair	Radio/TV
Air Conditioning, Refrigeration and Heating	Vocational Drafting
Auto Mechanics	Welding
Cosmetology (1200-hour program)	

ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENT

To meet the requirements for the Associate in Applied Science degree, the student must complete the required courses for graduation; 30 hours of vocational service management, plus at least 18 hours of general education and 12 hours of Business, Technical or other electives. In addition, the student must:

1. Take the last 20 hours at this college unless written permission is authorized from the office of the Dean of Instruction.
2. Have a grade-point average of 2.0 on all college courses attempted.
3. Apply for graduation at the beginning of the semester or term in which the student plans to graduate. This application must include the payment of the graduation fee.
4. Participate in all phases of the graduation exercise.
5. Complete the Cultural Affairs requirement.
6. Be recommended by the faculty to the President of the College for the confirmation of the degree.

On the following pages is a list of course descriptions pertaining to the Associate in Applied Science Degree program. Also, special information on the Cosmetology and Practical Nurse program plus information on the One-Year Vocational Certificate program is given.

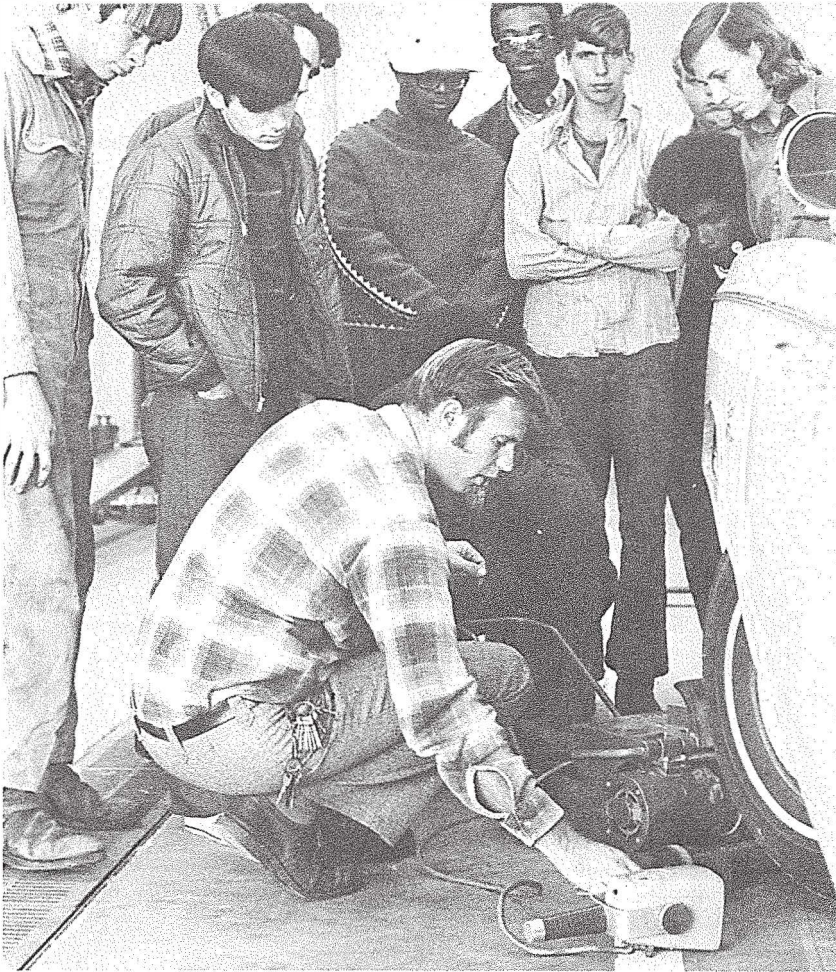
AUTO BODY AND FENDER REPAIR

- *ABF 131 Auto Body and Frame Construction, and Service Management 3 credits**
5 class hours per week, (1) How metal is formed to provide strength, (2) Frame construction, (3) Unit body construction, (4) Hardware and trim.
- *ABF 132 Basic Auto Body and Fender Repair and Service Management 3 credits**
5 class hours per week, (1) Metal bumping, (2) Welding, brazing, soldering and shrinking, (3) Metal finishing.
- *ABF 133 Advanced Auto Body and Fender Repair, and Service Management 3 credits**
5 class hours per week, (1) Small collision repair, (2) Body and fender alignment, (3) Panel replacement.
- *ABF 134 Advanced Auto Body Collision Repair, and Service Management 3 credits**
5 class hours per week, (1) Conventional body and frame alignment, (2) Unitized body alignment, use of gauges, (3) Post and panel replacement.
- *ABF 135 Auto Body Fiberglass and Plastic, and Service Management 3 credits**
5 class hours per week, (1) Patching metal with fiberglass, (2) Patching fiberglass, (3) Use of plastic with fiberglass or metal.

- ***ABF 136 Advanced Fiberglass, and Service Management** **3 credits**
5 class hours per week, (1) Making moulds for panels, (2) Construction with fiberglass, (3) Finishing and painting fiberglass.
- ***ABF 251 Auto Body Lock, Hinges, and Glass Service Management** **3 credits**
5 class hours per week, (1) Door locks and stiker plates, (2) Door glasses and regulators, (3) Hinges installation and alignment.
- ***ABF 252 Advanced Auto Body Welding, and Service Management** **3 credits**
5 class hours per week, (1) Shrinking with heat, (2) Use of heat to straighten metal, (3) Use of heat to fill metal with solder, (4) Sweating on clamps.
- ***ABF 253 Basic Auto Body Refinishing, and Service Management** **3 credits**
5 class hours per week, (1) Sanding and priming, (2) Masking and cleaning, (3) Spray Gun techniques.
- ***ABF 254 Advanced Auto Refinishing, and Service Management** **3 credits**
5 class hours per week, (1) Ground coats and sealers, (2) Spray vinyl and vinyl roof covers, (3) Wood grain, decals, and stripes.
- ***ABF 255 Advanced Custom Refinishing, and Service Management** **3 credits**
5 class hours per week, (1) Metal flake, (2) Diamond flake, (3) Fading and blending, (4) Compounding and clear coating.
- ***ABF 256 Auto Body and Fender, Advanced Service Management** **3 credits**
5 class hours per week, (1) Cost and estimating, (2) Auto insurance and adjustment, (3) Repair procedures, (4) Customer relations.
- ***ABF 259 Advanced Specialized Courses in Auto Body and Fender and Automotive Refinishing** **Various Credits**

AIR CONDITIONING

- ***ACF 131 Basic Refrigeration** **3 credits**
Introduction to refrigeration—the history, refrigeration cycle, tools of the trade, and principles of service management. 5 class hours per week.
- ***ACG 132 Heat and Temperature** **3 credits**
Nature of heat and energy in refrigeration, temperature measurements, sensible heat, latent heat, heat transfer, and service management. 5 class hours per week.
- ***ACG 133 Basic Electricity I (Air Conditioning)** **3 credits**
Introduction to electricity covering sources, measuring devices, Ohm's law, circuits, and service management. 5 class hours per week.
- ***ACG 134 Basic Electricity II (Air Conditioning)** **3 credits**
Covers the 3 basic types of electrical devices. Also covers electric motors, relays, solenoids, heat strips, capacitors, and service management. 5 class hours per week.
- ***ACG 135 Applied Electricity I (Air Conditioning)** **3 credits**
Introduction to test equipment and circuit protection—Practical circuits and power, energy, and service management. 5 class hours per week.
- ***ACG 136 Applied Electricity II (Air Conditioning)** **3 credits**
Advanced theory of electrical motors, transformers, control devices, circuit reading, and service management. 5 class hours per week.



- *ACG 137 Components of Refrigeration** **3 credits**
Introduction to compressors, condensers, evaporators, metering devices and service management. 5 class hours per week.
- *ACG 251 Automotive Air Conditioning** **3 credits**
Introduction to automotive air conditioning and service management. 5 class hours per week.
- *ACG 252 Introduction to Automotive Air Conditioning** **3 credits**
Heating and cooling loads. Calculating of heating and cooling loads and service management. 5 class hours per week.
- *ACG 253 Duct Systems (Air Conditioning and Heating)** **3 credits**
Introduction to the construction, layout and balancing of a duct system and service management. 5 class hours per week.
- *ACG 154 Heat** **3 credits**
Introduction to electrical, gas, oil heating systems, and service management. 5 class hours per week.

- *ACG 255 Air Conditioning and Heating Service Mid-Management 3 credits
Principles and theory of business, customer, employer and employee relations. 5 class hours per week.
- *ACG 259 Air Conditioning—Special various
Special courses or seminars as developed to meet the needs of the community. Class hours per week—varies.

AUTO MECHANICS

- *AUS 131 Introduction to Auto Mechanics and Service Management 3 credits
To orient students in the field of auto mechanics through the study and practice of basic automotive technology. Shop safety, tool utilization, shop organization, and automotive systems will be emphasized. 5 class hours per week.
- *AUS 132 Automotive Service and Minor Repair 3 credits
An understanding of the automotive systems and skills required to repair minor system problems with particular emphasis on preventative maintenance. Shop safety, automotive theory, hand tool selection, service management, and diagnostic equipment will be surveyed and utilized. 5 class hours per week.
- *AUS 133 Introduction to Automotive Engine 3 credits
Understanding of the engine theory of operation and practice of engine overhaul procedure for the experience of beginning students. Shop safety, tool selection, shop service management, and engine overhaul procedures will be emphasized. 5 class hours per week.
- *AUS 134 Engine Tune-Up 3 credits
Diagnosis and tune-up procedures as they pertain to the function and control of the engine. Shop safety, tool selection, engine analyzing equipment, and service management will be emphasized. 5 class hours per week.
- *AUS 135 Automotive Brake Systems 3 credits
Nomenclature of brakes, theory of operation and service procedures on automotive brake systems, related components, and service management. 5 class hours per week.
- *AUS 136 Automotive Front End 3 credits
Nomenclature of suspensions, theory of operation, and service procedures on automotive front and suspensions, related components, and service management. 5 class hours per week.
- *AUS 251 Engine Electrical Systems 3 credits
Intensive study of chassis and body wiring diagrams as a basis for diagnosis of malfunction. Shop safety, testing instruments, electrical systems, and service management will be emphasized. 5 class hours per week.
- *AUS 252 Automotive Organization and Service Management 3 credits
Study of automotive industry with emphasis on service department arrangement ranging from large organizations to smaller independent shops. 5 class hours per week.
- *AUS 253 Automotive Power Train 3 credits
Maintenance and servicing techniques of drive line units. Practical experience in disassembly, reassembly of working units, and service management will be emphasized. 5 class hours per week.

- *AUS 254 **Automatic Transmissions and Service Management** **3 credits**
Maintenance and servicing techniques of automatic transmission units with emphasis on practical experience in disassembly and reassembly of working units. 5 class hours per week.
- *AUS 255 **Engine Overhaul** **3 credits**
Advanced knowledge in engine theory and repair. Customer engine overhauls will be performed under actual shop conditions. Shop safety, tool selection, and service management will be emphasized. 5 class hours per week.
- *AUS 256 **Advanced Electricity, Trouble Shooting and Service Management** **3 credits**
Testing with oscilloscopes, generator, regulator, alternator testers; battery starter testers; and distribution testers will be implemented. Prerequisite: AUS 124 and AUS 221. 5 class hours per week.
- *AUS 259 **Auto Mechanics Special** **Various credits**
Special courses or seminars as developed to meet the needs of the community. Class Hours per week—varies.

VOCATIONAL DRAFTING

- *DTG 131 **Basic Occupational Drafting and Supervision** **3 credits**
Introduction to drafting principles and practices. Orientation of students in the various drafting occupations. Basic tools of drafting, proper selection and utilization. Basic Shop Mathematics. 5 class hours per week.
- *DTG 132 **Basic Occupational Drafting and Supervision** **3 credits**
Basic skills in sketching and instrument drafting. 5 class hours per week.
- *DTG 133 **Basic Occupational Drafting and Supervision** **3 credits**
Orthographic and pictorial drawing. Size description fundamentals. Basic drafting room operations. 5 class hours per week.
- *DTG 134 **Intermediate Occupational Drafting and Supervision** **3 credits**
Specialized tools of drafting and practice in their usage. Study of National and Industrial Drafting and Design Standards. Introduction to shop processes. 5 class hours per week.
- *DTG 135 **Intermediate Occupational Drafting and Supervision** **3 credits**
Continued practice toward quality improvement of skills in sketching, instrument drafting and lettering. 5 class hours per week.
- *DTG 136 **Intermediate Occupational Drafting and Supervision** **3 credits**
Sectioning, auxiliary views and revolutions, dimensioning and tolerancing, pictorial projections, threads and fasteners, working drawings. Drafting room organization. 5 class hours per week.
- *DTG 251 **Advanced Occupational Drafting and Supervision** **3 credits**
Drafting room management, company drafting and design standards, reference materials, reproduction and control of drawings. 5 class hours per week.
- *DTG 252 **Advanced Occupational Drafting and Supervision** **3 credits**
Perfecting of all drafting skills. Simple design problems. 5 class hours per week.

- *DTG 253 **Advanced Occupational Drafting and Supervision** 3 credits
Design layouts, assembly drawings intersections and developments, gears and cams. 5 class hours per week.
- *DTG 254 **Selective Fields of Occupational Drafting and Supervision** 3 credits
Study of available standards in fields of architectural, structural, electronic, piping, and topographical drafting. 5 class hours per week.
- *DTG 255 **Selective Fields of Occupational Drafting and Supervision** 3 credits
Skill improvement as applied to any or all of the selective fields of drafting. 5 class hours per week.
- *DTG 256 **Selective Fields of Occupational Drafting and Supervision** 3 credits
In depth study of dimensioning and tolerancing for interchangeability. 5 class hours per week.
- *DTG 259 **Advanced Special Vocational Drafting and Design** Various credits
Special courses or seminars as developed to meet the needs of the community. Class hours per week—various.

RADIO AND TELEVISION

- *RTV 131 **Basic Electricity I and Service Management** 3 credits
Covering AC and DC voltages and currents in series and parallel circuits, Ohm's law and power. 5 class hours per week.
- *RTV 132 **Basic Electricity II and Service Management** 3 credits
Covering capacitance, magnetism, inductance, transformers, and DC motors. Prerequisite: RTV 131 or concurrently with Stet or instructor's approval. 5 class hours per week.
- *RTV 133 **Basic Electronics I and Service Management** 3 credits
Covering vacuum tube theory and general usage of the oscilloscopes and signal generators. Prerequisite: RTV 132 or concurrent with or instructor's approval. 5 class hours per week.
- *RTV 151 **Basic Electronics II and Service Management** 3 credits
Covering vacuum tubes in low frequency amplifiers, capacitors, and conductors in AC circuits. Prerequisite: RTV 133 or concurrent with or instructor's approval. 5 class hours per week.
- *RTV 152 **Basic Electronics III and Service Management** 3 credits
Covering power supplies, resonance, modulation and demodulation, R.F. amplifiers, and oscillators. Prerequisite: RTV 151 or concurrent with or instructor's approval. 5 class hours per week.
- *RTV 153 **Semi-Conductors and Service Management** 3 credits
Covering transistor theory and applications. Prerequisite: RTV 152 or concurrent with or instructor's approval. 5 class hours per week.
- *RTV 271 **Advanced Electronics, Basic Television (B&W) I and Service Management** 3 credits
Covering low voltage power supplies, cathode ray tube and transmitted television signal. Prerequisite: RTV 153 or one year Electronic Training which includes vacuum tubes and transistors. 5 class hours per week.

- *RTV 272 Advanced Electronics, Basic Television (B&W) II and Service Management** 3 credits
Covering vertical and horizontal circuits. Prerequisite: RTV 153 or one year Electronic Training which includes vacuum tubes and transistors. 5 class hours per week.
- *RTV 273 Advanced Electronics, Basic Television (B&W) III and Service Management** 3 credits
Covering high voltage power supply synchronization circuits, video amplifiers, and I.F. amplifiers. Prerequisite: RTV 153 or one year Electronic Training which includes vacuum tubes and transistors. 5 class hours per week.
- *RTV 274 Advanced Electronics, Basic Television (B&W) IV and Service Management** 3 credits
Covering AGC circuits, VHF and UHF, FM sound and CCTV systems. Prerequisite: RTV 153 or one year Electronic Training which includes vacuum tubes and transistors. 5 class hours per week.
- *RTV 291 Advanced Television (COLOR) I and Service Management** 3 credits
Covering color CRT, chroma band pass, burst amplifiers, chroma sync and color killer. Prerequisite: RTV 153 or one year Electronic Training which includes vacuum tubes and transistors. 5 class hours per week.
- *RTV 292 Advanced Television (COLOR) II and Service Management** 3 credits
Covering R-Y, G-Y, B-Y amplifiers—Focus rectifiers, short regulators, color television adjustments and alignments and video tape recorders. Prerequisite: RTV 153 or one year Electronics Training which includes vacuum tubes and transistors. 5 class hours per week.
- *RTV 295 Electronics—Special** Various credits
Special courses or seminars as developed to meet the needs of the community. Class hours per week—various.

COMBINATION WELDING COURSE

- *WEL 131 Welding Services** 3 credits
Consists of oxy-acetylene welding principles and basic shop mathematics; shop safety and management. Laboratory work will be oxy-acetylene cutting, brazing, welding light steel. 5 class hours per week.
- *WEL 132 Welding Service and Management** 3 credits
Basic metallurgy, study of different types of welding machines, types of electrodes, safety standards. Laboratory work will consist of welding mild steel in all positions. 5 class hours per week.
- *WEL 153 Welding Service** 3 credits
Study of geometric layouts, pipe templates, usage of shop drawings. Laboratory cutting pipe to template design with torch, fabricating steel pipe clusters. 5 class hours per week.
- *WEL 154 Welding Service and Management**
Reading blueprints, advanced layout drawings, study of inert gas principles, machines. Shop work consisting of mild steel welding with metallic inert gas. 5 class hours per week.

- *WEL 155 Welding Service** **3 credits**
Principles of tungsten inert gas operations. Cluster pipe designs and usages. Shop operation of TIG welder using aluminum and stainless steel, all positions. 5 class hours per week.
- *WEL 156 Welding Service and Job Shop Management** **3 credits**
Cost estimates of jobs. Preparing shop drawings. Principles of submerged arc welding studies. Project work with students preparing drawings, estimating costs will be final laboratory work. 5 class hours per week.
- *WEL 259 Welding—Special** **Various credits**
Special courses or seminars are developed to meet the needs of the community. Class hours per week—varies.



INSTITUTIONAL CREDIT COURSES

All occupational and adult non-college credit education courses may be offered for institutional credit. The institutional credit hours awarded for these courses is in proportion to their contact hours which will vary depending upon the term offered. The following formula will be applied when assigning institutional credit:

<i>Instruction</i>	<i>Contact Hours</i>	<i>Institutional Credit</i>
Lecture	16	1
Supervised Laboratory	32	1

ACCOUNTING

ACC. 060 Principles of Accounting	Institutional Credit 3
ACC. 080 Principles of Accounting	Institutional Credit 3
ACC. 081 Principles of Accounting	Institutional Credit 3

AGRICULTURE

AME. 060 Agricultural Mechanics Technology I 8 class hours per week.	Institutional Credit 5
AME. 061 Agricultural Mechanics Technology II 8 class hours per week.	Institutional Credit 5
PLS. 060 Principles of Horticulture	Institutional Credit 3
ASC. 060 Introduction to Animal Science	Institutional Credit 3
ASC. 061 Animal Nutrition	Institutional Credit 3
ASC. 072 Animal Diseases and Pests	Institutional Credit 3
PLS. 070 Landscape Management	Institutional Credit 3
PLS. 061 Landscape Management	Institutional Credit 3
PLS. 062 Citrus Culture I	Institutional Credit 3
PLS. 063 Citrus Culture II 4 class hours per week.	Institutional Credit 3
FBM. 061 Agricultural Marketing Processing and Management	Institutional Credit 4
PLS. 064 Citrus Insects and Disease	Institutional Credit 3
ACE. 060 Principles of Agricultural Economics	Institutional Credit 3
FBM. 062 Agricultural Employment Experience	Institutional Credit 3
FCR. 060 Agricultural Finance	Institutional Credit 3

BUSINESS

STS. 060 Elementary Typewriting 5 class hours per week.	Institutional Credit 3
STS. 061 Intermediate Typewriting 5 class hours per week.	Institutional Credit 3

STS. 062	Advanced Typewriting 5 class hours per week.	Institutional Credit 3
STS. 063	Introductory Shorthand 5 class hours per week.	Institutional Credit 3
STS. 064	Intermediate Shorthand 5 class hours per week.	Institutional Credit 3
SAM. 010	Introduction to Business	Institutional Credit 3
APM. 060	Mathematics of Business	Institutional Credit 3
AAC. 013	Office Accounting	Institutional Credit 3
RES. 013	Real Estate Licensing Law	Institutional Credit 3
RES. 060	Real Estate Principles and Practices	Institutional Credit 2
BUM. 091, 092, 093, 094	Mid-Management Seminar and Supervised Work Experience	Institutional Credit Each 4
BUM. 081, 083, 084	Mid-Management Seminar and Supervised Work Experience (Summer Sessions Only)	Institutional Credit Each 2
OFO. 060	Dictation and Transcription	Institutional Credit 3
SAM. 011	Business Law	Institutional Credit 3
AAC. 061	Principles of Finance	Institutional Credit 3
AAC. 062	Money and Banking	Institutional Credit 3
IMA. 060	Principles of Marketing	Institutional Credit 3
GME. 060	Principles of Retailing	Institutional Credit 3
ADS. 060	Advertising and Sales Promotion	Institutional Credit 3
IMA. 061	Salesmanship	Institutional Credit 3
STS. 080	Secretarial Seminar and Supervised Work Experience	Institutional Credit 4
BAN. 016	Principles of Bank Operations	Institutional Credit 3
BUM. 011	Bank Management	Institutional Credit 3
BAN. 017	Credit Administration	Institutional Credit 3
SAM. 062	Principles of Management	Institutional Credit 3
OFO. 081	Office Machines	Institutional Credit 1, 2, 3
	<i>Group 1:</i> Ten-key electric adding machines and printing calculators and electronic calculator.	
	<i>Group 2:</i> Transcribing machines. For both the secretarial and clerical office student.	
	<i>Group 3:</i> Duplicating machines-mimeograph, spirit duplicator, thermofax, and verifax.	
SAM. 060	Personnel Management	Institutional Credit 3
SAM. 061	Human Relations in Business	Institutional Credit 3
FCR. 060, 061	Mid-Management Seminar and Banking Internship	Institutional Credit Each 4



FCR. 091 Fashion Merchandising
4 class hours per week.

Institutional Credit 4

CRIMINAL JUSTICE

SOC. 010 Social Problems

Institutional Credit 3

LAE. 060 Introduction to Criminal Justice

Institutional Credit 3

LAE. 061 Criminology I

Institutional Credit 3

LAE. 080 Criminology II

Institutional Credit 3

LAE. 062 Traffic Administrative

Institutional Credit 3

LAE. 063 Police Administration and Organization

Institutional Credit 3

LAE. 064 Criminal Law I

Institutional Credit 3

LAE. 081 Criminal Law II

Institutional Credit 3

LAE. 065 Deviant Behavior

Institutional Credit 3

LAE. 066 Police Operations

Institutional Credit 3

LAE. 067 Probation, Pardons and Parole

Institutional Credit 3

LAE. 068 Correctional Custody, Jails and Detention

Institutional Credit 3

LAE. 069 Criminalistics I

Institutional Credit 3

LAE. 021 Orientation to Law Enforcement
5 class hours per week.

Institutional Credit 3

LAE. 022 Introduction to Law Enforcement
5 class hours per week.

Institutional Credit 3

LAE. 023 Organization of Law Enforcement Agencies
5 class hours per week.

Institutional Credit 3

LAE. 024 Law for the Law Enforcement Officer 5 class hours per week.	Institutional Credit 3
LAE. 025 Criminology and the Criminal Justice Process 5 class hours per week.	Institutional Credit 3
LAE. 026 Auxiliary Skills for the Law Enforcement Officer 5 class hours per week.	Institutional Credit 3
LAE. 071 Traffic Administration 5 class hours per week.	Institutional Credit 3
LAE. 072 Crime Investigation 5 class hours per week.	Institutional Credit 3
^o LAE. 074 Cooperative Training I 5 class hours per week.	Institutional Credit 3
*LAE. 075 Cooperative Training II 5 class hours per week.	Institutional Credit 3
*LAE. 076 Cooperative Training III 5 class hours per week.	Institutional Credit 3

DATA PROCESSING

BDP. 060 Introduction to Data Processing	Institutional Credit 3
BDP. 061 COBOL Programming I	Institutional Credit 3
BDP. 062 COBOL Programming II	Institutional Credit 3
BDP. 062 Fortran IV (see MTH 210)	Institutional Credit 3

ELECTRONICS

ELS. 060 Director Current Circuits 6 class hours per week.	Institutional Credit 4
ELS. 062 Alternating Current Circuits 6 class hours per week.	Institutional Credit 4
ELS. 063 Fundamentals of Electronics 6 class hours per week.	Institutional Credit 4
ELS. 064 Electronic Circuits Systems 6 class hours per week.	Institutional Credit 4
ELS. 065 Advanced Electronic Circuits 6 class hours per week.	Institutional Credit 4
ELS. 066 Semi-conductor Electronics 6 class hours per week.	Institutional Credit 4

ENGLISH

TER. 011 Technical Communications	Institutional Credit 3
SES. 032 Business Communications	Institutional Credit 3

^oPrerequisites: LAE 021 through LAE 073 and permission of the instructor.

GRAPHIC SCIENCE

DTG. 060 Engineering Graphics 5 class hours per week.	Institutional Credit 3
DTG. 061 Descriptive Geometry 5 class hours per week.	Institutional Credit 3
DTG. 062 Technical Drafting 5 class hours per week.	Institutional Credit 3
DTG. 063 Technical Drafting 5 class hours per week.	Institutional Credit 3
DTG. 064 Civil Drafting 5 class hours per week.	Institutional Credit 3
DTG. 065 Charts and Graphs 3 class hours per week.	Institutional Credit 2
DTB. 066 Intersections and Developments 3 class hours per week.	Institutional Credit 2
DTG. 067 Industrial Materials	Institutional Credit 3
DTG. 068 Architectural Drafting 5 class hours per week.	Institutional Credit 3
DTG. 069 Pictorial Drafting 5 class hours per week.	Institutional Credit 3
DTG. 070 Illustrations 5 class hours per week.	Institutional Credit 3
DTG. 071 Electronic Drafting 7 class hours per week.	Institutional Credit 4
DTG. 072 Machine Drafting 5 class hours per week.	Institutional Credit 3
DTG. 073 Machine Drafting 5 class hours per week.	Institutional Credit 3
DTG. 074 Numerical Drafting 3 class hours per week.	Institutional Credit 2
DTG. 075 Methods of Fabrication	Institutional Credit 3

HOME ECONOMICS

CLT. 060 Basic Clothing Selection and Construction 5 class hours per week.	Institutional Credit 3
HOM. 060 Family Finance	Institutional Credit 3
FON. 060 Principles of Nutrition	Institutional Credit 3
CLT. 080 Introduction to Textiles	Institutional Credit 3
CHD. 060 The Pre-School Child in the Family	Institutional Credit 3
CHD. 061 Principles of Teaching the Pre-School Child	Institutional Credit 3

CHD. 062 Creative Experiences for the Pre-School Child 4 class hours per week.	Institutional Credit 3
CHD. 080 Participation in the Child Care Center 5 class hours per week.	Institutional Credit 4
FON. 061 Food for the Family 6 class hours per week.	Institutional Credit 4
HEF. 060 Art in Home and Dress	Institutional Credit 3
HEN. 010 Seminar in Personal Development	Institutional Credit 3

HOTEL-MOTEL ADMINISTRATION

HOL. 060 Introduction to Hotel-Motel Management	Institutional Credit 3
HOL. 061 Hotel-Motel Housekeeping	Institutional Credit 3
HOL. 062 Front Office Procedures	Institutional Credit 3

INSTITUTIONAL FOOD SERVICE

QFO. 060 Nutrition	Institutional Credit 3
QFO. 061 Food Preparation I	Institutional Credit 3
QFO. 062 Food Preparation II	Institutional Credit 3
QFO. 063 Sanitation and Safety	Institutional Credit 3
QFO. 064 Food Merchandising and Service	Institutional Credit 3
QFO. 065 Use and Care of Kitchen Equipment	Institutional Credit 3
QFO. 066 Food Service Supervision and Management	Institutional Credit 3
QFO. 080 Food Service Seminar and Supervised Work Experience	Institutional Credit 4

MATHEMATICS

APM. 061 Technical Mathematics I	Institutional Credit 3
APM. 062 Technical Mathematics II	Institutional Credit 3

SURVEYING

CIT. 060 Elementary Surveying	Institutional Credit 3
CIT. 080 Advanced Surveying	Institutional Credit 3

AUTO BODY AND FENDER REPAIR

ABF. 031 Auto I Body and Frame Construction, and Service Management 5 class hours per week.	Institutional Credit 3
ABF. 032 Basic Auto Body and Fender Repair and Service Management 5 class hours per week.	Institutional Credit 3

ABF. 033	Advanced Auto Body and Fender Repair and Service Management 5 class hours per week.	Institutional Credit 3
ABF. 034	Advanced Auto Body Collision Repair and Service Management 5 class hours per week.	Institutional Credit 3
ABF. 053	Basic Auto Body Refinishing, and Service Management 5 class hours per week.	Institutional Credit 3
ABF. 054	Advanced Auto Refinishing, and Service Management 5 class hours per week.	Institutional Credit 3
ABF. 055	Advanced Custom Refinishing, and Service Management 5 class hours per week.	Institutional Credit 3
ABF. 056	Auto Body and Fender Advanced Service Management 5 class hours per week.	Institutional Credit 3
ABF. 059	Advanced Specialized Courses in Auto Body and Fender and Automotive Refinishing	Institutional Credit, Various Credits

AIR CONDITIONING

ACG. 031	Basic Refrigeration 5 class hours per week.	Institutional Credit 3
ACG. 032	Heat and Temperature 5 class hours per week.	Institutional Credit 3
ACG. 033	Basic Electricity I (Air Conditioning) 5 class hours per week.	Institutional Credit 3
ACG. 034	Basic Electricity II (Air Conditioning) 5 class hours per week.	Institutional Credit 3
ACG. 035	Applied Electricity I (Air Conditioning) 5 class hours per week.	Institutional Credit 3
ACG. 036	Applied Electricity II (Air Conditioning) 5 class hours per week.	Institutional Credit 3
ACG. 037	Components of Refrigeration 5 class hours per week.	Institutional Credit 3
ACG. 051	Automotive Air Conditioning 5 class hours per week.	Institutional Credit 3
ACG. 052	Introduction to Automotive Air Conditioning 5 class hours per week.	Institutional Credit 3
ACG. 053	Duct Systems (Air Conditioning and Heating) 5 class hours per week.	Institutional Credit 3
ACG. 054	Heat 5 class hours per week.	Institutional Credit 3

ACG. 055 Air Conditioning and Heating Institutional Credit 3
5 class hours per week.

ACG. 059 Air Conditioning—Special Institutional Credit, Various Credits

AUTO MECHANICS

AUS. 031 Introduction to Auto Mechanics Institutional Credit 3
5 class hours per week.

AUS. 032 Automotive Service and Minor Repair Institutional Credit 3
5 class hours per week.

AUS. 033 Introduction to Automotive Engine Institutional Credit 3
5 class hours per week.

AUS. 034 Engine Tune-UP Institutional Credit 3
5 class hours per week.

AUS. 035 Automotive Brake Systems Institutional Credit 3
5 class hours per week.

AUS. 036 Automotive Front End Institutional Credit 3
5 class hours per week.

AUS. 051 Engine Electrical Systems Institutional Credit 3
5 class hours per week.

AUS. 052 Automotive Organization and Service Management Institutional Credit 3
5 class hours per week.

AUS. 053 Automotive Power Train Institutional Credit 3
5 class hours per week.

AUS. 054 Automatic Transmission and Service Management Institutional Credit 3
5 class hours per week.

AUS. 055 Engine Overhaul Institutional Credit 3
5 class hours per week.

AUS. 056 Auto Mechanics Special Institutional Credit, Various Credits

VOCATIONAL DRAFTING

DTG. 031 Basic Occupational Drafting and Supervision Institutional Credit 3
5 class hours per week.

DRG. 032 Basic Occupational Drafting and Supervision Institutional Credit 3
5 class hours per week.

DTG. 033 Basic Occupational Drafting and Supervision Institutional Credit 3
5 class hours per week.

DTG. 034 Intermediate Occupational Drafting and Supervision Institutional Credit 3
5 class hours per week.

DTG. 035 Intermediate Occupational Drafting and Supervision Institutional Credit 3
5 class hours per week.

DTG. 036	Intermediate Occupational Drafting and Supervision 5 class hours per week.	Institutional Credit 3
DTG. 051	Advanced Occupational Drafting and Supervision Institutional Credit 3 5 class hours per week.	
DTG. 052	Advanced Occupational Drafting and Supervision Institutional Credit 3 5 class hours per week.	
DTG. 053	Advanced Occupational Drafting and Supervision Institutional Credit 3 5 class hours per week.	
DTG. 054	Selective Fields of Occupational Drafting and Supervision 5 class hours per week.	Institutional Credit 3
DTG. 055	Selective Fields of Occupational Drafting and Supervision 5 class hours per week.	Institutional Credit 3
DTG. 056	Selective Fields of Occupational Drafting and Supervision 5 class hours per week.	Institutional Credit 3
DTG. 059	Advanced Special Vocational Drafting and Design Institutional Credit, Various Credits	

RADIO AND TELEVISION

RTV. 031	Basic Electricity I and Service Management 5 class hours per week.	Institutional Credit 3
RTV. 032	Basic Electricity II and Service Management 5 class hours per week.	Institutional Credit 3
RTV. 033	Basic Electronics I and Service Management 5 class hours per week.	Institutional Credit 3
RTV. 051	basic Electronics II and Service Management 5 class hours per week.	Institutional Credit 3
RTV. 052	Basic Electronics III and Service Management 5 class hours per week.	Institutional Credit 3
RTV. 053	Semi-Conductors and Service Management 5 class hours per week.	Institutional Credit 3
RTV. 071	Advanced Electronics, Basic Television (B&W) I and Service Management 5 class hours per week.	Institutional Credit 3
RTV. 072	Advanced Electronics, Basic Television (B&W) II and Service Management 5 class hours per week.	Institutional Credit 3
RTV. 073	Advanced Electronics, Basic Television (B&W) III and Service Management 5 class hours per week.	Institutional Credit 3

RTV. 074 Advanced Electronics, Basic Television (B&W) IV and Service Management 5 class hours per week.	Institutional Credit 3
RTV. 091 Advanced Television (COLOR) I and Service Management 5 class hours per week.	Institutional Credit 3
RTV. 092 Advanced Television (COLOR) II and Service Management 5 class hours per week.	Institutional Credit 3
RTV. 059 Electronics—Special	Institutional Credit, Various Credits

COMBINATION WELDING COURSE

WEL. 031 Welding Services 5 class hours per week.	Institutional Credit 3
WEL. 032 Welding Service and Management 5 class hours per week.	Institutional Credit 3
WEL. 053 Welding Service 5 class hours per week.	Institutional Credit 3
WEL. 054 Welding Service and Management 5 class hours per week.	Institutional Credit 3
WEL. 055 Welding Service 5 class hours per week.	Institutional Credit 3
WEL. 056 Welding Service and Job Shop Management 5 class hours per week.	Institutional Credit 3
WEL. 059 Welding—Special	Institutional Credit, Various Credits

COSMETOLOGY

Cosmetology is an interesting and profitable occupation. 1200 hours of theory and practice is required for the Florida State Board of Cosmetology examination. Cosmetology is offered in a One-Year Certificate program or a Two-Year Associate in Applied Science degree program.

Application deadline for this program is June 1 for the program starting July 1, and December 1 for the program starting January 1. The following time schedule is followed:

- A. January class starts January 15, 1973.
- B. Application deadline for July class is June 1, 1973.
- C. July class starts July 23, 1973.
- D. Application deadline for January class is December 1, 1973.
- E. January class starts January 28, 1974.
- F. Application deadline for July class is June 1, 1974.
- G. July class starts July 29, 1974.
- H. Application deadline for January class is December 1, 1974.
- I. January class starts January 27, 1975.
- J. Application deadline for July class is June 1, 1975.
- K. July class starts July 28, 1975.

Each following class will have an application deadline of December 1 and June 1 and start the last week in January and July respectively.

If the applicant is over 18 years of age, a 10th grade equivalency is required. If under 18 years of age, a high school diploma is required. The high school diploma is required if the student is pursuing the AAS degree. Subjects covered in the cosmetology program are:

Grooming	Anatomy	Disorders and Diseases
Personality	Physiology	Electricity and Chemistry
Bacteriology	Skin and Scalp	Salon Management
Sterilization	Hair	Chemical Relaxing Massage
Sanitation	Nails	Facial Treatments
Shampooing	Styling	Facial Make-up
Scalp Treatments	Wigs	Hair Coloring
Manicuring	Cold Waving	Hair Removal
Hair Cutting	Ethics	Thermal Waving and Curling
Finger Waving	Hygiene	

PRACTICAL NURSING PROGRAM

For admission to the Indian River Community College Practical Nursing Program, the applicant must be at least 17 years of age, must have completed two years of high school or its equivalent, and must be a citizen of the United States or have legally declared intention of becoming a citizen. Application should be made no later than April 1. This is a 12-month (52-week) program, approved by the Florida State Department of Vocational Education, and accredited by the Florida State Board of Nursing. The student who successfully completes this course will be eligible to take the Florida State licensure examination.

Classroom instruction will be obtained on the campus of Indian River Community College. Specialized clinical experience will be provided off campus. Hospital experience in Medical and Surgical Recovery Room, Maternal and Newborn Care, and Pediatrics will be obtained at an area hospital.

VOCATIONAL EDUCATION CERTIFICATE

One-year certificate programs in vocational education are designed for the student who wishes to spend only one year in training after high school to prepare himself for a vocation. The student could complete a certificate program in one of the vocations, go to work, and then complete the Associate in Applied Science Degree after becoming gainfully employed. The Vocational Education Certificate program can be completed in the vocational specialties listed under the Associate in Applied Science degree and in Practical Nursing. (30 hours with minimum of 12 hours required in some one area).

SPECIAL EDUCATION PROGRAMS

INDIVIDUALIZED MANPOWER TRAINING PROGRAM

Indian River Community College has been selected as one of the new pilot demonstration sites of the federally funded Individualized Manpower Training Centers.

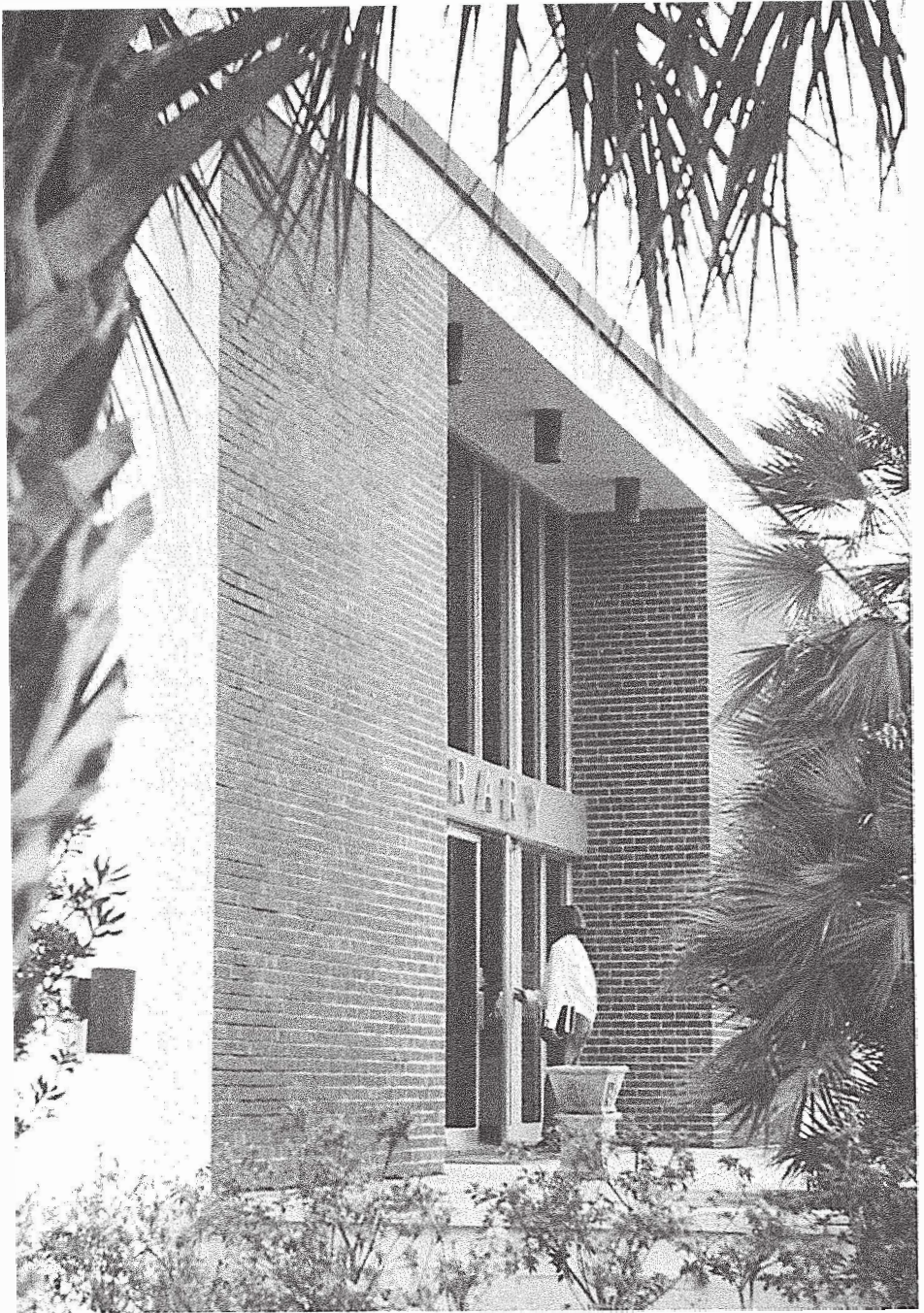
In the IMT Center, individualized instruction will be provided in remedial mathematics, language skills, reading, employability behaviors and complementary skills to disadvantaged and/or handicapped students from Indian River, Martin, Okeechobee, and St. Lucie Counties, Florida.

Within the total curriculum, the individualized programs will aim toward preparing trainees to reach their occupational goals. Instructional activities will be designed and prescribed to enable the trainees to acquire specific educational and employability skills. The basic design of the program will enable the trainees to participate in these activities concurrently with their occupational training courses.

When the trainees are admitted to the IMT Center, their academic strengths and weaknesses will be identified by various tests. After diagnosing of the test results, an individualized program of study will be prescribed, concentrating on the elimination of the academic deficiencies of the trainees.

COOPERATIVE ADVANCEMENT PROGRAM

This program is designed to assist adult migrant and seasonal farm workers in acquiring an education in all areas offered by the College curriculum. Examples of training available would be nurses aide, teacher's aide, auto mechanics, cosmetology, concrete block laying, electricity, office practice, and other occupational education classes. It is designed to offer financial assistance to a head of household during the period of time he is in school. The student should remain in the program until qualified in his chosen field.



**COLLEGE
ORGANIZATION**

ADMINISTRATION

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John W. Muir.....	<i>Dean of Instruction</i>
Ph.D., University of Georgia	
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M.S., Florida A & M University	
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M.Ed., Florida Atlantic University	
Burgess A. Meadows.....	<i>Associate Dean of Instruction</i>
M.Ed., University of Maryland	
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M.S., University of Tennessee	
David Anderson.....	<i>Assistant Dean of Instruction (Roschman Site)</i>
M.Ed., Florida Atlantic University	
Joseph H. Colville.....	<i>Director of Development</i>
M.A., University of Georgia	
Billie D. Bidle.....	<i>Director of Business Services</i>
Ada Coats Williams.....	<i>Assistant to the President for Personnel Affairs</i>
M.Ed., Florida Atlantic University	
Elmer M. Stapleton.....	<i>Internal Auditor</i>
B.S., Tri-State College	
H. Carson Meyer.....	<i>Coordinator of Community Services</i>
M.Ed., Florida Atlantic University	
William B. Palmer.....	<i>Coordinator of Community Services</i>
A.B., Heidelberg University	

INSTRUCTIONAL DIVISION DIRECTORS

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M.Ed., University of Florida	
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M.Ed., Texas A & M University	
John J. Avril.....	<i>Guidance</i>
M.A., Seton Hall University	
Frances L. Hammett.....	<i>Health Education</i>
B.A., Marion Wesleyan College	
R.N., University of Alabama	
Donald L. Peterson.....	<i>Municipal Services</i>
Ed.D., University of Florida	

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M.M.E., University of Kansas	

- Helen B. Keller *Language Arts*
M.A., University of Georgia
- Thomas Deal *Mathematics*
M.A., Appalachian State Teachers College
- Vernon H. Floyd *Physical Education*
M.S., Indiana University
- Betty Shannon *Science*
M.S., Memphis State University
- Peter Webb *Social Science*
M.A., Memphis State University
- Theodore Swingle *Industrial Education*
Ed. Spec., Ohio State University
- Gerald M. Jenkins *Business Administration*
Ph.D., University of Hawaii
- Raymond L. Isenberg *Management Department*
M.S., University of Tennessee

DIRECTOR OF ATHLETICS AND STUDENT ACTIVITIES

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FINANCIAL AID COUNSELOR

- Wendell Martin M.S., Fort Valley State College

PLACEMENT COUNSELOR

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COORDINATOR X-RAY

- Clarence W. Donnelly *Medical X-ray Technologist*
Emory University School of Medicine

FACULTY

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- Alison Brundage B.S.N., Florida State University
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- Thomas Deal M.A., Appalachian State Teachers College
- Vivian Deitz M.N., University of Florida
- Donald H. De Meules M.A., Colorado State

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 Adella GroveM.Ed., Bowling Green State University
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 Jane Howard M.A., Murray State University
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 Ophelia Pantejo B.S.N., Silliman University
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 Glen PowerM.S., University of South Carolina
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 Ramona Scott.....M.Ed., Chicago State University
 Betty Shannon..... M.S., Memphis State University
 Roger I. Stafford M.Ed., Livingston University
 Daniel Strumas.....M.Ed., Florida Atlantic University
 Theodore Swingle.....Ed. Spec., Ohio State University
 Rhonny Weaver..... M.M., University of Tennessee
 Peter Webb..... M.A., Memphis State University
 Ada Coats Williams..... M.Ed., Florida Atlantic University
 Gary WirthM.A., East Tennessee State University
 Reginald Woodall M.A., University of Alabama



INDIAN RIVER COMMUNITY COLLEGE CALENDAR 1973-1974

FALL SEMESTER 1973

Aug. 14, Tues.	New Faculty Report
Aug. 15, Wed.	Returning Faculty Report
Aug. 15, Wed.	Registration, 8 a.m. to 8:30 p.m.
Aug. 16, Thurs.	Registration, 8 a.m. to 8:30 p.m.
Aug. 20, Mon.	All credit classes begin
Aug. 20-24, Mon.-Fri.	Late registration period begins — Late registration fee charged on and after this date
Aug. 24, Fri.	Drop and Add period begins Last day of late registration and Drop and Add period — 8 a.m. to 5 p.m.
Sept. 3, Mon.	Labor Day — Holiday
Sept. 4, Tues.	Classes resume
Sept. 7, Fri.	Last day to register in an "Institutional Credit" course
Sept. 21, Fri.	Last day to apply for Fall '73 graduation without penalty
Oct. 18, Thurs.	Mid-term — Last day to withdraw from a course with a "W"
Oct. 22, Mon.	Veterans Day — Holiday
Oct. 23, Tues.	Classes resume Last day to apply for financial aid for Spring Semester
Nov. 22-23, Thurs.-Fri.	Thanksgiving Holidays
Nov. 26, Mon.	Classes resume
Dec. 1, Sat.	Last day to apply for January Cosmetology Program
Dec. 7, Fri.	No late applications for graduation for Fall '73 accepted after this date
Dec. 10, 11, 12 Mon., Tues., Wed.	Semester Exams
Dec. 14, Fri.	Commencement — Duty Day
Dec. 24-25, Mon.-Tues.	Christmas Holidays
Dec. 31-Jan. 1 Mon.-Tues.	New Year's Holidays

SPRING SEMESTER 1974

Jan. 1, Tues.	New Years Day — Holiday
Jan. 2-3, Wed.-Thurs.	Faculty Report — Registration, 8 a.m. to 8:30 p.m.
Jan. 7, Mon.	All credit classes begin
Jan. 7-11, Mon.-Fri.	Late registration period — Late fee charged on and after this date

Jan. 7, Mon.	Drop and Add period begins
Jan. 11, Fri.	Last day of late registration and Drop and Add period — 8 a.m. to 5 p.m.
Jan. 25, Fri.	Last day to register in an "Institutional Credit" course
Jan. 28, Mon.	January Cosmetology class begins
Feb. 1, Fri.	Last day to apply for graduation without penalty
March 1, Fri.	Last day to apply for the Associate Degree Nursing program
March 6, Wed.	Mid-term — Last day to withdraw from a course with a "W"
March 8 and 11 Fri. and Mon.	Spring Holidays
April 2, Tues.	Last day to apply for financial aid for Summer Session I
	Last day to apply for Practical Nursing Program
	Last day to apply for Radiologic Technology Program
April 17, Wed.	No late applications for graduation for Spring '74 accepted after this date
April 23, 24, 25 Tues., Wed., Thurs.	Semester Exams
April 26, Fri.	Duty Day
April 28, Sun.	Commencement Day — Duty Day

SUMMER TERM I 1974

April 29, Mon.	Registration — Faculty report — 8 a.m. to 8:30 p.m.
April 29, Mon.	Last day to apply for financial aid for Fall '74
	Last day to apply for Medical Laboratory Technology Program
May 2, Thurs.	All credit classes begin — Late registration period begins — Late registration fee charged on and after this date
May 3, Fri.	Drop and Add period begins Last day to Drop and Add courses — Last day of late registration — 8 a.m. to 5 p.m.
May 13, Mon.	Last day to apply for Summer I graduation without penalty
May 17, Fri.	Last day to register in an "Institutional Credit" course
May 22, Wed.	Last day to withdraw from a course with a "W"
May 27, Mon.	Memorial Day — Holiday
May 28, Tues.	Classes resume

June 1, Sat.	Last day to apply for July Cosmetology Program
June 7, Fri.	No late applications for graduation for Summer I accepted after this date
June 12-13 Wed.-Thurs.	Semester Exams
June 14, Fri.	Duty Day
June 17, Mon.	Commencement — Duty Day

SUMMER TERM II 1974

June 19, Wed.	Registration — Faculty Report — 8 a.m. to 8:30 p.m.
June 21, Fri.	All credit classes begin — Late registration period begins. Late registration fee charged on and after this date.
June 24, Mon.	Drop and Add period begins Last day to Drop and Add courses —8 a.m. to 5 p.m. Last day of late registration, 8 a.m. to 5 p.m.
July 4-5, Thurs.-Fri.	Independence Day — Holiday
July 8, Mon.	Classes resume
July 8, Mon.	Last day to register in an "Institutional Credit" course
July 8, Mon.	Last day to apply for graduation for Summer II, without penalty
July 8, Mon.	Last day to withdraw from a course with a "W"
July 29, Mon.	No late applications for graduation for Summer II accepted after this date
July 29, Mon.	July Cosmetology class begins
Aug. 1-2, Thurs.-Fri.	Semester Exams
Aug. 5-6, Mon.-Tues.	Duty Days
Aug. 7, Wed.	Commencement — Duty Day

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